

**F.No. UIDAI/RO-GHY/05/28/2014/904**

**GOVT. OF INDIA  
PLANNING COMMISSION  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
Regional Office, Block-V, 1<sup>st</sup> Floor, Housefed Complex,  
Beltola Basistha Road, Dispur, Guwahati -781006(Assam)**

Date: 31.10.2014

**NOTICE INVITING TENDER**

The Unique Identification Authority of India, Regional Office, Guwahati, Block-V, 1<sup>st</sup> Floor, Housefed Complex, Beltola Basistha Road, Dispur, Guwahati - 781006 invites rate quotations from the reputed Guwahati-based office stationery Vendors/ Firms/ Agencies/ Companies for supply of office stationeries and IT consumable items during the period covered by the rate contract to this office. The details may be downloaded from our website : [www.uidai.gov.in](http://www.uidai.gov.in) or visit in person at the Regional Office, Guwahati to collect tender documents on payment of Rs. 100/- (Non- Refundable) in form of Demand Draft in favour of PAO, UIDAI, New Delhi.

Last date for submission of the rate quotation by the bidder is 24.11.2014

**Dy. Director,  
UIDAI, RO, Guwahati.**

No.UIDAI/RO-Ghy/05/28/2014/904  
GOVT. OF INDIA  
PLANNING COMMISSION  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
Regional Office : Guwahati, Block-V, 1<sup>st</sup> Floor  
Housefed Complex, Dispur, Guwahati -781006

Date 31.10.2014

**TENDER DOCUMENT**

**Rate Contract for Supply of Office Stationery and IT Consumable items  
to the office of Unique Identification Authority of India, Regional Office, Guwahati**

Date of issue of Tender Document	: 03.11.2014
Last Date & time for submission of Tender Document	: 24.11.2014 UP TO 1500 HOURS
Last date for pre –bid clarification	: 17.11.2014 UP TO 1700 HOURS
Date & time for opening of Technical Bid	: 24.11.2014 AT 1530 HOURS
Financial Bid of eligible Tenderers	: To be informed at a later date

No.UIDAI/RO-Ghy/05/28/2014/904 Dtd 31.10.2014  
GOVT. OF INDIA  
PLANNING COMMISSION  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
Regional Office : Guwahati, Block-V, 1<sup>st</sup> Floor  
Housefed Complex, Dispur, Guwahati -781006

**TENDER NOTICE INVITING RATE CONTRACT**

1. Sealed tenders are invited under two-bid system (**Technical & Financial bid**) from the reputed and experienced govt. office stationery suppliers/Firms/Agencies/Companies for entering into Rate Contract for supplying office stationery and IT consumable items on as and when requirement basis to the office of the Unique Identification Authority of India, Regional Office, Block-V, 1<sup>st</sup> Floor, Housefed Complex, Dispur, Guwahati -781006 for a period of one year from the date of award of contract or as indicated in the official communication for award of contract to the selected firm(s) and may be renewed for another year, on review of satisfactory performance in terms of supply and delivery service.
2. The tenderer/bidder should have valid Trade License, IT PAN, Sales Tax/VAT Registration and TIN TIN (**copies to be furnished along with the quotation**)
3. The tenderer/bidder should have **successfully executed work orders** with any Govt.Deptt/PSUs of
  - a) atleast Rs. 3,00,000/- in last Financial Year (F.Y. 2013-14)

*OR*

  - b) atleast Rs. 10,00,000/- in last 3(three) Financial Years (F.Y. 2011-12, 2012-13 and 2013-14) taken together.
4. The tender document containing above chapters can be obtained from the undersigned by remitting an amount of Rs. 100/-(non-refundable) in form of DD in favour of **“PAO, UIDAI, New Delhi”** or downloaded from the website [www.uidai.gov.in](http://www.uidai.gov.in). Those who download the tender document from website should enclose a DD for Rs 100/- (non-refundable) in favour of **“PAO, UIDAI, New Delhi”** along with their tender bid in the Cover-I “Technical Bid”.
5. The interested bidders/suppliers/vendors/firms/agencies/companies, before quoting their rates in respect of office stationery and IT consumable items as per specifications given in the Financial Bid of the tender document, may visit the office of the Unique Identification Authority of India, Regional Office, Block-V, 1<sup>st</sup> Floor Housefed Complex, Dispur, Guwahati -781006, for pre-bid enquiry from 3.11.2014 to 17.11.2014 (From 2.30 PM to 5.00 PM) on any working day, if all the terms and conditions as mentioned in this Tender Notice are acceptable.

6. The bid duly complete in all respects should be enclosed in the sealed Cover-I marked as "Technical Bid". Another sealed Cover-II should be marked as "Financial Bid". Both Cover-I "Technical Bid" and Cover-II "Financial bid" submitted in the prescribed form should be enclosed in a separate sealed cover superscribing as "Tender for Rate Contract for Supply of Office Stationery and IT Consumable items" and addressed to Deputy Director, Unique Identification Authority of India, Regional Office, Block-V, 1<sup>st</sup> Floor Housefed Complex, Dispur, Guwahati -781006, may be dropped in the tender box kept at the office entrance gate area of Unique Identification Authority of India, Regional Office, Block-V, 1<sup>st</sup> Floor Housefed Complex, Dispur, Guwahati -781006, latest by **1500 hours on or before 24.11.2014**. The outer and inner envelopes must indicate the name and address of the bidder. The tender shall not be accepted beyond the stipulated date and time under any circumstance whatsoever.

7. The Technical bid will be opened on **24.11.2014 at 1530** hrs by a Committee constituted by this office, in the office of Unique Identification Authority of India, Regional Office, Guwahati, Block-V, 1<sup>st</sup> Floor Housefed Complex, Dispur, Guwahati -781006 in presence of the representatives of bidders/firms/Agencies/Companies who wish to be present. The date and time for opening of Financial Bids of the technically qualified tenderers shall be communicated separately at later stage to be decided by this office.

8. The Competent Authority in Unique Identification Authority of India, Regional Office, Guwahati reserves the right to cancel the tender at any time or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation will not be entertained.

9. Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to firm(s).

(N. Pegu)  
Deputy Director

## Chapter – A

### GENERAL INSTRUCTIONS FOR THE TENDERING FIRM/AGENCY/COMPANY

The tendering Firm/Agency/Company must fulfill the following specifications/conditions:

- (a) The Registered Office or Branch Office of the Bidder/Firm/Agency/Company should be located in Guwahati and a person should be available on all working days between 10.00 AM to 5.30 PM. The firm should provide a mobile phone to such a person at its own cost and the said mobile number shall be given to the concerned person of this office.
- (b) The bidding Firm/Agency/Company should have its own Bank Account (Current Account), TAN/TIN Number and shall be registered with Sales Tax department. The bidding Firm/Agency/Company, to whom the tender shall be awarded, will be required to submit their Bank Account number so that the payment shall be transferred electronically in its respective bank accounts. No payment through cheque/bank draft shall be made by the UIDAI Regional Office, Guwahati for supply of stationery and consumable items.
- (c) The Stationery supplying bidder(s) should be a reputed supplier having at least two years of experience for supply of stationery/consumable items to Central Government Ministries/ Departments/ Public Sector Undertakings etc. Proof of experience certificate, not older than one year from the Govt. Ministries /Departments /PSU should be enclosed.
- (d) The tendering Firm/Agency/Company is required to quote the rates for each stationery and consumable items in the Financial Bid accordingly. The bidders should also enclose a duly stamped signed copy of the terms and conditions of the tender documents conveying acceptance thereof.
- (e) The tendering Firm/Agency/Company is advised in their own interest to quote their rates for all the items as per the specifications indicated in Financial Bid. In case, any item is not quoted, the height quote among the bidders, quoted for that particular item, will be considered.
- (f) The tendering Firm/Agency/Company should submit self attested copy of the Income Tax Returns for the last two financial years.
- (g) The tender should be submitted under two bid system. The Interested tendering Firm/Agency/Company are advised to submit two separate envelopes super-scribing “Technical Bid” for supply of Stationery Items (Cover-I) and “Financial Bid” for supply of Stationery items (Cover-II). Both sealed envelopes should be kept in a separate sealed envelope super-scribed with the words “Tender for Rate Contract for Supply of Office Stationery and IT Consumable Items”.**
- (h) The tendering Firm/Agency/Company should give a self certificate stating in clear and un-ambiguous language that it has neither been black-listed by any of the Govt. Ministries/Departments/PSU with whom, it had contract for supply of stationery items etc. during the last five years nor has it been penalized by such offices/organizations for supply of poor/spurious stationery items etc.

## Chapter –B

### Terms and Conditions

1. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be renewed for another year on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful supplier(s)/firm/Agency/Company and the Unique Identification Authority of India, Regional Office, Guwahati.
2. The selected tendering Firm/Agency/Company services would be required to supply the stationery items on regular basis to Unique Identification Authority of India, Regional Office, Guwahati, Block-V, 1<sup>st</sup> Floor Housefed Complex, Dispur, Guwahati -781006 on all working days between 10.30 AM to 5.30 PM. No separate charges, whatsoever, for delivery of goods would be paid by this office.
3. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items, even at short notice.
4. Order for items shall be placed on requirement basis and its delivery must be ensured within three days of receipt of the supply order. Bills in triplicate for the items supplied by the selected firm(s) should be raised for payment. Payment shall be released only after it is ensured that the items/quantity of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected firm (s) immediately for which no extra payment shall be made.
5. **Liquidated damages:** Any delay in supply of the items/replacement of defective items within stipulated delivery period, it is treated as delayed supply and 0.5% of LD will levied for every week delay upto maximum of 5%.
6. Unique Identification Authority of India, RO, Guwahati shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/ place of supply for which, no additional payment shall be made.
7. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately.

8. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the Unique Identification Authority of India while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall stand forfeited.

9. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the Unique Identification Authority of India, RO Guwahati, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.

10. The selected firm(s) shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency without prior written consent of the Unique Identification Authority of India, RO Guwahati. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/ supply order, the contract shall stand cancelled & the performance security shall stand forfeited.

11. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.

12. All entries in the tender form should be legible and filled clearly in the prescribed Technical Bid (Annexure –III) Form only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.

13. The tender documents should be sealed and clearly super-scribed with the words **“Tender for Rate Contract for Supply of Office Stationery and IT Consumable Items”**.

## Chapter -C

### Eligibility/ Evaluation Criteria

The tendering Firm/Agency/Company must fulfill the following specifications (all documentary proofs, self attested, are required to be submitted along with the technical bid):

(a) The Registered Office or Branch Office of the tendering Firm/Agency/Company should be located in Guwahati. The tendering Firm/Agency/Company should submit a proof of its office address.

(b) The tendering Firm/Agency/Company should have its own Bank Account, TIN Number. Self attested copy of the same should be enclosed.

(c) The tendering Firm/Agency/Company should be a reputed & financially sound stationery supplier having atleast two years experience and expertise in supplying miscellaneous stationery items to Central Government Ministries/Departments/Public Sector Undertakings. Proof of experience in the form of copy of certificates obtained from Govt. Deptt. etc. should be enclosed. (Copy of Income Tax Return for the last two years shall also be enclosed with the Technical Bid).

(d) The Firm/Agency/Company should have an annual turnover for not less than Rs. 10 Lakhs (Rupees Ten Lakhs). Copy of stipulated proof may also be enclosed with Technical bid.

(e) The tendering Firm/Agency/Company should also enclose a duly stamped and signed copy of the Terms & Conditions of the tender documents with Technical Bid conveying acceptance thereof.

(f) The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items in as per the specifications indicated in the Financial Bid failing which highest quote rate of that particular item, amongst the bidders, will be considered.

**(g) The successful bidding Firm/Agency/Company shall have to deposit a Performance Security of Rs.20,000/-(Twenty thousand only) within thirty days from the date of awarding contract. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firms including warranty obligations. In case, the contract is further extended beyond the initial period of one year, the Performance Security shall have to be accordingly renewed by the successful tendering Firm/Agency/Company.**

(h) The tendering Firm/Agency/Company should give a self certificate stating in clear and unambiguous language that it has neither been black listed by any of the Govt. Ministries/Departments/PSU with whom, it had contract for supply of stationery items etc. during the last five years nor has it been penalized by such offices/organization for supply of poor/spurious stationery items etc.



(i) Details regarding quality, brand, specification etc. have been given against various items in the Financial Bid. Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for standard quality product and UIDAI, Tender Committee shall determine if the quality is of standard one.

(j) The tendering Firm/Agency/Company are advised in their own interest to submit the desired papers/documents with their bids as per the specifications indicated in "Check List" failing which their bids shall be declared un-responsive.

(k) Commercial evaluation would be done based on total expenditure incurred to procure all the above requirements for a month.

(l) L1 will be arrived at, by calculating the total cash outflow for procuring all the items mentioned at Financial Bid Form (Annexure-III), the tentative quantity mentioned for one month as per the rates quoted by the bidder.

**For Example:**

Assuming that the total requirement of stationery in UIDAI RO Guwahati, is 10 pens, 10 markers, 20 pencils and 2 reams of paper (A4 size). Bidder A has quoted Rs. 5/- for a unit of pen, Rs.10/- per unit of marker, Rs. 2/- per pencil and Rs.50/- per ream of paper. Then the total cash out flow would be.

$$\begin{aligned} & (5 \times 10) + (10 \times 10) + (20 \times 2) + (50 \times 2) \\ & 50 + 100 + 40 + 100 \\ & = \text{Rs.290 per month} \end{aligned}$$

Bidder B has quoted Rs.4/- for a unit of pen, Rs.9/- per unit of marker, Rs. 2.50/- per pencil and Rs. 50/- per ream of paper.

$$\begin{aligned} & (4 \times 10) + (9 \times 10) + (2.50 \times 2) + (50 \times 2) \\ & 40 + 90 + 50 + 100 \\ & = \text{Rs.280 per month} \end{aligned}$$

In this case the total cash flow is Rs.290/-, if the material is procured from Bidder A and Rs.280/- if the material is procured from B. Hence B is identified as L1. In case of a tie between two bidders, the bidder who has more experience contracts with government departments would be given preference both the vendors will be finalized and the discretion lies with the purchaser.

(m) If the quoted rate is exorbitantly high as compared to the prevailing market rates, then the purchaser may negotiate with the L1 agency/firm.

## **General Terms and Conditions**

1. Unique Identification Authority of India shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items.
2. The Competent Authority Unique Identification Authority of India reserves the right to relax or withdraw any of the terms and conditions mentioned in the tender documents if doing so is in the interest of the UIDAI, RO, Guwahati.
3. The Tender should be dropped only in the designated tender box kept at the entrance office gate of Unique Identification Authority of India, Regional Office, Guwahati, Block-V, 1<sup>st</sup> Floor Housefed Complex, Dispur, Guwahati -781006. The closing time and date for acceptance of tenders shall be 1500 hours on/ before by 24.11.2014. No tender received later the stipulated date & time or from other modes/place shall be entertained & shall be declared un-responsive.
4. The tenders will be opened on the 24.11.2014 at 15:30 hours in the presence of such bidding Firm/Agency/Company or their authorized representatives who wish to be present at the time of opening of bids.
5. The UIDAI reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in case of emergency/unavoidable situation.
6. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
7. The contract will be valid from the date it is awarded. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.
8. The rate submitted by the bidding Firm/Agency/Company should not be higher than the rates at which the stationery items are being supplied by it to other Govt. Ministries/Departments. If subsequently, it is found that the firm has supplied stationery items at higher rates to the UIDAI, Regional Office, Guwahati, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1000/- on first such occasion and shall be doubled on subsequent occasions.
9. The bidding Firm/Agency/Company should have its own Bank Account, TIN Number etc. Self attested copy of the same should be enclosed. The Bank details and account number should be intimated to Unique Identification Authority of India, RO Guwahati, to which all payments for supply of stationery and consumable items will be made through ECS/NEFT transfer in case of the successful bidder.

**TECHNICAL BID**

SN	Particulars	To be filled by the Tenderer	
01	Name of the Supplier Company/Agency/Firm		
02	Name of the Proprietor		
03	Full Address of Registered Office of the Agency/Firm		
04	Contact No. & Fax No. of the firm/Agency		
05	Banker of Firm/Agency with full Address & Telephone No.		
06	Bank A/c No. of Firm/Agency for e-payment		
07	TIN/TAN No. of the Firms/Agency (Attach Copy)		
08	Details of Tender Fee and Bid Security		
09	Financial Turnover of the bidder for the last two years(Stipulated proof required)	Financial Year	Turnover (Rs. in lakh)
		2012-13	
		2013-14	

10. Details of major contracts handled by the tendering company/firm/agency for the last two years in the following format (Attach self attested copy)

SN	Details of client along with address, contact No. & Fax No.	Amount of Contract (Rs. in lakh)	Duration of Contract	
			From	To
01				
02				
03				

**(If the space provided is insufficient, a separate sheet may be attached)**

Date  
Place

Signature of authorized person  
Name:  
Seal of the Agency

**CERTIFICATE**

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/  
Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this  
declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to  
abide by them;
3. The information/documents furnished along with the above application are true and authentic to the  
best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false  
information/fabricated document would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law.
4. I/We, do hereby certified that the our firm has neither been blacklisted to by any of the Govt.,  
Ministries/Departments/PSUs/PSU Banks with which the firm had contracted for supply of stationery  
items etc. during the last five years nor has been penalized by such Offices/organizations for supply  
of poor/spurious stationers items etc.

Signature of authorized person

Date:  
Place:

Full Name:  
Seal:

**RATE SHEET**

[There are 76 items in this group. Tenderer must fill up the rates for all items for the specified brand without which the tender will not be considered. Unit Price and VAT/Sales TAX may be shown separately]

Sl.	Stationery Items	Make/ Model	Unit	Tentative consumption per month	Rate		
					Unit Price (in Rs.)	VAT/Sale TAX	Total in words
	A	B	C	D	E	F	G (=E+F)
1	A4 Paper	JK/Century/Copy Power	ream	10 ream			
2	Legal/FS Paper	JK/Century/Copy Power	ream	2 ream			
3	Photo Glossy paper	Kodak	ream	1 ream			
4	Notesheet with margin (FS size)	Neelgagan	ream	1 ream			
5	Note Pad Size A6 150 sheets	DESMAT/ITC/ Neelgagan	Piece	6 Nos			
6	Note Pad Size A5 20 sheets	DESMAT/ITC/ Neelgagan	Piece	12 Piece			
7	Note Pad Size A5 80 sheets	DESMAT/ITC/ Neelgagan	Piece	6 Piece			
8	Note Pad No. 33 160 sheets	DESMAT/ITC/ Neelgagan	Piece	6 Piece			
9	Bound Register Ruled(No.4)	Standard quality	Piece	2 Piece			
10	Bound Register Ruled (No. 8)	Standard quality	Piece	2 Piece			
11	Post-in-Pad/Flag Marker (size 2x3)	DESMAT	Packet	4 Packet			
12	Post-in-Pad/Flag Marker 3 pc 25x75	DESMAT	Packet	4 Packet			
13	Post-in-Pad/Flag Marker (Big)	DESMAT	Packet	1 Packet			

14	Post-in-Pad/Flag Marker (size 3x4)	DESMAT	Packet	1 Packet			
15	Post-in-Pad/Flag Marker (Small)	DESMAT	Packet	4 Packet			
16	Ball Pen	Cello/glide/Reynolds	Number	36 Number			
17	Gel pen	Cello/glide/Reynolds	Number	24 Number			
18	Marker pen	Cello/glide	Number	12 Number			
19	Record File cover ( No.55)	Neelgagan	Number	12 Number			
20	Index /Lever File Cover	Neelgagan	Number	2 Number			
21	Attendance Register	Standard quality	Number	1 Number			
22	Cotton-tag Thread	Standard quality	Bundles	2 Bundles			
23	A4 size envelope	Standard quality	Packet	Packet			
24	FS size envelope	Standard quality	Packet	Packet			
25	Cloth Pasted Envelope (16" X 12")	Standard quality	Packet	Packet			
26	CD mailer envelope	Standard quality	dozen	1 dozen			
27	Staple Pin No. 10 (Kangaroo)	Kores	Packet of -20 boxes	Half Packet (10 boxes)			
28	Staple Pin No. 24/6 (Kangaroo)	Kores	Packet of -10 boxes	Half Packet b (5 boxes)			
29	Staple Pin No. 23/15 (Kangaroo)	Kores	Packet of -10 boxe	Half Packet (5 boxes)			
30	Glue stick (Corporate/Kores)	Kores	Number	6 Number			
31	Al pin	Apsara/Corporate	Packet	8 packet			
32	Table Dusting Cloth	Standard quality	Dozen	1 Dozen			
33	Cleansing Spray	Colin/Muscle	Number	1 Number			

34	Calculator 12 digit (Casio)	Casio	Number	1 Number			
35	Stapler Machine - Small (No.10)	Kangaro	Number	1 Number			
36	Stapler Machine - Big (No. 24/6)	Kangaro	Number	1 Number			
37	Paper Cutter	Standard quality	Number	1 Number			
38	Plastic ruler	Camlin/Kores	Number	1 Number			
39	Plastic Folder ( size A4)	Standard quality	Packet-10 nos	1 Packet			
40	Plastic Folder ( size FS)	Standard quality	Packet-10 nos	1 Packet			
41	Whitener pen	(kores/faber castel)	Number	6 number			
42	Binder Clip ( Small and big)	Standard quality	Dozen	1 Dozen			
43	Towel (small size)	Standard quality	Piece	2 pcs			
44	Towels(large - chair towel)	Standard quality	Piece	2 pcs			
45	Liquid hand wash bottle	Dettol	Number	1 Number			
46	AAA Pencil Battery	Everady	Number	9 Number			
47	Ultra Alkaline Battery	Everady	Number	4 Number			
48	Pencil Battery GP Ultra 12 Vt.	Everady	Number	4 Number			
49	Pencil Battery	Eveready	Number	6 Number			
50	Toilet Cleaner Liquid	Harpic	Number	1 Number			
51	Air freshener	Odonil/glade	Number	3 Number			
52	Mosquito hit spray	Hit	Number	1 Number			
53	All out machine and liquid	Goodnight/All Out	Number	2 Number			
54	Dettol (small)	Dettol	Number	1 Number			
55	Liquid prill	Prill	Number	1 Number			
56	Scrubber	Standard quality	Number	1 Number			
57	CFL Bulb 18 wt.	Philips/Bajaj	Number	2 Number			
58	Bleaching Powder	Standard quality	Packet (500 gms)	2 Packet			
59	Lizol	Lizol	Number	1 Number			
60	Tube Light 40	Philips/Bajaj	Number	2 Number			

	wt.						
61	Plastic paper basket	Standard quality	Number	1 Number			
62	Plastic Bucket 15 lts capacity	Standard quality	Number	1 Number			
63	Plastic Mug 1 lt capacity	Standard quality	Number	2 Number			
64	Floor Mooper	Standard quality	Number	1 Number			
65	Stamp Pad (88 mm x 54 mm) - Purple	Kores	Number	1 Number			
66	Stamp Pad (95 mm x 159 mm) - Purple	Kores	Number	1 Number			
67	Blank CD	(Sony/Moserbaer /HP)	Packets 10 nos each	1 Packets			
68	16 GB Pen drive(	kingston/hp/scan disk)	Number	2 Number			
69	32 GB Pen drive	ingston/hp/scan disk)	Number	1 Number			
70	HP Printer Toner 88A	HP	Number	2 Number			
71	HP Printer Cartridge 818 Colour	HP	Number	1 Number			
72	HP Printer Cartridge 818 Black	HP	Number	1 Number			
73	Canon Photocopier NPG 28	HP	Number	1 Number			
74	HP Printer Tonnert 78A	HP	Number	1 Number			
75	HP Printer Toner 36A	HP	Number	1 Number			
76	Cello tape transparent big size	cello	Number	1 Number			

Signature & Seal of Bidder/Authorize representative

Date:



## **CHECK LIST**

### **DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID**

1. Self attested duly stamped/ filled Technical bid Form.
2. Self attested duly stamped copy of the Tender documents.
3. Self Attested copy of proof of Office Address.
4. Self certified copy of the Bank account No.
5. Self attested copy of TIN Number allotted to the agency;
7. Self attested copy of the last two years IT returns filed by the agency.
8. Self attested copy of two years experience certificate obtained from Govt. Deptt. /PSU.
9. Self attested duly stamped copy of Certificate indicating of non black listing;
10. Additional any relevant information