

F.No. UIDAI/RO-GHY/Tender SI/05/2016/.1676

Government of India
Ministry of Electronics & Information Technology (MeitY)
Unique Identification Authority of India
Regional Office, Housefed Complex, Dispur, Guwahati-781 006

Date: 06 /01/2017

NOTICE INVITING TENDER

The Unique Identification Authority of India, Regional Office, Guwahati, Block-V, 1st 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 or CPPP (Central Public Procurement Portal) or visit in person at the Regional Office, Guwahati to collect tender documents on payment of Rs. 100/- (Rupees one hundred) (Non- Refundable) in the form of Demand Draft in favour of PAO, UIDAI, New Delhi.

Last date for submission of the rate quotation by the bidder is 30/01/2017.


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

उप-निर्देशक
Deputy Director
भारतीय विशिष्ट पहचान प्राधिकरण
Unique Identification Authority of India
क्षेत्रीय कार्यालय, गुवाहाटी
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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	: 09/01/2017
Last Date & time for submission of Tender Document	: 30/01/2017 UP TO 1500 HOURS
Last date for pre –bid clarification	27/01/2017 UP TO 1700 HOURS
Date & time for opening of Technical Bid	: 30/01/2017 AT 1530 HOURS
Financial Bid of eligible Tenderers	: To be informed at a later date


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Regional Office, Guwahati

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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 as and when requirement basis to the office of the Unique Identification Authority of India, Regional Office, Block-V, 1st 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 (FY 2015-16)
 - OR
 - b) atleast Rs. 10,00,000/- in last 3(three) Financial Years (FY 2013-14, 2014-2015 and 2015-2016) 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 and CPPP (Central Public Procurement Portal). 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, 1st Floor Housefed Complex, Dispur, Guwahati -781006, for pre-bid enquiry from 09/01/2017 to 27/01/2017 (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, 1st 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, 1st Floor Housefed Complex, Dispur, Guwahati -781006, latest by **1500 hours on or before 30/01/2017**. 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 bids shall be valid for a period of 120 days from the date of opening of the tenders.
8. The successful Bidders will have to deposit Performance Security Deposit @ 10 % of the annual expenditure for purchasing of Stationery and IT Consumable items in the form of A/C Payee demand draft or bank guarantee issued by a reputed Bank or Fixed Deposit Receipt (FDR) made in the name of Agency **but hypothecated to the Pay and Accounts Officer, UIDAI, New Delhi** covering the period of contract. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the Agency. In case, the contract is further extended beyond the initial period one year, the performance security will have to be accordingly renewed by the successful bidder.
9. **Conditional bids shall not be considered and will be out rightly rejected in very first instance.**
10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting or use of correction fluid etc. is permitted in the Financial Bid Form. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be attached by the person authorized to sign the tender bids.
11. The Technical bid will be opened on **30/01/2017 at 1530 hrs** by a Committee constituted by this office, in the office of Unique Identification Authority of India, Regional Office, Guwahati, Block-V, 1st 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.
12. 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.
13. Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to firm(s).


(Nirmal Pegu)
Deputy Director
उप-निर्देशक
Deputy Director
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Unique Identification Authority of India
क्षेत्रीय कार्यालय, गुवाहाटी
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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 9:30 AM to 6:00 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 (Format – Annexure – III) 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 lowest 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, 1st 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 the stipulated 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 -I) 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"**.




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Regional Office, Guwahati

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. 3.00 lakhs (Rupees three 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 quoted 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 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 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/organization for supply of poor/spurious stationery items etc.


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- (i) Details regarding quality, brand, specification etc. have been given against various items in the Financial Bid (Annexure – III). 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.

$$(5 \times 10) + (10 \times 10) + (20 \times 2) + (50 \times 2)$$

$$= 50 + 100 + 40 + 100$$

$$= \text{Rs.}290 \text{ per month}$$

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.


$$(4 \times 10) + (9 \times 10) + (2.50 \times 20) + (50 \times 2)$$

$$= 40 + 90 + 50 + 100$$

$$= \text{Rs.}280 \text{ per month}$$

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.


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Chapter – D

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, 1st Floor Housefed Complex, Dispur, Guwahati -781006. The closing time and date for acceptance of tenders shall be 1500 hours on/ before by 30/01/2017. No tender received after 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 30/01/2017 at 1530 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 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). 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. 1,000/- 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.

E. TECHNICAL BID**Annexure-I****i. Details of the tendering Firm/Agency/Company:**

Sl. No.	Particulars	To be filled by the Tenderer	
1	Name of the Supplier Company/Agency/Firm		
2	Name of the Proprietor		
3	Full Address of Registered Office of the Agency/Firm		
4	Contact No. & Fax No. of the firm/Agency		
5	Banker of Firm/Agency with full Address & Telephone No.		
6	Bank A/c No. of Firm/Agency for e-payment		
7	TIN No. of the Firms/Agency (Attach Copy)		
8	IT returns		
9	Details of Tender Fee and Bid Security		
10	Financial Turnover of the bidder for the last three years(Stipulated proof required)	Financial Turnover (Rs. in lakh)	
		Year	
		2013-14	
		2014-15	
		2015-16	

ii. Format for major contracts handled by the tendering firm/agency/ company for the last three years (Attach self attested copy):

Sl. No.	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/Company, 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.

Date:

Place:

(Signature of authorized person)

Full Name:

Seal:

उप-निर्देशक
Deputy Director
भारतीय विशिष्ट पहचान प्राधिकरण
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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. Any additional relevant information.



उप-निर्देशक

Deputy Director

भारतीय विशिष्ट पहचान प्राधिकरण

Unique Identification Authority of India

क्षेत्रीय कार्यालय, गुवाहाटी

Regional Office, Guwahati

F. RATE SHEET (FINANCIAL BID)

Annexure-III

(There are 161 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	VAT/ Sale Tax	Total (in word)
1	2	3	4	5	6	7	8=(6+7)
1.	Air freshener	Odonil/glade	Number	5			
2.	Al pin	Apsara/Corporate	Packet	4			
3.	All out machine and liquid	Goodnight/ All Out	Number	5			
4.	All out liquid refill	Goodnight/ All Out	Number	10			
5.	Attendance Register (No.2)	Standard quality	Number	4			
6.	Attendance Register (No.4)	Standard quality	Number	3			
7.	Battery(AAA size) Pencil Battery (for remote)(leak proof)	Eveready	Number	20			
8.	Battery(AA size) Pencil Battery (leak proof)	Eveready	Number	20			
9.	Battery(1050) Big size (leak proof)	Eveready	Number	10			
10.	Binder Clip (19 mm)	Standard quality	Dozen	3			
11.	Binder Clip (25 mm)	Standard quality	Dozen	3			
12.	Binder Clip (32 mm)	Standard quality	Dozen	3			
13.	Bound Register Ruled (per running Number)	Standard quality	Piece	5			
14.	Calculator 12 digit (Casio)	Casio	Number	2			
15.	Calling bell (manual)	Standard quality	Number	2			
16.	Calling Bell(Wireless)	Havells	Number	2			
17.	Carbon Paper	Cores	Packet	2			
18.	CD mailer Envelope	Standard quality	Dozen	2			
19.	CD(Blank)	Sony/ Moserbaer/HP	Pack of 10 nos.	3			



20.	CD-DVD (Blank)	Sony/ Moserbaer/HP	Pack of 10 nos.	3			
21.	Cello Tape (0.5"x50mtr)	Best Quality	Number	5			
22.	Cello Tape(1") Transparent	Best quality	Number	6			
23.	Cello Tape (2"x200mtr.) Brown	Best quality	Number	6			
24.	Cello Tape (2"x200mtr.) Transparent	Best quality	Number	6			
25.	CFL Bulb 18 watt	Philips/Bajaj	Number	4			
26.	Cleansing Spray (500 ml)	Colin/Muscle	Number	5			
27.	Coaster	Standard quality	Packet	3			
28.	Coffee/Tea cup set	Hitkari/Bharat	Pkt (6 pcs.)	2			
29.	Copier Paper (A3 size)	JK/Century/ Copy Power	Ream	4			
30.	Copier Paper (A4 size)	JK/Century/ Copy Power	Ream	25			
31.	Copier Paper (Legal/FS size)	JK/Century/Cop y Power	Ream	4			
32.	Copier Paper (colour) A4 Size	Desmat/JK	Ream	2			
33.	Counting sponze	Standard quality	Number	5			
34.	Dak Pad	Neelgagan	Number	4			
35.	Dettol Liquid 225 ml	Dettol	Number	5			
36.	Doormate (16"x27")	Standard quality	Number	2			
37.	Doormate (24"x14")	Standard quality	Number	2			
38.	Drawing Pin(Big size)	Standard quality	Packet	2			
39.	Envelope (size 9"x4" size), White	Standard quality	100 pc. packet	10			
40.	Envelope (size 10"x4.5"), White	Standard quality	100 pc. packet	10			
41.	Envelope (size 11"x5"), White	Standard quality	100 pc. packet	10			
42.	Envelope (FS size cloth pasted)	Standard quality	Number	5			
43.	Envelope(A4 size, laminated)	Standard quality	100 pc. packet	5			
44.	Envelope(FS size, laminated)	Standard quality	100 pc. packet	5			
45.	Envelope(Cloth Pasted) (16" X 12")	Standard quality	Packet	4			

46.	File (Conference file)	Best Quality	Number	10				
47.	File (Cobra File) (Size No. 888)	Neelgagan	Number	10				
48.	File (Cobra File) (Size No. 1000)	Neelgagan	Number	10				
49.	File (Cobra File, Plastic) FS Size	Best Quality	Number	10				
50.	File (Four cover)	Neelgagan	Number	10				
51.	File (Lever/Index Arch File)	Ambassador	Number	10				
52.	File (plastic Button File)	Standard quality	Number	25				
53.	File (Plastic stick folder)	Best Quality	Number	25				
54.	File Cover (Record File cover) (No.55)	Neelgagan	Number	30				
55.	File Board (No. 51)	Neelgagan	Number	30				
56.	File Tag (Cotton)	Best Quality	Bundle	6				
57.	File Tag (Nylon)	Best Quality	Bundle	10				
58.	File Tray	Standard quality	Number	4				
59.	Folder (Plastic Folder) (size A4)	Standard quality	Packet-10 nos	3				
60.	Folder (Plastic Folder) (size FS)	Standard quality	Packet-10 nos	3				
61.	Gems Clip (Plastic)	Best Quality	Packet	10				
62.	Glue stick (8 gram)	Corporate/Kores	Number	15				
63.	Glue stick (15 gram)	Corporate/Kores	Number	10				
64.	Gum (Liquid)(150 ml)	Best quality	Number	5				
65.	Gum (Liquid)(300 ml)	Best quality	Number	5				
66.	Highlighting Pen	Luxor	Number	15				
67.	Kraft Paper(Packing paper)	Best quality	Per sheet	20				
68.	LED bulb,15w	Bajaj/Philips/Havells/Crompton	Number	5				
69.	Liquid hand wash bottle(215 ml)	Dettol	Number	8				
70.	Liquid prill	Prill	Number	10				
71.	Lock – 5 lever	Godrej	Number	4				
72.	Lock – 6 lever	Godrej	Number	5				
73.	Lock 7 lever	Godrej	Number	5				
74.	Marker Pen	Luxor/Camlin	Number	10				



उप-निर्देशक
Deputy Director

भारतीय विशिष्ट पहचान प्राधिकरण
Unique Identification Authority of India

75.	Mosquito hit spray (200 ml)	Hit	Number	5			
76.	Mosquito hit spray (400 ml)	Hit	Number	3			
77.	Note Pad A5 size-spiral	Neelgagan	Number	15			
78.	Note Pad size 24x18 cm -spiral	ITC	Number	10			
79.	Note Pad No. 33, 40 sheets	DESMAT/ITC/Neelgagan	Piece	10			
80.	Note Pad Size A5, 20 sheets	DESMAT/ITC/Neelgagan	Piece	15			
81.	Note Pad Size A5, 80 sheets	DESMAT/ITC/Neelgagan	Piece	10			
82.	Note Pad Size A6, 150 sheets	DESMAT/ITC/Neelgagan	Piece	10			
83.	Note sheet with margin (FS size)	Best quality	Ream	4			
84.	Odonil 50 gram	Odonil	Number	10			
85.	Odonil 75 gram	Odonil	Number	15			
86.	Paper Cutter(small)	Standard quality	Number	5			
87.	Paper Napkin	Best Quality	Packet	5			
88.	Paper Weight	Best Quality	Number	8			
89.	PB Register	Standard Quality	Number	1			
90.	Pen (Ball pen)(Blue, Black, Green)	Link smart	Number	40			
91.	Pen (Ball pen)	Max writer/Reynold/Flair	Number	30			
92.	Pen (Ball pen)	Reynolds (Paper soft)	Number	15			
93.	Pen (Gel Pen)	Cello/glide/Reynolds	Number	25			
94.	Pen (CD Marker soft Head)	Luxor	Number	5			
95.	Pen (Hi Tech Pilot Pen)	Luxor	Number	5			
96.	Pen (V5 High Techpoint)	Luxor	Number	5			
97.	Pen drive (32 GB)	Kingston/HP/Sony	Number	5			
98.	Pen drive(16 GB)	Kingston/HP/Sony	Number	5			
99.	Pen Jar	Best quality	Number	6			
100.	Pencil cutter	Best quality	Number	10			
101.	Pencil Eraser	Best quality	Number	10			
102.	Peon Book	Best Quality)	Number	5			
103.	Photo Glossy paper(A4 size 180 GSM)	Kodak	Ream	2			

104.	Pin holder	Standard quality	Number	4			
105.	Plastic Bucket (15 ltr. capacity)	Standard quality	Number	2			
106.	Plastic Mug 1 ltr. capacity	Standard quality	Number	5			
107.	Plastic Rope	Standard Quality	Roll	4			
108.	Plastic ruler(12")	Best Quality	Number	6			
109.	Poker	Standard quality	Number	6			
110.	Post-IT-Pad/Flag Marker (Small)	DESMAT	Packet	3			
111.	Post-IT-Pad/Flag Marker 3 pc 25x75mm	POST-IT	Packet	8			
112.	Post-in-Pad/Flag Marker (size 2"x3")	DESMAT	Packet	5			
113.	Post-in-Pad/Flag Marker (size 3"x4")	DESMAT	Packet	5			
114.	Post-n-Pad/Flag Marker (Big) (size 3"x3")	DESMAT	Packet	4			
115.	Punching Machine(Single)	Standard quality	Number	4			
116.	Punching Machine(Double)	Standard quality	Number	4			
117.	Quarter plate	Bohe China	Number	10			
118.	Ribbon Kit (Colour Ribon Kit(Model YMCKT- KT)(Manufacturer - Datacard Corporation)	Datacard	Number	2			
119.	Scotch Brite (Big size)	Standard quality	Number	8			
120.	Sealing wax	Standard quality	Number	10			
121.	Spoon (Steel table spoon) (small)	Best quality	Number	10			
122.	Stamp Pad (88 mm x 54 mm) - Purple/Black	Kores	Number	6			
123.	Stamp Pad (95 mm x 159 mm) - Purple	Kores	Number	6			
124.	Stamp pad Ink 30 ml	Kores	Number	5			
125.	Stapler Machine - Small (No.10)	Kangaro	Number	5			
126.	Stapler Machine - Big (No. 24/6)	Kangaro	Number	5			

127.	Staple Pin No. 10 (Kangaroo)	Kores/Kangaro	Packet	10			
128.	Staple Pin No. 24/6 (Kangaroo) (For HD 45 machine)	Kores/Kangaro	Packet	10			
129.	Staple Pin No. 23/6 (Kangaroo) (For HD 1217 machine)	Kores/Kangaro	Packet	4			
130.	Staple Pin No. 23/8 (Kangaroo) (For HD 1217 machine)	Kores/Kangaro	Packet	4			
131.	Staple Pin No. 23/10 (Kangaroo) (For HD 1217 machine)	Kores/Kangaro	Packet	4			
132.	Staple Pin No. 23/13 (Kangaroo) (For HD 1217 machine)	Kores/Kangaro	Packet	4			
133.	Staple Pin No. 23/15 (Kangaroo) (For HD 1217 machine)	Kores/Kangaro	Packet	4			
134.	Staple Pin No. 23/17 (Kangaroo)(For HD 1217 machine)	Kores/Kangaro	Packet	4			
135.	Stock Book Register (in running number)	Best Quality	Number	4			
136.	Table Dusting Cloth	Standard quality	Dozen	15			
137.	Tea Tray (Big size)	Milton	Number	4			
138.	Thermo Flux- 500 ml	Milton	Number	2			
139.	Thermo Flux – 1 ltr.	Milton	Number	2			
140.	Thread Ball(Cotton)	Best quality	Number	4			
141.	Toner HP 351 (For colour laserjet Pro MFP M177)	HP	Number	2			
142.	Toner HP 352 (For colour laserjet Pro MFP M177)	HP	Number	2			

143.	Toner HP 353 (For colour laserjet Pro MFP M177)	HP	Number	2			
144.	Toner HP CF350A(For colour laserjet Pro MFP M177)	HP	Number	2			
145.	Toner HP Printer (Laserjet) Toner 05A	HP	Number	2			
146.	Toner HP Printer (Laserjet) Toner 36A	HP	Number	2			
147.	Toner HP Printer (Laserjet) Toner 78A	HP	Number	2			
148.	Toner HP Printer (Laserjet) Toner 88A	HP	Number	8			
149.	Ink Tank BK774 (for EPSON M 200 Inkjet Printer	EPSON	Number	4			
150.	Toner(Canon Photocopier NPG 28	HP	Number	3			
151.	Torch Light (2 battery)	Eveready	Number	2			
152.	Torch Light (3 battery)	Eveready	Number	2			
153.	Towel (small size)	Standard quality	Piece	10			
154.	Towels (large -chair towel)	Standard quality	Piece	8			
155.	Tube Light 40 watt	Philips/Bajaj	Number	5			
156.	Waste Paper Basket	Standard Quality	Number	10			
157.	Water Bottle 1000 ml	Milton	Number	5			
158.	Water Glass (300 ml)	Borosil/ Treo	6 pc. set	1			
159.	Weekly Engagement Pad	Standard quality	Number	10			
160.	Whitener pen	Kores/Faber castel	Number	10			
161.	Wood Pencil	Apsara/Camlin	Pkt. of 10 pcs.	5			

Date:

Place:

Signature & Seal of Bidder/Authorize representative