

Government of India
Office of the Narcotics Commissioner of India
Central Bureau of Narcotics
Ministry of Finance/Department of Revenue
19, The Mall, Morar, Gwalior (M.P.) - 474006



भारत सरकार
कार्यालय भारत के नारकोटिक्स आयुक्त
केन्द्रीय स्वापक ब्यूरो
वित्त मंत्रालय/राजस्व विभाग
१९, माल रोड, मुरार, ग्वालियर-४७४००६

Website: <http://www.cbn.nic.in> (EPBX):(91) 751-2368996/2368997 FAX: (91) 751-2368111/2368577;
Email: narcommr@cbn.nic.in, narcom@bsnl.in

F.No. I/17/2/Admn./Stationary/2016- 397

Dated : the 16. May, 2016

F.NO.II(17)2/ADM/STATIONARY/2016

Office of the Narcotics Commissioner of India,
Central Bureau of Narcotics
19, The Mall, Morar, Gwalior - 474006

Dated : May, 2016

BID DOCUMENT

**Tender for Annual Discount Contract for Supply of
Stationery & Other General/Electrical Items
For office of the Narcotics Commissioner of India,
Central Bureau of Narcotics, Gwalior**

(Visit us at www.cbn.nic.in)

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F.No. I/17/2/Admn./Stationary/2016- 377

Dated : the 16 May, 2016

TENDER NOTICE

Office of Issue	:	Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior Morar-474006 (M.P.)
Tender No.	:	
Tender Forms can be downloaded from		http://www.cbn.nic.in http://www.cbec.gov.in
Last date of submission of Bids		Upto 26 th May, 2016, Time 15:00 Hrs
Date of opening of Technical bid		On 30 th May, 2016, Time 15:30 [If the tender opening date is declared a holiday by Govt. of India then the tender shall be opened on next working day at 15:30 hrs]
Date of opening of Financial bid		3 rd June, 2016
Earnest Money		₹ 20,000/- (Rupees Twenty Thousand only)
Total Estimated Cost		Approx. ₹ 20.00 Lakhs (Per Annum)

Sealed limited tenders under two bid system i.e. "Technical Bid" & "Financial Bid" are invited from interested and eligible firms for Annual Discount Contract for "Supply of Stationery and other General Items" in CBN, Gwalior.

The Technical & Financial bids should be sealed by the bidder in separate covers duly superscripted as "Technical Bid - Supply of Stationery and other General Items" and "Financial Bid - Supply of Stationery and other General Items" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted as "Tender for Supply of Stationery and other General Items"

Bidders shall have to submit Earnest Money Deposit (EMD) of ₹ 20,000/- (Rupees Twenty Thousand only) in the form of 'Demand Draft / Pay Order' drawn on any scheduled bank in favour of "Drawing & Disbursing Officer, CBN" payable at Gwalior along with the bid documents.

Intending eligible bidders may download the bid document from the website of CBN i.e. www.cbn.gov.in, <http://cbec.gov.in>.

For any clarification regarding any terms and conditions of the tender, bidders may contact the Superintendent (Administration), Central Bureau of Narcotics, 19, the Mall, Morar, Gwalior-474006 (Ph. No. 0751-2368281).

(Mahesh Kumar)

Asstt. Narcotics Commissioner (Admn.)

Section - II

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. PREAMBLE

CBN (CBN), a statutory body of Govt. of India, intends to enter into a discount contract with a reputed firm for **Supply of Stationery and other General Items** for use by its office. Requirement of Stationery & other General Items are enclosed at **Annexure - I** to the Tender Document. The terms and conditions are described in "**Terms & Conditions Governing the Tender**" in **Section-III**.

2. BONAFIDE OFFERS

The bidder should be bonafide, which shall mean an entity: (a) Having a registration certificate of the firm; (b) Having Permanent Account Number; (c) Having Service Tax, Sale Tax, and VAT registration (all three); (d) Meeting all other requisites laid down in this Section and elsewhere in the tender document.

3. TENDER DOCUMENT

The tender document consists of all documents listed at the page No. 2 of this document. The tender must be submitted through a '*Letter of Submission of Tender*' as per **Annexure-II** in the manner indicated below, failing which the tender is liable to be rejected. **Incomplete or conditional tender shall be rejected.**

4. SUBMISSION OF TENDERS - TIME LIMIT/MODE

The tender documents duly completed should be submitted in **two separate** parts. The **first part** should be sealed in a separate envelope and superscripted as "**Technical Bid - Supply of Stationery & other General Items**". This should contain all the information as given at **Annexure-III** which would enable CBN to decide on credentials of the tenderers for supplying the required items besides EMD (para 10 of Section-III) and other documents listed below in para 4.1.1 and elsewhere in the Section. The **second part (Annexure-VII)** will consist of the "**Financial Bid - Supply of Stationery & other General Items**" and should be superscripted on the second envelope as such and should also be sealed. Both the envelopes should be sealed in one envelope and duly superscripted as "**Tender for - Supply of Stationery & other General Items**" and addressed to Assistant Narcotics Commissioner (Administration), CBN.

4.1.1. The following documents must be submitted in the Technical Bid :-

- Letter of Submission of Tender along with **Annexure-III**.
- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft of ₹ 20,000/ - (Rupees Fifty Thousand only) towards Earnest Money Deposit.
- Copy of Certificate of Incorporation/Registration
- Copy of PAN Card.
- Proof of registration for Sale Tax/VAT.

- An undertaking (as per Annexure-V) to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performance.
- 4.1.2 The Schedule of Discounts (SOR) given at **Annexure-VII** duly filled in and signed by the tenderer, shall be submitted in the **'Financial Bid'**. **A bidder is required to quote for one or more items as given in SOR.**
- 4.2 **All discounts shall be quoted only in the proper form i.e. in the SoR (Annexure-VII) indicating discounts offered on MRP.** Each page shall be signed in full by the tenderer or his authorized signatory as described in sub paras above.
- 4.3 The schedule of discounts should be filled in carefully after considering all the aspects of work as described in the **Section-III** on **"Terms & Conditions Governing the Tender"**. No request for change or variation in discounts or terms and conditions of the tender shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document. Any overwriting in the schedule of discounts should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.
- 4.4 The tender document duly completed as described in para above must reach the designated address up to **1500 hrs on 26th May, 2016.**
- 4.5 Sealed tenders shall be submitted either by post/with acknowledgement due or in person at office of the Narcotics Commissioner, 19, The Mall, Morar, Gwalior-474006 (M.P.).
- 4.6 Tenders received after the scheduled date and time shall not be considered under any circumstances.
- 4.7 CBN reserves the right to:-
- Accept or reject any or all the Technical and financial Bids without assigning any reasons.
 - Withdraw/Cancel the tender process without assigning any reasons thereto.
 - Disqualify the tenderers blacklisted by Central/State Govts./Public Sector Units/Autonomous Bodies or whose contracts have been terminated on account of poor performance.
- 4.8 Any variation, addition and/or omissions in the quantity/quality of items to be actually ordered shall not form a basis of any dispute regarding the discounts quoted by the tenderer in the tender. The discount quoted by the tenderer shall be applicable irrespective of the volume of supplies ordered.
- 5. EARNEST MONEY:**
- 5.1 The tenderer shall deposit a sum of ₹ 20,000/ - (Rupees Fifty Thousand only) as earnest money along with completed tender documents. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to CBN. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited.
- 5.2 The deposit as referred to under para 5.1 above shall be made by Demand Draft made in favour of the Drawing & Disbursing Officer, payable at Gwalior and valid for the period of three months.

6. OPENING OF BIDS:

6.1 The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend, at **1530 hrs on 30th May, 2016** at **CBN**. Authorisation letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in **Annexure- IV**).

6.2 Only one representative for each bidder shall be authorized and permitted to attend the bid opening.

6.3 The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, at the same time and venue.

7. PREVIOUS EXPERIENCE:

The tenderers may enclose copies of proof, if any for supply of stationery and other such items of work in any Central/ State Govt. & Public Sector Undertaking/Autonomous Bodies within the preceding three years as on 31-03-2016.

8. VALIDITY OF OFFER:

The tenderer will be required to keep the offer open for a period of **120 (One Hundred Twenty) days** from the last date of submission of tender. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner.

9. ACCEPTANCE OF TENDER:

9.1 The authority for acceptance of the tender documents and tendered discounts will rest with the competent authority of CBN who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.

9.2 CBN will select the bidders itemwise on the basis of maximum discount offered on each item. For each item only one bidder will be selected.

9.3 On acceptance of tender discounts, it will be communicated to the firm indicating discount offered on MRP through a letter as soon as the process is finalized.

9.4 All the tender documents submitted by a tenderer shall become the property of CBN and CBN shall have no obligation to return the same to the tenderers.

9.5 Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

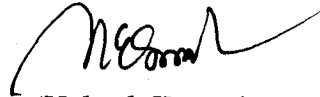
9.6 If the tenderer deliberately gives wrong information or conceals any information/facts in the tender or uses any fraudulent means for acceptance of the tender, then CBN reserves the right to reject such tender at any stage of execution without any financial liability and initiate legal action against such tenderer as it deems fit.

10. **EXECUTION OF AGREEMENT:**

- 10.1 The firms whose tenders are accepted shall be required to **execute an Agreement within fifteen (15) days of the date of issue of communication from CBN's office and start the work from the date as mentioned in the communication.** Failure to do so shall constitute a breach of the contract.
- 10.2 The tenderer shall treat the contents of the tender documents as private and confidential.

11. **POSTAL ADDRESS FOR COMMUNICATION:**

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at the said address shall be deemed to have reached the tenderer in time.



(Mahesh Kumar)
Assistant Narcotics Commissioner

Section - III**TERMS & CONDITIONS GOVERNING THE TENDER****1. TERMS AND CONDITIONS:**

- 1.1 The Discount Contract for supply of stationery and other general stores items shall be valid for a period of one year from the date of commencement of Contract. The Annual Discount Contract (RC) awarded under present Tender Enquiry will be in the nature of a Standing Offer. The Supply Order may be placed from time to time against the RC. CBN does not give any guarantee of minimum purchase under the present RC.
- 1.2 If the successful Bidder(s) fails to fulfil his obligations under the present RC i.e., non-adherence to terms and conditions, CBN after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to CBN.
- 1.3 The tendering firms will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.

2. Delivery period:

- 2.1 Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. Requirements indicated as "Immediate" will have to be supplied urgently not later than 2 days. In case of delay beyond the stipulated period, a penalty of Rs. 200/- per day of delay will be levied.
- 2.2 In the case of rejected items, the replacement is to be made within two days of receipt of information regarding rejection of items. Else, penalty @ Rs.200/ per day will be levied.
- 2.3 In the case of short supply, the items are to be replenished within the time stipulated in the supply order. Otherwise, penalty @ Rs.200/- per day of delay will be levied.

3. Payment terms:

- 3.1 100% payment shall be released on satisfactory receipt of the goods/articles by the CBN. Advance payment will not be made under any circumstances.
- 3.2 TDS and all other taxes will be deducted as per applicable rules.

4. Despatch instructions: Stores are required to be delivered at CBN's Office premises at 19, The Mall, Morar, Gwalior and no additional payment will be made on account of freights/transportation. CBN will not pay separately for transit insurance and the tenderer will be responsible till the entire stores ordered for, arrive in good condition at the CBN offices

5. Risk Purchase: In case the tenderer fails to supply the ordered quantity within the stipulated time limit, CBN may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.

6. GUARANTEE/WARRANTY:

6.1 The tenderer shall guarantee that the stores, articles sold/ supplied to the CBN under this tender shall be of the best quality and new (i.e. fresh stock) in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The items supplied shall be fresh and in no case it shall be beyond the date of expiry.

6.2 The successful tenderer shall ensure that the items supplied are as per the specifications mentioned in the supply order and of good quality & free from defects. In case the items/articles are not as per the specifications and required quality, the same are liable to be rejected by CBN. Decision of CBN will be final on this account. The rejected items must be removed by the successful tenderer from CBN's premises within three days from the date of information of their rejection. The expenses incurred on this account shall be borne by the successful tenderer.

7. DURATION OF CONTRACT:

7.1 The contract shall be awarded for a period of one year initially from the date of commencement of the Contract. CBN will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and discounts at the sole discretion of CBN.

7.2 However, it will be obligatory on the part of the tenderer to continue to work at the discounts prevailing on the last date of the Contract even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

8. SECURITY DEPOSIT: The successful tenderers whose discounts are finally accepted shall deposit a sum of ₹ 50,000/- (Rupees fifty thousand only) as performance security within 7 days from the date of the communication of award of contract by way of Fixed Deposit Receipts or Bank Guarantee which will be valid for a period of 6 more months beyond the period of contract. The EMD amount of ₹ 20,000/- deposited by bidder will be refunded. No interest will be paid on the performance security.

9. CBN reserves the right to terminate the Contract at any time without assigning any reason/notice.

10. CRITERIA FOR EVALUATION OF BIDS:

10.1 **Technical Bid:-** The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:-

- Letter of Submission of tender.
- The tender document with all pages duly signed with official seal.
- Copy of Certification of Incorporation/Registration.

- Copy of Income tax PAN Card.
- Copy of Sale Tax/VAT Registration.
- Earnest Money Deposit of ₹ 20,000/- (Rupees twenty Thousand only) in form of bank draft/ pay order.
- An Undertaking to the effect that the tenderer has not been blacklisted by Central/ State Govt./Public Sector Units/Autonomous Bodies, or its contracts have not been terminated on account of poor performance.

10.2 **Financial Bid:-** The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above. The financial bids for supply of stationery and other general items will be evaluated as per the weightage given in SOR and as per the discounts quoted by the bidders in Schedule of Discounts (Annexure-VII).

EVALUATION CRITERIA: *The L-1 bidders for items will be determined based on discounts offered by the firm for the items indicated in the SOR.*

- Contract will be awarded to the firms which emerges as L1 for the items as indicated in **SOR** (as determined by the procedure given in Evaluation Criteria).

11. FORCE MAJEURE:

- 11.1 If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the firm may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to CBN within seven calendar days from the date of occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of CBN as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.
- 11.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Contract.

12. LAWS GOVERNING AGREEMENT/CONTRACT:

The Agreement/Contract entered into between CBN and the firms shall be governed by the laws of India for the time being in force.

13. JURISDICTION OF COURTS:

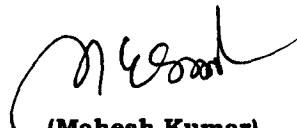
The court of the place where the Agreement/Contract is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement/Contract.

14. ARBITRATION:

In the event of any dispute arising between CBN and the firm in any matter covered under this Agreement/Contract or arising directly or indirectly there from or connected or concerned with the said Agreement/Contract in any manner of its implementation of any terms and conditions of the said Agreement/Contract, the matter shall be referred to the Narcotics Commissioner, CBN who may act as sole arbitrator or may nominate an officer of CBN as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of CBN as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made thereunder. The parties expressly agree that the arbitration proceedings shall be held at Gwalior. The language of arbitration shall be in English only.

15. GENERAL:

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from the Asstt. Narcotics Commissioner (Admn.), CBN, Gwalior whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Contract shall also be decided by making reference to him and his decision shall be final and binding.



(Mahesh Kumar)

Assistant Narcotics Commissioner

The scope of work and all terms and conditions listed from para 1 to 15 along with their sub-paras have been read carefully, understood and accepted.

(Signature of the Tenderer)

REQUIREMENT OF STATIONERY & OTHER GENERAL/ELECTRICAL ITEMS**STATIONERY ITEMS**

S.No	Description of the Items	Make/Brand/Specification	Approx. Annual Qty. required	
1	Attendance Register, 96 pages	ABD/SNG	20	nos.
2	Binder Clips(19mm)	SOI/Saya/Best	100	Pkts.
3	Binder Clips(25mm)	SOI/Saya/Best	100	Pkts.
4	Binder Clips(32mm)	SOI/Saya/Best	100	Pkts.
5	Blue Sheet	Diamond/Lehar/NG	5	Pkts.
6	Board marker	Flair/luxor/Reynolds	50	nos.
7	CD Case (100 CD stronger)	Moserbaer/Sony	2	nos.
8	CD Mailer	Prakash/Moserbaer	100	nos.
9	CD marker (Black)	Luxor/Reynolds	50	nos.
10	CDs (RW)	Moserbaer/Sony	400	nos.
11	Cello tape (1") Transparent (65 m)	Diamond/Wonder/Aeromax	50	nos.
12	Cello tape (1/2") Transparent (65m)	Diamond/Wonder/Aeromax	100	nos.
13	Paper Cutter (Blade 0.5 mm Thick)	Kebica/Best/Primer	50	nos.
14	Dak Pad	Neelgagan/Diplomat/Pooja	50	nos.
15	Diary (Section Diary - 400 pgs)	ABD/N.G/Shipra	60	nos.
16	Drawing Pin (Plastic Head)	Bell/Zen	50	nos.
17	DVDs (RW)	Moserbaer/Sony	200	nos.
18	Engagement Stand (A4 size)	Kebica/N.G	20	nos.
19	Envelops White Medium (11"x 5")	Satyam/Gel Mahal/Jambudeep	5000	nos.
20	Envelops Yellow laminated A-4 size	Satyam/Gel Mahal/Jambudeep	25000	nos.
21	Envelops yellow with cloth A-4 size	Satyam/Gel Mahal/Jambudeep	1000	nos.
22	Envelope (AIRMAIL) A4 size	Satyam/Gel Mahal/Jambudeep	2000	nos.
23	Envelops brown medium 11"x5"	Satyam/Gel Mahal/Jambudeep	10000	nos.
24	Envelops brown small 9"x4"	Satyam/Gel Mahal/Jambudeep	10000	nos.
25	Envelops White small (9"x 4")	Satyam/Gel Mahal/Jambudeep	5000	nos.
26	Tag (Bunch) 6"	Kores/Kangaroo	1000	nos.
27	Correction fluid	Kores	100	nos.
28	Correction pen	Kores	100	nos.
29	File Board	Neelgagan/Pooja	500	nos.
30	File & Magazine Rack	Solo/Megha	20	nos.
31	File Cover (size 10"x 14", 350 GSM with centre cloth patti)	Neelagagan/Diplomat/Pooja	8000	nos.
32	File tray	Kebica/Solo/Megha	25	nos.
33	Paper Clip (Plastic coated)	Bun Chin/Zen	150	Pkts.
34	Glue Stick(15 g)	Faber Castlel/Kores	600	nos.

S. No	Description of the Items	Make/Brand/Specification Or Equivalent	Approx. Annual Qty.	
35	Multi-colour flags	Oddy/Luxor/Kores	100	Nos.
36	Highlighter (All Colours)	Faber Castle/Luxor	600	nos.
37	Lever Arch File(RK-102)	Solo/World One	200	nos.
38	Log Book (400 pages)	ABD/Shipra/N.G	30	nos.
39	Magnetic Duster	Ikon/Aeromax	30	nos.
40	Micron Sheet(A4 size) Transparent	Diamond/Lehar/NG	5	Pkts.
41	Mouse Pad	Comfort/Moserbaer	50	nos.
42	Packing tape (Brown)(2 ^{1/2} x65mtr.)	Wonder/Diamond/Lehar/NG	250	nos.
43	Paper Separator	Solo/Diplomat	100	sets.
44	Pen (Roller Ball)	Uniball/Pilot/Phoenix	700	nos.
45	Pen Ball Point	Cello/Flair/Reynolds	3700	nos.
46	Pen Gel	Trimax/Cello/Flair	2000	nos.
47	Pen Pencil Holder	Omega/Solo/Kebica	50	nos.
48	Pen stand	Kebica/Solo	30	nos.
49	Pencil Writing (HB Non-Toxic)	Natraj/Apsara/Faner Castell	180	Pkts.
50	Pencil Eraser (Non-Dust)	Natraj/Apsara	500	nos.
51	Pencil Sharpener	Natraj/Apsara	500	nos.
52	Peon Book	ABD/Shipra/N.G	60	nos.
53	Permanent Marker	Luxor/Reynolds/Pik	150	nos.
54	Photocopy Paper - A4 75gsm	JK/Century/Power/Spectra	1200	ream
55	Photocopy Paper (Legal size) 75gsm	JK/Century/Power/Spectra	1000	ream
56	Green copier paper FS 75 gms	JK/Century/Power/Spectra	50	ream
57	Pen Hi-Tech V-5, Pilot or Equivalent	Luxor/Reynolds	300	nos.
58	Paper Pin (Awl Pin) Net Wt - 60 gm	Bun Chin/Zen	20	Pkts.
59	Pin cushion	Diamond/Aeromax	60	nos.
60	Plastic Folder - Normal	N.G/Solo	6000	nos.
61	Plastic Folder solo (101)	N.G/Solo/Word One	4000	nos.
62	Poker (Steel)	Kebica/Aeromax	10	nos.
63	Prompts (Colour Flags tri-colour)	Post-it/Prompt/Stick-on	800	nos.
64	Self Adhesive Slips - Yellow (3"x2")- 100 sheets	Post-it/Prompt/Stick-on	400	nos.
65	Self Adhesive Slips - Yellow (3"x3") - 100 sheets	Post-it/Prompt/Stick-on	400	nos.
66	Paper Punch Double No.280	Kangaro/Max/Rapid	60	nos.
67	Paper Punch Double No.800	Kangaro/Max/Rapid	5	nos.
68	Paper Punch (Single Hole)	Kangaro/Max/Rapid	80	nos.
69	Register -2 quire	Neelgagan/Shpra/Swastik	200	nos.
70	Register- 4 quire	Neelgagan/Shipra/Swastik	200	nos.

S.No.	Description of the Items	Make/Brand/Specification Or Equivalent	Approx. Annual Qty.	
71	Register- 6 quire	Neelgagan/Shipra/Swastik	200	nos.
72	Register- 8 quire	Neelgagan/Shipra/Swastik	100	nos.
73	Ring Binder(A4 DC101)Delux clip	Solo/Word One	100	nos.
74	Ring Binder(RB-402) Delux clip	Solo/Word One	100	nos.
75	Ring Binder(RB-406) Delux clip	Solo/Word One	40	nos.
76	Rubber Band(Fluorescent) 2" Dia.	Satyam/Leader	5	Pkts.
77	Scale - Plastic (long-12")	Castle/Aeromax	100	nos.
78	Scissor (Stainless Steel 16 cms)	Kebica/Saya/SPI	50	nos.
79	Short Hand Book	Swastik/Lotus/N.G.	150	nos.
80	Short hand Pencil	Apsara/Natraj	60	nos.
81	Signature pad	Neelgagan/Pooja	10	nos.
82	Sketch Pen	Luxor/Reynolds	800	nos.
83	Conference Pad (15x21 cm) (20 pgs)	N.G/Shipra	1000	nos.
84	Spiral pad(50 sheets - 21 x 15 cm)	Shipra/Neelgagan	200	nos.
85	Spiral pad no. 33	Neelgagan/Shipra/Lotus	50	nos.
86	Spiral Pad no. 66	Neelgagan/Shipra/Lotus	60	nos.
87	Sponge	Aeromax/Diamond	20	nos.
88	Stamp Pad	Ashoka/Supreme	20	nos.
89	Stamp Pad Ink	Ashoka/Supreme	10	nos.
90	Stapler 10D	Kangaro/Max/Chrome	120	nos.
91	Stapler 45D	Kangaro/Max/Chrome	80	nos.
92	Stapler HD-1217	Kangaro/Max/Chrome	5	nos.
93	Stapler Pin 23/17-H	Kangaro/Max/Chrome	40	nos.
94	Stapler Pin 24/6-IM	Kangaro/Max/Chrome	300	nos.
95	Stapler Pin No-10-1M	Kangaro/Max/Chrome	600	nos.
96	Strip Binder	Solo/Word One	200	nos.
97	Tag Cotton (Green) (15")	Sun/Diamond	60	Bunch
98	Tag Cotton (White) (6 1/2") Superior (10 bunches of 50 tags each)	Sun/Diamond	1000	Bunch
99	Visiting Card Holder/Book	Solo/Word One	25	nos.
100	Visitor Register(Gate register)	ABD/N.G	10	nos.
101	White fluid (Pen)	Kores/Saya	250	nos.
102	File binders	Jambudeep	1200	nos.
103	Gum bottle 700 ml.	Camllin/Kores	30	nos.
104	Gum bottle(150ml)	Camllin/Kores	10	nos.
105	Green Note sheet (legal size) 80 gsm	Neelgagan/ABD/Sarasvati	600	Pkts

GENERAL STORES ITEMS

S.No.	Description of the Items	Make/Brand/ Specification Or Equivalent	Approx. Annual Qty. required	
1	Bowl	Fine bone china/RoyalQueen/Gold	80	nos.
2	Mosquito Repellant Machine	All Out/Good Night	15	nos.
3	Mosquito Repellant Liquid Refill	All Out/Good Night	40	nos.
4	Calculator(12digit)	Casio/Citizen	30	nos.
5	Candle	Prakash/Prabhat	4	Pkts.
6	Cell (AAA)	Dura Cell/Eveready	100	nos.
7	Cell (pencil)	Dura Cell/Eveready	720	nos.
8	Coaster	Flora/Coffe	150	nos.
9	Cup & Saucer	Fine bone china/RoyalQueen/Sea Shell	20	sets.
10	Dak bag	Leather/Solo	20	nos.
11	Dust Bin (Plastic)	Wonder/Royal Touch	50	nos.
12	Duster white(24"x24")	J.K/P.K	200	nos.
13	Duster yellow(24"x24")	J.K/P.K	200	nos.
14	Electric kettle	Bajaj/Philips	8	nos.
15	Extension Cord	Havells/Anchor	20	nos.
16	Glass Tumbler	Borosil/Year	300	nos.
17	Mosquito Repellant Spray	Hit/Baygon	60	nos.
18	Mirror	Galaxy/PK	12	nos.
19	Plate (full)	ne china/Royal Queen/ Sea Shell	100	nos.
20	Plate (quarter)	ne china/Royal Queen/ Sea Shell	100	nos.
21	Room freshener	Air Wick/Premium/Godrej	150	nos.
22	Spoon	Royal/Cello	20	nos.
23	Table Top Glass 18" x 22" x 10mm(thickness)	Satyam/N.G	10	nos.
24	Flask	Milton/Godrej/Cello	60	nos.
25	Thread Plastic	Neeraj/Equivalent	15	nos.
26	Tissue/Napkin Paper	Wintex/Premier/Prestige	700	nos.
27	Towel (big)	Bombay Dyeing/Sudarshan/Century	60	nos.
28	Towel (small)	Bombay Dyeing/Equivalent	90	nos.
29	Tray	Royal/Acrylic	40	nos.
30	Wall Clock	Ajanta/Samay	60	nos.
31	Water Jug	Nayasa/Milton/Cello	60	nos.
32	Wax (Sealing)	Komal/Standard	10	nos.
33	White Board 3' x 2'	Citizen/JP	12	nos.
34	Canon 308 Toner Cartridge	Canon	40	Nos.
35.	Canon 319 Toner Cartridge	Canon	40	Nos.
36.	Canon 318 Toner Cartridge	Canon	40	Nos.
37.	Canon 328 Toner Cartridge	Canon	10	Nos.
38.	Canon FX-9 Toner Cartridge	Canon	20	Nos.
39.	Toner Cartridge for LBP 3200	Canon	10	Nos.
40.	HP 88-A Toner Cartridge	HP	40	Nos.
41.	HP 78-A Toner Cartridge	HP	40	Nos.
42.	HP 36-A Toner Cartridge	HP	40	Nos.
43.	HP 12-A Toner Cartridge	HP	40	Nos.
44.	SP 3400HS Cartridge 406517	Ricoh	10	Nos.
45.	Cartridge for SP 3300	Ricoh	5	Nos.

S.No.	Description of the Items	Make/Brand/ Specification Or Equivalent	Approx. Annual Qty. required
46.	Markin cloth (per Meter)	Kailashpati/Neelmani	
47.	Cleaning Mop	GALA	
48.	Gamexin Powder 500g Pkt. - BHC-50	BHC-50	
49.	Floor disinfectant white phenyl 500ml-	Doctor	
50.	Floor disinfectant black phenyl 450ml-	Doctor	
51.	Toilet Freshner pkt. 50g	Odonil	
52.	Cloth Cleaning Powder Pkt. 500g	Nirma	
53.	Utensil Cleaning Powder Pkt.1 kg	Vim	
54.	Floor Cleaner bottle 500ml	Lyzol	
55.	Toilet Cleaner bottle 500ml	Harpic	
56.	Metal cleaner bottle 100ml	Brasso	
57.	Glass Cleaner bottle 500ml	Colin	
58.	Liquid handwash 215ml	Dettol	
59.	Mosquito coil Pkt. 10 coil-	Mortein	
60.	Soap 125g	Dettol	
61.	Napthalene Ball Pkt. 20 goli	Balsara	
62.	Broom (Fool/Stick)	Savero	
63.	Toilet brush	Cello	

ELECTRICAL ITEMS

S.No.	Description of the Items	Make/Brand/Specification Or Equivalent	Approx. Annual Qty. required
1.	Wire 1 M.M.	Finolex	10 Coils Nos.
2.	Wire 1.5 M.M.	Finolex	10 Coils Nos.
3.	Wire 2.5 M.M.	Finolex	5 Coils Nos.
4.	Switch 5 A.M..P.	Anchor/Kona	50 Nos.
5.	Switch 15 A.M.P.	Anchor/Kona	50 Nos.
6.	S.S. Combine	Anchor/Kona	25 Nos.
7.	Gang Box	Anchor/Kona	25 Nos.
8.	Socket 5 A .M.P.	Anchor/Kona	50 Nos.
9.	Socket 15 A.M.P.	Anchor/Kona	50 Nos.
10.	Madular Switch	Anchor/Kona	25 Nos.
11.	Madular Socket	Anchor/Kona	25 Nos.
12.	L.E.D. Tube light	Anchor/Kona/Polycab/Havells/Crompton/ Philips/Syska	100 Nos.
13.	LED Bulb 9W	Anchor/Kona/Polycab/Havells/Crompton/Philips/Syska	50 Nos.
14.	LED Bulb 15W	Anchor/Kona/Polycab/Havells/Crompton/ Philips/Syska	50 Nos.
15.	LED Bulb 20W	Anchor/Kona/Polycab/Havells/Crompton/ Philips/Syska	50 Nos.
16.	C.F..L. 15W	Anchor/Kona/Polycab/Havells/Crompton/ Philips/Syska	50 Nos.
17.	Holder(Butten)	Kona	25 Nos.
18.	Holder (Brass)	Kona/Anchor	25 Nos.
19.	Holder (Chini Mitti)	Kona/Anchor	25 Nos.
20.	Plug Top 5 A.M.P.	Kona/Anchor	25 Nos.
21.	Plug Top 15A.M.P.	Kona/Anchor	25 Nos.
22.	M.C.B. 25 A.M.P.	Havells	15 Nos.
23.	Power streep	Kona/Anchor	10 Nos.
24.	Dum 8/12'	Kona/Anchor	20 Nos.
25.	Dum base 8/12'	Kona/Anchor	20 Nos.
26.	Casing Strip ½"	Apollo	50 Nos.
27.	Casing Strip 1"	Apollo	50 Nos.
28.	PVC Pipe 1"	Apollo	50 Nos.
29.	PVC Pipe ½'	Apollo	50 Nos.
30.	LED Penal 40W	Polycab/Havells/Syska	5 Nos.

LETTER OF SUBMISSION OF TENDER

To

The Assistant Narcotics Commissioner,
Central Bureau of Narcotics,
19, The Mall, Morar,
Gwalior-474006

Subject: Tender for "**Supply of Stationery & other General Items**" for a period of one year from the date of commencement of contract.

Dear Sir,

Subject to the conditions given in the tender documents for the above mentioned TENDER, I/We hereby tender for supply of stationery and other general stores items for CBN for its offices located at 19, the Mall, Morar, Gwalior at the discounts specified in the SOR (Annexure - VII of the tender documents). I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all the terms and conditions laid therein.

2. The following certificates/ documents are enclosed herewith:-
 - 2.1 Certificate of Incorporation/Registration.
 - 2.2 Documentary proof showing annual turnover of Rs. Twenty lakhs (Copies of Income Tax Returns and Audited Statement of Accounts for the last three years).
 - 2.3 Copy of Income Tax PAN Card;
 - 2.4 Copy of Sale Tax/VAT Registration;
 - 2.5 A sum of ₹ 20,000/- (Rupees Twenty Thousand only) towards Earnest Money in the form of pay order/demand draft No. _____ dated _____ drawn on the bank/branch in favour of the Drawing & Disbursing Officer, CBN, payable at Gwalior.
 - 2.6 An undertaking to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performance.
 - 2.7 The Schedule of Discounts (SOR) duly filled and signed is enclosed in a separate sealed envelope. I/We clearly understand that this will be opened on a subsequent date only if my/our pre-qualified bid is accepted by CBN.
 - 2.9 Duly signed tender document.
 - 2.10 Duly filled Technical Bid Proforma (Annexure-III)

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Tenderer / (s)

Place :

Seal

Date :

Name:

Mobile/Tel No.: _____

Designation: _____

Address : _____

ANNEXURE - III**PROFORMA FOR TECHNICAL BID**

1.	Name of the Firm & Owner :(With Tel./Mob. Nos.)	:	
2.	Office Address with: Tel./Fax/Mob. Nos.	:	
3.	Date of Incorporation/Registration : (Attach documentary proof)	:	
4.	Registration No. (Copy of Certificate to be attached)	:	
5.	Contact Person(s) Name Tel./Fax/Mob. Nos.	:	
6.	Annual Turnover (Copies of Audited Statement of Accounts to be Attached)	2013-14: 2014-15: 2015-16:	
7.	PAN/TIN No./Service Tax No/ Sales Tax/VAT Regn. No.. : (copies to be attached)	:	
8.	Details of Earnest Money :	PO/DD No.	dt.
9.	Whether Terms & Conditions issued by CBN are acceptable to the Firm	:	
10.	Undertaking of Non-blacklisting to be attached:	:	
11.	Income Tax Returns: (copies to be attached)	2013-14, 2014-15 and 2015-16	
12.	Whether copies of all certificates have been attached as per Checklist.		

Signature of Tenderer / (s)

Place :

Seal

Name:

Mobile/Tel No.: _____

Designation: _____

Address :

Date :

ANNEXURE - IV**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: **Authorization for attending bid opening of Tender for
Supply of Stationery & other general items.**

The undermentioned person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of the bidder in order of preference given

Name

Specimen Signature

Signatures of bidder

Or

Seal

Officer authorised to sign the bid documents on behalf of the bidder.

Note:

1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

ANNEXURE-V

UNDERTAKING

I/We undertake that _____ *(name of the company)* _____ has not
been blacklisted by any Govt. Deptt /Public Sector Undertaking/Autonomous Body.

Signature of the authorized
Signatory of the firm/
Company/Organization
Official stamp/ seal.

Date:

Place:

ANNEXURE - VI**CHECK LIST and the order in which the documents are to be submitted for the Technical Bid**

Please check whether all the below mentioned documents have been supplied for participating in the tender for Annual Discount Contract for Supply of Stationery & Other General Items. The documents are to be submitted in descending order:-

S.No.	Documents	Page No.
1.	Letter of Submission of tender.	
2.	Tender document with all pages duly signed and embossed with official seal.	
3.	Demand Draft of ₹ 20,000 / - towards Earnest Money Deposit.	
4.	Copy of PAN Card	
5.	Proof of copy of Service Tax, Sales Tax, VAT Registration.	
6.	Copies of Certificate of Incorporation/Registration	
7.	Copies of proof if any for supply of stationery and other such items of work in any Central/State Govt. & Public Sector Undertakings/ Autonomous Bodies within the preceding three years as on	
8.	An Undertaking to the effect that the tenderer has not been blacklisted by any Central/State Govt/Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performance.	
9.	Technical Bid Proforma duly filled (Annexure-III)	
10.	Authorization letter for the bid opening [as per Annexure - IV]	
11.	Any other document (s) [Please specify]	
12.	Schedule of Discounts (as per Annexure-VII)/Financial Bid	

Bidders to ensure

- A. That all pages have been stamped and signed by the authorized person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (clearly readable).

(To be kept in a separate envelope)

PROFORMA FOR FINANCIAL BID
ANNEXURE - VII
SCHEDULE OF DISCOUNTS (SOR) TO BE QUOTED FOR SUPPLY OF
STATIONERY &
OTHER GENERAL ITEMS STATIONERY ITEMS

S.No.	Description of the Items	Make/Brand/Specification Or Equivalent	Unit	% of Discount offered on MRP
(a)	(b)	(c)	(d)	(e)
1	Attendance Register, 96 pages	ABD/SNG	nos.	
2	Binder Clips(19mm)	SOI/Saya/Best	Pkts.	
3	Binder Clips(25mm)	SOI/Saya/Best	Pkts.	
4	Binder Clips(32mm)	SOI/Saya/Best	Pkts.	
5	Blue Sheet	Diamond/Lehar/NG	Pkts.	
6	Board marker	Flair/luxor/Reynolds	nos.	
7	CD Case (100 CD stronger)	Moserbaer/Sony	nos.	
8	CD Mailer	Prakash/Moserbaer	nos.	
9	CD marker (Black)	Luxor/Reynolds	nos.	
10	CDs (RW)	Moserbaer/Sony	nos.	
11	Cello tape (1") Transparent (65 m)	Diamond/Wonder/Aeromax	nos.	
12	Cello tape (1/2") Transparent (65m)	Diamond/Wonder/Aeromax	nos.	
13	Paper Cutter (Blade 0.5 mm Thick)	Kebica/Best/Primer	nos.	
14	Dak Pad	Neelgagan/Diplomat/Pooja	nos.	
15	Diary (Section Diary - 400 pgs)	ABD/N.G/Shipra	nos.	
16	Drawing Pin (Plastic Head)	Bell/Zen	nos.	
17	DVDs (RW)	Moserbaer/Sony	nos.	
18	Engagement Stand (A4 size)	Kebica/N.G	nos.	
19	Envelops White (10 x 4 1/2)	Satyam/Gel Mahal	nos.	
20	Envelops Yellow laminated A-4 size	Satyam/Gel Mahal	nos.	
21	Envelops yellow with cloth A-4 size	Satyam/Gel Mahal	nos.	
22	File Board	Neelgagan/Pooja	nos.	
23	File & Magazine Rack	Solo/Megha	nos.	
24	File Cover (size 10" x 14", 350 GSM with	Neelagagan/Diplomat/Pooja	nos.	
25	File tray	Kebica/Solo/Megha	nos.	
26	Paper Clip (Plastic Coated)	Bun Chin/Zen/Globe	Pkts.	
27	Glue Stick(15 g)	Faber Castlel/Kores	nos.	
28	Gum bottle(150ml)	Camllin/Hansa/Camel	nos.	
29	Highlighter (All Colours)	Luxor/Kores/Faber	nos.	
30	Lever Arch File(RK-102)	Solo/World One	nos.	
31	Log Book (400 pages)	ABD/Shipra/N.G	nos.	
32	Magnetic Duster	Ikon/Aeromax	nos.	
33	Micron Sheet(A4 size) Transparent	Diamond/Lehar/NG	Pkts.	
34	Mouse Pad	Comfort/Moserbaer	nos.	
35	Note Sheet Green (Legal size) 80 gsm	Neelgagan/ABD/Sarasvati	Pkts.	
36	Packing tape (Brown)(2 1/2"x65mtr.)	Wonder/Diamond/Lehar/NG	nos.	
37	Paper Separator	Solo/Diplomat	sets.	
38	Pen (Roller Ball)	Uniball/Pilot/Phoenix	nos.	

S.No.	Description of the Items	Make/Brand/Specification Or Equivalent	Unit	% of Discount offered on MRP
(a)	(b)	(c)	(d)	(e)
39	Pen Ball Point	Cello/Flair/Reynolds	nos.	
40	Pen Gel	Trimax/Cello/Flair	nos.	
41	Pen Pencil Holder	Omega/Solo/Kebica	nos.	
42	Pen stand	Kebica/Solo	nos.	
43	Pencil Writing (HB Non-Toxic)	Natraj/Apsara/Faber Castle	Pkts.	
44	Pencil Eraser (Non-Dust)	Natraj/Apsara/Faber Castle	nos.	
45	Pencil Sharpener	Natraj/Apsara	nos.	
46	Peon Book	ABD/Shipra/N.G	nos.	
47	Permanent Marker	Luxor/Reynolds/Pik	nos.	
48	Photocopy Paper - A4 75gsm	JK/Century/Power/Spectra	ream	
49	Photocopy Paper (Legal size) 75gsm	JK/Century/Power/Spectra	ream	
50	Pen Hi-Tech V-5 Pilot or Equivalent	Luxor/Reynolds	nos.	
51	Paper Pin (Awl Pin) Net Wt - 60 gms	Globe/Kangaro/Kores	Pkts.	
52	Pin cushion	Diamond/Aeromax	nos.	
53	Plastic Folder - Normal	N.G/Solo	nos.	
54	Plastic Folder solo (101)	N.G/Solo/Word One	nos.	
55	Poker(Steel)	Kangaro/Kebica/Aeromax	nos.	
56	Prompts (Colour Flags tri-colour)	Post-it/Stick On/Prompt	nos.	
57	Self Adhesive Slips - Yellow (3"x2") - 100 sheets	Post-it/Stick On/Prompt	nos.	
58	Self Adhesive Slips - Yellow (3"x3") - 100 sheets	Post-it/Stick On/Prompt	nos.	
59	Paper Punch Double No.280	Kangaro/Max/Rapid	nos.	
60	Paper Punch Double No.800	Kangaro/Max/Rapid	nos.	
61	Paper Punch (Single Hole)	Kangaro/Max/Rapid	nos.	
62	Register -2 quire	Neelgagan/Shpra/Swastik	nos.	
63	Register- 4 quire	Neelgagan/Shipra/Swastik	nos.	
64	Register- 6 quire	Neelgagan/Shipra/Swastik	nos.	
65	Register- 8 quire	Neelgagan/Shipra/Swastik	nos.	
66	Ring Binder(A4 DC101)Delux clip	Solo/Word One	nos.	
67	Ring Binder(RB-402) Delux clip	Solo/Word One	nos.	
68	Ring Binder(RB-406) Delux clip	Solo/Word One	Nos.	
69	Rubber Band(Fluorescent - 2" Dia.)	Satyam	Pkts.	
70	Scale - Plastic (long-12)	Castle/Aeromax	Nos.	
71	Scissor (Stainless Steel - 16 cms)	Kebica/Saya/SPI	Nos.	
72	Short Hand Note Book	Swastik/Lotus/N.G.	Nos.	
73	Short Hand Pencil	Apsara/Natraj	Nos.	
74	Signature pad	Neelgagan/Pooja	Nos.	
75	Sketch Pen	Luxor/Reynolds	Nos.	
76	Conference Pad (15x21 cm) (20 pgs)	N.G/Shipra	Nos.	
77	Spico (10mm)	GBT/GBS/SBC	Box	
78	Spico(12mm)	GBT/GBS/SBC	Box	
79	Spico(14mm)	GBT/GBS/SBC	Box	
80	Spico(16mm)	GBT/GBS/SBC	Box	
81	Spico(19mm)	GBT/GBS/SBC	Box	

S.No.	Description of the Items	Make/Brand/Specification Or Equivalent	Unit	% of Discount offered on MRP
(a)	(b)	(c)	(d)	(e)
82	Spico(22mm)	GBT/GBS/SBC	Box	
83	Spico(25mm)	GBT/GBS/SBC	Box	
84	Spico(28mm)	GBT/GBS/SBC	Box	
85	Spico(45mm)	GBT/GBS/SBC	Box	
86	Spico(51mm)	GBT/GBS/SBC	Box	
87	Spiral pad Class-SC code no.-211	Shipra/N.G	Nos.	
88	Spiral pad no. 33	Neelgagan/Shipra/Lotus	Nos.	
89	Spiral Pad no. 66	Neelgagan/Shipra/Lotus	Nos.	
90	Sponge	Aeromax/Diamond	Nos.	
91	Stamp Pad	Ashoka/Supreme	Nos.	
92	Stamp Pad Ink	Ashoka/Supreme	Nos.	
93	Stapler 10D	Kangaro/Max/Chrome	Nos.	
94	Stapler 45D	Kangaro/Max/Chrome	Nos.	
95	Stapler HD-1217	Kangaro/Max/Chrome	Nos.	
96	Stapler Pin 23/17-H	Kangaro/Max/Chrome	Nos.	
97	Stapler Pin 24/6-IM	Kangaro/Max/Chrome	Nos.	
98	Stapler Pin No-10-1M	Kangaro/Max/Chrome	Nos.	
99	Strip Binder	Solo/Word One	Nos.	
100	Tag Cotton (Green) (15")	Sun/Diamond	bunc	
101	Tag Cotton (white) (6 ½") Superior (10)	Sun/Diamond	bunc h	
102	Visiting Card Holder/Book	Solo/Word One	Nos.	
103	Visitor Register(Gate register)	ABD/N.G	Nos.	
104	White fluid (Pen)	Chrome/Kores/Saya	Nos.	
105	Green Note sheet (legal size) 80 gsm	Neelgagan/ABD/Sarasvati	Nos.	

GENERAL STORES ITEMS

S. No.	Description of the Items	Make/Brand/Specification Or Equivalent	Unit	% of Discount offered on MRP
(a)	(b)	(c)	(d)	(e)
1	Bowl (Soup Bowl)	Fine bone china/Royal Queen/Gold	Nos.	
2	Mosquito Repellant Machine	All Out/Good Night	Nos.	
3	Mosquito Repellant Liquid Refill	All Out/Good Night	Nos.	
4	Calculator(12digit)	Casio/Citizen	Nos.	
5	Stand Candle (Pack of 6 candles)	Prakash/Prabhat	Pkts.	
6	Battery Cell (AAA)	Dura Cell/Eveready	Nos.	
7	Battery Cell (AA) (Pencil Cells)	Dura Cell/Eveready	Nos.	
8	Coaster	Flora/Coffe	Nos.	
9	Cup & Saucer	Fine bone china/Royal Queen/ Sea Shell	Sets.	
10	Dak Bag	Leather/Solo	Nos.	
11	Dust Bin (Plastic)	Wonder/Royal Touch	Nos.	
12	Duster white(24"x24")	J.K/P.K	Nos.	

S. No.	Description of the Items	Make/Brand/Specification Or Equivalent	Unit	% of Discount offered on MRP
(a)	(b)	(c)	(d)	(e)
13	Duster yellow(24"x24")	J.K/P.K	Nos.	
14	Electric kettle (1000 ml)	Bajaj/Philips	Nos.	
15	Extension Cord (5 amp)	Havells/Anchor	Nos.	
16	Glass Tumbler	Borosil/Yera	Nos.	
17	Mosquito Repellant Spray	Hit/Baygon	Nos.	
18	Mirror (2' x 1 1/2' size)	Galaxy/PK	Nos.	
19	Plate (full)	Fine bone china/Royal Queen/ Sea Shell	Nos.	
20	Plate (quarter)	Fine bone china/Royal Queen/ Sea Shell	Nos.	
21	Room freshener	Air Wick/Premium/Godrej	Nos.	
22	Spoon (Teaspoon/ Desert Spoon)	Royal/Cello	Nos.	
23	Table Top Glass 18" x 22" x 10mm (thickness)	Satyam/N.G	Nos.	
24	Flask - 1000 ml	Milton/Godrej/Cello	Nos.	
25	Thread Plastic	Neeraj/Equivalent	Nos.	
26	Tissue/Napkin Paper	Wintex/Premier/Prestige	Nos.	
27	Cotton Towel (Big)	Bombay Dyeing/ Sudarshan/ Century	Nos.	
28	Cotton Towel (Small)	Bombay Dyeing	Nos.	
29	Serving Tray(Acrylic) (36 x 27.5	Royal/Acrylic	Nos.	
30	Wall Clock	Ajanta/Samay	Nos.	
31	Plastic Water Jug 2500 ml	Nayasa/Milton/Cello	Nos.	
32	Wax (Sealing)	Komal/Standard	Nos.	
33	White Board 3' x 2'	Citizen/JP	Nos.	
34	Canon 308 Toner Cartridge	Canon	Nos.	
35	Canon 319 Toner Cartridge	Canon	Nos.	
36	Canon 318 Toner Cartridge	Canon	Nos.	
37	Canon 328 Toner Cartridge	Canon	Nos.	
38	Canon FX-9 Toner Cartridge	Canon	Nos.	
39	Toner Cartridge for LBP 3200	Canon	Nos.	
40	HP 88-A Toner Cartridge	HP	Nos.	
41	HP 78-A Toner Cartridge	HP	Nos.	
42	HP 36-A Toner Cartridge	HP	Nos.	
43	HP 12-A Toner Cartridge	HP	Nos.	
44	SP 3400HS Cartridge 406517	Ricoh	Nos.	
45	Cartridge for SP 3300	Ricoh	Nos.	
46	Markin cloth (per Meter)	Kailashpati/Neelmani	Meter	
47	Cleaning Mop	Gala	Nos.	
48	Gamexin Powder 500g Pkt. - BHC-	BHC-50	Pkt.	
49	Disinfectant white phenyl 500ml-	Doctor	Bottle	
50	Disinfectant black phenyl 450ml	Doctor	Bottle	
51	Toilet Freshner pkt. 50g	Odonil	Packet	
52	Cloth Cleaning Powder Pkt. 500g	Nirma	Packet	
53	Utensil Cleaning Powder Pkt.1 kg	Vim	Packet	
54	Floor Cleaner bottle 500ml	Lyzol	Bottle	

S. No.	Description of the Items	Make/Brand/Specification Or Equivalent	Unit	% of Discount offered on MRP
(a)	(b)	(c)	(d)	(e)
55.	Toilet Cleaner bottle 500ml	Harpic	Bottle	
56.	Metal cleaner bottle 100ml	Brasso	Bottle	
57.	Glass Cleaner bottle 500ml	Colin	Bottle	
58.	Liquid handwash 215ml	Dettol	Bottle	
59.	Mosquito coil Pkt. 10 coil-	Mortein	Packet	
60.	Soap 125g	Dettol	Nos.	
61.	Napthalene Ball Pkt. 20 goli	Balsara	Packet	
62.	Broom (Fool/Stick)	Savero	Nos.	
63.	Toilet brush	Cello	Nos.	

ELECTRICAL ITEMS

S.No.	Description of the Items	Make/Brand/ Specification Or Equivalent	Unit	% of Discount offered on MRP
(a)	(b)	(c)	(d)	(e)
1.	Wire 1 M.M.	Finolex		
2.	Wire 1.5 M.M.	Finolex		
3.	Wire 2.5 M.M.	Finolex		
4.	Switch 5 A.M..P.	Anchor/Kona		
5.	Switch 15 A.M.P.	Anchor/Kona		
6.	S.S. Combine	Anchor/Kona		
7.	Gang Box	Anchor/Kona		
8.	Socket 5 A .M.P.	Anchor/Kona		
9.	Socket 15 A.M.P.	Anchor/Kona		
10.	Madular Switch	Anchor/Kona		
11.	Madular Socket	Anchor/Kona		
12.	L.E.D. Tube light	Anchor/Kona/Polycab/Havells/ Crompton/ Philips/Syska		
13.	LED Bulb 9W	Anchor/Kona/Polycab/Havells/ Crompton/Philips/Syska		
14.	LED Bulb 15W	Anchor/Kona/Polycab/Havells/ Crompton/ Philips/Syska		
15.	LED Bulb 20W	Anchor/Kona/Polycab/Havells/ Crompton/ Philips/Syska		
16.	C.F..L. 15W	Anchor/Kona/Polycab/Havells/ Crompton/ Philips/Syska		
17.	Holder(Butten)	Kona		
18.	Holder (Brass)	Kona/Anchor		
19.	Holder (Chini Mitti)	Kona/Anchor		
20.	Plug Top 5 A.M.P.	Kona/Anchor		
21.	Plug Top 15A.M.P.	Kona/Anchor		
22.	M.C.B. 25 A.M.P.	Havells		
23.	Power streep	Kona/Anchor		
24.	Dum 8/12'	Kona/Anchor		
25.	Dum base 8/12'	Kona/Anchor		
26.	Casing Strip ½"	Apollo		
27.	Casing Strip 1"	Apollo		
28.	PVC Pipe 1"	Apollo		
29.	PVC Pipe ½'	Apollo		
30.	LED Penal 40W	Polycab/Havells/Syska		