

**No. DJA/GAD/Tender for Stationery/971/2015**

**DELHI JUDICIAL ACADEMY  
(High Court of Delhi)  
SECTOR – 14, DWARKA  
NEW DELHI - 110078  
Ph. No. : 011-28036684, Fax No. : 011-28036683**

**Tender Enquiry No...../...../DELHI JUDICIAL ACADEMY /2015**

**PART-I**

**1.1 GENERAL INSTRUCTIONS TO BIDDERS**

For and on behalf of the Director, Delhi Judicial Academy, E-tenders, under Two Bid Systems, are invited from reputed suppliers/firms for entering a Rate Contract for a period of **6 months** with Delhi Judicial Academy extendable by another 1 year, on the same terms and conditions provided both the parties agreed to it, for the supply of Stationery Items as mentioned in **Annexure-'A'**, as per the schedule given herein below:-

- |                                                                                                         |          |                                                     |
|---------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------|
| <b>1. Mode of Tendering</b>                                                                             | <b>:</b> | Two-Bid System i.e. Technical Bid and Financial Bid |
| <b>2. Last Date &amp; Time for Submission of Bid</b>                                                    | <b>:</b> | 02.03.2015 at 11.30 a.m.                            |
| <b>3. Date of submission of sample</b>                                                                  | <b>:</b> | 02.03.2015 at 11.30 a.m.                            |
| <b>4. Date &amp; Time for Opening of Technical Bid</b>                                                  | <b>:</b> | 02.03.2016 at 12.00 noon.                           |
| <b>5. Date &amp; Time for opening of Financial Bid in the presence of representatives of the bidder</b> | <b>:</b> | 04.03.2016 at 3.00 p.m.                             |

**1.2 AVAILABILITY OF TENDER DOCUMENT**

The tender document would be available for download on the website of the Delhi Judicial Academy (<http://judicialacademy.nic.in/>).

**1.3 METHOD OF SELECTION**

As noted above the tenders are being invited in two bid system in addition to it, it may also be noted that considering the items to be purchased, physical examination of items to be purchased would be necessary for determining the suitability of the items, and, therefore, after the evaluation of the Technical Bid, the samples of those Bidders who are found successful in the Technical Bid would be evaluated. Once the items to be purchased are so identified, the price bids would be opened and evaluated item wise. It would therefore, be possible that the contract may be awarded to not one but different bidders depending upon the price quoted by the bidders for a particular items. For example: if bidder 'A' has quoted the price of item 'x' and 'y' Rs 10/- and 20/- respectively, and the other bidder for the same items has quoted the price of item 'x' as Rs. 9/-and

for item 'y' Rs. 21/-. The contract for the supply of the item 'y' would be awarded to 'A' and contract for the supply of item 'x' would be awarded to 'B'.

#### **1.4 METHOD OF SUBMISSION OF SAMPLES**

Each sample to be deposited shall have tag or a sticker giving the name of the bidder or the name being mentioned in ink/marker on the sample taking out the item from the original packing, and concealing so far as possible the brand name and also the price mentioned thereon.

#### **1.5 REQUIRMENT OF DEPOSIT OF EMD**

A bidder would be required to deposit EMD by due date and time of submitting of tender in a box to be kept with Purchase Department of Delhi Judicial Academy in the form of Bankers Cheque /FDR in favour of "the DDO, Delhi Judicial Academy, New Delhi". The said EMD shall remain valid for a period of 45 days beyond the final validity period of bid (i.e. 90 + 45 = 135 days).

#### **1.6 VALIDITY OF TENDER AND PRICE QUOTED**

A bid submitted in response to the invitation to tender shall be valid for 90 days from the date of tender opening of price bid. A bid valid for a shorter period would be liable to be rejected as non responsive.

#### **1.7 SUBMISSION OF UNDERTAKING**

Bidder would be required to submit an undertaking on a non-judicial stamp paper of Rs.50/-duly singed, stamped and attested by the Notary Public as per **Annexure 'B'** by the due date and time of submitting the tender by depositing the same in the box to be kept with the Purchase Department of Delhi Judicial Academy with the tender.

#### **1.8 REPRESENTATIVE OF THE BIDDER AT THE TIME OF OPENING OF TENDER**

The bidders personally or through their representative shall have a right to remain present at the time of opening of tender technical or financial as the case may be and also at the time of the evaluation of samples.

#### **1.9 DOCUMENTS TO BE SUBMITTED**

1. Copy of EMD as demanded in the NIT.
2. Copy of certificate regarding non-depositing of EMD and registration status etc. if exemption is claimed.
3. Copy of certificate showing the status of the firm/ Company on its letterhead (i.e. whether it is company, partnership firm or proprietorship firm)
4. Copy of PAN number.
5. Copy of CST/VAT/TIN registration certificate.
6. Copies of VAT Returns filed during the financial year 2013-14 and 2014-2015.
7. Copy of the undertaking in the form of **'Annexure-B'**
8. Copies of Income Tax Return for the two Assessment Years 2014-2015 and 2015-16
9. Copy of the Technical Bid Form as per **'Annexure-'C'**.

10. Copy of Purchase Orders (one each of the last two financial years i.e. 2013-14 and 2014-15/ or/ one each for the financial year 2014-15 and current financial year 2015-16) received from Govt. Departments/ PSUs for the supply of stationery articles.

\* **All the documents submitted in the bid must be clearly legible and self attested, failing which the bid(s) is likely to be rejected.**

## **PART II**

### **TECHINCAL BID**

**2.1 To qualify the Technical Bid, a bidder shall be required to submit the Technical Bid in the form as given in Annexure 'C' and comply with the following:**

1. To Deposit of Rs. 10,000/- as an EMD in the form of Bankers Cheque/ FDR..
2. To have a valid VAT/Sales Tax Registration with the Trade and Tax Department and having filed VAT returns in the two financial year **2013-14 and 2014-15**
3. To have Permanent Account Number and having been assessed to income tax for two Assessment years i.e. 2014-2015 and 2015-16.
4. To have minimum experience of two years of supply of stationery items to the Govt. Department/ Ministry of Govt. of India/PSU.

## **PART-III**

### **3.1 PRICE BID**

Bidder shall submit the Price Bid in the form as given in **Annexure 'D'**.

## **PART-IV**

### **OTHER TERMS AND CONDITONS**

#### **4.1 DELIVERY**

Once a contract has been entered into with the Successful Bidder, he shall be under the obligation to deliver the items to the stores of the Delhi Judicial Academy at the earliest or in the time as may be allowed.

The successful bidder would be required to hand over guarantee/warrantee of product/item for which the contract has been awarded to it. The successful bidders would be required to submit all the documents in original/attested copies as the case may be which were required to be submitted at the time of submitting the tender.

#### **4.2 FALL CLAUSE**

If at any time during the execution of the contract, the Successful Bidder reduces the sales price of such items, as are covered under this tender enquiry, to any organization (including the purchaser of any department of the Govt. of N.C.T of Delhi) at a price lower than this price quoted under this contract, the bidder/supplier shall supply the said item(s) to the Delhi Judicial Academy on such reduced rates.

#### **4.3 PENALTY CLASUE**

If the supplier fails to supply the Stationery Items within the stipulated time, then a penalty @ 0.1% per day, subject to maximum of 10% will be imposed. It would be without prejudice to the right of the Academy to purchase the said item(s) from the open market and recover the excess amount paid for purchase of said item(s) from the Successful Bidder.

#### **4.4 PAYMENT TERMS AND CONDITIONS**

- (a) The payment will be made in Indian Rupees through ECS/RTGS after making stock entry of the Items in the General store of the Delhi Judicial Academy and necessary verification of the bill and recoveries, if any, in respect of penalty/damages/losses etc.
- (b) At the time of entering the contract the successful Bidders will be required to furnish the detail of their bank and account no. etc. for making payment of their bills through ECS/RTGS, along with the tender. No payment shall be made in respect of rejected items.

#### **4.5 PURCHASER'S RIGHT TO VARY QUANTITIES AT THE TIME OF PLACEMENT OF ORDER AND SPLITTING OF THE QUANTITY**

The purchaser reserves the right at the time of placement of order to increase or decrease the quantity of Goods and also reserve the right to split the required quantity to more than one firm.

#### **4.6 PEFORMANCE SECURITY**

Within two days of signing the contract, the successful bidder shall be required to deposit 10% of the total value of contract in the form of Bank Guarantee/Fixed Deposit in favour of "the DDO, Delhi Judicial Academy, New Delhi" as Performance Security Deposit which will be released to the firm after successful/satisfactory completion of the contract.

#### **4.7 REJECTION**

In case a bidder is not found to have complied with any of the terms and condition/instruction, shall be liable to be rejected summarily.

#### **4.8 TERMINATION OF CONTRACT / ORDER**

The purchaser may, without any prejudice to any other remedy for breach of contract written notice of default, sent to the Supplier terminate the contract / order in whole or in part any time of convenience. Any unexcused delay, by the Supplier in the performance of its delivery obligations shall render the supplier liable to the termination of the contract/ order for default.

#### **4.9 DISPUTES**

Any legal dispute arising between the Academy and the tenderer shall be subject to jurisdiction of Courts in Delhi.

Sd/-  
Director (Admn.),  
Delhi Judicial Academy

<b>List of stationery including computer stationery.</b>			
<b>Sl. No.</b>	<b>Items Name</b>	<b>Unit</b>	<b>E/Qty.</b>
1	Adhesive Slip / Postit {Oddy or Equivalent(4x3)}	Per Pcs.	50
2	All Pin S. Steel (Packet of 500 pins/26mm)	Per Pkt.	2
3	Alphabet Register 100 Page	Per Pcs.	10
4	Acquittarice Roll Register 400 Pages	Per Pcs.	1
5	Attendance Register (MHA-1, S-37) (100 pgs)	Per Pcs.	10
6	Pay Bill Register (150 Page)	Per Pcs.	2
7	Cartridge for HP Laser Print Cartridges-CC-388A (Printer Model HP Laser Jet P1007)	Per Pcs.	25
8	Cartridge Q1262AC (Printer Model HP Laser Jet M1319FMFP)	Per Pcs.	5
9	Cartridge HP Laser Printer Cartridges-CB-436A (Printer Model HP Laser Jet P1505)	Per Pcs.	3
10	Cash Book for Government Use 200 Pages	Per Pcs.	2
11	CD R (with plastic cover)	Per Pcs.	3000
12	Cello Tape (medium ½”x 24 meters) (Premier/wonder)	Per Pkt.	24
13	Cello Tape (medium 1”x 65 meters)	Per Pkt.	24
14	Color Flag (self stick) (Oddy or Equivalent) (1”x3”)	Per Pkt.	50
15	Correction Pen (10 ml)	Per Pcs.	20
16	Green Cotton Tag (Ordinary Size) fine quality per bunch of 50 tags	Per Pkt.	25
17	Dispatch Register (400 Page)	Per Pcs.	5
18	Duster (White) Big Size (36”x36”)	Per Dzn	24

19	Duster (Yello) Big Size	Per Dzn.	24
20	Eraser-HB (Apsra / Natraj or Equivalent)	Per Pkt.	12
21	Fevi-stick (15 gm. )	Per Pcs.	100
22	Flip Chart (50 CmX 74 Cm) 50 Page	Per Pcs.	10
23	File board-good quality (25 Cm X 35 Cm)	Per Pcs.	50
24	File cover (printed) (14"x22" with cloth patti in the centre of 1.5 inches, 2" folder patti in right side)	Per Pcs.	600
25	Folder Plastic – Good Quality 11 Inch X 15 Inch	Per Pcs.	3000
26	Hi-lighter (Luxor or Equivalent)	Per pcs.	50
27	Paper Cutter- (medium size)(citizen)	Per Pcs.	100
28	Pen (Gel) Trimax or Equivalent Blue	Per Pcs.	50
29	Pen (Gel) Trimax or Equivalent Black	Per Pcs.	50
30	Pen (Gel) Trimax or Equivalent Red	Per Pcs.	30
31	Pen (Gel) Trimax or Equivalent Green	Per Pcs.	20
32	Pencil-HB (Nataraj or Equivalent) (1x10)	Per Pcs.	200
33	Pencil Cell (AA size) Eveready or equivalent	Per Pcs.	60
34	Peon book (100 pages) hard bound	Per Pcs.	3
35	Pen drive 8 GB	Per Pcs.	10
36	Photocopy paper (A-4) 80 GSM (JK Brand or Equivalent)	Per Ream	150
37	Plastic Folder Transparent L Shape Plain A/4 & F/S	Pek Pkt.	150
38	Poker-good quality	Per Pcs.	20
39	Punch (Kangaroo or Equivalent) (Single Hole 4.5 mm)	Per Pcs.	20
40	Punch (Kangaroo or Equivalent) (Double Hole 4.5 mm)	Per Pcs.	10
41	Pen Ball (Blue) (Brite Reynolds or Equivalent)	Per Pcs.	300

42	Pen Training (Cello Pin Point or Equivalent) (Blue)	Per Pcs.	2500
43	Register-2Q (Neel Gagan or Equivalent)	Per Pcs.	100
44	Scissor (Kebica or Equivalent) ( plastic handle) medium	Per Pcs.	20
45	Steel scale 12"	Per Pcs.	20
46	Sharpener-Nataraj or Equivalent	Per Pcs.	24
47	Short Hand Note Book (200 pages) (Neelgagan or Equivalent) (12cmX19cm)	Per Pcs.	30
48	Slip Pad (Neelgagan or Equivalent (80 pgs) (No. 33)	Per Pcs.	2500
49	Stamp Pad (National or Equivalent) (110 mmx70mm)	Per Pcs.	5
50	Stapler (HD-10D)-Kangaroo or Equivalent	Per Pcs.	10
51	Stapler (HD-45)-Kangaroo or Equivalent	Per Pcs.	3
52	Stock Register (350 Page)	Per Pcs.	5
53	Stapler Pin (No. 10)-Kangaroo or Equivalent	Per Pkt	200
54	Stapler Pin (No. 1217)-Kangaroo or Equivalent	Per Pcs.	50
55	Tape Brown (Big)Good Quality (60 mm)	Per Pcs.	5
56	Tissue Paper (Big) 20 Cm x 20Cm (200 Sheets)	Per Pkt.	150
57	Tape Brown (Small) Good Quality (24 mm)	Per Pcs.	5
58	Leaf Document File (Executive) (50 leaves)(A4 size)	Per pcs.	50
59	Push Pins (100 pcs.)	Per Pkt.	10
60	Notice Board (2X3)	Per pcs.	5
61	White Board (3X2)	Per pcs.	5
62	White Board Duster	Per pcs.	10
63	White Board Marker Pen	Per pcs.	20
64	Ceiling Wax (10 in a box)	Per Pkt.	5

**UNDERTAKING**

(To be submitted on Rs.50/- Stamp Paper duly notarized)

Tender No. \_\_\_\_\_ Due for opening on: \_\_\_\_\_

To

The Director(Admn.),  
Delhi Judicial Academy,  
Sector – 14 Dwarka  
New Delhi – 110078

Sir,

I/We hereby declare that:-

1. I/We have carefully read and understood all the contents along with all the terms and conditions of the Tender before submitting the same, and I/We do accept and undertake to abide by the same.
2. I/We bind myself/ourselves to the Delhi Judicial Academy to provide the Items mentioned in the Supply Order at the rates quoted by me/us.
3. I/we have deposited the required EMD, as mentioned in the tender, in favour of the “DDO, Delhi Judicial Academy, New Delhi”.
4. The rate(s) quoted by me is/are for the Items conforming to the complete specification/requirements given by the Delhi Judicial Academy and inclusive of all charges such as levies, packing, forwarding, loading, unloading, insurance etc., if any. The percentage of Sales/VAT/Service Tax wherever applicable, have been mentioned separately.
5. I/We certify that the item in question against the existing tender has not been supplied to any other Govt. Departments at the rates below the rates mentioned in my/our quotation against the present tender.
6. I/we will refund the difference in the cost in the event of my/our providing services at a lesser rate to other Governments/Organizations during the currency of such rate contract.
7. I/We agree to abide by that the rates quoted against this tender will be valid for **6 months** from the date of opening of tender and I/We shall supply the ordered items on the approved rates. However, these are extendable for another one year on mutual consent.
8. I/We shall deliver the ordered items to General Store of the Delhi Judicial Academy on F.O.R. destination basis within due date of supply order on any working day. If the items supplied are found to be unsatisfactory in quality & quantity, I/We bind to replace all the items on the same day but in any case not later than the next working day. Nothing extra will be charged on account of packing, cartage, loading, unloading, insurance charges etc. for the replacement of rejected items.
9. If I/We fail to supply Items in scheduled time and the Delhi Judicial Academy purchases the required Items from open market, the excess expenditure so incurred shall be borne by me/us.
10. I have never been black listed from any Government Department.
11. I/We hereby undertake that we shall supply all the items within the stipulated time as mentioned in the Supply Order, failing which the Delhi Judicial Academy is bound to forfeit Performance Security Deposit in full.



12. I/We understand that the Director (Admn.), Delhi Judicial Academy, is empowered/will have the right:
- a. To increase/decrease the quantity indicated in the tender/order to any extent depending on the actual requirements of the Delhi Judicial Academy.
  - b. To impose penalty as deemed fit in case service do not commence by the stipulated date or extended date, if any, and can resort to risk purchase at my/our cost and may forfeit my/our Performance Guarantee security deposit in full or part thereof at the his discretion.
  - c. To reject full or any part of the supply that is not in accordance with the requirements and terms and conditions of the tender.
  - d. To deny the payment in respect of the rejected items and I/We will not have any claim for the above. Further, I/We will remove the rejected items immediately at our cost and replace them as per terms and conditions of the Contract.
  - e. To cancel, reject or accept any tender or split the items to be supplied from tenders at any stage without assigning any reason therefore.
  - f. To hold the demand draft/banker cheque/ submitted by me/us towards Earnest Money Deposit till the acceptance/rejection of the tender or finalization of the supply.
13. In case any of the our statement/submissions and undertakings are found wrong/false at any stage, the Delhi Judicial Academy has the full liberty to forfeit my EMD and Security and to claim the excess amount from us along with any action as deemed fit by the Delhi Judicial Academy against us.

**Signature of the Tenderer** \_\_\_\_\_

**Name & Address** \_\_\_\_\_

**Rubber Stamp** \_\_\_\_\_

**TECHNICAL BID FORM**

SN	Particulars	Details
1.	Name(s) & Address(s) of partnership firm / proprietorship firm /Company.  Name of authorized person to sign on behalf of bidding agency (hereinafter referred to as bidder): Designation Telephone & Mobile No. E-mail ID Specimen Signatures of the authorized person	
2.	VAT returns having filed in the last two financial years ( <b>Documentary evidence to be attached</b> ) 2013-2014  2014-2015	
3.	Income Tax Return for Assessment Year ( <b>Documentary evidence to be attached</b> ) 2014-2015  2015-16	
4	Date of establishment/Registration No. of the Firm with the Registrar of Firm/Registrar of Company/ Registrar of Partnership Firm	
5	PAN No of Firm/ Company/ Director/ Partner/Proprietor	
6	Registration No of VAT/ TIN with date.	
7	EMD details (Amount, name of the Bank, Branch, FDR/Bankers Cheque No. and Date)	

8.	Details of two years of experience of supplying of stationery items to the Govt. of India/PSUs/ [Copy of Purchase Orders (one each of the last two financial years i.e. 2013-14 and 2014-15/ or/ one each for the financial year 2014-15 and current financial year 2015-16).	
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- **Each sample is to be tagged with name of the quoted items, its tender serial number and the name of the bidder. Please refer to Part No 1.4 of Part –I of the Tender document. The bidders who qualify in Technical Bid will be considered for sample evaluation of their quoted items by the Purchase Committee.**

**Acceptance of Terms & Conditions**

I/we hereby certify that I/we have gone through the terms & conditions and have understood the same and I/We do undertake to comply with the same.

Signature of owner/partner/authorized signatory  
with address & telephone no.  
with seal of the firm/company & Date

witnesses:-

## Price Bid Proforma

Name of the tenderer \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Sl. No.	Item Description	Mention Make/ brand/ Model of the quoted item	Quantity	Units	Mention whether Sample submitted (Yes or No)	Basic Unit Price (Rs.) AS PER BRAND quoted by the bidder (in Rs.)	VAT in %	VAT in Rs.	Total Amount in Rs. (7+9)
1	Adhesive Slip / Postit {Oddy or Equivalent(4x3)}		50	Per Pcs.					
2	All Pin S. Steel (Packet of 500 pins/26mm)		2	Per Pkt.					
3	Alphabet Register 100 Page		10	Per Pcs.					
4	Acquittarice Roll Register 400 Pages		1	Per Pcs.					
5	Attendance Register (MHA-1, S-37) (100 pgs)		10	Per Pcs.					
6	Pay Bill Register (150 Page)		2	Per Pcs.					
7	Cartridge for HP Laser Print Cartridges-CC-388A (Printer Model HP Laser Jet P1007)		25	Per Pcs.					
8	Cartridge Q1262AC (Printer Model HP Laser Jet M1319FMFP)		5	Per Pcs.					
9	Cartridge HP Laser Printer Cartridges-CB-436A (Printer Model HP Laser Jet P1505)		3	Per Pcs.					
10	Cash Book for Government Use 200 Pages		2	Per Pcs.					
11	CD R (with plastic cover)		3000	Per Pcs.					
12	Cello Tape (medium ½”x 24 meters) (Premier/wonder)		24	Per Pkt.					
13	Cello Tape (medium 1”x 65 meters)		24	Per Pkt.					

14	Color Flag (self stick) (Oddy or Equivalent) (1"x3")		50	Per Pkt.					
15	Correction Pen (10 ml)		20	Per Pcs.					
16	Green Cotton Tag (Ordinary Size) fine quality per bunch of 50 tags		25	Per Pkt.					
17	Dispatch Register (400 Page)		5	Per Pcs.					
18	Duster (White) Big Size (36"x36")		24	Per Dzn					
19	Duster (Yello) Big Size		24	Per Dzn.					
20	Eraser-HB (Apsra / Nataraj or Equivalent)		12	Per Pkt.					
21	Fevi-stick (15 gm. )		100	Per Pcs.					
22	Flip Chart (50 CmX 74 Cm) 50 Page		10	Per Pcs.					
23	File board-good quality (25 Cm X 35 Cm)		50	Per Pcs.					
24	File cover (printed) (14"x22" with cloth patti in the centre of 1.5 inches, 2" folder patti in right side)		600	Per Pcs.					
25	Folder Plastic – Good Quality 11 Inch X 15 Inch		3000	Per Pcs.					
26	Hi-lighter (Luxor or Equivalent)		50	Per pcs.					
27	Paper Cutter- (medium size)(citizen)		100	Per Pcs.					
28	Pen (Gel) Trimax or Equivalent Blue		50	Per Pcs.					
29	Pen (Gel) Trimax or Equivalent Black		50	Per Pcs.					
30	Pen (Gel) Trimax or Equivalent Red		30	Per Pcs.					
31	Pen (Gel) Trimax or Equivalent Green		20	Per Pcs.					
32	Pencil-HB (Nataraj or Equivalent) (1x10)		200	Per Pcs.					
33	Pencil Cell (AA size) Eveready or equivalent		60	Per Pcs.					
34	Peon book (100 pages) hard bound		3	Per Pcs.					
35	Pen drive 8 GB		10	Per Pcs.					
36	Photocopy paper (A-4) 80 GSM (JK Brand or Equivalent)		150	Per Ream					

37	Plastic Folder Transparent L Shape Plain A/4 & F/S		150	Per Pkt.					
38	Poker-good quality		20	Per Pcs.					
39	Punch (Kangaroo or Equivalent) (Single Hole 4.5 mm)		20	Per Pcs.					
40	Punch (Kangaroo or Equivalent) (Double Hole 4.5 mm)		10	Per Pcs.					
41	Pen Ball (Blue) (Brite Reynolds or Equivalent)		300	Per Pcs.					
42	Pen Training (Cello Pin Point or Equivalent) (Blue)		2500	Per Pcs.					
43	Register-2Q (Neel Gagan or Equivalent)		100	Per Pcs.					
44	Scissor (Kebica or Equivalent) ( plastic handle) medium		20	Per Pcs.					
45	Steel scale 12"		20	Per Pcs.					
46	Sharpener-Nataraj or Equivalent		24	Per Pcs.					
47	Short Hand Note Book (200 pages) (Neelgagan or Equivalent) (12cmX19cm)		30	Per Pcs.					
48	Slip Pad (Neelgagan or Equivalent (80 pgs) (No. 33)		2500	Per Pcs.					
49	Stamp Pad (National or Equivalent) (110 mmx70mm)		5	Per Pcs.					
50	Stapler (HD-10D)-Kangaroo or Equivalent		10	Per Pcs.					
51	Stapler (HD-45)-Kangaroo or Equivalent		3	Per Pcs.					
52	Stock Register (350 Page)		5	Per Pcs.					
53	Stapler Pin (No. 10)-Kangaroo or Equivalent		200	Per Pkt					
54	Stapler Pin (No. 1217)- Kangaroo or Equivalent		50	Per Pcs.					
55	Tape Brown (Big)Good Quality (60 mm)		5	Per Pcs.					
56	Tissue Paper (Big) 20 Cm x 20Cm (200 Sheets)		150	Per Pkt.					
57	Tape Brown (Small) Good Quality (24 mm)		5	Per Pcs.					

58	Leaf Document File (Executive) (50 leaves)(A4 size)		50	Per pcs.					
59	Push Pins (100 pcs.)		10	Per Pkt.					
60	Notice Board (2X3)		5	Per pcs.					
61	White Board (3X2)		5	Per pcs.					
62	White Board Duster		10	Per Pcs.					
63	White Board Marker Pen		20	Per Pcs.					
64	Ceiling Wax (10 in a box)		5	Per Pkt.					

**Signature of the Tenderer** \_\_\_\_\_

**Name & Address** \_\_\_\_\_

**Rubber Stamp** \_\_\_\_\_