

OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA(KGBV),KAMTHANA  
BHAWANIPATNA BLOCK, KALAHANDI  
Tender Call Notice

Letter No 10 / 2019

Date 22/07/2019

Office of the Headmistress, KGBV Kamthana of Kalahandi district have invited sealed tenders from the registered firms/manufacturer/authorized dealers/whole sellers/Govt. stores for supply of the item grocery, cosmetics, reading writing materials, items to KGBV, Kamthana of Kalahandi Dist as per following details.

Particular	Kasturaba Gandhi Balika Vidyalaya (KGBV), Kamthana
Address	At/Po- Kamthana, Block- Bhawanipatna, Dist- Kalahandi
Cost of tender paper	Rs.200/-
Last date & time of receiving tender	<u>21.08.2019, 05:00 pm</u>
Date & Time of opening of tender	<u>22.08.2019, 11:00 Am</u>

For details visit District website [www.kalahandi.nic.in](http://www.kalahandi.nic.in) & [www.opepa.in](http://www.opepa.in)

By order of BDO-cum-Chairman

*Kalpana Neth.*  
Headmistress  
Govt. U.P.S. (KGBV)  
Kamthana, Kalahandi

Memo No. 11/2019 / Date 22/7/19

Copy to DIO, NIC, Kalahandi/Assistant Director (MIS) OPEPA for information with a request to hoist the above matter along with the detail enclosure in the District/OPEPA website.

*Kalpana Neth.*  
Headmistress  
Govt. UPS (KGBV) Kamthana  
Headmistress  
Govt. U.P.S. (KGBV)  
Kamthana, Kalahandi

Memo No. 12/2019 / Date 22/7/19

Copy to the DPC/SSA/Kalahandi for information necessary action.

*Kalpana Neth.*  
Headmistress  
Govt. UPS (KGBV) Kamthana  
Headmistress  
Govt. U.P.S. (KGBV)  
Kamthana, Kalahandi

Memo No. 13/2019 / Date 22/7/19

Copy to the Deputy Director, (Girls Education) OPEPA, Bhubaneswar for information and necessary action.

*Kalpana Neth.*  
Headmistress  
Govt. UPS (KGBV) Kamthana  
Headmistress  
Govt. U.P.S. (KGBV)  
Kamthana, Kalahandi

OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), KAMTHANA  
BHAWANIPATNA BLOCK, KALAHANDI

TENDER CALL NOTICE

Sealed Tender are invited from the registered firms/manufacturer/authorized dealers/whole sellers/Govt. stores for supply of the item grocery, cosmetics and toilet items, reading writing materials, items to the KASTURABA GANDHI BALIKA VIDYALAYA, KAMTHANA, BHAWANIPATNA BLOCK of Kalahandi district for the year 2019-20. The tender form with other particulars and the list of the items can be obtained from the office of the KGBV from 10:00 AM to 04:00 PM in all working day w.e.f. 22.07.2019 to 21.08.2019 on payment of Rs.200/- (Two hundred only) non refundable in shape of Bank draft payable in the State Bank of India, Utkal Gramya Bank . The tender paper completed in respect along with requisite documents and Earnest money in shape of Bank Draft drawn in favour of the Headmistress and Chairperson KGBV, Kamthana payable at the State Bank of India, Utkal Gramya Bank would only be deposited in this KGBV up to 01:00 PM on dt. 21.08.2019. The KGBV Level Purchase Committee meeting will be held on date 22.08.2019 at 11:00 AM as mentioned in the 1<sup>st</sup> page for opening of the tender. The chairman of the Purchase Committee (B.D.O) reserves the right to accept or reject the tender in whole or in part without assigning any reason thereto.

*Kelpana Nelli*  
Headmistress  
Headmistress  
Govt. UPS (KGBV) Kamthana  
Kamthana, Kalahandi

OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), KAMTHANA  
BHAWANIPATNA BLOCK, KALAHANDI

Tender Paper

(The HM will fill up the name and address of the firm who will purchase the tender paper from the concerned KGBV in case of downloading from the website there is no need to fill up the name and address of the firm)

To

M/s \_\_\_\_\_  
\_\_\_\_\_

Sub- Tender for supply of \_\_\_\_\_

1. Sealed tender for supply of the articles shown in the attachment statement are invited by the undersigned on behalf of KASTURABA GANDHI BALIKA VIDYALAYA, KAMTHANA up to 01:00 PM Date \_\_\_\_\_. The tender should be sent under strong sealed cover marked as "TENDER FOR THE SUPPLY OF \_\_\_\_\_" and not by the name. The tender will be opened in the office of the Headmistress on Dt. \_\_\_\_\_ at 11:00 AM.
2. The tender should be submitted according to the terms and conditions specified in paragraph 3 to 14 unless specified in otherwise in the tender, it shall be constructed that the terms and conditions stipulated hereunder have been agreed to.
3. The rate should be F.O.R, Vidyalaya and should include GST and any other taxes or imposition whatever liable in respect of the supplier. The KGBV shall not pay freight etc.
4. There should not be any over writing, correction in the tender. If a figure is to be amended, if it should be neatly scored out and then revised figure should be written above and the same should be attested with full signature and date. In the absence of the attested signature the tender is liable to be rejected.
5. The undersigned does not bind himself to accept the lowest tender and reserve the right to accept the tender in whole or in part i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attachment statements he/she may decide. On the acceptance of the tender it will become a contract and the contractor shall be bound by the terms and conditions of the tender and the provision of G.F.R.
6. The tender should submit his/her tender form along with earnest money amount in as fixed and published in the tender notification in form of Bank draft payable to the Headmistress and Chairperson KGBV, Kamthana which will be refunded in the event of rejection of the tender. The earnest money will be forfeited in the event of failure to comply with contract. In the event of the tender being accepted the earnest money will be adjusted towards security deposit which shall be payable at the rate of 5% of the total amount of the articles. If the contractor is not agreeable

to pay security deposit the reason therefore should be specified and the undersigned reserves the right to accept or reject the request.

7. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person of the firm and the difference of price. If any shall be deducted from the earnest money/security deposit and in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.
8. The quantity of articles indicated in the attachment statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
9. Prior to acceptance of the tender, the undersigned reserve the rights to call for samples or demonstration and the contractor shall be liable to supply the sample given demonstration free of cost.
10. The rate quoted by the contractor shall hold good up to 31<sup>st</sup> March, 2020. No amount amendment in the rate accept increased/decreased in the rate of sale s tax during the period of supplier will be accepted. For the branded item, if there would be some free gifts schemes marked on the packing, the same would be liable to be supplied with the articles on free of cost also and also shown in the bill.
11. In the event of acceptance of the tender and placing of the order for purchase, the articles order for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the article supplied are not according to approved samples or don't conform to the specification prescribed.
12. The amount of security deposit shall be retained by the KGBV for period of 6 month from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within the period. The Security Deposit amount will be refunded without interest.
13. In no case the payment will be made above maximum retail price (MRP).
14. Tender which doesn't comply with the above condition is liable to be rejected.
15. The sealed tender should invariably contain:-
  - GST (Goods and services Tax) and other tax clearance certificate from the competent authority.
  - Copy of the GST of concern firm
  - Copy of permanent registration certificate from the commercial department.
  - Earnest money.
  - Lowest rate as well as terms of supply if any.
  - Specification and printed catalogue and other concerned literature of the equipment to be supplied.
  - In case of authorized dealers, authorization letter from the manufacturer/supplier
  - Signature of the authorized person on all pages with date.

16. The tendering firm/agencies are required to enclosed attested photo copies of following documents, failing to which their bids will be summarily/out rightly rejected and will not be considered any further:

- a) Registration certificated as per the existing norms.
- b) Copy of GST registration certificates.
- c) Copy of PAN card.

I No	Name of the items	Amount of Earnest Money
1	Grocery	Rs. 15000/-
2	Cosmetics & Toilet items	Rs. 1500/-
3	Reading writing materials	Rs. 2000/-

*Kalpore Nethu*  
Headmistress

Headmistress  
Govt. UPS (KGBV) Kamthana  
Govt. UPS (KGBV)  
Kamthana, Kalahandi

INSTRUCTIONS TO THE TENDERER

1. Tender is to be submitted in the prescribed tender forms consisting of technical bid and financial bid only along with terms and conditions in the office of the concerned KGBV.
2. The tender shall submit technical bid and financial bid in two separate sealed envelopes which should be prescribed as Technical/Financial bid, items tendered, name of the bidders and should be duly sealed and put in a big envelopes which too should be duly sealed.
3. (i) The tender in sealed envelope shall be accepted up to 01:00 pm hrs on dt 21.08.19 and technical bid shall be opened first by the duly constituted committee on in the office of the Headmistress, KGBV, Kamthana on the scheduled date as mentioned in the notification in presence of the tenderer or their authorized agents.  
(ii) Decision of the purchase committee to declare any of the tender to have or have not qualified in technical bidding shall be final. Intimation of decision of the competent authority shall be conveyed to the tenderers in due course of time.
4. (i) Financial bids of only those tenderers who qualify in the technical bid, shall be opened.  
(ii) There should not be any cutting and/ over-writing in the tender form. No amendment or additions in the terms and conditions indicated on a separate paper or attachment will be accepted.
5. The tenderer must sign the terms and conditions and submit along with the technical bid, otherwise the tender is liable to be rejected.
6. The tenderer should submit the tender form along with the earnest money deposit in the form of Demand Draft drawn in favor of Headmistress and Chairperson KGBV, Kamthana. "Payable at SBI, Bhawanipatna". Tenderer should be pay Rs.200/- (Two hundred only) towards the cost of the tender form in case of downloading from website.

  
Headmistress

Govt. UPS (KGBV) Kamthana  
Headmistress  
Govt. U.P.S. (KGBV)  
Kamthana, Kalahandi

UNDERTAKING BY THE SUPPLIER

We M/s \_\_\_\_\_ agree fully that within the terms and conditions specified in the paragraph 3 to 16 and enclose the rates of the items as per list and specification given by the Headmaster/Headmistress of KGBV, \_\_\_\_\_ in printing letters head or form of the firm.

Signature \_\_\_\_\_

Name of the proprietor \_\_\_\_\_

Seal of the firm \_\_\_\_\_

Witness (Signature, name and address)

1. \_\_\_\_\_

2. \_\_\_\_\_

PLACE \_\_\_\_\_

DATE \_\_\_\_\_

CHECLIST OF DOCUMENTS/ STATEMENTS FOR FINANLIZATION OF TENDER

Sl No	Name of the documents required	Remarks
1.	Whether required EMD in form of DD attached or not	
2.	GST, Attached or not Details valid up to _____	
3.	Registration certificate attached or not and dealership certificate	
4.	Income return & PAN Card copy attached or not.	
5.	Any other document related to supply	
6.	Signature of the tender in the form or not Along with witness	
7.	Others if any (Sample etc)	

Name of the bidder \_\_\_\_\_

Signature of the verifying officer

Signature of the committee member

OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), KAMTHANA  
BHAWANIPATNA BLOCK, KALAHANDI

Quotation for supply of grocery for the financial year 2019-20

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No of the firm: \_\_\_\_\_ validity up to \_\_\_\_\_
3. Earnest money deposited Rs. \_\_\_\_\_ vide bank draft no \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipt no. and date of the tender purchase: \_\_\_\_\_

Technical bids 9 para-1  
Part A (to be filled by the tenderer)

I/we here by submit technical bid for supply of \_\_\_\_\_ as per terms, conditions and specifications of the above mentioned notification of the Office of the HM. KGBV, Kamthana, dist Kalahandi which are acceptable to us. I/we are aware that while evaluating the technical bid, if any/ part as decided by the Office of the HM. KGBV, Kamthana the terms/items mentioned below is not found meeting the requirement of the tender notice, the BID will not be accepted.

1.	Earnest Money	(a) Bank _____ (b) Draft no _____ date _____ (c) Amount Rs _____
2.	Income Tax return for F.Y.2017-18 & 2018-2019	Income tax PAN no _____ Enclosed: Yes/No
3.	GST clearance certificate from the competent authority	(a) GST No _____ (b) Issuing authority: (c) Period of validity
4.	Financial capacity of the tenderer	Audited balance sheet for the year 2017-18 & 2018-2019 Annexed: Yes/No Financial year turn over 201 -1
5.	Submitting of product prospectus/ brochures/samples of _____ as per list & specifications. (Where applicable)	Yes/No
6.	Registration certificate of firm	No. and date of certificate (a) Certificate no _____ date _____ (b) Designation of certificate issuing officer _____ (c) Attested photocopy of the certificate annexed: Yes/No

Signature of the tenderer with seal

OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), KAMTHANA  
BHAWANIPATNA BLOCK, KALAHANDI

Quotation for supply of grocery for the financial year 2019-20

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No of the firm: \_\_\_\_\_ validity up to \_\_\_\_\_
3. Earnest money deposited Rs \_\_\_\_\_ vide bank draft no \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipt no. and date of the tender purchase: \_\_\_\_\_

I/we submit financial bid for the supply of grocery items as per terms and condition of the tender notice of the Office of the HM. KGBV, Kamthana which are acceptable to me/us. Rated quoted are inclusive of all 9 basic, Cess, CST/LST if applicable from the point of dispatch, insurance, freight from dispatching point of specified destination for delivery at mentioned destination.

Part-B(to be filled by the tenderer)

PARTICULARS OF THE ITEMS

Sl No	Name of the articles	Specification	Unit	Rate quoted
1	Rice	Subarnamasuri/Good quality	Per kg	
2	Toor dal(Non-polish)	Ajanta/Badak brand/Good quality	Per kg	
3	Toor dal(Polish)	Ajanta/Badak brand/Good quality	Per kg	
4	Gram(Desi buta)	Dehusk-Bada dana/Good quality	Per kg	
5	Chana Dal	Good quality	Per kg	
6	Whole green gram	Good quality	Per kg	
7	Dry peas	White-Good quality	Per kg	
8	Atta	Ashribad	Per kg	
9	Besan	Shree Ganesh/Lalkilla	Per kg	
10	Rajma	Good quality	Per kg	
11	Kabuli chana	Good quality	Per kg	
12	Suji(Bad dana)	Shree Ganesh/Bajrang Bhoj	Per kg	
13	Idly Suji	Shree Ganesh/Bajrang Bhoj	Per kg	
14	Cooking oil	Fortune/King soyabin	Per ltr	
15	Vanaspati	Ruchi	Per kg	
16	Sugar	Bad dana of good quality	Per kg	
17	Biscuit	Parle G(small pack)/Marie gold	Per kg	
18	Amulspray	Refill pack/good quality	Per kg	
19	Biri dal	Good quality	Per kg	

20	Salt	Tata Salt	Per kg	
21	Papad	Haldiram/Priya	Per kg	
22	Jagerry	Good quality	Per kg	
23	Cashew nut	Broken-Good quality	Per kg	
24	Vermicelli	Haldiram/MTR	Per kg	
25	Cummin seeds(Jeera)	Good quality	Per kg	
26	Mustard seeds(Sorisha)	Good quality	Per kg	
27	Fenugreek(Methi)	Good quality	Per kg	
28	Curry powder	Everest/Ruchi	Per kg	
29	Fish curry powder	Everest/Ruchi	Per kg	
30	Chicken masala powder	Everest/Ruchi	Per kg	
31	Mutton masala powder	Everest/Ruchi	Per kg	
32	Chilly powder	Everest/Ruchi	Per kg	
33	Turmeric powder	Everest/Ruchi	Per kg	
34	Dry red chilli	Good quality	Per kg	
35	Chat masala pd.	Everest/Ruchi	Per kg	
36	Tempering masala	Everest/Ruchi	Per kg	
37	Bay leaf(Tej patra)	Good quality	Per kg	
38	Payees rice	Ruchi	Per kg	
39	Match box	Camel	Per kg	
40	Pickle	Nillon/Ruchi	Per kg	
41	Mixture	Narayani/Jay laxmi	Per kg	
42	Vim bar	Good quality	Per pcs	
43	Soyabean	Fortune/Ruchi	Per kg	
44	Mustard oil	Ruchi/Double hiran	Per ltr	

I/we undertake to abide by the terms and conditions of tender notice along with annexure.

Signature of the tenderer with seal

Name.....Capacity.....

.....

Postal Address.....

.....

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Mobile No.....

OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), KAMTHANA  
BHAWANIPATNA BLOCK, KALAHANDI

Quotation for supply of Cosmetics and toilet items for the financial year 2019-20

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No of the firm: \_\_\_\_\_ validity up to \_\_\_\_\_
3. Earnest money deposited Rs \_\_\_\_\_ vide bank draft no \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipt no. and date of the tender purchase: \_\_\_\_\_

Technical bids 9 para-1

Part A (to be filled by the tenderer)

I/we here by submit technical bid for supply of \_\_\_\_\_ as per terms, conditions and specifications of the above mentioned notification of Office of the HM. KGBV, Kamthana, dist Kalahandi which are acceptable to us. I/we are aware that while evaluating the technical bid, if any/ part as decided by the Office of the HM. KGBV, Kamthana the terms/items mentioned below is not found meeting the requirement of the tender notice, the BID will not be accepted.

1.	Earnest Money	(d) Bank _____ (e) Draft no _____ date _____ (f) Amount Rs _____
2.	Income tax return 2017-2018 & 2018-2019	Income tax PAN no _____ Enclosed: Yes/No
3.	GST clearance certificate from the competent authority	(d) GST No _____ (e) Issuing authority: (f) Period of validity
4.	Financial capacity of the tenderer	Audited balance sheet for the year 2017-18 & 2018-19. Annexed: Yes/No Financial year turn over 201 -1
5.	Submitting of product prospectus/ brochures/samples of _____ as per list & specifications. (Where applicable)	Yes/No
6.	Registration certificate of firm	No. and date of certificate (d) Certificate no _____ date _____ (e) Designation of certificate issuing officer _____ (f) Attested photocopy of the certificate annexed: Yes/No

Signature of the tenderer with seal

OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), KAMTHANA  
BHAWANIPATNA BLOCK, KALAHANDI

Quotation for supply of cosmetics/toilet items for the financial year 2019-20

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No of the firm: \_\_\_\_\_ validity up to \_\_\_\_\_
3. Earnest money deposited Rs \_\_\_\_\_ vide bank draft no \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipt no. and date of the tender purchase: \_\_\_\_\_

I/we submit financial bid for the supply of cosmetics/toilet items as per terms and condition of the tender notice of the Office of the HM. KGBV, Kamthana which are acceptable to me/us.

Rated quoted are inclusive of all 9 basic, cess, CST/LST if applicable from the point of dispatch, insurance, freight from dispatching point of specified destination for delivery at mentioned destination.

Part-B (to be filled by the tenderer)

PARTICULARS OF THE ITEMS

Sl No	Name of the articles	Specification	Unit	Rate per unit
1	Tooth brush	Ajanta	Per pcs	
2	Tooth paste(50 gm)	Close up/colgate	Per pcs	
3	Washing soap(150gm)	Surf excel	Per pcs	
4	Bathing soap(100gm)	Lifebouy/Dettol	Per pcs	
5	Coconut oil	Nihar/Parachute	Per pcs	
6	Shampoo	Clinic+	Per pcs	
7	Washing powder(200 gm)	Wheelactive/surf excel	Per pcs	
8	Blue	Ujala	Per pcs	
9	Tongue cleaner	Good quality	Per pcs	
10	Soap case	Good quality	Per pcs	
11	Cold cream	Ponds	Per pcs	
12	Vaseline	Good quality	Per pcs	
13	Lip Bam	Blue heaven	Per pcs	
14	Nail cutter	Good quality	Per pcs	
15	Sanitary pad	Stayfree/whisper	Per pcs	
16	White phenyl(1 ltr bottle)	Double elephant	Per pcs	
17	Black phenyl(1/2 ltr bottle)	Good quality	Per pcs	
18	Bleaching powder	Good quality	Per kg	
19	Toilet Acid	Sanitol	Per ltr	
20	Gamacin powder	Good quality	Per kg	
21	Toilet cleaner(650ml)	Harpic	Per pcs	

I/we undertake to abide by the terms and conditions of tender notice along with annexure.

Signature of the tenderer with seal

Name.....Capacity.....

Postal Address.....

.....

.....

Mobile No.....

OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), KAMTHANA  
BHAWANIPATNA BLOCK, KALAHANDI

Quotation for supply of Reading writing materials/Office stationeries items for the financial  
year 2019-20

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No of the firm: \_\_\_\_\_ validity up to \_\_\_\_\_
3. Earnest money deposited Rs \_\_\_\_\_ vide bank draft no \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipt no. and date of the tender purchase: \_\_\_\_\_

Technical bids 9 para-1

Part A (to be filled by the tenderer)

I/we here by submit technical bid for supply of \_\_\_\_\_ as per terms, conditions and specifications of the above mentioned notification of the Office of the HM. KGBV, Kamthana, dist Kalahandi which are acceptable to us. I/we are aware that while evaluating the technical bid, if any/ part as decided by the Office of the HM. KGBV, Kamthana the terms/items mentioned below is not found meeting the requirement of the tender notice, the BID will not be accepted.

1.	Earnest Money	(g) Bank _____ (h) Draft no _____ date _____ (i) Amount Rs _____
2.	Income tax registration details	Income tax PAN no _____ Enclosed: Yes/No
3.	GST clearance certificate from the competent authority	(g) GST No _____ (h) Issuing authority: (i) Period of validity
4.	Financial capacity of the tenderer	Audited balance sheet for the year 201 -1 Annexed: Yes/No Financial year turn over 201 -1
5.	Submitting of product prospectus/ brochures/samples of _____ as per list & specifications. (Where applicable)	Yes/No
6.	Registration certificate of firm	No. and date of certificate (g) Certificate no _____ date _____ (h) Designation of certificate issuing officer _____ (i) Attested photocopy of the certificate annexed: Yes/No
7.	Description of the registered trademark (where applicable)	

Signature of the tenderer with seal

OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), KAMTHANA  
BHAWANIPATNA BLOCK, KALAHANDI

Quotation for supply of Reading writing materials/Office stationaries for the financial year  
2019-20

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No of the firm: \_\_\_\_\_ validity up to \_\_\_\_\_
3. Earnest money deposited Rs \_\_\_\_\_ vide bank draft no \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipt no. and date of the tender purchase: \_\_\_\_\_

I/we submit financial bid for the supply of Reading writing materials/ Office stationeries items as per terms and condition of the tender notice of the Office of the HM. KGBV, Kamthana which are acceptable to me/us.

Rated quoted are inclusive of all 9 basic, cess, CST/LST if applicable from the point of dispatch, insurance, freight from dispatching point of specified destination for delivery at mentioned destination.

Part-B (to be filled by the tenderer)

PARTICULARS OF THE OFFICE STATIONARY/READING WRITING MATERIALS ITEMS

Sl No	Name of the articles	Specification	Unit	Rate per unit
1	Alpine	Good quality	Per pcs	
2	Stapler pin(NO.10)	Good quality	Per pcs	
3	Tag	Good quality	Per bundle(50 pcs)	
4	Cello Tap(1/2")	Good quality	Per pcs	
5	Cello Tap(2")	Good quality	Per pcs	
7	Gum	Camel	Per pcs	
8	File cover	Good quality	Per pcs	
9	Correcting Pen(Fluid pen)	Good quality	Per pcs	
10	Cobra file(Punching)	Good quality	Per pcs	
11	Envelope(Big size)	Good quality	Per 1000pcs	
12	Envelope(Medium size)	Good quality	Per 1000pcs	
13	Register(196 pages)	Good quality	Per pcs	
14	Register(96 pages)	Good quality	Per pcs	
15	Stamp pad(Big size)	Camel	Per pcs	
16	Stamp pad Ink	Camel	Per pcs	
17	A4 paper	JK Paper	Per pkt	
18	A5 paper(Legal paper)	JK Paper	Per pkt	
19	Marker pen	Luxer	Per pcs	
20	Cash book(Double column)	Eagle/Good quality	Per pcs	
21	Ledger book	Eagle/Good quality	Per pcs	
22	Letter received register	Eagle/Good quality	Per pcs	
23	Letter dispatch register	Eagle/Good quality	Per pcs	
24	Stock register	Eagle/Good quality	Per pcs	
25	Long exercise notebook-	Classmate/Navneet	Per pcs	

	Rolling(172 Pages)			
26	Long exercise notebook-Plain(172 Pages)	Classmate/Navneet	Per pcs	
27	Science note book(160 pages)	Classmate/Navneet	Per pcs	
28	Graph notebook(40pages)	Oxford	Per pcs	
29	Rolled note book small(120 pages)	Classmate/Navneet	Per pcs	
30	Geometry box	Classmate/Good quality	Per pcs	
31	Color chalk	Good quality	Per pcs	
32	White chalk(Non-dust)	Good quality	Per pcs	
33	Ball pen(Blue, Red)	Good quality	Per pcs	
34	Use and throw pen(Blue, Red)	Elkos fun gl	Per box	
35	Hand writing note book	Good quality	Per pcs	
36	Duster	Good quality	Per pcs	
37	Pencil	Natraj/Doms/Classmate/Apsara	Per pkt	
38	Eraser	Non-dust/Classmate/Doms/Apsara	Per pcs	
39	Sketch pen (Big size)	Camel	Per pkt	
40	Poster color(6 colors)	Camel	Per pkt	
41	Water color tube	Camel	Per pkt	
42	Fevicol(500 ml)	Fevicol	Per pcs	
43	Drawing sheet(white)(140GSM)	Good quality	Per pcs	
44	Drawing sheet(color)(140GSM)	Good quality	Per pcs	
45	Wax crayons color(Big size)	Camel	Per pkt	
46	Double rolled note book	Good quality	Per pcs	
47	4 rolled note book	Good quality	Per pcs	
48	Rough note book(172 pages)	Good quality	Per pcs	

I/we undertake to abide by the terms and conditions of tender notice along with annexure.

Signature of the tenderer with seal

Name.....Capacity.....

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Postal Address.....

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Mobile No.....