



**MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES**
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi – 110 010

Ph. No., 26717983 Ext:7302/303

Email: adps.idsa@nic.in

File No: MP-IDSA/A/1135/2025

Date: 10th July, 2025

**BOQ BID ON GEM PORTAL FOR SUPPLY OF STATIONARY ITEMS AND PRINTING
OF STATIONARY ITEMS AT MP-IDSA**

Online bids are invited (**under single packet system**) on GeM from bonafide and experienced Firm/ Contractor for "Supply of Stationary items and Printing of Stationery items at MP-IDSA premises located at No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats.

Detailed Tender Documents are available online from the date of tender publication at **www.idsa.in**. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their **bids on the GeM**, latest by **01st August, 2025** by 1500 hrs. Bidder shall submit hard copies of the relevant documents also along with (1) Demand Draft for Rs. **12,000/- (Rupees Twelve thousand only)** in favour of "**MP-IDSA**" payable at New Delhi as Earnest Money Deposit and (2) all documents signed and stamped, which shall be submitted in sealed cover addressed to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute's address mentioned above either by Speed Post/By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 01st August, 2025** duly mentioning on top right hand corner of the sealed envelope "**EMD and any other supporting documents for "Supply of Stationary Items and Printing of Stationary items at MP-IDSA.**

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of tender and Annexures as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

The bids shall only be opened online on GeM in presence of the bidders or their authorized representative (not more than one person). He/She may present at the time of opening of the bids, if they desire.

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion. The decision of the MP-IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	14/07/2025, 11:00 hrs
(ii) Document Download Start Date & Time	14/07/2025, 11:30 hrs
(iii) Bid Submission Start Date & Time	14/07/2025, 12:00 hrs
(iv) Start date of seeking clarification	14/07/2025, 12:00 hrs
(v) End date of seeking clarification	01/08/2025, 14:00 hrs
(vi) Bid Submission End Date & Time	01/08/2025, 15:00 hrs
(vii) Offline submission, EMD, and other supporting Documents	01/08/2025, 15:30 hrs
(viii) Pre-bid meeting Date & Time	24/07/2025, 14:30 hrs
(ix) Cost of Tender	Free of cost

Note: Contractor may inspect the Campus & assess its requirement before bidding the tender. Corrigendum / addendum / modification to this tender, if any, will be notified through GeM, www.idsa.in only.


Col. Chetan Gurbax (Retd)
Assistant Director (Admin)

**TENDER FOR SUPPLY OF STATIONARY ITEMS AND PRINTING OF STATIONARY
ITEMS AT MP-IDSA**
MEMORANDUM OF WORK IN BRIEF

1	Name of work	Supply of Stationary Items and Printing of Stationary items at MP-IDSA
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs. 12,000/-
4.	Validity period	90 days
5	Estimated Value	Rs. 6,00,000 /-including GST
6.	Publish Date & Time	14 th July, 2025 by 1100 hrs
7	Submission Start Date & Time	14 th July, 2025 by 1130 hrs
8.	Site visit.	From 16 th July, 2025 onwards on all working day between 1030 hrs to 1530 hrs till submission end date.
9.	Tender Submission End Date	01 st August, 2025 by 1500 hrs.
10.	Tender Opening Date	01 st August, 2025 by 1530 hrs.
11.	Mode of Sending	EMD and relevant documents of in sealed cover by Speed post/Hand Delivery in the tender box kept at reception.
12.	Pre Bid meeting	On 15 th July, 2025 at 1430 hrs in Office Room No.333, which shall be mandatory requirement for consideration of bid acceptance.


Col. Chetan Gurbax (Retd)
Assistant Director (Admin)

Signature of bidder
Name :

Company seal
Date



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Supply of Stationary Items and Printing of Stationary items at MP-IDSA

Online bids on GeM, are invited for the work as mentioned above and scope of Supply and terms & Conditions of the order shall be as follows: -

1. **Execution of Work:** The supply shall be executed in best workman like manner, to the entire satisfaction of the Institute.
2. **Unit Price:** Unit rates quoted for the supply of items shall be deemed to transportation including price escalations, contractor's overheads and profits including GST. Nothing extra shall be admissible on any such account.
3. **Approval of Material and Workmanship:** Items to be supply shall be of good make and quality. After award of contract successful bidder shall have to get sample approved (for each items as required by Institute) within 5 days from MP-IDSA before supply in lot.
4. **Period and Term of Delivery:** Delivery of goods shall be made by the supplier within 3 days of placing of purchase order. However, in case of emergent requirement he has to supply the required quantity of goods within 48 hours of placing of order also. In few cases the items (Printing of Visiting Card) are to be deliver at a very short notice i.e. within 24 hours. If fails to supply the items in short notice, same shall be procure through local market and actual amount shall be debited from monthly bill submitted by firm.
5. **Defect Liability:** The date of delivery of the Store, stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. However, deliveries be made after the expiry of contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of his right to recover liquidated damages under the clause mentioned below.
 - (a) If the supplier fails to deliver the stationery or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 1% of the value of delayed supply for a period up to 1 (One) week and thereafter at the rate of 10% of the value of the delayed supply for another 1 (One) week of delay.
6. **Submission of quotation:** The Financial Bid shall have to be submitted online at GeM, tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered in online formats without any ambiguity.
7. Upon acceptance of the quote, no subletting/transfer would be allowed by the Institute.

8. **EMD Payment:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- by way of FDR/Demand drafts or Bank Guarantee only. The demand drafts or Bank Guarantee shall be drawn in favour of "MP-IDSA". The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract.

a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.

b) The Firm who are registered with MSME/ OR Small Scale Industries (SSI) are exempted to submit the EMD **(Copy of MSME / Udayam registration must have supply of stationary item NIC code and same shall be provide along with bid)**

c) The EMD, in case of unsuccessful Bidders shall be retained by MP-IDSA till the finalization of the tender. No interest will be payable by MP-IDSA on the EMD.

d) The Bid documents of original instruments in respect of earnest money deposit must be delivered to the MP-IDSA on or before last date/time of Bid Submission as mentioned in memorandum of work. The bid without EMD will be summarily rejected.

9. **Security Deposit:** The Bidder shall be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to **make BG's/FDR for a sum equal to 5% of contract value**. Performance Bank Guarantee shall be valid up to 90 days beyond the satisfactory completion of Defect liability period. During this period, If any defect is found the same shall be got rectified immediately by the contractor. No extra payment will be made.

10. **Payment Term:** Payment shall be made against successful delivery of items at site. No payment will be made for goods rejected. All statutory deductions like TDS, GST as applicable rules shall be made from the due payment of the bidder.

11. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.

12. **Scope of work** – The scope of supply is placed at **Annexure I**.

13. **Duration of Tender:** The tender is initially for a period of one year and may be extended for a further period of one year and maximum extension period up to four years with mutual consent on the same terms and conditions and rates are increase by 5% after completion of one year each time with the approval of Competent Authority.

14. After Sales Services:

- a) The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.
- b) The bidder will depute his representative within three working days to attend the service call received in writing from purchaser.

15. Other Conditions: The successful firm will be required to do the work/job for a period of one year from the date of award the contract. This Institute shall, however, reserve the right to terminate the contract at any time without assigning any reason. The job will be entrusted on the basis of all-inclusive rate contract on 'as is where is' and competitive rates basis.

16. Parameters and Technical Specifications for Executing the Work:

- i. The firm may be general or registered with Ministry of Micro, Small and Medium Enterprises. The general bidder should have the turnover of Rs. 3,00,000/- (Rs. Three Lakh only) for the last three consecutive years.
- ii. The firm has to submit a proof of registration and turnover as mentioned above supported by documentary materials.
- iii. The supply order will be placed as and when required, irrespective of the quantity ordered and the successful supplier will have to meet all the requirement of the institute immediately on receipt of the supply order and in any case within a maximum period of 3 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day. In few cases the items are to be delivered at a very short notice i.e. within 24 hours.
- iv. The price quoted will be inclusive of Taxes and shall be fixed and final. Which will be quoted in the bid. The firm should also have a valid GST number, which should be mentioned.
- v. The firm should be able to provide the requisite brand or similarly placed brand in case of manufacturer of the item (s).
- vi. The delivery of the items will have to be made at MP-IDSA. No transportation/cartage charges will be provided for the same.
- vii. Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.
- viii. The rates of various stationery and printing items can be varied from firm to firm and in any case institute shall be bound to accept the lowest overall rates of the item(s) of the particular firm by the institute throughout the year and the

other method adopted, as deemed fit by the Bids Evaluation Committee of the Institute.

- ix. The Bids Evaluation Committee of the institute shall go into all aspects including cost factors of consumable stationery and printing items and then decide for awarding of the tender by quoting lower rates in respect of all total amount
- x. The estimated value have been worked out based on the consumption of items in last one year the bids evaluation committee of the institute shall finalize the lowest quoted bid of the firm.
- xi. **Definition of Similar Work:** Supply stationary, printing work & furnishing items in any Government/PSU/Autonomous Body/Educational Institutions. Firm must submit under the mentioned documents:-

S. no	Parameter	For General Bidder	For MSME/MII registered bidder
(a)	Work Experience	03 Years	Exempted
(b)	Average Annual Turnover last 03 years	03 Lakhs	Exempted
(c)	PAN & GST Number	Required	Required
(d)	One similar nature of supply	Required	Exempted
(e)	ITR last 03 years	Required	Exempted
(f)	The Firm should be located in the area of Delhi/NCR only.	Proof Required (Electricity bill/Rent Agreement)	Proof Required
(g)	Affidavit towards Non-blacklisting of firm	Required	Required

17. **Liability to Damage:** Contractor shall be fully responsible for safety & security to his workers. Contractor has to give written undertaking that he will be fully responsible for any accident/mishappening occurred during the work & he will not indemnify MP-IDSA in case of any accident.

18. **Evaluation & Award of work:** The bids will be evaluated as per the Eligibility criteria given at Clause 17 above. The bids which are found to be fulfilling the eligibility criteria shall only be considered for opening of Price-Bids. MP-IDSA may seek clarifications in the bids from the bidders during the evaluation process. The work will be awarded to the lowest responsive (L-1), evaluated bidder and supply-order will be issued to the firm. MP-IDSA may like to visit the similar completed works of the successful bidder before considering their bid/ award of work. Substantially responsive financial bids will be checked for any

arithmetic errors. Arithmetic errors are to be rectified on the basis of the standard procedure as follows: -

- a) If there is a difference between the amount of rate in figure, in words of an item, and in the total amount, then the rate which corresponds to the amount worked by the bidder shall be taken as correct.
- b) If the rate quoted by the bidder in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
- c) Relevant documentary evidence, if the bidder wants to avail the purchase preference of MSME/MII. Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST entrepreneurs will also be given benefits as per Public Procurement Policy, 2012.
- d) If the selected bidder refuse to execute the work after award of work, his EMD will be forfeited.

19. Force Majeure:

- a) In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

20. Code of Ethics:

- a) The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the bidders are found in Bid pooling or against law related to and corruption, then their firms may be blacklisted.

21. Dispute Resolution.

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the

matter will be referred for adjudication to a sole Arbitrator appointed by the Director General MP-IDSA.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.



Col. Chetan Gurbax (Retd)
Assistant Director (Admin)

Undertaking

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

Date:

(Signature of the Tenderer with stamp of firm)

Place:

Form of Quotation

(Note: the appendix forms the part of the Quotation)

To,

**MP-IDSA
No 1, Development Enclave
Rao Tula ram Marg, New Delhi-110010.**

Sir,

Name of work: Supply of Stationary Items and Printing of Stationary items at MP-IDSA

1. Having visited the site (**Pre-bid meeting attended**) condition and examined the conditions of contract, specifications and schedule of quantities for the above named items. We offer to undertake and complete the whole of subject supply in conformity with the said conditions of the contract and schedule of quantities of this quotation.
2. We undertake to complete and deliver the whole of the supply comprised in the contract within the time limit.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.
(IN BLOCK CAPITALS)

Annexure I

List of Items of Stationery items

Sr. No	Item Name	for 12 Months	Brand Name
1	Binder Clip (Small) 25mm	200 pc	Oddy
2	Binder Clip (Big) 32mm	100 pc	Oddy
3	Binding Sheet (Blue) A4 Size	160 pc	Oddy
4	Binding Sheet White A4 Size	160 pc	Oddy
5	Board Pin	140 box	Bun chin
6	Calculator Citizen 12 digit	30 pc	Citizen, Casio, Bambalio
7	Carbon 210mm*330mm	2 box	Kores
8	Card case	300 pc	
9	Clip Board 30*22	20 pc	
10	Correction Fluid (white)	100 pc	Oddy
11	Dak Pad	10 pc	
12	Damp Pad (Round)	10 pc	Kebica , Bun chin
13	Inkjet Cards	300 pc	DBC
14	Duster wooden	15 pc	
15	Eraser	100 pc	Natraj, Faber-Castell
16	File and magazine Rack	10 pc	Solo
17	File Binder	200 pc	
18	Glue Stick	200 pc	Oddy
19	Highlighter (Pink Blue, Green. Yellow)	50 pc each	Faber-Castell
20	Fuel demand bill Book	6 pc	
21	Index File L-549	100 pc	Mr. India
22	Ink Blue & Black	10 pc	Camlin, Parker
23	Lamination Roll	4 pc	On Demand
24	Leather bag	1 pc	Shri leathers
25	Lexur Signature Pen (CD MARKER)	100 pc	Lexur
26	L-size folder (clear) plastic	2000 pc	SOLO
27	Mortien Power refill	60 pc	Mortien Power, All out
28	Note Pad - Conf. no.33	2000 pc	Oddy
29	Note-Sheet Green (pages 100) 34*21 CM	60 pc	NeelGagan
30	Office Tray	05 pc	Kebica
31	Paper Cutter	100 pc	Oddy
32	Ball Pen – Montex/Flair (Black, Blue, Red, Green)	300+1300+100+100 pc	Montex
33	Pen - Uniball (Black, Blue, Red, Green)	100+100+100+100 pc	Uniball
34	Pilot Pen (Hi Tech Point) (Blue)	100 pc	Pilot pen
35	Pen Stand	20 pc	Solo

36	Pencil	140 pkt	Doms, apsara. Natraj
37	Pencil cell - AA	80 pc	Eveready
38	Pencil Cell - AAA	60 pc	Eveready
39	Pencil Cell - Duracell AA	60 pc	Duracell
40	Permanent marker pen black	40 pc	Luxar, Flair
41	Permanent marker pen Green	40 pc	Luxar, Flair
42	Permanent marker pen Red	40 pc	Luxar, Flair
43	Photo Paper (Oddy)	10 Pkt	Oddy
44	Pin Container	40 pc	Bunchin
45	Plastic file A4 Size	80 pc	Worldone
46	Lamination pouch 70*100 mm 125 Micron	6 pkt	
47	Post-it - 3"x3"	360 pc	Oddy
48	Post-it - color flag	200 pc	Oddy
49	Printing Paper (A-3)	50 Ream	JK copier
50	Printing Paper (A-4)	700 Ream	JK copier
51	Punch - Double	30 pc	Kangaroo
52	Punch - Single	40 pc	Kangaroo
53	Register-192 pages	50 pc	
54	Register-96 pages	50 pc	
55	Register - 288 Pages	60 Pc	NeelGagan
56	Rubber band	8 PKT (500gm each Pkt)	Oddy
57	Scale - Plastic 12"	20 pc	Faber-Castell
58	Scale - Steel 12"	10 pc	Kebica deluxe
59	Scissors Size 7	30 pc	Oddy
60	Service Book 120 Pages	20 pc	
61	Sharpener	100 pc	Doms, apsara. Natraj
62	Display File (DF203) (60*20 leaves)	100 pc	Sollo
63	Ring Binder No-402	30 pc	Sollo
64	Spiral Notebook No 66	100 pc	Neelgagan
65	Spiral Notebook No 99	100 pc	Neelgagan
66	Stamp Pad (Blue)	40 pc	Faber-Castell
67	Stapler - 10D	100 pc	Kangaroo
68	Stapler HD-12S/17	2 Pc	
69	Stapler HP 45	20 Pc	Kangaroo
70	Stapler Pin - 10D	200 Box	Kangaroo
71	Stapler Pin - 24/36	60 Box	Kangaroo
72	Sutli plastic	20 roll	
73	Tag Green	100 bundle	
74	Tag White	100 bundle	
75	Tape - Brown 2 Inches	60 pc	Super diamond, Neelgagan
76	Tape - cello 1 inches	120 pc	Super diamond, Neelgagan

77	Tape - cello 2 inches	50 pc	Super daimond, Neelgagan
78	Tape Dispenser	20	Bunchin
79	U-Clip	140 PKT	Oddy
80	White Board Marker	50 pc	Luxar, Flair
81	Yellow Envelope 12*16	200 pc	
82	Button Folder	100 pc	

List of Printing Items

Sr. No	Item Name	for 12 Months	Brand Name
1	Carry Bag 30*23	400 pc	
2	Cash book (Accounts)	2 pc	
3	Daily issue register (library)	2 pc	
4	Despatch register 40*65 L/B	2 pc	
5	Envelope white 12*9.5" MPIDSA	800 pc	
6	Envelope white 10*4.5" MPIDSA	600 pc	
7	Envelopes laminated Yellow & white 16*12" MPIDSA	1000pc	
8	File cover blue MPIDSA	600 pc	
9	File cover green MPIDSA	400 pc	
10	File cover orange MPIDSA	600 pc	
11	L size folder (MPIDSA)	500 pc	
12	Letter head (DG,DDG)	600 pc	
13	Letter head MPIDSA	80 PKT	
14	Note-Pad (MP-IDSA)	400 pc	
15	Printing Sticker	on demand	
16	Printing Ribbon	on demand	
17	Service Book 120 Pages	20 pc	
18	Sticker 2,4 wheelers	100 pc	
19	Stock register (40* 65)	2 pc	
20	Visiting Card	12 BOX	
21	Visitor Book	4 pc	
22	Salary Register (Pages-75)	6 pc	

Price Bid

To be filled properly, reasonably. The rates should be filled in prescribed format including GST.

Sr. No	Item Name	Qty. (For 12 months) Nos./Pc/Box/Rim	Rate per Pc/No./Box/Rim	Total Amount
1	Binder Clip (Small) 25mm	200 pc		
2	Binder Clip (Big) 32mm	100 pc		
3	Binding Sheet (Blue) A4 Size	160 pc		
4	Binding Sheet White A4 Size	160 pc		
5	Board Pin	140 box		
6	Calculator Citizen 12 digit	30 pc		
7	Carbon 210mm*330mm	2 box		
8	Card case	300 pc		
9	Clip Board 30*22	20 pc		
10	Correction Fluid (white)	100 pc		
11	Dak Pad	10 pc		
12	Damp Pad (Round)	10 pc		
13	Inkjet Cards	300 pc		
14	Duster wooden	15 pc		
15	Eraser	100 pc		
16	File and magazine Rack	10 pc		
17	File Binder	200 pc		
18	Glue Stick	200 pc		
19	Highlighter (Pink Blue, Green. Yellow)	50 pc each		

20	Fuel demand bill Book	6 pc		
21	Index File L-549	100 pc		
22	Ink Blue & Black	10 pc		
23	Lamination Roll	4 pc		
24	Leather bag	1 pc		
25	Lexur Signature Pen (CD MARKER)	100 pc		
26	L-size folder (clear) plastic	2000 pc		
27	Mortien Power refill	60 pc		
28	Note Pad - Conf. no.33	2000 pc		
29	Note-Sheet Green (pages 100) 34*21 CM	60 pc		
30	Office Tray	05 pc		
31	Paper Cutter	100 pc		
32	Ball Pen – Montex/Flair (Black, Blue, Red, Green)	300+1300+ 100+100 pc		
33	Pen - Uniball (Black, Blue, Red, Green)	100+100+1 00+100 pc		
34	Pilot Pen (Hi Tech Point) (Blue)	100 pc		
35	Pen Stand	20 pc		
36	Pencil	140 pkt		
37	Pencil cell - AA	80 pc		
38	Pencil Cell - AAA	60 pc		
39	Pencil Cell - Duracell AA	60 pc		
40	Permanent marker pen black	40 pc		
41	Permanent marker pen Green	40 pc		

42	Permanent marker pen Red	40 pc		
43	Photo Paper (Oddy)	10 Pkt		
44	Pin Container	40 pc		
45	Plastic file A4 Size	80 pc		
46	Lamination pouch 70*100 mm 125 Micron	6 pkt		
47	Post-it - 3"x3"	360 pc		
48	Post-it - color flag	200 pc		
49	Printing Paper (A-3)	50 Ream		
50	Printing Paper (A-4)	700 Ream		
51	Punch - Double	30 pc		
52	Punch - Single	40 pc		
53	Register-192 pages	50 pc		
54	Register-96 pages	50 pc		
55	Register - 288 Pages	60 Pc		
56	Rubber band	8 PKT (500gm each Pkt)		
57	Scale - Plastic 12"	20 pc		
58	Scale - Steel 12"	10 pc		
59	Scissors Size 7	30 pc		
60	Service Book 120 Pages	20 pc		
61	Sharpener	100 pc		
62	Display File (DF203) (60*20 leaves)	100 pc		
63	Ring Binder No-402	30 pc		
64	Spiral Notebook No 66	100 pc		

65	Spiral Notebook No 99	100 pc		
66	Stamp Pad (Blue)	40 pc		
67	Stapler - 10D	100 pc		
68	Stapler HD-12S/17	2 Pc		
69	Stapler HP 45	20 Pc		
70	Stapler Pin - 10D	200 Box		
71	Stapler Pin - 24/36	60 Box		
72	Sutli plastic	20 roll		
73	Tag Green	100 bundle		
74	Tag White	100 bundle		
75	Tape - Brown 2 Inches	60 pc		
76	Tape - cello 1 inches	120 pc		
77	Tape - cello 2 inches	50 pc		
78	Tape Dispenser	20		
79	U-Clip	140 PKT		
80	White Board Marker	50 pc		
81	Yellow Envelope 12*16	200 pc		
82	Button Folder	100 pc		
83	Carry Bag 30*23	400 pc		
84	Cash book (Accounts)	2 pc		
85	Daily issue register (library)	2 pc		
86	Despatch register 40*65 L/B	2 pc		
87	Envelope white 12*9.5" MPIDSA	800 pc		
88	Envelope white 10*4.5" MPIDSA	600 pc		

89	Envelopes laminated Yellow & white 16*12" MPIDSA	1000pc		
90	File cover blue MPIDSA	600 pc		
91	File cover green MPIDSA	400 pc		
92	File cover orange MPIDSA	600 pc		
93	L size folder (MPIDSA)	500 pc		
94	Letter head (DG,DDG)	600 pc		
95	Letter head MPIDSA	80 PKT		
96	Note-Pad (MP-IDSA)	400 pc		
97	Printing Sticker	on demand		
98	Printing Ribbon	on demand		
99	Service Book 120 Pages	20 pc		
100	Sticker 2,4 wheelers	100 pc		
101	Stock register (40* 65)	2 pc		
102	Visiting Card	12 BOX		
103	Visitor Book	4 pc		
104	Salary Register (Pages-75)	6 pc		
Grand Total				

Total amount in words: _____

Signature of Bidder with stamp

Note: -

1. **The amount quoted should be inclusive of GST.** Conditional Tenders will be rejected.
2. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site.
3. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
4. GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.

