



# Maharashtra National Law University Mumbai

## Invitation for Expression of Interest (EOI)

1. Annual Rate Contract for supply of Stationery Items (2024-2025) and
2. Annual Rate Contract for supply of Housekeeping Material (2024-2025)

Annual Rate Contract Period: 1 Year

Application Fees: 2000/- (Non-Refundable)

**EOI Opening Date: 26.02.2024**

**EOI Closing Date: 28.03.2024**

Interested suppliers may visit the Website [www.mnlumumbai.edu.in](http://www.mnlumumbai.edu.in) and download the RESPONSE FORM **[Annexure A]**. Filled in form complete in all respects may be forwarded by Email: [eoimnlumumbai.edu.in](mailto:eoimnlumumbai.edu.in) and Registered Post to **The Registrar (I/c), Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai-400076**. Please read General Instructions carefully. Documents must reach on or before 17:00 hours of **Thursday, March 28th 2024**. No hand delivery.

**REGISTRAR (I/c),**  
**MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI**

# **Maharashtra National Law University Mumbai**

**2<sup>nd</sup> Floor, CETTM MTNL, Hiranandani Gardens, Technology Street,  
Powai, Mumbai - 400 076.**

## **INVITATION FOR EXPRESSION OF INTEREST FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS (2024-2025)**

### **1. INTRODUCTION**

**Maharashtra National Law University Mumbai was established under Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Professor (Dr.) Dilip Ukey is the Vice-Chancellor.**

Currently, Maharashtra National Law University Mumbai is operating from 2<sup>nd</sup> Floor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai – 400 076.

The University invites expression of interest (EOI) from eligible stationers for supply of office stationery items of routine and non-routine nature including printing and supply of office stationery items such as letter heads, visiting cards, envelopes, files of various types. For this, the University will enter into annual rate contract with selected supplier(s) for various items. Agencies, which are located in Mumbai and regularly supply office stationery items and carry out printing of office stationery items for Government offices, Public Sector Units (PSUs), banks and higher educational institutions are requested to respond.

## **2. ELIGIBILITY**

The agency should satisfy the following eligibility conditions:

- a) Should have supplied stationery items including computer cartridges / toners etc. during last three years [2021, 2022 and 2023] worth at least
  - (i) Rs. 5.00 lakhs per annum to any one organisation, OR
  - (ii) Rs. 3.00 lakhs per annum each to any two organisations, OR
  - (iii) Rs. 2.00 Lakhs per annum each to more than two organisations.
  
- b. The applicant agency should be a bonafide supplier / vendor of stationery Items. Applicant should submit proof in support of the same.
  
- c. Agency should have retail or wholesale shop or godown in Mumbai having established facility for supply of goods at client's premises in short notice and in uninterrupted manner.
  
- d. Agency shall have following statutory valid registration certificates and licenses:
  - i. GST(Goods and Services Tax) Registration
  - ii. Shop Establishment License
  - iii. Permanent Account Number (PAN)
  - iv. Any other registration that is required as per statutory / local norms for supply of stationery items.

## **3. HOW TO APPLY**

Interested suppliers may visit the Website [www.nlumumbai.edu.in](http://www.nlumumbai.edu.in) and download the RESPONSE FORM [*Annexure A*]. Filled in form complete in all respects may be forwarded by Email: [eoimnlumumbai.edu.in](mailto:eoimnlumumbai.edu.in) and registered Speed post/Courier to the Registrar, Maharashtra National Law University Mumbai, 2<sup>nd</sup> Floor, CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai – 400 076 . The envelope containing the documents will

clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed RESPONSE TO EOI FOR STATIONERY ITEMS. Please read General Instructions below carefully. **Documents must reach on or before 17:00 hours of Thursday, March 28<sup>th</sup> 2024. HAND DELIVERY IS NOT ACCEPTABLE AND WILL BE LIABLE TO BE REJECTED.**

### **GENERAL INSTRUCTIONS**

1. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove, (Ref.2 Eligibility)
2. Maharashtra National Law University Mumbai reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the agency prior to selection.
3. The decision of Maharashtra National Law University Mumbai regarding the selection of the Agency shall be final and binding on all concerned.
4. Agency should submit the Application Fees of Rs. 2000/- (Rupees Two Thousand Only) (non-refundable) in the form of demand draft in favour of Maharashtra National Law University Mumbai.
5. List of items [Annexure B] likely to be supplied is only tentative and not exhaustive. Rates per unit are to be quoted both in figures and words. The quotations should be sealed in a separate smaller envelope and superscribed PRICE BID. This envelopewill be kept in the main large envelope containing other documents and Response form.
6. Accepted rates shall be valid for one year for any quantity supplied from **1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**. No interim change of rate will be permitted.
7. The Agency shall undertake to supply items not included in the schedule of rates on emergency at competitive market rate.
8. Selected agency shall undertake to supply the items indented generally within three days or such other time span as may be indicted in the P.O.

9. Aggregate value of supply under the proposed rate contract is estimated to be around Rs. 3.00 lakhs per annum.
10. Selected agency shall enter into a Rate Contract valid for one year and furnish security deposit of Rs. 10,000 (Rupees Ten Thousand Only) in the form of DD in favour of Maharashtra National Law University Mumbai.
11. Strictly no CC/BCC to be marked to any other mail Id. Violation will lead to disqualification and cancellation.
12. Canvassing in any manner at any stage will be a disqualification and may lead to Black listing of the Vendor.

For further details, **Please contact (022) 25703187**

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**APPLICATION TO BID FOR SUPPLY OF STATIONERY ITEMS**  
**(2024-2025)**

Name of the Firm \_\_\_\_\_

The Registrar,  
Maharashtra National Law University Mumbai,  
2<sup>nd</sup> Floor, CETTM MTNL Building,  
Hiranandani Gardens, Technology Street,  
Powai, Mumbai – 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for Annual Rate Contract for Supply of Stationery Items and hereby declare that the information furnished in the application and in the supplementary sheets from pages\_\_\_\_\_to\_\_\_\_\_are correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Seal of the Agency.

**RESPONSE SHEET**

**Information to be furnished by the Agency**

1	Name of the Agency	
2	Address	
3	Contact details: Mobile E-Mail and website	
4	Type of the Organization (Whether Sole/Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	
5	Whether registered with the Registrar of Companies / Registrar of firms. If so, furnish full details and copies of valid <b>I.</b> GST Number <b>II.</b> Permanent Account Number (PAN) of the Firm <b>III.</b> Any other registration that is required as per statutory/local norms for supply of stationery items	
6	Name and PAN of Proprietor/ Partners / Directors of the Organization/ Firm	

	a) b) c) d) e) f)	
7	Year of Establishment	
8	Length of business in the field of Office Stationery Supplies	_____Years
9	Similar supplies carried out during last 3 years by the firm	Details to be furnished in the prescribed Proforma (Statement I)
10	Details of similar supplies on which the firm is engaged at present.	Details to be furnished in the prescribed Proforma (statement II)
11	The average annual turnover of the Agency for the last three years.	
12	Yearly turnover of the firm during last 3 years. Please attach certified copies of accounts statements.	A) 2021 B) 2022 C) 2023
13	Details of Earnest Money Deposit (DD in the favour of Maharashtra National Law University Mumbai)	Draft No. _____ Date _____ Bank Name. _____ Rs.10000/-
14	<ul style="list-style-type: none"> <li>• Whether any civil suit / litigation in the contracts executed during the last 3 years has arisen and pending in any court of law. If so, please furnish full details.</li> <li>• Have you been disqualified by you any Entity/ Institution?</li> </ul>	

**Place**

**Date**

**AUTHORISED SIGNATORY**



**Statement - I**

**Statement of similar supplies undertaken by the Agency during last three years  
(Supplies to Universities, Colleges and other reputed Institutions)**

**Each costing Rs.2.00 lakhs and above (2021, 2022 and 2023)**

Sr. No	Name of Client, location and contact details	Nature of supplies & work involved	Whether Central Govt./ State Govt./ Public Sector Undertaking/ Autonomous Body/ Educational Institute	Annual value of supply of stationery items 2021 2022 2023	Period of Contract	Details of litigation/ Premature termination on of contract
1	2	3	4	5	6	7

**PLEASE ENCLOSE ONE COPY OF SUPPLY ORDER OF EACH CLIENT**

**Signature of the Applicant**

**Statement -II**

**Statement of On-going stationery supply contract each costing Rs.2.00lakhs and above**

Sr. No	Name of supplies and location	Nature of supplies involved in the contract	Name of client whether Central Govt./ State Govt./ Public Sector Undertaking/ Autonomous Body/ Educational Institute with address & name of the official from the client's side (with phone no.)	Supply/ contract amount	Period of the contract	Any other relevant information

Please enclose one copy of supply order of each client

**Place**

**Date**

**Signature of the applicant**

Name of Firm:

Signature of authorized signatories:

**PRICE BID FOR CONSIDERATION OF STATIONERY ITEMS UNDER RATE CONTRACT****I – STATIONERY & PRINTING ITEMS**

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
<b>1</b>	<b>Binding</b>					
	<b>A: Spiral Binding Charges</b>	50/100/150/200/300 pages	Per/Pkt			
	<b>B: Hard Cover Binding Charges</b>	50/100/150/200/300 pages	Per/Pkt			
	<b>C: Perfect Binding Charges</b>	50/100/150/200/300 pages	Per/Pkt			
	<b>D: A/4 Binding Sheet Transparent and Blue</b>		Per/Pkt			
	<b>E: Legal Size Binding Sheet Transparent and Blue</b>		Per/Pkt			
<b>2</b>	<b>Calculator</b>					
	<b>A: Calculator – CT-512</b>	Citizen	Per/Pcs			
	<b>B: Calculator – MJ-120T</b>	Casio	Per/Pcs			
<b>3</b>	<b>Card Holder</b>					
	<b>A: Visiting Card Holder –Big</b>	Plastic 240	Per/Pcs			
	<b>B: Visiting Card Holder –Small</b>	Plastic 120	Per/Pcs			
<b>4</b>	<b>New Cartridge</b>					
	<b>A: Samsung Multi-expressCopier cum Printer</b>	Model No. XpressK2200ND	Per/Pcs			
	<b>B: Samsung Printer</b>	Model No. XpressM2876ND	Per/Pcs			
	<b>C: HP Laser Jet Printer</b>	1020 Plus	Per/Pcs			
	<b>D: HP Inkjet Printer</b>	Model No. 3545	Per/Pcs			

Name of Firm:

Signature of authorized signatories:

	<b>E: Brother Printer</b>	TN - 2365 DR - 2365	Per/Pcs			
<b>5</b>	<b>CD &amp; CD Cover</b>					
	<b>A: CD Cover Bag</b>		Per/Pcs			
	<b>B: CD Cover Plastic</b>	(Round type)	Per/Pcs			
	<b>C: CD Cover Plastic</b>	(Square type)	Per/Pcs			
	<b>D: CD Mailer</b>		Per/Pcs			
	<b>E: CD 700 Mb</b>	Moser Baer/ Sony	Per/Pcs			
	<b>F: DVD 4.7 Gb</b>	Moser Baer/ Sony	Per/Pcs			
<b>6</b>	<b>Cello Tapes</b>					
	<b>A: Cello Tapes</b>	1" Transparent	Per/Pcs			
	<b>B: Cello Tapes</b>	1.5" Transparent	Per/Pcs			
	<b>C: Cello Tapes</b>	2" Transparent	Per/Pcs			
	<b>D: Cello Tapes</b>	2" Brown	Per/Pcs			
	<b>E: Cello Tapes</b>	2" Black	Per/Pcs			
	<b>F: Cello Tapes</b>	2" Blue	Per/Pcs			
	<b>G: Cello Double Side White Tape (Foam)</b>	1"	Per/Pcs			
	<b>H: Masking Tape White</b>	2"	Per/Pcs			
<b>7</b>	<b>Clips</b>					
	<b>A: Binder Clip 19 mm</b>		Per/Pcs			
	<b>B: Binder Clip 25 mm</b>		Per/Pcs			
	<b>C: Binder Clip 32 mm</b>		Per/Pcs			
	<b>D: Binder Clip 41 mm</b>		Per/Pcs			

Name of Firm:

Signature of authorized signatories:

	<b>E: Binder Clip 51 mm</b>		Per/Pcs			
	<b>F: Bell Clip (U-Pin) 30mm</b>		Per/Pcs			
	<b>G: Bell Clip (U-Pin) 35mm</b>		Per/Pcs			
	<b>H: Thumb Pins</b>	Notice Board Pins	Per/Pcs			
	<b>I: Tachni-Pin</b>	Paper Pin	Per/Pcs			
<b>8</b>	<b>Correction Pen</b>					
	Correction Pen	(Camlin)	Per/Pcs			
<b>9</b>	<b>Board Duster</b>					
	<b>A: Normal Board Duster</b>		Per/Pcs			
	<b>B: Magnetic Board Duster</b>		Per/Pcs			
<b>10</b>	<b>Envelopes with Printing University Logo, Name &amp;Address Data</b>					
	<b>A: Envelopes 10 x 4.5</b>	White/Brown	Per/Pcs			
	<b>B: Envelopes 14 x 10</b>	White	Per/Pcs			
	<b>C: Envelopes 16 x 12</b>	White	Per/Pcs			
	<b>D: Cloth Cover Envelopes</b>	(14 x 10) Green	Per/Pcs			
	<b>E: Cloth Cover Envelopes</b>	(16 x 12) Green	Per/Pcs			
	<b>F: Cloth Cover Envelopes</b>	(16 x 18) Green	Per/Pcs			
	<b>G: Cloth Cover Envelopes</b>	(18 x 20) Green	Per/Pcs			
	<b>I: Cloth Cover <b>Box</b> Envelopes</b>	(16 x 12) Green	Per/Pcs			
<b>11</b>	<b>Files &amp; Folders</b>					
	<b>A: Box File (Hard Bound Cover)</b>	A/4 Size	Per/Pcs			
	<b>B: Half Box File (Hard Bound Cover)</b>		Per/Pcs			

Name of Firm:

Signature of authorized signatories:

	<b>C: Spring File Hard Cover</b>	(Model No.1585)A/4 Size	Per/Pcs			
	<b>D: Plastic Patti File</b>	A/4 Size	Per/Pcs			
	<b>E: 4 – Flap Folder</b>	A/4 Size	Per/Pcs			
	<b>F: 2 – Flap Folder</b>	A/4 Size	Per/Pcs			
	<b>G: File Divider</b>		Per/Pkt			
	<b>H: Tag file - Department file with university name &amp; logo</b>		Per/Pkt			
<b>12</b>	<b>File Tag</b>					
	<b>A: Cloth File Tags Good Quality</b>	Red/White	Per/Pkt			
<b>13</b>	<b>Glue Sticks</b>					
	<b>A: Glue Stick (Kores/Camlin</b>	15Gm	Per/Pcs			
<b>14</b>	<b>Marker Pens</b>					
	<b>A: Bolt Marker pen</b>		Per/Pkt			
	<b>B: CD Marker Pen</b>	All Colours	Per/Pkt			
	<b>C: Highlighter Pen (Camlin /Faber Castle )</b>	All Colours	Per/Pkt			
	<b>D: Permanent Marker Pen</b>	All Colours	Per/Pkt			
	<b>E: White Board Marker Pen</b>	All Colours	Per/Pcs			
	<b>F: Paint Marker Pen</b>	All Colours	Per/Pcs			
<b>15</b>	<b>Name Plates</b>					
	<b>A: Plastic Name Plate (Tringle)</b>	8 Inch	Per/Pkt			
	<b>B: Plastic Name Plate(Tringle)</b>	12 Inch	Per/Pkt			
<b>16</b>	<b>Office Pens</b>					
	<b>A: Lexi/Montex /NatrajPens</b>	Blue	Per/Pkt			

Name of Firm:

Signature of authorized signatories:

	<b>B:</b> Lexi/Montex/NatrajPens	Black	Per/Pkt			
	<b>C:</b> Lexi/Montex/NatrajPens	Red	Per/Pkt			
	<b>D:</b> AddGel Achiever GelPen/ Ball Pen	Green	Per/Pkt			
	<b>E:</b> Pilot V-7 Pen/CelloGriper	All Colours	Per/Pkt			
	<b>F:</b> Gel Pen	All Colour	Per/Pkt			
<b>17</b>	<b>Notebooks &amp; Note Pads</b>					
	<b>A:</b> Note Pad : 25/50/75/100 Pages	(with Printing & Without Printing)	Per/Pcs			
	<b>B:</b> Shorthand Note Pad		Per/Pcs			
	<b>C:</b> Section Book		Per/Pcs			
	<b>D:</b> Vehicle Log Book		Per/Pcs			
	<b>E:</b> Visitor Book	200 Pages (Hard Cover) (with Printing)	Per/Pcs			
<b>18</b>	<b>Note Sheet &amp; Letter Head</b>					
	<b>A:</b> JK Ledger Paper A/4 size Note Sheet (90gsm)	-Green	Per/Pkt			
	<b>B:</b> Letter Head	100gsm High Quality Bond Paper (with Printing)	Per/Pcs			
	<b>C:</b> Letter Head	100gsm High QualityBond Paper, golden embossing (with Printing)	Per/Pcs			
<b>19</b>	<b>Papers</b>					
	<b>A:</b> A/4 White Paper	- 70gsm (Good QualityCopier Paper)	Per/Pkt			
	<b>B:</b> A/4 PaperAll Colour	70gsm (Good QualityCopier Paper)	Per/Pkt			
	<b>C:</b> A/3 White Paper	- 70gsm (Good QualityCopier Paper)	Per/Pkt			
	<b>D:</b> Legal White &Green Paper	- 70gsm & 100gsm (GoodQuality Copier Paper)	Per/Pkt			

Name of Firm:

Signature of authorized signatories:

	<b>E: Full-scale Ruled White Paper</b>		Per/Pkt			
	<b>F: A/4 White Bond Paper</b>	(100gsm) (JK Copier Paper)	Per/Pkt			
	<b>G: Ledger Paper</b>		Per/Pkt			
	<b>H: Chart Paper-</b>	300 gsm	Per/Pkt			
<b>20</b>	<b>Paper Weight</b>					
	<b>A: Round Paper Weight- Glass</b>		Per/Pcs			
	<b>B: Square Paper Weight- Plastic</b>		Per/Pcs			
<b>21</b>	<b>Punch Machine</b>					
	<b>A: Kangaroo Punch</b>	DP 280	Per/Pcs			
	<b>B: Kangaroo Punch</b>	DP 600	Per/Pcs			
	<b>C: Kangaroo Punch</b>	DP 800	Per/Pcs			
	<b>D: Kangaroo Single Hole Punch</b>	FP 20	Per/Pcs			
<b>22</b>	<b>Sharpener</b>					
	<b>A: Sharpener –Apsara</b>		Per/Pkt			
<b>23</b>	<b>Register</b>					
	<b>A: Inward Register with Printing</b>	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	<b>B: Outward Register With Printing</b>	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	<b>C: Stock Register with Printing</b>	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	<b>D: Attendance Register with Printing (Hard/Soft Cover)</b>	25/50/75/100 pages 1/2/3/4/5 Quire	Per/Pcs Per/Pcs			
	<b>E: Plain Register</b>	1/2/3/4/5 Quire Hard bound	Per/Pcs			

Name of Firm:

Signature of authorized signatories:



	<b>F: Account Register</b>	3/4/5 QuireHard bound	Per/Pcs			
<b>24</b>	<b>Ruler</b>					
	<b>A: Plastic Ruler</b>	12 Inch	Per/Pkt			
	<b>B: Steel Ruler</b>	12 Inch	Per/Pkt			
<b>25</b>	<b>Scissors</b>					
	<b>A: Multiple Scissors</b>	8 Inch	Per/Pcs			
	<b>B: Scissors</b>	8.25 Inch (210 mm)	Per/Pcs			
<b>26</b>	<b>Eraser</b>					
	<b>A: Non Dust Eraser</b>	-Apsara	Per/Pkt			
<b>27</b>	<b>Pencil</b>					
	<b>A: Pencil Dark(178mm)</b>	Apsara	Per/Pkt			
<b>28</b>	<b>Stamp Pad &amp; Ink</b>					
	<b>A: Stamp Pad (110 x 70 mm)</b>	Faber Castell	Per/Pkt			
	<b>B: Stamp Pad Liquid(Ink)</b>	Faber Castell	Per/Pkt			
<b>29</b>	<b>Sketch Pen</b>					
	<b>A: Sketch Pen –Small</b>	Luxor	Per/Pkt			
	<b>B: Sketch Penmedium</b>	Luxor	Per/Pkt			
<b>30</b>	<b>Stapler and StaplesPins</b>					
	<b>A: Kangaroo Stapler</b>	HD-10D	Per/Pkt			
	<b>B: Kangaroo Staplermini</b>		Per/Pkt			
	<b>C: Kangaroo Stapler</b>	HP 45	Per/Pkt			
	<b>D: Kangaroo Stapler</b>	HD 1217	Per/Pkt			

Name of Firm:

Signature of authorized signatories:

	<b>E: Kangaroo HeavyStapler</b>	HD 23 S13	Per/Pkt			
	<b>F: Kangaroo StaplerPin</b>	No.10-1m	Per/Pkt			
	<b>G: Kangaroo StaplerPin</b>	No. HD 45	Per/Pkt			
	<b>H: Kangaroo StaplerPin</b>	No. HD1217	Per/Pkt			
	<b>I: Kangaroo StaplerPin</b>	No. HD23 S13	Per/Pkt			
<b>31</b>	<b>Sticky Pad</b>					
	<b>A: Stick on Pad</b>	(1.5 x 2 Inch)	Per/Pkt			
	<b>B: Stick on Pad</b>	(50 x 75 mm)	Per/Pkt			
	<b>C: Stick on Pad</b>	(3 x 3 Inch)	Per/Pkt			
	<b>D: Plastic Stick onPad</b>	(3 x 1 Inch)	Per/Pkt			
	<b>E: A/4 White StickerSheet</b>	Nova Jet MPL	Per/Pkt			
	<b>F: Stick on Pad</b>	(15 x 76 x 250 mm) Sheet (1" x 3")	Per/Pkt			
<b>32</b>	<b>Tape Dispenser 2Inch</b>	Omega	Per/Pkt			
<b>33</b>	<b>Gum</b>					
	<b>A: Gum Bottle</b>	All Size up to 500ml	- Per/Pkt			
	<b>B: Fevicol Bottle</b>	All Size up to 500ml	Per/Pkt			
<b>34</b>	<b>Paper Cutter</b>					
	<b>A: Paper Cutter</b>	18 mm	Per/Pkt			
	<b>B: Paper Cutter Ikon</b>		Per/Pkt			
<b>35</b>	<b>Rubber Band</b>					
	<b>A: Rubber Band</b>	-Small	Per/Pkt			
	<b>B: Rubber Band</b>	-Medium	Per/Pkt			

Name of Firm:

Signature of authorized signatories:

	<b>C: Rubber Band</b>	- Big	Per/Pkt			
<b>36</b>	<b>Plastic Folder</b>					
	<b>A: A/4 Plastic Folderwith Printing</b>		Per/Pkt			
	<b>B: CH -114 solo</b>		Per/Pkt			
<b>37</b>	<b>Pen-drive</b>					
	<b>A: Pen Drive 8GB</b>	Transcend/Moser baer	Per/Pkt			
	<b>B: Pen Drive 16GB</b>	Transcend/Moser baer	Per/Pkt			
	<b>C: Pen Drive 32GB</b>	Transcend/Moser baer	Per/Pkt			
	<b>D: Pen Drive 64GB</b>	Transcend/Moser baer	Per/Pkt			
<b>38</b>	<b>Cash Voucher Bookwith Printing</b>	50/100/150 pages	Per/Pkt			
<b>39</b>	<b>PhotocopierConsumable</b>					
	<b>A: Samsung DrumChange</b>	Xpress K2200ND MLTK220	Per/Pkt			
	<b>B: Samsung DrumChange</b>	Xpress M2876ND MLT-R116/XIP	Per/Pkt			
	<b>C: HP Laser Jet 1020 Plus Drum Change</b>		Per/Pkt			
	<b>D: Samsung CartridgeRefilling Xpress M2876ND</b>	D116S/D116L	Per/Pkt			
	<b>E: Samsung Cartridge Refilling</b>	Xpress K2200ND	Per/Pkt			
	<b>F: CartridgeRefilling</b>	HP1020 Plus	Per/Pkt			
	<b>G: Samsung ChipChange</b>	Xpress M2876ND MLTK220/MLT-R116/XIP	Per/Pkt			
	<b>H: Samsung ChipChange</b>	Xpress K2200ND	Per/Pkt			
	<b>I: Brother Printer</b>	TN - 2365- Refilling DR - 2365- Refilling	Per/Pkt			
<b>40</b>	<b>Flex Printing</b>					
	<b>A: Normal Flex Printing</b>	6x4/ 8x4/8x6/10x5/15x5with Design	Per/Pkt			

Name of Firm:

Signature of authorized signatories:

		Charges				
	<b>B: Star Flex Printing</b>	6x4/ 8x4/8x6/ 10x5/ 15x5With Design Charges	Per/Pkt			
	<b>C: Standee NormalFlex Printing</b>	6x3/6x2 Fitting With DesignCharges	Per/Pkt			
	<b>D: Standee Star Flex Printing</b>	6x3/6x2 Fitting With DesignCharges	Per/Pkt			
<b>41</b>	<b>HI Watt 9Volt Battery</b>	Eveready/ Duracell AAA/AA	Per/Pkt			
<b>42</b>	<b>Pencil Cell -Battery</b>	Eveready/L R6Duracell LR6	Per/Pkt			
<b>43</b>	<b>White Board MarkerPen Ink</b>	All Colour & Sizes	Per/Pkt			
<b>44</b>	<b>Visiting Card with Printing</b>					
	<b>A: Visiting Card (Single /Double side)</b>	Mat finishing	Per/Pkt			
	<b>B: Visiting Card (Single /Double side)</b>	Logo & Name GoldenEmbossing	Per/Pkt			
<b>45</b>	<b>Certificate Printing</b>					
	<b>A: Certificate PrintingA4 size</b>	300gsm Glossy/ Matfinishing	Per/Pkt			
	<b>B: Certificate PrintingA4 size</b>	400gsm Glossy/ Matfinishing	Per/Pkt			
<b>46</b>	<b>Rubber Stamps</b>					
	<b>A: Big Size</b>	( Round/ Square)	Per/Pkt			
	<b>B: Medium Size</b>	( Round/ Square)	Per/Pkt			
	<b>C: Small Size</b>	( Round/ Square)	Per/Pkt			
	<b>D: Self Ink Stamp</b>	(Signature Stamp)	Per/Pkt			
<b>47</b>	<b>Scanned Doc.</b>		Per/Pkt			
	<b>A: Book Scanning</b>	All sizes	Per/Pkt			
<b>48</b>	<b>Paper Bags with Printing</b>		Per/Pkt			

Name of Firm:

Signature of authorized signatories:

	<b>A: Big (gsm)</b>	All Colours	Per/Pkt			
	<b>B: Medium (gsm)</b>	All Colours	Per/Pkt			
<b>49</b>	<b>Table Bell</b>	(Round/Square)	Per/Pkt			
<b>50</b>	<b>Uniball Pen</b>	All Colours	Per/Pkt			
<b>51</b>	<b>Hauser XO /Gel</b>	All Colours	Per/Pkt			
<b>52</b>	<b>Punch Folder (plastic)</b>					
	<b>A : A4 Size</b>		Per/Pkt			
	<b>B: Legal Size</b>		Per/Pkt			
<b>53</b>	<b>A4 Paper printout</b>					
	<b>A: B/W</b>		Per/Pkt			
	<b>B: Color</b>		Per/Pkt			
<b>54</b>	<b>Spike Guard Extension Board</b>		Per/Pkt			
<b>55</b>	<b>File Hole Guard</b>		Per/Pkt			
<b>56</b>	<b>RJ 45 Connector</b>		Per/Pkt			
<b>57</b>	<b>ID Card Holder</b>		Per/Pkt			
<b>58</b>	<b>Lanyard with University name &amp; Logo printing</b>		Per/Pkt			

Name of Firm:

Signature of authorized signatories: