

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
1	Binding					
	A: Spiral Binding Charges	50/100/150/200/300 pages	Per/Pkt			
	B: Hard Cover Binding Charges	50/100/150/200/300 pages	Per/Pkt			
	C: Perfect Binding Charges	50/100/150/200/300 pages	Per/Pkt			
	D: A/4 Binding Sheet Transparent and Blue		Per/Pkt			
2	Calculator					
	A: Calculator - CT-512	Citizen	Per/Pcs			
	B: Calculator - MJ-120T	Casio	Per/Pcs			
3	Card Holder					
	A: Visiting Card Holder -Big	Plastic 240	Per/Pcs			
	B: Visiting Card Holder -Small	Plastic 120	Per/Pcs			
4	New Cartridge					
	A: Samsung Multi-express Copier cum Printer	Model No. Xpress K2200ND	Per/Pcs			
	B: Samsung Printer	Model No. Xpress M2876ND	Per/Pcs			
	C: HP Laser Jet Printer	1020 Plus	Per/Pcs			
	D: HP Inkjet Printer	Model No. 3545	Per/Pcs			

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

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	C: Binder Clip 32 mm		Per/Pcs			
	D: Binder Clip 41 mm		Per/Pcs			
	E: Binder Clip 51 mm		Per/Pcs			
	F: Bell Clip (U-Pin) 30mm		Per/Pcs			
	G: Bell Clip (U-Pin) 35mm		Per/Pcs			
	H: Thumb Pins	Notice Board Pins	Per/Pcs			
	I: Tachni-Pin	Paper Pin	Per/Pcs			
8	Correction Pen					
	Correction Pen	(Camlin)	Per/Pcs			
9	Board Duster					
	A: Normal Board Duster		Per/Pcs			
	B: Magnetic Board Duster		Per/Pcs			
10	Envelopes with Printing University Data					
	A: Envelopes 10 x 4.5	White/Brown	Per/Pcs			
	B: Envelopes 14 x 10	White	Per/Pcs			
	C: Envelopes 16 x 12	White	Per/Pcs			
	D: Cloth Cover Envelopes	(14 x 10) Green	Per/Pcs			
	E: Cloth Cover Envelopes	(16 x 12) Green	Per/Pcs			
	F: Cloth Cover Envelopes	(16 x 18) Green	Per/Pcs			
	G: Cloth Cover Envelopes	(18 x 20) Green	Per/Pcs			

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	I: Cloth Cover Box Envelopes	(16 x 12) Green	Per/Pcs			
11	Files & Folders					
	A: Box File (Hard Bound Cover)	A/4 Size	Per/Pcs			
	B: Half Box File (Hard Bound Cover)		Per/Pcs			
	C: Spring File Hard Cover	(Model No.1585) A/4 Size	Per/Pcs			
	D: Plastic Patti File	A/4 Size	Per/Pcs			
	E: 4 - Flap Folder	A/4 Size	Per/Pcs			
	F: 2 - Flap Folder	A/4 Size	Per/Pcs			
	G: File Divider		Per/Pkt			
12	File Tag					
	A: Cloth File Tags Good Quality	Red/White	Per/Pkt			
13	Glue Sticks					
	A: Glue Stick (Kores/Camlin)	15Gm	Per/Pcs			
14	Marker Pens					
	A: Bolt Marker pen		Per/Pkt			
	B: CD Marker Pen	All Colours	Per/Pkt			
	C: Highlighter Pen (Camlin /Faber Castle)	All Colours	Per/Pkt			
	D: Permanent Marker Pen	All Colours	Per/Pkt			
	E: White Board Marker Pen	All Colours	Per/Pcs			
	F: Paint Marker Pen	All Colours	Per/Pcs			

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15	Name Plates					
	A: Plastic Name Plate (Tringle)	8 Inch	Per/Pkt			
	B: Plastic Name Plate (Tringle)	12 Inch	Per/Pkt			
16	Office Pens					
	A: Lexi/Montex /Natraj Pens	Blue	Per/Pkt			
	B: Lexi/Montex/Natraj Pens	Black	Per/Pkt			
	C: Lexi/Montex/Natraj Pens	Red	Per/Pkt			
	D: AddGel Achiever Gel Pen/ Ball Pen	Green	Per/Pkt			
	E: Pilot V-7 Pen		Per/Pkt			
	F: Gel Pen	All Colour	Per/Pkt			
17	Notebooks & Note Pads					
	A: Note Pad : 25/50/75/100 Pages	(with Printing & Without Printing)	Per/Pcs			
	B: Shorthand Note Pad		Per/Pcs			
	C: Section Book		Per/Pcs			
	D: Vehicle Log Book		Per/Pcs			
	E: Visitor Book	200 Pages (Hard Cover) (with Printing)	Per/Pcs			
18	Note Sheet & Letter Head					
	A: A/4 size Note Sheet	-Green	Per/Pkt			
	B: Letter Head	100gsm High Quality Bond Paper- (with Printing)	Per/Pcs			

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19	Papers					
	A: A/4 White Paper	- 70gsm (JK Copier Paper)	Per/Pkt			
	B: A/4 Paper All Colour	70gsm (JK Copier Paper)	Per/Pkt			
	C: A/3 White Paper	- 70gsm (JK Copier Paper)	Per/Pkt			
	D: Legal White & Green Paper	- 70gsm (JK Copier Paper)	Per/Pkt			
	E: Full-scale Rulled White Paper		Per/Pkt			
	F: A/4 White Bond Paper	(100gsm) (JK Copier Paper)	Per/Pkt			
	G: Ledger Paper		Per/Pkt			
	H: Chart Paper-	300 gsm	Per/Pkt			
20	Paper Weight					
	A: Round Paper Weight- Glass		Per/Pcs			
	B: Square Paper Weight- Plastic		Per/Pcs			
21	Punch Machine					
	A: Kangaroo Punch	DP 280	Per/Pcs			
	B: Kangaroo Punch	DP 600	Per/Pcs			
	C: Kangaroo Punch	DP 800	Per/Pcs			
	D: Kangaroo Single Hole Punch	FP 20	Per/Pcs			
22	Sharpener					
	A: Sharpener -Apsara		Per/Pkt			

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23	Register					
	A: Inward Register with Printing	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	B: Outward Register With Printing	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	C: Stock Register with Printing	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	D: Attendance Register with Printing (Hard/Soft Cover)	25/50/75/100 pages 1/2/3/4/5 Quire	Per/Pcs Per/Pcs			
	E: Plain Register	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	F: Account Register	3/4/5 Quire Hard bound	Per/Pcs			
24	Ruler					
	A: Plastic Ruler	12 Inch	Per/Pkt			
	B: Steel Ruler	12 Inch	Per/Pkt			
25	Scissors					
	A: Multiple Scissors	8 Inch	Per/Pcs			
	B: Scissors	8.25 Inch (210 mm)	Per/Pcs			
26	Eraser					
	A: Non Dust Eraser	-Apsara	Per/Pkt			
27	Pencil					
	A: Pencil Dark (178mm)	-Apsara	Per/Pkt			
28	Stamp Pad & Ink					
	A: Stamp Pad (110 x 70 mm)	Faber Castell	Per/Pkt			
	B: Stamp Pad Liquid (Ink)	Faber Castell	Per/Pkt			

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29	Sketch Pen					
	A: Sketch Pen -Small	Luxor	Per/Pkt			
	B: Sketch Pen medium	Luxor	Per/Pkt			
30	Stapler and Staples Pins					
	A: Kangaroo Stapler	HD-10D	Per/Pkt			
	B: Kangaroo Stapler mini		Per/Pkt			
	C: Kangaroo Stapler	HP 45	Per/Pkt			
	D: Kangaroo Stapler	HD 1217	Per/Pkt			
	E: Kangaroo Heavy Stapler	HD 23 S13	Per/Pkt			
	F: Kangaroo Stapler Pin	No.10-1m	Per/Pkt			
	G: Kangaroo Stapler Pin	No. HD 45	Per/Pkt			
	H: Kangaroo Stapler Pin	No. HD1217	Per/Pkt			
	I: Kangaroo Stapler Pin	No. HD23 S13	Per/Pkt			
31	Sticky Pad					
	A: Stick on Pad	(1.5 x 2 Inch)	Per/Pkt			
	B: Stick on Pad	(50 x 75 mm)	Per/Pkt			
	C: Stick on Pad	(3 x 3 Inch)	Per/Pkt			
	D: Plastic Stick on Pad	(3 x 1 Inch)	Per/Pkt			
	E: A/4 White Sticker Sheet	Nova Jet MPL	Per/Pkt			
	F: Stick on Pad	(15 x 76 x 250 mm) Sheet (1" x 3")	Per/Pkt			

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					In Figure INR	In Words
32	Tape Dispenser 2 Inch	Omega	Per/Pkt			
33	Gum					
	A: Gum Bottle	All Size up to 500ml	- Per/Pkt			
	B: Fevicol Bottle	All Size up to 500ml	Per/Pkt			
34	Paper Cutter					
	A: Paper Cutter	18 mm	Per/Pkt			
	B: Paper Cutter Ikon		Per/Pkt			
35	Rubber Band					
	A: Rubber Band	-Small	Per/Pkt			
	B: Rubber Band	-Medium	Per/Pkt			
	C: Rubber Band	- Big	Per/Pkt			
36	Plastic Folder					
	A: A/4 Plastic Folder with Printing		Per/Pkt			
	B: CH -114 solo		Per/Pkt			
37	Pen-drive					
	A: Pen Drive 8GB	Transcend/Moser baer	Per/Pkt			
	A: Pen Drive 16GB	Transcend/Moser baer	Per/Pkt			
	A: Pen Drive 64GB	Transcend/Moser baer	Per/Pkt			
38	Cash Voucher Book with Printing	50/100/150 pages	Per/Pkt			

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39	Photocopier Consumable					
	A: Samsung Drum Change	Xpress K2200ND MLTK220	Per/Pkt			
	B: Samsung Drum Change	Xpress M2876ND MLT-R116/XIP	Per/Pkt			
	C: HP Laser Jet 1020 Plus Drum Change		Per/Pkt			
	D: Samsung Cartridge Refilling Xpress M2876ND	D116S/D116L	Per/Pkt			
	E: Samsung Cartridge Refilling	Xpress K2200ND	Per/Pkt			
	F: Cartridge Refilling	HP1020 Plus	Per/Pkt			
	G: Samsung Chip Change	Xpress M2876ND MLTK220/MLT-R116/XIP	Per/Pkt			
	H: Samsung Chip Change	Xpress K2200ND	Per/Pkt			
40	Flex Printing					
	A: Normal Flex Printing	6x4/ 8x4/8x6/10x5/ 15x5 with Design Charges	Per/Pkt			
	B: Star Flex Printing	6x4/ 8x4/8x6/ 10x5/ 15x5 With Design Charges	Per/Pkt			
	C: Standee Normal Flex Printing	6x3/6x2 Fitting With Design Charges	Per/Pkt			
	D: Standee Star Flex Printing	6x3/6x2 Fitting With Design Charges	Per/Pkt			
41	HI Watt 9Volt Battery	Eveready/ Duracell AAA/AA	Per/Pkt			
42	Pencil Cell -Battery	Eveready/LR6 Duracell LR6	Per/Pkt			
43	White Board Marker Pen Ink	All Colour & Sizes	Per/Pkt			

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44	Visiting Card with Printing					
	A: Visiting Card (Single /Double side)	Mat finishing	Per/Pkt			
	B: Visiting Card (Single /Double side)	Logo & Name Golden Embossing	Per/Pkt			
45	Certificate Printing					
	A: Certificate Printing A4 size	300gsm Glossy/ Mat finishing	Per/Pkt			
	B: Certificate Printing A4 size	400gsm Glossy/ Mat finishing	Per/Pkt			
46	Rubber Stamps					
	A: Big Size	(Round/ Square)	Per/Pkt			
	B: Medium Size	(Round/ Square)	Per/Pkt			
	C: Small Size	(Round/ Square)	Per/Pkt			
	D: Self Ink Stamp	(Signature Stamp)	Per/Pkt			
47	Scanned Doc.		Per/Pkt			
	A: Book Scanning	All sizes	Per/Pkt			
48	Paper Bags with Printing		Per/Pkt			
	A: Big (gsm)	All Colours	Per/Pkt			
	B: Medium (gsm)	All Colours	Per/Pkt			
49	Table Bell	(Round/Square)	Per/Pkt			

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II - List of Housekeeping Materials

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
1	Wiper Set	70 Cm x 40 Cm	Per/Pkt			
2	Wiper-Refill		Per/Pkt			
3	Dry Mop		Per/Pkt			
4	Dry Mop Refill		Per/Pkt			
5	Toilet Brush best quality		Per/Pkt			
6	Dustbin Garbage plastic bag	Cello 19 x 21 Inch	Per/Pkt			
7	Dustbin Garbage plastic bag	Cello 30 x 37 Inch	Per/Pkt			
8	Harpic 500ml		Per/Pkt			
9	Lizol 500 ml		Per/Pkt			
10	Phenyl 500 ml		Per/Pkt			
11	Pril Liquid Dish Washer	500ml	Per/Pkt			
12	Colin 250 ml		Per/Pkt			
13	Hand Wash Liquid Soap	Dettol 200ml	Per/Pkt			
14	Roll Tissue Paper good quality		Per/Pkt			
15	Dust Pan Polyset		Per/Pkt			
16	Mug unbreakable	900ml	Per/Pkt			
17	Bucket 18 Ltr unbreakable for use of dustbin		Per/Pkt			
18	Soft Broom		Per/Pkt			

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					In Figure INR	In Words
19	Hard Broom		Per/Pkt			
20	Hand Gloves -Rubber		Per/Pkt			
21	Naphthalene Ball Coloured		Per/Pkt			
22	Naphthalene Ball white	1Kg pack	Per/Pkt			
23	Bleaching Powder	500gm	Per/Pkt			
24	Hand Towel	White	Per/Pkt			
25	Tissue Paper with Box	With Good Quality	Per/Pkt			
26	Tissue Paper Packet	With Good Quality	Per/Pkt			
27	Odonil Pack		Per/Pkt			
28	Room Air-freshener		Per/Pkt			
29	Automatic Room Air-freshener Machine		Per/Pkt			
30	Air-Wick 250ml Cartridge/Riffle bottle					
31	Pedal Dustbin plastic		Per/Pkt			
32	Pocket Air Wick	Godrej	Per/Pkt			
33	Scrub Pad	Scotch Brite	Per/Pkt			
34	Multipurpose Scrub Sponge	Scotch Brite	Per/Pkt			
35	Dusting Cloth Orange		Per/Pkt			
36	Cotton Duster Checks					
37	Sanitizer	5Ltr	Per/Pkt			

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