

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY

(An autonomous Scientific Society of Department of Information Technology,
Ministry of Communications and Information Technology, Govt. of India)

Ref.No..1(30)/2013-NIELIT

October 1st, 2013

NOTICE INVITING TENDER FOR SUPPLY OF STATIONERY ITEMS
Schedule of Events

Nature of the Work (Procurement of Services/Goods) Outsourcing	Supply of Stationery and Printer consumables.
Details of Contact Person for clarifications/queries	Shri B.B. Dua, DD (Tech.) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003 Tel.: 24363936 Email: bbd@nielit.in
Cost of Tender Document (non-refundable)	Nil
Estimated Tender Price (Cost of items to be procured) i) Items included in Price Schedule Package A ii) Items included in Price Schedule Package B	2.75 Lakhs per annum 2.00 Lakhs per annum
Earnest Money Deposit (EMD)	Rs.10,000/-
Publishing Date	01/10/2013
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	http://www.nielit.in , deity.gov.in , eprocure.gov.in
Date & time upto which the queries/questions/objections including inspection of samples on the Tender Document will be received	15/10/2013, 16.00 hrs
Bid Submission Start Date & Time	01/10/2013, 09.00 hrs
Bid Submission Closing Date & Time	22/10/2013, 11.00 hrs
Technical Bid Opening Date & Time	22/10/2013, 11.30 hrs
Address where the Tenders are to be submitted	The Registrar NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003
Venue for Technical Bid opening	NIELIT Headquarters
Date, Time and Venue of opening of Financial bids	Will be intimated later to the technically qualified bidders
Bid Validity	180 Days from the closing date of bid submission

**Tender Document for Empanelment of a Vendor
for supply of various stationery, consumables items on rate contract basis**

**Closing Date 22/10/2013 (11.00 hrs)
Date of Opening of Technical bids 22/10/2013 (11.30 hrs)**

I. Background:

1.1 National Institute of Electronics and Information Technology [NIELIT] [erstwhile DOEACC Society] is an Autonomous Scientific body of Department of Electronics and Information Technology [DeitY], Ministry of Communications and Information Technology, Govt. of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training in the state-of-the-art areas. It is also one of the National Examination Body, which accredits institutes/organisations for conducting courses in IT in the non-formal sector.

1.2 On behalf of the Managing Director, NIELIT, sealed tenders are invited from the reputed and well experienced General Order Suppliers and authorized reseller/selling agent/distributor of HP computer consumables items for award of annual rate contract(s) for supply of various stationery, consumables and printer consumables items **on as and when required basis**.

1.3 The scope of contract includes supply of 93 General Stationery items and 19 Printer Consumables grouped in two separate packages as indicated in Price Schedule Package A – Appendix II (Annexure I) and Price Schedule Package B – Appendix II (Annexure II), respectively. Vendors may quote their rates of all the items and then brands/varieties included in both or any one of Price Schedule Package A and Price Schedule Package B at their choice. However, the vendors will have to quote rates for all items included in a particular Package. If a vendor does not quote for all the items & their brands/varieties, in any of the Price Schedule, the same shall not be entertained & rejected. The Purchase Orders for supply of items will generally be placed on quarterly basis. However, there may be some urgent requirement for which specific Purchase Orders are placed. The supplier selected will have to supply the items against all such orders on the rates finalised as a result of this Tender.

II. Procedure for submission of the proposal:

2.1 The vendors desirous of being considered for empanelment with NIELIT shall have to submit its bid in two parts, viz., Technical Bid as per proforma at Appendix I and Commercial Bid as per proforma at Appendix II.

2.2 **Technical Bid** - All the columns, in the proforma should be duly filled and supporting documents e.g. DD towards EMD, proof of turnover, proof of commencement of Business, photostat copies of the job award letters from at least three customers being served for supply of general stationery items and printer consumables items with comprehensive list of such customers etc., must be submitted with this Bid.

2.2.1 It should be clearly indicated in the proforma for Technical Bid as to whether the vendor has submitted bids for all the items included in Price Schedule Package A and Price Schedule Package B or only for the items included in either of the two Packages.

2.2.2 Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.

2.2.3 A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), should be enclosed with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.

2.2.4 Incomplete Bid shall not be considered and will be summarily rejected.

2.3 Commercial Bid- All columns of the proforma should be correctly and clearly filled. Depending upon their capabilities and capacity, the Bidders may submit their Bids for items included in both the packages or any one package.

2.3.1 Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.

2.3.2 In case of difference in the values quoted in figures and words, the value quoted in words shall be taken as correct.

2.3.3 The vendors will have to quote for all items included in a Particular Package, failing which the quotation will be rejected. To clarify, any vendor opting to quote for items covered by both the Packages, has to quote for all the items included in both the proforma and the vendors opting for one Package should quote for all items included in the respective Package.

2.3.4 If quoted for the items included in both the Packages, both Proforma (Price Schedule Package A and Price Schedule Package B) duly filled in should be sealed in a single cover superscribed with the statement '**Commercial Bid**'.

2.4 The Proforma for Technical Bid (Appendix I) and Commercial Bid (Appendix II Annexure I and Appendix II Annexure II) duly filled in, should be sealed in separate covers and respective covers superscribed with the statement '**Technical Bid**' or '**Commercial Bid**' as the case may be. The covers used must contain the name, address and telephone No. of the Bidder printed/written on the same.

2.5 The two sealed covers containing Technical and Commercial Bids sealed in a single cover superscribed with '**Proposal for supply of various stationery items**' and addressed to the Registrar, NIELIT, Electronics Niketan, 6 CGO Complex, New Delhi - 110 003, must reach the addressee latest by the date and time indicated in the covering letter.

III Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) of Rs.10,000/- through Demand Draft/Pay Order drawn on any scheduled Bank in favour of NIELIT payable at Delhi must be attached with the Technical Bid (Appendix I). While the amount deposited by the unsuccessful bidders would be refunded within a month of the opening of the bids, the amount in respect of successful bidders shall be refunded after receipt and acceptance of Security Deposit as per Clause IV hereof. In case the party selected backs out or fails to submit the Security Deposit within 15 days of the issue of requisition by NIELIT, the EMD shall be forfeited.

IV Security Deposit: Successful bidders will have to provide a Security Deposit for an amount equivalent to 10% of the estimated value of the contract in the form of a Demand Draft or Bank Guarantee valid upto fifteen months from the date of award of the contract. The Bank Guarantee shall be invoked in case the contractors fail to meet their obligations under this contract.

V Delivery Period:- The Bidder must be in a position to supply the ordered items on very short notice as and when needed. However, in any case, the delivery shall require to be completed within 10 days of placement of the purchase order. In case the supplier fails to deliver the items within stipulated delivery period, NIELIT may recover Liquidated Damages as per clause VI, cancel the purchase order, terminate the Agreement and forfeit the Performance Security. The vendor would generally be allowed 10 days time for supply of the ordered items. However, it may be required to supply the items on quarterly basis in general, however, in smaller time frame also depending upon exigencies, which shall be mentioned in the PO/supply order as and when required.

VI Liquidated Damage:- If the supplier fails to deliver any or all the goods ordered within the period specified in the purchase order, NIELIT shall without prejudice to its other remedies, deduct

as liquidated damage 1.5% of the price of the delayed goods for each week (part of the week shall be considered as full week) of delay subject to a maximum of 7.5% of the value of goods delayed and the same shall be deducted from the bill(s) or any other payment due to the party. NIELIT shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case, supplier fails to deliver the items within stipulated delivery period.

VII. General Terms & Conditions:

7.1 Bids should be valid for a minimum period of ninety days after the due date.

7.2 The rates quoted should be firm and in Indian rupees. In case of any difference/discrepancy between the rates quoted in figures and words, the latter shall prevail.

7.3 The bidder selected will be required to supply items on very short notice as and when required even on holidays.

7.4 The items should be genuine and of standard make. In case it is found that the items are duplicate/ fictitious, it would be open to the NIELIT to terminate the Agreement, forfeit the Performance Security and black list the firm.

7.5 Documentary evidence of commencement of Business/experience of 3 years should be enclosed.

7.6 Copies of purchase orders of similar items placed by Government Departments, PSUs and reputed business organizations in the last two financial years (2011-12 & 2012-13).

7.7 Copies of profit and loss account along with balance sheet for the two financial years (2010-11 & 2011-12) duly certified by Chartered Accountant indicating the turnover of at least Rs. 10 lakh.

7.8 Copy of CST/VAT Registration Certificate and PAN number allotted by concerned authorities.

7.9 Documentary evidence about legal entity of the bidder and the authorized person who would interact with NIELIT must be enclosed.

7.10 The rates should be quoted in Indian Rupees for delivery at the premises of the NIELIT and shall remain fix during the currency of the contract (for a period of one year) and should not be subject to escalation of any description. The rates must be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of VAT/CST and local taxes, if any, which shall be paid by NIELIT as applicable. The rates must be quoted as per the Price Schedule Performa in Appendix-II. Bidders have to quote for all the items of package concerned for qualifying eligibility criteria. Incomplete bids are liable to be rejected. The authorized signatory/ bidder must attest corrections, insertions, overwriting, if any. For the items listed in Price Schedule Package A, the bidders may also see the samples kept in Stores Section of this Office as per the schedule given in the covering letter, before quoting. The rates for these items must be quoted for the similar brands (wherever it is mentioned in the Price Schedule Performa quality, workmanship, specification etc. as per sample kept in NIELIT Store. For items listed in Price Schedule Package B in appendix-II, the rates are to be quoted for all genuine Brand computer consumables.

7.11 Selected lowest Bidder(s) shall be empanelled for the respective package as authorized supplier on the fixed rate for one year from the date of signing of Agreement. The quarterly requirement quantities indicated in tender document are estimates only. If the minimum number of quotations received is less than three, NIELIT will go for fresh tender. NIELIT does not make any commitment to purchase any or all items. Further quantities for which purchase order shall be placed may vary depending on the actual requirement. The Agreement may be extended on same terms and condition for next two years (yearly basis) if mutually agreed to by both the parties. In case, the empanelled supplier is found in breach of any condition(s) of tender/ Agreement at any stage or services of supplier are found not to the satisfaction of the NIELIT, the Agreement may be terminated. The decision of the NIELIT shall be final in this regard.

7.12 The vendor awarded the contract shall have to provide the services for the entire period and any failure on this account shall entail invocation of the Bank Guarantee/Forfeiture of amount paid through DD towards Security Deposits in addition to any other action as may be deemed fit.

7.13 Either party may terminate the contract by giving a notice of two months.

7.14 In case of breach of Contract by the vendor, NIELIT shall have the authority to cancel/terminate the Contract besides forfeiting the Security Deposits.

7.15 It may specifically be mentioned whether quotation is strictly as per tender specification/conditions. If not, deviation must be spelt out specifically in Technical Bid.

7.16 NIELIT reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further, NIELIT reserves the right to purchase or not to purchase any item listed in the price schedule appendix -II.

7.17 The contract shall be subject to Delhi jurisdiction. This document and the contract or job award letter issued as a result of the tender process shall be interpreted in terms of Indian Laws.

7.18 All disputes arising out of this contract shall be settled amicably by NIELIT and the contractor. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. The decision of the Arbitrator shall be final and binding.

7.19 The bidders are free to question the bidding conditions, bidding process and/or rejection of the Bid.

VIII. Eligibility criteria:-

8.1 The average annual turnover of the Bidder for past three years (2011-12, 2010-11, 2009-10) should be at least equal to 30% of the estimated tender price.

8.2 The bidder should have in the business of Supplying Items (for which it is submitting the bid under this tender) for a minimum of 3 years.

8.3 During past two years (2011-12 and 2012-13), the bidder should have satisfactorily completed the contract of supplying items (for which it is submitting the bid under this tender) for either of the following:

- a) A single contract for a value of at 80% of the Tender Price; or
- b) Two contracts each for a value of 50% of the Tender Price; or
- c) Three contracts for a value of 40% of the Tender Price each.

Note: The items supplied to a particular organisation during a year under a specific rate contract shall be treated as one contract for the above purpose.

8.4 This tender is open to all well experienced suppliers who fulfill the following criteria (documentary evidences are required to be submitted along with technical bid):

- (a) The Bidder shall be located in National Capital Region of Delhi.
- (b) The bidder should have at least two years experience in supply of tendered items..
- (c) Bidder should have PAN number issued by Income Tax authorities.
- (d) Bidder should have valid CST/ VAT registration with sales tax authorities.

IX. Bid Evaluation Criteria:

- 9.1 In the first instance the Technical Bids shall be opened by the authorized representatives of NIELIT in the presence of representatives of bidders, if available.
- 9.2 The date and time for opening of the Technical Bids is given on the top of this document;
- 9.3 The Bidders may depute their representatives for the Technical Bid opening event.
- 9.4 The Technical Bids will then be evaluated by NIELIT, internally;
- 9.5 Once the Technical Bids are accepted, the Commercial Bids of the vendors (whose Technical Bids have been accepted) shall be opened, the date & time for which shall be communicated to the vendors through e-mail/phone.
- 9.6 If any vendor so desires, it may depute its representative for Commercial Bid opening event also.
- 9.7 The L1 bidder will be arrived at by calculating the total cost of all the items & their brands/varieties included in a particular package. The costs of both the packages will be calculated seperately based on the estimated consumption shown in the Price Schedule Packages and for each package, the L1 bidder will be awarded the contract for supply of the items included in the respective Package.
- 9.8 The decision of the Managing Director, NIELIT shall be final and binding.

X Payments

- 10.1 No advance payments of handling /service charges etc. under any circumstances shall be made to the vendor.
- 10.2 Payment shall be made by NIELIT only on receipt and satisfactory acceptance of the items as well as receipt of pre-receipted bill in duplicate. In case any item is found to be not as per ordered specification/ brand/ make/ model or does not meet the requirement or found to be of substandard quality, the same shall be rejected and supplier will have to replace the same without extra charge within the specified delivery schedule.
- 10.3 The rates quoted should be firm and in Indian rupees. In case of any difference/discrepancy between the rates quoted in figures and words, the latter shall prevail.
- 10.4 No change in prices quoted shall be permitted during the validity period of the contract;

XI Validity:-

- 11.1 The contract shall be awarded for a period of one year and the validity of the contract can be extended with mutual consent.
- 11.2 In case of breach of contract by the vendor, NIELIT shall have the right to terminate the contract and forefeet the Security Deposit;
- 11.3 Either party may terminate the contract by giving a clear notice of two months. The period of two months will be counted from the date of receipt of such a notice by the other party.

Appendix-I

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY(NIELIT)
PROFORMA FOR FURNISHING TECHNICAL BID**

(Please go through the terms and conditions before filling up this Pro forma)

1. Name, Address and Telephone :
number of the Organization.

2. Date of commencement of Business :
(Please furnish proof in support of
your statement).

3. Status of the organization (i.e. :
whether Proprietorship, Partnership,
Private Limited etc.)

4. Name of the C.E.O. / Proprietor :
5. Name, designation and address, :
including phone/mobile number of the
Contact Person.

6. Whether quoted for items included in
both the Price Schedules. If not kindly
indicate the Price Schedule Package
for which the rates have been quoted.

7. Annual Turnover : 2009-10
*(Attach Photostat copies of Balance 2010-11
Sheet / I.T. Returns / C.A.'s 2011-12
Certificate).*

8. Sales Tax / VAT No., if any :

9. Have the bidder seen the sample of
items listed in price schedule kept in
NIELIT Store(YES/NO)

10. P.A.N. Number of the Organization / :
Owner *(in case of proprietorship
organization where no P.A.N. has
been issued in the name of the
organization).*

11.	Details of three prominent organisations served / being served with similar services (attach a separate sheet if space provided is less) (also attach a comprehensive list of all clients)			
Sl. No.	<i>Name & Address</i>	<i>Name & Phone No. of contact person</i>	<i>Annual cost of contract</i>	<i>Since when the services are being provided</i>
1				
2				
3				

Continued.....

Details of E.M.D. (enclosed D.D.) : D.D. No. _____ dated _____ for Rs. 10,000/- drawn on _____ Bank in favour of NIELIT, payable at New Delhi.

13. Number of clients being served :
in and around Delhi on the date
of submission of bid (*please
enclose a comprehensive list
with address and telephone
numbers*).
14. Details of contracts successfully :
completed-Information towards
fulfillment of provisions under
clause 8.3 of the Tender
Document.(Please enclose
copies of contracts/Purchase
orders and satisfactory supply
certificate from customer
organisation)

DECLARATION:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the NIELIT to accept / reject “the points of disagreements and proposed solution provided by us” would be final and binding.
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature: _____

Name: _____

Place:

Designation: _____

Date: _____

Seal of the Company: _____

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY(NIELIT)

PROFORMA FOR FINANCIAL BID

1 Name, Address & Telephone Number
of the Organization :

Sales Tax No. :

PAN No. :

2 **Total Cost offered(in Rupees) in respect of :**

i) Items included in Price Schedule Package A :

ii) Items included in Price Schedule Package B :

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....

**NIELIT, Headquarter
Price schedule package A**

Appendix II (Annexure-I)

S.No	Item name/description	UNIT	Probable quaterly consumption	Unit Rate	Total Cost
1	Pencil Cell AA, 1.5 V	Nos.	30		
2	Pencil Cell AAA, 1.5 V	Nos.	20		
3	Correction Pen,Metal Tip 10 ml	Nos.	40		
4	Glue Stick, 15 gram	Nos.	30		
5	Gum Tube 30 ml	Nos.	30		
6	Gum Bottle 200ML	Bottle	10		
7	Gum Bottle 700ML	Bottle	20		
8	HiLighters/Gloliter	Nos.	50		
9	Copier Paper(Only 1 out of the 3 brands/make will be ordered)				
a)	Paper JK A-4 , 75 GSM	Ream having 500 sheets	300		
b)	Paper- Copy Power of BILT A-4, 75 gsm	Ream having 500 sheets	300		
c)	Paper Century A-4, 75 gsm	Ream having 500 sheets	300		
10	Copier Paper(Only 1 out of the 3 brands/make will be ordered)				
a)	Paper JK A-3 , 70 gsm	Ream having 500 sheets	10		
b)	Paper-Copy Power of BILT A-3, 70 gsm	Ream having 500 sheets	10		
c)	Paper Century A-3, 70 gsm	Ream having 500 sheets	10		
11	Copier Paper(Only 1 out of the 3 brands/make will be ordered)				
a)	Paper JK F/S , 70 GSM	Ream having 500 sheets	10		

b)	Paper-Copy Power of BILT F/S, 70 gsm	Ream having 500 sheets	10		
c)	Paper Century F/S, 70 gsm	Ream having 500 sheets	10		
12	Gel Pen of following three varieties				
a)	Uniball, Micro eye UB 150	Nos.	10		
b)	Add Gel Pen PG 500	Nos.	20		
c)	Reynolds Trimax Pen	Nos.	20		
13	Pen Marker Permanent	Nos.	60		
14	Pen Marker OHP/CD/DVD	Nos.	20		
15	Pen White Board Marker	Nos.	10		
16	Pen Pilot Hitec Point 05	Nos.	150		
17	Pen Pilot V7	Nos.	20		
18	Faber-Castell Ball Pen, Pastel	Nos.	100		
19	Montex Ball Pen, Mega Top	Nos.	100		
20	Refill for Gel Pen PG - 500	Nos.	30		
21	Ink Hitechpoint Pen	Bottle	5		
22	Pencil HB of following three varieties				
a)	Camlin Flora	Nos.	30		
b)	Natraj	Nos.	40		
c)	Apsara	Nos.	30		
23	Signature/Sketch Pen- Black	Nos.	50		
24	Pencil Eraser Non-dust(30X15X10)mm	Nos.	20		
25	Pencil Sharpner, Blade size(25X6)mm	Nos.	20		
26	Post IT Pads 3"×3" (Yellow Slips)	pkt of 100 sheets	10		
27	Post IT Pads 3"×5" (Yellow Slips)	pkt of 100 sheets	10		
28	Double punch machine, Centre distance 8 cm	Nos.	5		
29	Single punch plier(40 mm), chrome plated	Nos.	30		
30	Plastic Folders F/S, Size(14"×10") As per sample	Nos.	300		
31	Spiral Pad Big Size(1/4) 80 Sheet	Nos.	30		

32	Spiral Pad Small Size(1/8) 80 Sheet	Nos.	50		
33	Stapler for pin size 10 mm	Nos.	30		
34	Big size Stapler for pin size 24/6	Nos.	10		
35	Staple Remover	Nos.	5		
36	Staple Pin Size 10 mm	pkts	60		
37	Staple Pin 24/6 1M	pkts	15		
38	Calculator 12 Digits, Dual power				
a)	Casio	Nos.	1		
b)	Citizen	Nos.	1		
39	Stainless Steel Scissor(hard & tampered) with plastic handle, blade size-5"	Nos.	3		
40	Packing Tape,Transparent Size 2", 48 mmX65 mtrs	Roll	144		
41	Packing Tape,Brown Size 2",48 mmX50 mtrs	Roll	216		
42	File Covers with printing of NIELIT name,address & logo on 330 gsm thickness sheet(As per Sample)	Nos.	1000		
43	File Covers- Double Tag(Spring inside)with printing of NIELIT name,address & logo on 330 gsm thickness sheet(As per sample)	Nos.	200		
44	Index File Covers	Nos.	50		
45	File Board, F/S(As per Sample)	Nos.	20		
46	Note Sheet Pad A-4 Size, 80 GSM(Green Sheet)	Pad of 100 sheets	50		
47	Note Sheet Pad F/S Size, 80 GSM(Green Sheet)	Pad of 100 sheets	10		
48	Paper Cutter with steel blade of size (80x18)mm	Nos.	50		
49	Register ruled with hard cover, thickness- 3 Qr , size 12"x7.5"	Nos.	20		
50	Register ruled with hard cover, thickness- 4 Qr, size 12"x7.5"	Nos.	25		
51	Plastic Scale 12"	Nos.	20		
52	Stainless Steel Scale- 12"	Nos.	20		
53	Sutli (Plastic) for packing of Parcels	kgs	50		

54	Packing Cloth White(Markin),Breadth-44"	Mtrs	20		
55	Rubber Band Big, Small	kgs	15		
56	Al Pin	pkts	5		
57	Magnetic Al Pin Container	Nos.	5		
58	Gem Clip Big Size(30 mm)	pkts	5		
59	Gem Clip Plastic Coated(30 mm)	pkts	5		
60	Flag Gumming Post IT (Coloured Flags), Size - 1"x3"	pkt of 150 sheets	50		
61	Binder Clips, Size-15 mm	pkts	10		
62	Binder Clips, Size-25 mm	pkts	10		
63	Binder Clips, Size-41 mm	pkts	10		
64	Drawing Pin	pkts	3		
65	Tag small white, L-5.5"	Bundle	6		
66	Tag big size, green, L-14"	Bundle	3		
67	Slip /Conference Pad,size 1/8 of 20 sheets with printing of name ,address & NIELIT logo of four colour on cover page(As per sample)	Nos.	1000		
68	Spiral Pad, size 1/8 of 40 sheets with printing of name,address & NIELIT logo of four colour on cover page(As per sample)	Nos.	1000		
69	Stamp Pad , Blue/Black/Red	Nos.	10		
70	Ink for Stamp Pad Blue/Black/Red	Bottle	10		
71	Thread Ball	Nos.	50		
72	Needle, 89 mm/3.5"	Nos.	20		
73	CD R , single packing,80/700MB	Nos.	50		
74	CD RW , single packing,80/700 MB	Nos.	10		
75	DVD R, single packing, 4.7GB	Nos.	100		
76	DVD RW, single packing, 4.7 GB	Nos.	10		
77	CD Mailer, single packing	Nos.	100		
78	Two Cross Computer Labels/Stickers(100X48X2)	1 pkt/1000 Labels	30		
79	A4 Size Computer Labels/Stickers	1 pkt/100 sheets	30		

80	Dustbins(Blind Plastic),Bottom diameter 7" & H-10"	Nos.	10		
81	Plastic Water Jugs, 2 Ltr capacity, Grade 5 or above	Nos.	10		
82	Short Hand Note Book 200 pages	Nos.	5		
83	Four Flap Folders, size 15"X11"	Nos.	50		
84	Plastic Water Container with tap, 10 Ltrs capacity, Grade 5 or above	Nos.	2		
85	Damper/Water sponge	Nos.	5		
86	LD Polythene Bags of thickness 400 guage having different sizes(Samples available at NIELIT).	Kgs	120 kgs		
87	Cloth Bags of different sizes having base size of all the bags to be 12"X10". Bags to be supplied in 934 guage with printing of NIELIT name & address. The bags are to be double stitched.				
a)	Size 22"X34"	Nos.	100		
b)	Size 22"X24"	Nos.	100		
c)	Size 22"X18"	Nos.	100		
d)	Size 22"X10"	Nos.	100		
88	Card board A4 size(As per NIELIT sample)	Nos.	1000		
89	9"X4" size white window envelopes with single side printing of NIELIT address on 75 gsm maplitho white paper (Size of the window: 4"X2")	Nos.	25,000		
90	9"X6" size white window envelopes with single side printing of NIELIT address on 75 gsm maplitho white paper (Size of the window: 4"X2.5") As per sample	Nos.	15,000		
91	9"X4" size white plain envelopes with single side printing of NIELIT address on 75 gsm maplitho white paper	Nos.	5,000		
92	10"X12" size envelopes (cloth inside) with single side printing of NIELIT address on 80 gsm yellow parchment paper	Nos.	5,000		
93	12"X16" size envelopes (cloth inside) with single side printing of NIELIT address on 80 gsm	Nos.	1,000		

	yellow parchment paper			
			Total	
			Sale Tax/Vat	
			Grand Total	

**NIELIT, Headquarter
Price schedule package B**

Appendix-II(Annexure-II)

Sl. No.	Toner/Cartridge - Model	Laser/Ink/Office Jet Printer - Model	Probable quarterly consumption	Rate of one Toner/Cartridge in Rs.
1	C 4096A	HP- 2200	2	
2	Q 7553A	HP- P2014	5	
3	Q7551A	HP 3005 N	5	
4	TN 2025	Brother Make Fax machine	2	
5	Q2612A	HP-1020	1	
6	C7115A	HP 1000 series	1	
7	Ink cartridge-Black, HP-27	HP psc 1315	2	
	Ink cartridge-Colour, HP-28	All-in-one	2	
8	Ink cartridge, VIVERA	HP-K 5400		
	C4936 S black		1	
	C4939 Ayellow		1	
	C4937A-cyan		1	
	C4938 A magenta		1	
9	CB540A-Black	HP CM-1312 nf	1	
	CB541A-Cyan		1	
	CB542A-Yellow		1	
	CB543A-Magenta		1	
10	ML - 2250 D5(E)	Samsunj LaserJet ML-2250	1	
11	CE278A	HP-P1606 Dn,HP-P1566	6	
12	CC 388A	HP PRO P-1108	3	
13	Canon- 308	Canon LBP-3300	1	
14	CE 410A- Black		1	

	CE 411A- Cyan	HP Pro 300 MFP	1	
	CE 412A- Yellow		1	
	CE 413A- Magenta		1	
15	Q-2624A	HP-1150	1	
16	DR-2125	Brother MFC- 7340	1	
17	Q-5949A	HP-1320	1	
18	CE 255A	HP P-3015 dn	4	
19	CF 280A	HP P Pro 400	3	
			Total	
			Sale Tax/VAT	
			Grand Total	