

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(9)2015-NIELIT

March 16th, 2015

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, Jt. Director (Tech.) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003 Tel.: 24363936 Email: bb.dua@nielit.gov.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 | 6.25 Lakhs per annum 3.00 Lakhs per annum |
| Earnest Money Deposit (EMD) | Rs.20,000/- |
| Publishing Date | 16/03/2015 |
| Website for downloading Tender Document, Corrigendum's, Addendums Etc. | http://www.nielit.gov.in , http://deity.gov.in , http://eprocure.gov.in |
| Date & time upto which the queries/questions/objections including inspection of samples on the Tender Document will be received | 31/03/2015, 16.00 hrs |
| Bid Submission Start Date & Time | 16/03/2015, 14.00 hrs |
| Bid Submission Closing Date & Time | 06/4/2015, 13.00 hrs |
| Technical Bid Opening Date & Time | 06/4/2015, 14.30 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 Office stationery, consumables and printer Toners on rate contract basis**

Closing Date 06/4/2015 (13.00 hrs)

Date of Opening of Technical bids 06/4/2015 (14.30 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/Samsung computer consumables items/printer Toners for award of annual rate contract(s) for supply of various stationery, consumables and printer Toners **on as and when required basis**.

1.3 The scope of contract includes supply of 94 General Stationery items and 17 Printer Consumables/Toners 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 shall be placed as and when need arises. The supplier selected will have to supply the items against all such orders on the rates finalized as a result of this Tender.

II. Procedure for submission of the proposal:

2.1 The vendors desirous of being considered for empanelment[award of annual rate contract(s)] 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/Toners 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 proformas viz. Annexure I & II of Appendix II 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 stationery items, consumables and printer Toners on rate contract basis**' 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.20,000/- 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 (2012-13 & 2013-14).

7.7 Copies of profit and loss account along with balance sheet clearly showing turnover for the three financial years (2011-12, 2012-13 & 2013-14) duly certified by Chartered Accountant indicating the Average Annual turnover of at least Rs. 10 lakhs in compliance with Item 7 of Appendix I.

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 fixed 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 a particular 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 like to 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. 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, 2012-13, 2013-14) should be at least equal to Rs.10 Lakhs as per Item 7.7.

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 (2012-13 and 2013-14), 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.
- (e) Bidder should not been black listed by Govt. deptt./Ministries of Govt. of India/PSU etc.
(Declaration has to be submitted in the specified format in Annexure-I)

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 forfeit 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 ,Telephone number :
and E-mail ID 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,address, including :
phone/mobile number & E-mail ID 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 : 2011-12
(Attach Photostat copies of Balance 2012-13
Sheet / I.T. Returns / C.A.'s 2013-14
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 being served with similar services (attach a seperate sheet if space provided is less) (also attach a comprehensive list of all clients) | | | |
| Sl. No. | Name & Address | Name & Phone No. of contact person | Annual cost of contract | Since when the services are being provided |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Continued.....

Details of E.M.D. (enclosed D.D.) : D.D. No. _____ dated _____ for Rs. 20,000/- 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
And E-mail ID of the Organization :

Sales Tax/VAT No. :

PAN No. :

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

i) Items included in Price Schedule Package A :
(As per Annexure I)

ii) Items included in Price Schedule Package B :
(As per Annexure II)

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:.....

SUPPLY OF STATIONERY AND PRINTER CONSUMABLE ITEMS TO NIELIT ON RATE CONTRACT BASIS

Tender No.1(9)2015-NIELIT/Stationery & other items

Closing Date 06/4/2015 (13.00 hrs)

Date of Opening of Technical bids 06/4/2015 (14.30 hrs)

DECLARATION

From

M/s.....
.....
.....

To

Joint Director (Technical)
National Institute of Electronics and Information Technology (NIELIT)
Electronics Niketan
6, CGO Complex, Lodhi Road
New Delhi- 110003

Sir

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft or Bank Guarantee.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned/suspended business dealing. I/We further undertake to report to NIELIT, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tender)
Name:

Date:-

Designation with Seal of the Firm

Price schedule package A

| [I] S.No | [II] Item name/description | [III] UNIT | [IV] Probable quarterly consumption | [V] Rate | Unit | [VI] Total Cost = [IV] X [V] |
|-------------|---|------------------------------|--|-------------|------|---------------------------------|
| 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. | 20 | | | |
| 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) | | | | | |

| | | | | | |
|----|---|------------------------|-----|--|--|
| | | Ream having 500 sheets | | | |
| a) | Paper JK F/S , 70 GSM | | 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) | Reynolds Force Gel Pen | Nos. | 100 | | |
| c) | Reynolds Trimax Pen | Nos. | 20 | | |
| 13 | Pen Marker Permanent | Nos. | 60 | | |
| 14 | Pen Marker OHP/CD/DVD | Nos. | 10 | | |
| 15 | Pen White Board Marker | Nos. | 10 | | |
| 16 | Pen Pilot Hitec Point 05 | Nos. | 100 | | |
| 17 | Pen Pilot V7 | Nos. | 20 | | |
| 18 | Reynolds 045 Ball Pen | Nos. | 100 | | |
| 19 | Montex Ball Pen, Mega Top | Nos. | 100 | | |
| 20 | Ball Pen with printing of NIELIT logo (as per sample) | Nos. | 500 | | |
| 21 | Ink Hitechpoint Pen | Bottle | 5 | | |
| 22 | Pencil HB of following three varieties | | | | |
| a) | Camlin Flora | Nos. | 40 | | |
| b) | Natraj | Nos. | 40 | | |
| c) | Apsara | Nos. | 40 | | |
| 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"x3" (Yellow Slips) | pkt of 100 sheets | 10 | | |
| 27 | Post IT Pads 3"x5" (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. | 20 | | |
| 30 | Plastic Folders F/S, Size(14"x10") As per sample | Nos. | 300 | | |
| 31 | Spiral Pad Big Size(1/4) 80 Sheet | Nos. | 20 | | |
| 32 | Spiral Pad Small Size(1/8) 80 Sheet | Nos. | 30 | | |
| 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) Size 24/6 1M | pkts | 15 | | |
| 38 | Calculator 12 Digits, Dual power | | | | |
| a) | Casio | Nos. | 2 | | |
| b) | Citizen | Nos. | 2 | | |
| 39 | Stainless Steel Scissor(hard & tampered) with plastic handle, blade size-5" | Nos. | 5 | | |
| 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. | 25 | | |
| 46 | Note Sheet Pad A-4 Size, 80 GSM(Green Sheet),Neelgagan | Pad of 100 sheets | 50 | | |
| 47 | Note Sheet Pad F/S Size, 80 GSM(Green Sheet) | Pad of 100 sheets | 5 | | |
| 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 | 10 | | |
| 59 | Gem Clip Plastic Coated(30 mm) | pkts | 10 | | |
| 60 | Flag Gumming Post IT (Coloured Flags), Size - 1"x3" | pkt of 150 sheets | 50 | | |
| 61 | Binder Clips, Size-15 mm | pkts | 20 | | |
| 62 | Binder Clips, Size-25 mm | pkts | 20 | | |
| 63 | Binder Clips, Size-41 mm | pkts | 10 | | |
| 64 | Drawing Pin | pkts | 5 | | |
| 65 | Tag small white, L-5.5" | Bundle | 10 | | |
| 66 | Tag big size, green, L-14" | Bundle | 5 | | |

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|----|---|-------------------|------|--|--|
| 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. | 50 | | |
| 76 | DVD RW, single packing, 4.7 GB | Nos. | 10 | | |
| 77 | CD Mailer, single packing | Nos. | 50 | | |
| 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. | 25 | | |
| 84 | Plastic Water Container with tap, 10 Ltrs capacity, Grade 5 or above | Nos. | 2 | | |

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|----|--|------|---------|--|--|
| 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. | 200 | | |
| 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. | 10,000 | | |
| 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 yellow parchment paper | Nos. | 1,000 | | |
| 94 | Pen Drives of following 2 varieties(Only 1 out of 2 brands/make will be ordered) | | | | |
| a) | Transcend - 8GB | Nos. | 10 | | |

| | | | | | | |
|----|----|---------|------|----|---------------------|--|
| | | - 16 GB | Nos. | 10 | | |
| b) | HP | - 8GB | Nos. | 10 | | |
| | | - 16GB | Nos. | 10 | | |
| | | | | | Total | |
| | | | | | Sale Tax/Vat | |
| | | | | | Grand Total | |

Price schedule package B

| [I] Sl. No. | [II] Toner/Cartridge - Model | [III] Laser/Ink/Office Jet Printer - Model | [IV] Probable quaterly consumption | [V] Rate of one Toner/Cartridge in Rs. | [VI] Total Cost=[IV]X[V] |
|-------------|------------------------------|--|------------------------------------|--|--------------------------|
| 1 | Q 7553A | HP- P2014 | 2 | | |
| 2 | Q7551A | HP 3005 N | 2 | | |
| 3 | TN 2025 | Brother Make Fax machine | 2 | | |
| 4 | Q5949A | HP LaserJet 1320 | 1 | | |
| 5 | C4096A | HP LaserJet 220 DTN | 1 | | |
| 6 | C7115A | HP LaserJet 1000 Series | 1 | | |
| 7 | Q2612A | HP-1020 | 1 | | |
| 8 | Ink cartridge, VIVERA | | | | |
| | C4936 S black | | 1 | | |
| | C4939 Ayellow | HP-K 5400 | 1 | | |
| | C4937A-cyan | | 1 | | |
| | C4938 A magenta | | 1 | | |
| 9 | CB540A-Black | | 1 | | |
| | CB541A-Cyan | | 1 | | |
| | CB542A-Yellow | HP CM-1312 nf | 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 | | 2 | | |
| | CE 411A- Cyan | | 1 | | |
| | CE 412A- Yellow | HP Pro 300 MFP | 1 | | |
| | CE 413A- Magenta | | 1 | | |
| 15 | DR-2125 | Brother MFC-7340 | 1 | | |
| 16 | CF 280A | HP P Pro 400 | 2 | | |
| 17 | MLT - D101S | Samsunj SCX-3401 | 4 | | |
| | | | | Total | |
| | | | | Sale Tax/VAT | |
| | | | | Grand Total | |