

FINANCIAL BID

NAME OF SERVICE: Annual Rate Contract for the Supply of Stationery Materials at IGIDR

Tender No. IGIDR/Tender/2022/ED/28

Date: 22.10.2022

Sr. No.	Name of the Item	Specification/ Description	Brand	Unit	Quoted Amount			
					Unit Rates	GST		Total Amount Rs.
						%	Amount Rs.	
1	Binder Clip	41 mm	SDI	1 packet (1 pkt=12 pcs)				
2	Binder Clip	51 mm	SDI	1 packet (1 pkt=12 pcs)				
3	Binder Clip	32 mm	SDI	1 packet (1 pkt=12 pcs)				
4	Binder Clip	19 mm	SDI	1 packet (1 pkt=12 pcs)				
5	Binder Clip	15 mm	SDI	1 packet (1 pkt=12 pcs)				
6	U Clips	26 mm Small size) Plating	Sonisharp	1 packet (1 pkt=100 pcs)				
7	U clips	35 mm (big size) Nickle Plating	Sonisharp	1 packet (1 pkt=100 pcs)				
8	Tower Pins	SS material with T- shape & Nickle Plating size 28 MM	Local or Custom Made	1 Box (1 box=1000 pcs)				
9	Colour Push Pins	Multi Colour	Local or Custom Made	1 packet (1 pkt=50 pcs)				
10	Ball Pen	Blue Colour	Anchor	1 packet (1 pkt=10 pcs)				
11	Ball Pen	Black Clour	Anchor	1 packet (1 pkt=10 pcs)				
12	Ball Pen	Red Colour	Cellowinner	1 packet (1 pkt=10 pcs)				
13	Ball Pen	Green Colour	Montex Mega Top	1 packet (1 pkt= 10 pcs)				
14	Luxor Pen	Blue Colour Pilot Hi- Techpoint 5	Pilot	1 packet (1 pkt= 10 pcs)				
15	Luxor Pen	Black Colour Pilot Hi- Techpoint 05	Pilot	1 packet (1 pkt= 10 pcs)				
16	Pilot Pen	Blue colour- V7 Grip Rollerball Pen BXGPN-	Pilot	1 packet (1 pkt=10 pcs)				
17	Pilot Pen	Black colour- V7 Grip Rollerball Pen BXGPN-	Pilot	1 packet (1 pkt=10 pcs)				
18	Pilot Pen	Red colour- V7 Grip Rollerball Pen BXGPN-	Pilot	1 packet (1 pkt=10 pcs)				
19	Pilot Pen	Green colour- V7 Grip Rollerball Pen BXGPN-	Pilot	1 packet (1 pkt=10 pcs)				
20	Pilot Pen	Blue Colour -V signature pen	Pilot	1 packet (1 pkt=10 pcs)				
21	Pilot Pen	Black Colour -V signature pen	Pilot	1 packet (1 pkt=10 pcs)				
22	Pilot Pen	Red Colour -V signature pen	Pilot	1 packet (1 pkt=10 pcs)				

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23	Pilot Pen	Green Colour-V signature pen	Pilot	1 packet (1 pkt=10 pcs)				
24	Marker Pen	Blue Colour Permanent	Camlin	1 packet (1 pkt=10 pcs)				
25	Marker Pen	Black Colour Permanent	Camlin	1 packet (1 pkt=10 pcs)				
26	Marker Pen	Red Colour Permanent	Camlin	1 packet (1 pkt=10 pcs)				
27	Marker Pen	Green Colour Permanent	Camlin	1 packet (1 pkt=10 pcs)				
28	Marker Pen	Blue Colour CD-DVD	Camlin	1 packet (1 pkt=10 pcs)				
29	Marker Pen	Black Colour CD-DVD	Camlin	1 packet (1 pkt=10 pcs)				
30	Marker Pen	Red Colour CD-DVD	Camlin	1 packet (1 pkt=10 pcs)				
31	Marker Pen	Green Colour CD-DVD	Camlin	1 packet (1 pkt=10 pcs)				
32	Marker Pen	Blue Colour For White board	Camlin	1 packet				
33	Marker Pen	Black Colour For White board	Camlin	(1 pkt=10 pcs)				
34	Marker Pen	Red Colour For White board	Camlin	1 packet				
35	Marker Pen	Green Colour For White board	Camlin	(1 pkt=10 pcs)				
36	Pencil	Wood material	Apsara	1 packet (1 pkt=10 pcs)				
37	Pencil	Klick 0.9 mm Pencil, Built-in-Eraser.	Camlin	1 nos				
38	Pencil Lead	Line Size : 0.9 mm	Camlin	1 packet (1 pkt=10 pcs)				
39	Scissor	128 mm small size	Munix	1 nos				
40	Scissor	210 mm small size	Munix	1 nos				
41	Notebook	21.6 X 14 CM- (300 pages single ruled) 70 GSM paper, wiro binding, Multicolour poly Dividers	Matrix	1 nos				
42	Notebook	27,9 x21.6 Cm. (300Pages single ruled) 70 GSM paper, wiro binding, Multicolour poly Dividers	Matrix	1 nos				
43	Doorbell	Cordless	Local or Custom Made	1 nos				
44	Scale	Plastic material 30 CM	Faber Castell	1 packet (1 pkt=10 pcs)				

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45	Scale	Steel material 30 CM	Local or Custom Made	1 nos				
46	Highlighter	Mix Colour	Faber Castell	1 packet (1 pkt=5 pcs)				
47	Calculator	12 Digits	Casio	1 nos				
48	Calculator	12 Digits	Citizen	1 nos				
49	Cellotape	1 Inch white transparent	Four Pillar	1nos				
50	Cellotape	2 Inch Brown	Local or Custom Made	1 nos				
51	Cellotape	2 Inch White transparent	Local or Custom Made	1 nos				
52	Cellotape	Double Side	Local or Custom Made	1 nos				
53	Pinstick Cheque Security Stickers	Rectangle in shape	Local or Custom Made	1 packet (1 pkt= 500 pcs)				
54	Cutter	Small in size	Local or Custom Made	1 nos				
55	Cutter	Big in size	Local or Custom Made	1 nos				
56	Stamp Pad	Blue colour (Violet) with size 110mm X69 mm	Faber Castell	1 nos				
57	Stamp Pad	Black colour with size 110mm X69 mm	Faber Castell	1 nos				
58	Stamp Pad	Red colour with size 110mm X69 mm	Faber Castell	1 nos				
59	Stamp Pad	Blue Colour (Voilet) Size:15.7cm X 9.6 cm	Camlin	1 nos				
60	Stamp Pad	Black Colour) Size:15.7cm X 9.6 cm	Camlin	1 nos				
61	Stamp Pad	Red Colour Size:15.7cm X 9.6 cm	Camlin	1 nos				
62	Stamp Pad Ink	Blue colour (Violet) 60 ML bottle	Faber Castell	1 nos				
63	Stamp Pad Ink	Black colour 60 ML bottle	Faber Castell	1 nos				
64	Stamp Pad Ink	Red colour 60 ML bottle	Faber Castell	1 nos				
65	Stamp Pad Ink	Blue colour (Violet) 100 ML bottle	Camlin	1 nos				
66	Stamp Pad Ink	Black colour 100 ML bottle	Camlin	1 nos				
67	Stamp Pad Ink	Red colour 100 ML bottle	Camlin	1 nos				
68	White Board Care	White Board Care in liquid in 100 MLbottle	Luxor	1 nos				

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69	Sketch Pen	Multi colour Sketch Pens	Luxor	1 packet (1 pkt= 12 pcs)				
70	Correction Pen (Whitener)	Ink quantity 10 ml	Camlin	1 nos				
71	Pad Coloured	Pad Multi colour without sticking (4 inch x 4 inch)	Local or Custom Made	1 packet (1 pkt=250 sheets)				
72	Post IT	4 colour page markers size 19mm X76 mm	3:00 AM	1 packet (1 pkt=200 sheets)				
73	Sticky Note Pad	Yellow colour Size: 75mm X75mm	3:00 AM	1 packet (1 pkt=100 sheets)				
74	File divider	Card board paper to divide papers kept in a file	Local or Custom Made	1 packet (1 pkt=50 sheets)				
75	Stapler	HD 10 D	Kangaro	1 nos				
76	Stapler Pin	Size-HD 10 D	Kangaro	1 box (1 box= 20 packets)				
77	Stapler Pin	Size-24/6 1m	Kangaro	1 box (1 box= 20 packets)				
78	Stapler Pin	Size- 23/15 H	Kangaro	1 box (1 box= 20 packets)				
79	Stapler Pin	Size-23/8	Kangaro	1 box (1 box= 20 packets)				
80	Stapler Pin	Size-10/1	Kangaro	1 box (1 box= 20 packets)				
81	Punch Machine	Model:-DP-600 Punching Capacity: 22 Sheets Punching Dia: 5.50 mm Punching Distance: 80 mm	Kangaro	1 nos				
82	Sutali	Brown in colour Jute make of approx. 1 kg	Local or Custom Made	1 roll				
83	Eraser	White colour non dust eraser	Apsara	1 packet (1 pkt=20 nos)				
84	Sharpener	Sharpener	Natraj	1 packet (1 pkt=20 nos)				
85	Note Book	100 pages single line	World Star	1 nos				
86	Note Book	200 pages single line	World Star	1 nos				
87	Attendance Register	C-ruled 350 pages (5 quire)	Ekal	1 nos				

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88	Attendance Register	C-ruled 280 pages (4 quire)	Ekal	1 nos				
89	Attendance Register	C-ruled 210 pages (3 quire)	Ekal	1 nos				
90	Attendance Register	C-ruled 150 pages (2 quire)	Ekal	1 nos				
91	Swing File	A-4 size with long clip at left side	Local or Custom Made	1 nos				
92	Swing File	A-4 size with short clip at left side	Local or Custom Made	1 nos				
93	Patti File	A-4 size	Local or Custom Made	1 nos				
94	Patti File	Legal size	Local or Custom Made	1 nos				
95	A-4 size plain white Xerox papers	75 GSM	J.K. Copier	1 ream (1 ream=500 papers)				
96	A-3 size plain white Xerox papers	75 GSM	Copy Power	1 ream (1 ream=500 papers)				
97	Legal Size plain white Xerox papers	75 GSM	Copy Power	1 ream (1 ream=500 papers)				
98	Legal size plan Green FS Paper Ledger	80 GSM	Bilt Matrix	1 ream (1 ream=500 papers)				
99	Fevistick	15 gm Glue Stick non toxic	Pidilite	1 nos				
100	Fevigum	200 ml bottle	Pidilite	1 nos				
101	self-Adhesive labels	(NJMPL 12 L 100 X 44 WR) Size:210MM X 297MM	Novajet	1 packet (1 pkt=100 sheets)				
102	Glossy Photo Paper	180Gsm A4 Size: 210 X 297mm	Kent	1 packet (pkt=20 sheets)				
103	Polyester Transparency Film	A4 210x297mm Transparent	Plus	1 packet (1 pkt=100 sheets)				
104	Carbon Paper	Pen/Pencil Carbon Paper, Sapphire Blue in colour	Kores	1 packet (1 pkt=100 sheets)				
105	Damper Round	Damper Round in plastic dabba	Local or Custom Made	1 nos				
106	Handy Duster	Handy duster. Material- Plastic. Size-5 Inch	Omega	1 nos				
107	White Chalk	White colour dustless chalk. Size: L-10 CM, W-15cm & H-10CM	Kores	1 packet (1 pkt= 12 pcs)				

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108	Multicolour chalk	Multi colour dustless chalk. Size: L-10 CM, W-15cm & H-10CM	Kores	1 packet (1 pkt= 12 pcs)				
109	Key Chain	Multi colour plastic key chains.	Omega	1 dabba (1 dabba=50 nos)				
110	1 to 31 Index	1 to 31 number index sheets	Local or Custom Made	1 packet (1 packet=31 sheets)				
111	Transparent Sheet	A-4 size white transparent sheet	Local or Custom Made	1 packet (1 pkt=100 pcs)				
112	Spiral Sheet	A-4 size Spiral Sheet with Back Cover Blue	Local or Custom Made	1 packet (1 pkt=100 pcs)				
113	Spiral Sheet	A-4 size Spiral Sheet with Back Cover Black colour	Local or Custom Made	1 packet (1 pkt=100 pcs)				
114	C ruled Register	280 pages C ruled Register single line	Ekal	1 nos				
115	C ruled Register	208 pages C ruled Register single line	Ekal	1 nos				
116	C ruled Register	138 pages C ruled Register single line	Ekal	1 nos				
117	Car Freshener	Quantity:75 ML	Ambipur	1 nos				
118	Only Side patti of Patti file	A-4 size only patti of patti file.	Local or Custom Made	1 nos				
119	Only Side patti of Patti file	Legal size only patti of patti file.	Local or Custom Made	1 nos				
120	Binding Panama Clips	The clips used to file the papers (max 25	Local or Custom Made	1 packet (1 pkt= 50 pcs)				
121	Duplicate Book	Duplicate Book No.2 total 100 sheets in one book	Local or Custom Made	1 nos				
122	Duracell Battery	AA with 1.5 V	Duracell	1 nos				
123	Duracell Battery	AAA with 1.5 V	Duracell	1 nos				
124	Duracell Battery	9V ALKALINE Duracell Ultra	Duracell	1 nos				
125	Duracell Battery	C2 ALKALINE with 1.5 V	Duracell	1 nos				
126	Eveready Battery	AA with 1.5 V	Eveready	1 nos				
127	Eveready Battery	AAA with 1.5 V	Eveready	1 nos				
128	Eveready Battery	Eveready heavy duty with battery capacity of 9V	Eveready	1 nos				

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129	Rechargeable battery	AAA Ni-MH rechargeable battery	Panasonic	1 packet (1 pkt=2 nos)				
130	High Voltage Alkaline Batteries	High Voltage Alkaline Batteries 23A SUPER 23AE-2C. 12V	GP	1 packet (1 pkt=5 nos)				
131	Lithium battery	Micro Lithium Cell CR2032 of 3V	Maxell	1 packet (1 pkt=5 nos)				
132	1/3 C ruled Register	422 pages. Single line. Size 10 Inch X 15 Inch	Local or Custom Made	1 nos				
133	Ledger Index Register	285 pages with index page having column of name and page number with to A to Z letters on right side.	Local or Custom Made	1 nos				
134	Stock Register	212 pages with index page having column of name and page number with to A to Z letters on right side.	EKAL	1 nos				
135	Sumo Box file	3 mm thickness. 8CM spine. Lamination from outside. Paper filed: A-4, Legal, Full Scape size	Local or Custom Made	1 nos				
136	Sumo Spring File	Side Cloth Binding. Cardboard File with good quality. 1Inch deepness at clipside. Inside spring clips for filing papers. Paper filed: A-4, Legal, Full Scape size	Local or Custom Made	1 nos				
137	Pierre Cardin Twist Refill	Blue Colour	Pierre Cardin	1 nos				
138	Twist Refill	Black Colour	Pierre Cardin	1 nos				
139	Jumbo Metal Fine	Blue Colour	Pierre Cardin	1 nos				
140	Jumbo Metal Fine	Black Colour	Pierre Cardin	1 nos				
141	Yellow Thread	Yelow colour with silk material	Local or Custom Made	1 bundle				
142	Nylon Sutali	Plain nylon sutali available in various colour packaging type will be Plastic Packet. Length approx. 1 kg (Roll)	Local or Custom Made	1 Roll				

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143	Punch Folder	Legal size plastic material hole at sides to file the folder for filing	Local or custom made	1 nos				
144	Fevicol Bottle	100 gm bottle	Pidilite	1 nos				
145	Plastic flag	13 X45mm five colours	3A or Music 555	1 pkt				
146	Ball Pen	Blue colour	Montex winner ball 0.7 mm	1 pkt (1 pkt=10 nos)				
147	Ball Pen	Black colour	Montex winner ball 0.7 mm	1 pkt (1 pkt=10 nos)				
148	Ball Pen	Red colour	Montex winner ball 0.7 mm	1 pkt (1 pkt=10 nos)				
149	Cellotape	1 Inch Brown	Local or Custom Made	1 nos				
150	Key chain ringer	Stainless steel material 1 inch in size which split keyrings	Local or Custom Made	1 nos				

Note:-

- The above rates will be valid for one year, and there will be no changes in the same except the GST amount as declared by Govt of india from time to time.
- Vendors have to fill the entire coloum in the format as given above, and no other format will be accepted. One example of filling out the form is provided below for reference.
- Example: The rate written is random and only for sample purposes for filling up the table.**

Sr. No	Name of the Item	Specification/ Description	Brand	Unit	Quoted Amount			
					Unit Rates	GST		Total Amount
						%	GST Amt	
1	A-4 size plain white Xerox papers	75 GSM	J.K copier	1 ream (1 ream=500 papers)	175.00	12.00	21.00	196.00

CERTIFICATE FROM VENDOR

I hereby certify that I have personally visited the Institute and examined the quality of the all the above items as required by the institute. I hereby certify that the above rates are quoted as per the required quality, brand, specification etc. of the items.

Place:
Date:

Signature of the Bidder with seal

**To be submitted on company letterhead with sign and stamp on it.*