



Fair Competition  
For Greater Good

Competition Commission of India  
Hindustan Times House,  
18-20, Kasturba Gandhi Marg,  
New Delhi – 110 001

**D-15015/1/2015-CSD(109)**  
Competition Commission of India  
Hindustan Times House,  
18-20, Kasturba Gandhi Marg,  
New Delhi – 110 001

**Dated : December, 2015**

**BID DOCUMENT**

**Tender for Annual Rate Contract for  
Supply of Stationery & Other General Items  
For CCI Offices**

**(Visit us at [www.cci.gov.in](http://www.cci.gov.in))**

**Not transferable**

**Signature of the tenderer**

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**SECTION-I**

**Competition Commission of India  
Hindustan Times House  
18-20, Kasturba Gandhi Marg  
New Delhi – 110 001**

No. D-15015/1/2015-CSD(109)

Dated : December, 2015

**LIMITED TENDER**

- Office of Issue : Competition Commission of India  
Corporate Services Division  
3<sup>rd</sup> Floor, Hindustan Times House  
18-20, Kasturba Gandhi Marg  
New Delhi – 110 001
- Tender No. : D-15015/1/2015-CSD(109)
- Tender Forms can be downloaded from : Website : <http://www.cci.gov.in>
- Last date of submission of Bids : Upto 08<sup>th</sup> January, 2016, Time 1500 Hrs.
- Date of opening of Technical bid : On 08<sup>th</sup> January, 2016, Time 1530 Hrs.  
[If the tender opening date is declared a holiday by Govt. of India then the tender shall be opened on next working day at 15:30 Hrs.]
- Date of opening of Financial bid : **To be notified later**
- Earnest Money : ₹ 50,000/- (Rupees Fifty Thousand only)
- Total Estimated Cost : Approx. ₹ 20.00 Lakhs (Per Annum)

Sealed limited tenders under two bid system i.e. "**Technical Bid**" & "**Financial Bid**" are invited from interested and eligible firms for Annual Rate Contract for "Supply of Stationery and other General Items" in Competition Commission of India, New Delhi.

The Technical & Financial bids should be sealed by the bidder in separate covers duly superscripted as "**Technical Bid - Supply of Stationery and other General Items**" and "**Financial Bid - Supply of Stationery and other General Items**" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted as "**Tender for Supply of Stationery and other General Items**".

Bidders shall have to submit Earnest Money Deposit (EMD) of ₹ 50,000/ - (Rupees Fifty Thousand only) in the form of '**Demand Draft / Pay Order**' drawn on any scheduled bank in favour of "**Competition Commission of India (Competition Fund) Account**" payable at Delhi along with the bid documents.

Intending eligible bidders may download the bid document from the website of Competition Commission of India i.e. [www.cci.gov.in](http://www.cci.gov.in).

For any clarification regarding any terms and conditions of the tender, bidders may contact the **Assistant Director (CS)**, Competition Commission of India, Corporate Services Division, 3<sup>rd</sup> Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi- 110004 (**Ph. No. 011-23473688**).

**(Surender Singh)**  
Asstt. Director (CS)

## **Section - II**

### **INSTRUCTIONS FOR SUBMISSION OF TENDER**

#### **1. PREAMBLE**

Competition Commission of India (CCI), a statutory body of Govt. of India, intends to enter into a rate contract with a reputed firm for **Supply of Stationery and other General Items** for use by its office. Requirement of Stationery & other General Items are enclosed at **Annexure - I** to the Tender Document. The terms and conditions are described in "**Terms & Conditions Governing the Tender**" in **Section-III**.

#### **2. BONAFIDE OFFERS**

The bidder should be bonafide, which shall mean an entity:

- (a) Having a registration certificate of the firm;
- (b) Having Permanent Account Number;
- (c) Having Service Tax, Sale Tax, and VAT registration;
- (d) Having annual turnover of Rs. One Crore.
- (e) Having executed at least two rate contracts for supply of stationery and other such items of work of value not less than Rupees Twenty Five Lakhs each in any Central/State Govt. & Public Sector Undertaking/Autonomous Bodies, within the preceding three years as on 31-03-2015;
- (f) Meeting all other requisites laid down in this Section and elsewhere in the tender document.

#### **3. TENDER DOCUMENT**

The tender document consists of all documents listed at the page No. 2 of this document. The tender must be submitted through a '*Letter of Submission of Tender*' as per **Annexure-II** in the manner indicated below, failing which the tender is liable to be rejected. **Incomplete or conditional tender shall be rejected.**

#### **4. SUBMISSION OF TENDERS – TIME LIMIT/MODE**

The tender documents duly completed should be submitted in **two separate** parts. The **first part** should be sealed in a separate envelope and superscripted as "**Technical Bid - Supply of Stationery & other General Items**". This should contain all the information as given at **Annexure-III** which would enable CCI to decide on credentials of the tenderers for supplying the required items besides EMD (para 10 of Section-III) and other documents listed below in para 4.1.1 and elsewhere in the Section. The **second part** (**Annexure-VII**) will consist of the "**Financial Bid - Supply of Stationery & other General Items**" and should be superscripted on the second envelope as such and should also be sealed. Both the envelopes should be sealed in one envelope and duly superscripted as "**Tender for - Supply of Stationery & other General Items**" and addressed to Assistant Director(CS), CS Division, CCI.

**4.1.1. The following documents must be submitted in the Technical Bid :-**

- Letter of Submission of Tender along with **Annexure-III**.
- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft/Pay Order of ₹ 50,000/- (Rupees Fifty Thousand only) towards Earnest Money Deposit.
- Copy of Certificate of Incorporation/Registration
- Copy of PAN Card.
- Proof of registration for Service Tax, Sale Tax, VAT.
- Documentary proof showing annual turnover of Rs. One Crore (Income Tax Returns and Audited Statements of Accounts for last three years).
- Copies of proof of executing at least two rate contracts for supply of stationery and other such items of work of value not less than Rupees Twenty Five Lakhs each in any Central/ State Govt. & Public Sector Undertaking/Autonomous Bodies within the preceding three years as on 31-03-2015.
- An undertaking (as per Annexure-V) to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performance.

**4.1.2 The Schedule of Rates (SOR) given at Annexure-VII duly filled in and signed by the tenderer, shall be submitted in the 'Financial Bid'. **A bidder is required to quote for all the items in full as given in SOR. Bids which are not for all the items in full in SOR, will not be considered.****

4.2 **All rates shall be quoted only in the proper form i.e. in the SoR** (Annexure-VII) **indicating basic rates and rate of taxes separately.** Each page shall be signed in full by the tenderer or his authorized signatory as described in sub paras above.

4.3 The schedule of rates should be filled in carefully after considering all the aspects of work as described in the **Section-III** on "**Terms & Conditions Governing the Tender**". No request for change or variation in rates or terms and conditions of the tender shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.

4.4 The tender document duly completed as described in para above must reach the designated address up to **1500 hrs on 08<sup>th</sup> January, 2016**.

4.5 Sealed tenders shall be submitted either by post/with acknowledgement due or in person. Tenders can be dropped in the tender box kept at CCI Reception, 3<sup>rd</sup> Floor, H.T. House, Kasturba Gandhi Marg, New Delhi.

4.6 Tenders received after the scheduled date and time shall not be considered under any circumstances.

- 4.7 The tenderer will have to submit an analysis of rates if called upon to do so by CCI.
- 4.8 CCI reserves the right to:-
- Accept or reject any or all the Technical and financial Bids without assigning any reasons.
  - Withdraw/Cancel the tender process without assigning any reasons thereto.
  - Disqualify the tenderers blacklisted by Central/State Govts./Public Sector Units/Autonomous Bodies or whose contracts have been terminated on account of poor performance.
- 4.9 Any variation, addition and/or omissions in the quantity/quality of items to be actually ordered shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of supplies ordered.

**5. EARNEST MONEY:**

- 5.1 The tenderer shall deposit a sum of ₹ 50,000/- (Rupees Fifty Thousand only) as earnest money along with completed tender documents. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to CCI. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited.
- 5.2 The deposit as referred to under para 5.1 above shall be made by Pay Order' or Demand Draft made in favour of **Competition Commission of India (Competition Fund A/c)** payable at New Delhi and valid for the period of validity of the tender.

**6. OPENING OF BIDS:**

- 6.1 The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend, at **1530 hrs on 08<sup>th</sup> January, 2016** at CCI. Authorisation letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in **Annexure- IV**).
- 6.2 Only one representative for each bidder shall be authorized and permitted to attend the bid opening.
- 6.3 The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, at the same time and venue.

**7. PREVIOUS EXPERIENCE:**

The tenderers shall enclose copies of proof of at least two executed rate contracts for supply of stationery and other such items of work of value not less than Rupees Twenty Five lakhs each, in any Central/ State Govt. & Public Sector Undertaking/Autonomous Bodies within the preceding three years as on 31-03-2015.

**8. VALIDITY OF OFFER:**

The tenderer will be required to keep the offer open for a period of **120 (One Hundred Twenty) days** from the last date of submission of tender. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner.

**9. ACCEPTANCE OF TENDER:**

9.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of CCI who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.

9.2 Acceptance of tendered rates will be communicated to the firm through a letter as soon as the process is finalized.

9.3 All the tender documents submitted by a tenderer shall become the property of CCI and CCI shall have no obligation to return the same to the tenderers.

9.4 Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

9.5 If the tenderer deliberately gives wrong information or conceals any information/facts in the tender or uses any fraudulent means for acceptance of the tender, then CCI reserves the right to reject such tender at any stage of execution without any financial liability and initiate legal action against such tenderer as it deems fit.

**10. EXECUTION OF AGREEMENT:**

10.1 The firm whose tender is accepted shall be required to **execute an Agreement within fifteen (15) days of the date of issue of communication from CCI's office and start the work from the date as mentioned in the communication.** Failure to do so shall constitute a breach of the contract.

10.2 The tenderer shall treat the contents of the tender documents as private and confidential.

**11. POSTAL ADDRESS FOR COMMUNICATION:**

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at the said address shall be deemed to have reached the tenderer in time.

**(Surender Singh)**  
Asstt. Director(CS)



**Section – III**

**TERMS & CONDITIONS GOVERNING THE TENDER**

**1. TERMS AND CONDITIONS:**

- 1.1 The Rate Contract for supply of stationery and other general stores items shall be valid for a period of one year from the date of commencement of Contract. The Annual Rate Contract (RC) awarded under present Tender Enquiry will be in the nature of a Standing Offer. The Supply Order may be placed from time to time against the RC. CCI does not give any guarantee of minimum purchase under the present RC.
- 1.2 If the successful Bidder fails to fulfil his obligations under the present RC i.e., non-adherence to terms and conditions, CCI after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to CCI.
- 1.3 The tendering firms will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.

**2. Delivery period:**

- 2.1 Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. Requirements indicated as “Immediate” will have to be supplied urgently not later than 2 days. In case of delay beyond the stipulated period, a penalty of Rs. 200/- per day of delay will be levied.
- 2.2 In the case of rejected items, the replacement is to be made within two days of receipt of information regarding rejection of items. Else, penalty @ Rs.200/ per day will be levied.
- 2.3 In the case of short supply, the items are to be replenished within the time stipulated in the supply order. Otherwise, penalty @ Rs.200/- per day of delay will be levied.

**3. Payment terms:**

- 3.1 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
- 3.2 TDS and all other taxes will be deducted as per applicable rules.

**4. Despatch instructions:** Stores are required to be delivered at CCI’s Office at Hindustan Times House, Kasturba Gandhi Marg, New Delhi-110001 and at Office of DG CCI, HUDCO Vishala Building, Bhikaji Cama Place, New Delhi premises and no additional payment will be made on account of freights/transportation. CCI will not pay

separately for transit insurance and the tenderer will be responsible till the entire stores ordered for, arrive in good condition at the CCI offices

**Signature of the tenderer**

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**5. Risk Purchase:** In case the tenderer fails to supply the ordered quantity within the stipulated time limit, CCI may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.

**6. GUARANTEE/WARRANTY:**

6.1 The tenderer shall guarantee that the stores, articles sold/ supplied to the CCI under this tender shall be of the best quality and new (i.e. fresh stock) in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The items supplied shall be fresh and in no case it shall be beyond the date of expiry.

6.2 The successful tenderer shall ensure that the items supplied are as per the specifications mentioned in the supply order and of good quality & free from defects. In case the items/articles are not as per the specifications and required quality, the same are liable to be rejected by CCI. Decision of CCI will be final on this account. The rejected items must be removed by the successful tenderer from CCI's premises within three days from the date of information of their rejection. The expenses incurred on this account shall be borne by the successful tenderer.

**7. DURATION OF CONTRACT:**

7.1 The contract shall be awarded for a period of one year initially from the date of commencement of the Contract. CCI will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of CCI.

7.2 However, it will be obligatory on the part of the tenderer to continue to work at the rates prevailing on the last date of the Contract even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

**8. SECURITY DEPOSIT:** The successful tenderer whose rates are finally accepted shall deposit a sum of ₹ 2,00,000/- (Rupees Two Lakhs only) as Security Deposit within 7 days from the date of the communication of award of contract by way of Fixed Deposit Receipts or Bank Guarantee which will be valid for a period of 6 more months beyond the period of contract. The EMD amount of ₹ 50,000/- deposited by bidder will be refunded. No interest will be paid on the performance security.

**9. CCI reserves the right to terminate the Contract at any time without assigning any reason/notice.**

**10. CRITERIA FOR EVALUATION OF BIDS:**

10.1 **Technical Bid:-** The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:-

- Letter of Submission of tender.

- The tender document with all pages duly signed with official seal.
- Copy of Certification of Incorporation/Registration.

**Signature of the tenderer**

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- Copy of Income tax PAN Card.
- Copy of Service Tax, Sale Tax, VAT Registration.
- Documentary proof showing annual turnover of Rs. One Crore (Copies of Income Tax Returns and Audited Statement of Accounts for the last three years).
- Copies of at-least two executed Rate Contracts for supply of stationery and other such items of work of value not less than Rupees Twenty Five Lakhs each in any Central/ State Govt. & Public Sector Undertaking/Autonomous Bodies, within the preceding three years as on 31-03-2015;
- Earnest Money Deposit of ₹ 50,000/- (Rupees Fifty Thousand only) in form of bank draft/ pay order.
- An Undertaking to the effect that the tenderer has not been blacklisted by Central/ State Govt./Public Sector Units/Autonomous Bodies, or its contracts have not been terminated on account of poor performance.

10.2 **Financial Bid:-** The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above. The financial bids for supply of stationery and other general items will be evaluated as per the weightage given in SOR and as per the rates quoted by the bidders in Schedule of Rates (Annexure-VII).

**EVALUATION CRITERIA:** *The L-1 bidder will be determined based on total cost of the items to be worked out on the basis of unit price quoted by the firm multiplied by the weightage (in %) indicated for the items in the SOR.*

- For a valid quote, a bidder is required to quote for all the items in the SOR.
- Contract will be awarded to the firm which emerges as L1 (as determined by the procedure given in Evaluation Criteria).

## **11. FORCE MAJEURE:**

11.1 If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the firm may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to CCI within seven calendar days from the date of occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of CCI as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

11.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Contract.

**12. LAWS GOVERNING AGREEMENT/CONTRACT:**

The Agreement/Contract entered into between CCI and the firm shall be governed by the laws of India for the time being in force.

**13. JURISDICTION OF COURTS:**

The court of the place where the Agreement/Contract is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement/Contract.

**14. ARBITRATION:**

In the event of any dispute arising between CCI and the firm in any matter covered under this Agreement/Contract or arising directly or indirectly therefrom or connected or concerned with the said Agreement/Contract in any manner of its implementation of any terms and conditions of the said Agreement/Contract, the matter shall be referred to the Secretary, CCI who may act as sole arbitrator or may nominate an officer of CCI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of CCI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made thereunder. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.

**15. GENERAL:**

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Dy. Director (CS), CS Division, CCI, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Contract shall also be decided by making reference to him and his decision shall be final and binding.

**(Surender Singh)**  
Asstt. Director (CS)

**The scope of work and all terms and conditions listed from para 1 to 15 along with their sub-paras have been read carefully, understood and accepted.**

Signature of the tenderer

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**ANNEXURE - I**

**REQUIREMENT OF STATIONERY & OTHER GENERAL ITEMS**

**STATIONERY ITEMS**

<b>S.No</b>	<b>Description of the Items</b>	<b>Make/Brand/Specification Or Equivalent</b>	<b>Approx. Annual Qty. required</b>	
1	Attendance Register, 96 pages	ABD/SNG	20	nos.
2	Binder Clips(19mm)	SOI/Saya/Best	150	Pkts.
3	Binder Clips(25mm)	SOI/Saya/Best	150	Pkts.
4	Binder Clips(32mm)	SOI/Saya/Best	150	Pkts.
5	Blue Sheet	Diamond/Lehar/NG	5	Pkts.
6	Board marker	Flair/luxor/Reynolds	100	nos.
7	CD Case (100 CD stronger)	Moserbaer/Sony	2	nos.
8	CD Mailer	Prakash/Moserbaer	100	nos.
9	CD marker (Black)	Luxor/Reynolds	50	nos.
10	CDs (RW)	Moserbaer/Sony	400	nos.
11	Cello tape (1") Transparent (65 m)	Diamond/Wonder/Aeromax	50	nos.
12	Cello tape (1/2") Transparent (65m)	Diamond/Wonder/Aeromax	100	nos.
13	Paper Cutter (Blade 0.5 mm Thick)	Kebica/Best/Primer	50	nos.
14	Dak Pad	Neelgagan/Diplomat/Pooja	50	nos.
15	Diary (Section Diary - 400 pgs)	ABD/N.G/Shipra	60	nos.
16	Drawing Pin (Plastic Head)	Bell/Zen	50	nos.
17	DVDs (RW)	Moserbaer/Sony	200	nos.
18	Engagement Stand (A4 size)	Kebica/N.G	20	nos.
19	Envelops White (10 x 4 1/2)	Satyam/Gel Mahal	500	nos.
20	Envelops Yellow laminated A-4 size	Satyam/Gel Mahal	500	nos.
21	Envelops yellow with cloth A-4 size	Satyam/Gel Mahal	500	nos.
22	File Board	Neelgagan/Pooja	4000	nos.
23	File & Magazine Rack	Solo/Megha	20	nos.
24	File Cover (size 10"x 14", 350 GSM with centre cloth patti)	Neelagagan/Diplomat/Pooja	500	nos.
25	File tray	Kebica/Solo/Megha	25	nos.
26	Paper Clip (Plastic coated)	Bun Chin/Zen	150	Pkts.
27	Glue Stick(15 g)	Faber Castle/Kores	600	nos.
28	Gum bottle(150ml)	Camllin/Hansa	10	nos.
29	Highlighter (All Colours)	Faber Castle/Luxor	600	nos.
30	Lever Arch File(RK-102)	Solo/World One	200	nos.
31	Log Book (400 pages)	ABD/Shipra/N.G	30	nos.
32	Magnetic Duster	Ikon/Aeromax	30	nos.
33	Micron Sheet(A4 size) Transparent	Diamond/Lehar/NG	5	Pkts.
34	Mouse Pad	Comfort/Moserbaer	50	nos.

**Signature of the tenderer**

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<b>S.No</b>	<b>Description of the Items</b>	<b>Make/Brand/Specification Or Equivalent</b>	<b>Approx. Annual Qty. required</b>	
35	Note Sheet Green (Legal size) 80 gsm	Neelgagan/ABD/Sarasvati	700	Pkts.
36	Packing tape (Brown)(2 <sup>1/2</sup> x65mtr.)	Wonder/Diamond/Lehar/NG	250	nos.
37	Paper Separator	Solo/Diplomat	100	sets.
38	Pen (Roller Ball)	Uniball/Pilot/Phoenix	700	nos.
39	Pen Ball Point	Cello/Flair/Reynolds	3700	nos.
40	Pen Gel	Trimax/Cello/Flair	2000	nos.
41	Pen Pencil Holder	Omega/Solo/Kebica	50	nos.
42	Pen stand	Kebica/Solo	30	nos.
43	Pencil Writing (HB Non-Toxic)	Natraj/Apsara/Faner Castell	180	Pkts.
44	Pencil Eraser (Non-Dust)	Natraj/Apsara	500	nos.
45	Pencil Sharpener	Natraj/Apsara	500	nos.
46	Peon Book	ABD/Shipra/N.G	60	nos.
47	Permanent Marker	Luxor/Reynolds/Pik	150	nos.
48	Photocopy Paper - A4 75gsm	JK/Century/Power/Spectra	6000	ream
49	Photocopy Paper (Legal size) 75gsm	JK/Century/Power/Spectra	1000	ream
50	Pen Hi-Tech V-5, Pilot or Equivalent	Luxor/Reynolds	300	nos.
51	Paper Pin (Awl Pin) Net Wt – 60 gm	Bun Chin/Zen	20	Pkts.
52	Pin cushion	Diamond/Aeromax	60	nos.
53	Plastic Folder - Normal	N.G/Solo	6000	nos.
54	Plastic Folder solo (101)	N.G/Solo/Word One	4000	nos.
55	Poker (Steel)	Kebica/Aeromax	10	nos.
56	Prompts (Colour Flags tri-colour)	Post-it/Prompt/Stick-on	800	nos.
57	Self Adhesive Slips - Yellow (3"x2") – 100 sheets	Post-it/Prompt/Stick-on	400	nos.
58	Self Adhesive Slips - Yellow (3"x3") – 100 sheets	Post-it/Prompt/Stick-on	400	nos.
59	Paper Punch Double No.280	Kangaro/Max/Rapid	60	nos.
60	Paper Punch Double No.800	Kangaro/Max/Rapid	5	nos.
61	Paper Punch (Single Hole)	Kangaro/Max/Rapid	80	nos.
62	Register -2 quire	Neelgagan/Shpra/Swastik	200	nos.
63	Register- 4 quire	Neelgagan/Shipra/Swastik	200	nos.
64	Register- 6 quire	Neelgagan/Shipra/Swastik	200	nos.
65	Register- 8 quire	Neelgagan/Shipra/Swastik	100	nos.
66	Ring Binder(A4 DC101)Delux clip	Solo/Word One	100	nos.
67	Ring Binder(RB-402) Delux clip	Solo/Word One	100	nos.
68	Ring Binder(RB-406) Delux clip	Solo/Word One	40	nos.
69	Rubber Band(Fluorescent) 2" Dia.	Satyam/Leader	5	Pkts.
70	Scale - Plastic (long-12")	Castle/Aeromax	100	nos.

**Signature of the tenderer**

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<b>S.No.</b>	<b>Description of the Items</b>	<b>Make/Brand/ Specification Or Equivalent</b>	<b>Approx. Annual Qty. required</b>	
71	Scissor (Stainless Steel 16 cms)	Kebica/Saya/SPI	100	nos.
72	Short Hand Book	Swastik/Lotus/N.G.	150	nos.
73	Short hand Pencil	Apsara/Natraj	60	nos.
74	Signature pad	Neelgagan/Pooja	10	nos.
75	Sketch Pen	Luxor/Reynolds	800	nos.
76	Conference Pad (15x21 cm) (20 pgs)	N.G/Shipra	2000	nos.
77	Spico (10mm)	GBT/GBS/SBC	2	box
78	Spico(12mm)	GBT/GBSSBC	2	box
79	Spico(14mm)	GBT/GBSSBC	2	box
80	Spico(16mm)	GBT/GBSSBC	3	box
81	Spico(19mm)	GBT/GBSSBC	4	box
82	Spico(22mm)	GBT/GBSSBC	3	box
83	Spico(25mm)	GBT/GBSSBC	4	box
84	Spico(28mm)	GBT/GBSSBC	4	box
85	Spico(45mm)	GBT/GBSSBC	5	box
86	Spico(51mm)	GBT/GBSSBC	6	box
87	Spiral pad(50 sheets - 21 x 15 cm)	Shipra/Neelgagan	600	nos.
88	Spiral pad no. 33	Neelgagan/Shipra/Lotus	50	nos.
89	Spiral Pad no. 66	Neelgagan/Shipra/Lotus	60	nos.
90	Sponge	Aeromax/Diamond	20	nos.
91	Stamp Pad	Ashoka/Supreme	20	nos.
92	Stamp Pad Ink	Ashoka/Supreme	10	nos.
93	Stapler 10D	Kangaro/Max/Chrome	120	nos.
94	Stapler 45D	Kangaro/Max/Chrome	80	nos.
95	Stapler HD-1217	Kangaro/Max/Chrome	5	nos.
96	Stapler Pin 23/17-H	Kangaro/Max/Chrome	40	nos.
97	Stapler Pin 24/6-IM	Kangaro/Max/Chrome	300	nos.
98	Stapler Pin No-10-1M	Kangaro/Max/Chrome	600	nos.
99	Strip Binder	Solo/Word One	200	nos.
100	Tag Cotton (Green) (15")	Sun/Diamond	60	Bunch
101	Tag Cotton (White) (6 ½") Superior (10 bunches of 50 tags each)	Sun/Diamond	1200	Bunch
102	Visiting Card Holder/Book	Solo/Word One	25	nos.
103	Visitor Register(Gate register)	ABD/N.G	10	nos.
104	White fluid (Pen)	Kores/Saya	250	nos.

**GENERAL STORES ITEMS**

<b>SN</b>	<b>Description of the Items</b>	<b>Make/Brand/ Specification Or Equivalent</b>	<b>Approx. Annual Qty. required</b>	
1	Bowl	Fine bone china/Royal Queen/Gold	80	nos.
2	Mosquito Repellant Machine	All Out/Good Night	15	nos.
3	Mosquito Repellant Liquid Refill	All Out/Good Night	40	nos.
4	Calculator(12digit)	Casio/Citizen	30	nos.
5	Candle	Prakash/Prabhat	4	Pkts.
6	Cell (AAA)	Dura Cell/Eveready	100	nos.
7	Cell (pencil)	Dura Cell/Eveready	720	nos.
8	Coaster	Flora/Coffe	150	nos.
9	Cup & Saucer	Fine bone china/Royal Queen/ Sea Shell	36	sets.
10	Dak bag	Leather/Solo	5	nos.
11	Dust Bin (Plastic)	Wonder/Royal Touch	50	nos.
12	Duster white(24"x24")	J.K/P.K	1500	nos.
13	Duster yellow(24"x24")	J.K/P.K	200	nos.
14	Electric kettle	Bajaj/Philips	8	nos.
15	Extension Cord	Havells/Anchor	40	nos.
16	Glass Tumbler	Borosil/Year	300	nos.
17	Mosquito Repellant Spray	Hit/Baygon	30	nos.
18	Mirror	Galaxy/PK	12	nos.
19	Plate (full)	Fine bone china/Royal Queen/ Sea Shell	100	nos.
20	Plate (quarter)	Fine bone china/Royal Queen/ Sea Shell	100	nos.
21	Room freshener	Air Wick/Premium/Godrej	150	nos.
22	Spoon	Royal/Cello	200	nos.
23	Table Top Glass18" x 22" x 10mm(thickness)	Satyam/N.G	10	nos.
24	Flask	Milton/Godrej/Cello	60	nos.
25	Thread Plastic	Neeraj/Equivalent	15	nos.
26	Tissue/Napkin Paper	Wintex/Premier/Prestige	700	nos.
27	Towel (big)	Bombay Dyeing/Sudarshan/Century	60	nos.
28	Towel (small)	Bombay Dyeing/Equivalent	90	nos.
29	Tray	Royal/Acryllic	40	nos.
30	Wall Clock	Ajanta/Samay	60	nos.
31	Water Jug	Nayasa/Milton/Cello	60	nos.
32	Wax (Sealing)	Komal/Standard	10	nos.
33	White Board 3' x 2'	Citizen/JP	12	nos.



**LETTER OF SUBMISSION OF TENDER**

To

The Assistant Director (CS)  
Competition Commission of India  
Corporate Service Division  
3<sup>rd</sup> Floor, Hindustan Times House  
18-20, Kasturba Gandhi Marg  
New Delhi – 110 001

Subject: Tender for "**Supply of Stationery & other General Items**" for a period of one year from the date of commencement of contract.

Dear Sir,

Subject to the conditions given in the tender documents for the above mentioned TENDER, I/We hereby tender for supply of stationery and other general stores items for CCI for its offices located at H.T House, Kasturba Gandhi Marg and Bhikaji Cama Place, New Delhi at the rates specified in the SOR (Annexure - VII of the tender documents). I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all the terms and conditions laid therein.

2. The following certificates/ documents are enclosed herewith:-
  - 2.1 Certificate of Incorporation/Registration.
  - 2.2 Documentary proof showing annual turnover of Rs. One Crore (Copies of Income Tax Returns and Audited Statement of Accounts for the last three years).
  - 2.3 Copies of proof of at least two executed Rate Contracts for supply of stationery and other such items of work of value not less than Rupees Twenty Five Lakhs each in any Central/ State Govt. & Public Sector Undertaking/Autonomous Bodies, within the preceding three years as on 31-03-2015;
  - 2.4 Copy of Income Tax PAN Card;
  - 2.5 Copy of Service Tax, Sale Tax, VAT Registration;
  - 2.6 A sum of ₹ 50,000/- (Rupees Fifty Thousand only) towards Earnest Money in the form of pay order/demand draft No. \_\_\_\_\_ dated \_\_\_\_ drawn on the bank/branch In favour of Competition Commission of India (Competition Fund A/c), payable at New Delhi.
  - 2.7 An undertaking to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performance.

**Signature of the tenderer**

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- 2.8 The Schedule of Rates (SOR) duly filled and signed is enclosed in a separate sealed envelope. I/We clearly understand that this will be opened on a subsequent date only if my/our pre-qualified bid is accepted by CCI.
- 2.9 Duly signed tender document.
- 2.10 Duly filled Technical Bid Proforma (Annexure-III)

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Tenderer / (s)

Place :

Seal

Date :

Name: \_\_\_\_\_

Mobile/Tel No.: \_\_\_\_\_

Designation: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANNEXURE – III****PROFORMA FOR TECHNICAL BID**

1. Name of the Firm & Owner :  
(With Tel./Mob. Nos.)
2. Office Address with :  
Tel./Fax/Mob. Nos.
3. Date of Incorporation/Registration :  
(Attach documentary proof)
4. Registration No. (Copy of :  
Certificate to be attached)
4. Contact Person(s) Name :  
Tel./Fax/Mob. Nos.
5. Annual Turnover : 2012-13  
(Copies of Audited Statement of 2013-14  
Accounts to be Attached) 2014-15
6. PAN/TIN No./Service Tax No/  
Sales Tax/VAT Regn. No.. :  
(copies to be attached)
7. Details of executed Rate Contracts :  
of value not less than Rs.25 lakh  
each within preceding three years  
(Copies of R/Cs to be attached  
as a proof)
9. Details of Earnest Money : PO/DD No. dt.
10. Whether Terms & Conditions  
issued by CCI are acceptable  
to the Firm
11. Undertaking of Non-blacklisting to be attached:
12. Income Tax Returns : 2012-13, 2013-14 and 2014-15  
(copies to be attached)
13. Whether copies of all certificates  
have been attached as per  
Checklist.

Signature of Tenderer / (s)

Place :

Seal

Date :

Name: \_\_\_\_\_

Mobile/Tel No.: \_\_\_\_\_

Designation: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANNEXURE - IV****LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: **Authorization for attending bid opening of Tender for  
Supply of Stationery & other general items.**

The undermentioned person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Name

Specimen Signature

\_\_\_\_\_

\_\_\_\_\_

Signatures of bidder

Or

Seal

Officer authorised to sign the bid documents on behalf of the bidder.

**Note:**

1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**Signature of the tenderer**

**ANNEXURE-V**

**UNDERTAKING**

I/We undertake that \_\_\_\_\_ (*name of the company*) \_\_\_\_\_ has not been  
blacklisted by any Govt. Deptt /Public Sector Undertaking/Autonomous Body.

Signature of the authorized  
Signatory of the firm/  
Company/Organization  
Official stamp/ seal.

Date:

Place:

**ANNEXURE – VI****CHECK LIST and the order in which the documents are to be submitted  
for the Technical Bid**

Please check whether all the below mentioned documents have been supplied for participating in the tender for Annual Rate Contract for Supply of Stationery & Other General Items. The documents are to be submitted in descending order:-

<b>S.No.</b>	<b>Documents</b>	<b>Page No.</b>
1.	Letter of Submission of tender.	
2.	Tender document with all pages duly signed and embossed with official seal.	
3.	Demand Draft of ₹ 50,000 / - towards Earnest Money Deposit.	
4.	Copy of PAN Card	
5.	Proof of copy of Service Tax, Sales Tax, VAT Registration.	
6.	Copies of Certificate of Incorporation/Registration	
7.	Documentary proof showing annual turnover of Rs. One Crore (Copies Income Tax Returns and Audited Statement of Accounts for the last three years).	
8.	Copies of proof of at least two executed Rate Contracts for supply of stationery and other such items of work of value not less than Rupees Twenty Five Lakhs each in any Central/State Govt. & Public Sector Undertakings/Autonomous Bodies within the preceding three years <b>as on 31.03.2015.</b>	
9.	An Undertaking to the effect that the tenderer has not been blacklisted by Central/State Govt/Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performance.	
10.	Technical Bid Proforma duly filled (Annexure-III)	
11.	Authorization letter for the bid opening [as per Annexure – IV)	
12.	Any other document (s) [Please specify]	
13.	Schedule of Rates (as per Annexure-VII)/Financial Bid	

**Bidders to ensure**

- A. That all pages have been stamped and signed by the authorized person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (clearly readable).

\*\*\*\*\*

**Signature of the tenderer**

(To be kept in a separate envelope)

ANNEXURE - VIIPROFORMA FOR FINANCIAL BIDSCHEDULE OF RATES (SOR) TO BE QUOTED FOR SUPPLY OF STATIONERY & OTHER GENERAL ITEMSSTATIONERY ITEMS

S.No.	Description of the Items	Make/Brand/ Specification Or Equivalent	Unit	Unit Price	Tax Rate	Weightage (in %)	Total
(a)	(b)	(c)		(d)	(e)	(f)	(g) = (d) x (f)
1	Attendance Register, 96 pages	ABD/SNG	nos.			0.03	
2	Binder Clips(19mm)	SOI/Saya/Best	Pkts.			0.24	
3	Binder Clips(25mm)	SOI/Saya/Best	Pkts.			0.26	
4	Binder Clips(32mm)	SOI/Saya/Best	Pkts.			0.31	
5	Blue Sheet	Diamond/Lehar/NG	Pkts.			0.08	
6	Board marker	Flair/luxor/Reynolds	nos.			0.08	
7	CD Case (100 CD stronger)	Moserbaer/Sony	nos.			0.03	
8	CD Mailer	Prakash/Moserbaer	nos.			0.03	
9	CD marker (Black)	Luxor/Reynolds	nos.			0.05	
10	CDs (RW)	Moserbaer/Sony	nos.			0.46	
11	Cello tape (1") Transparent (65 m)	Diamond/Wonder/Aeromax	nos.			0.07	
12	Cello tape (1/2") Transparent (65m)	Diamond/Wonder/Aeromax	nos.			0.09	
13	Paper Cutter (Blade 0.5 mm Thick)	Kebica/Best/Primer	nos.			0.08	
14	Dak Pad	Neelgagan/Diplomat/Pooja	nos.			0.15	
15	Diary (Section Diary - 400 pgs)	ABD/N.G/Shipra	nos.			0.78	
16	Drawing Pin (Plastic Head)	Bell/Zen	nos.			0.06	
17	DVDs (RW)	Moserbaer/Sony	nos.			0.28	
18	Engagement Stand (A4 size)	Kebica/N.G	nos.			0.35	
19	Envelops White (10 x 4 1/2)	Satyam/Gel Mahal	nos.			0.02	
20	Envelops Yellow laminated A-4 size	Satyam/Gel Mahal	nos.			0.09	
21	Envelops yellow with cloth A-4 size	Satyam/Gel Mahal	nos.			0.12	
22	File Board	Neelgagan/Pooja	nos.			2.22	
23	File & Magazine Rack	Solo/Megha	nos.			0.21	
24	File Cover (size 10" x 14", 350 GSM with centre cloth patti)	Neelagagan/Diplomat/Pooja	nos.			0.28	
25	File tray	Kebica/Solo/Megha	nos.			0.24	
26	Paper Clip (Plastic Coated)	Bun Chin/Zen/Globe	Pkts.			0.13	
27	Glue Stick(15 g)	Faber Castlel/Kores	nos.			0.78	
28	Gum bottle(150ml)	Camllin/Hansa/Camel	nos.			0.01	
29	Highlighter (All Colours)	Luxor/Kores/Faber	nos.			0.50	
30	Lever Arch File(RK-102)	Solo/World One	nos.			1.02	
31	Log Book (400 pages)	ABD/Shipra/N.G	nos.			0.39	

Signature of the tenderer

S.No.	Description of the Items	Make/Brand/ Specification Or Equivalent	Unit	Unit Price	Tax Rate	Weightage (in %)	Total
32	Magnetic Duster	Ikon/Aeromax	nos.			0.06	
33	Micron Sheet(A4 size) Transparent	Diamond/Lehar/NG	Pkts.			0.08	
34	Mouse Pad	Comfort/Moserbaer	nos.			0.09	
35	Note Sheet Green (Legal size) 80 gsm	Neelgagan/ABD/Sarasvati	Pkts.			2.08	
36	Packing tape (Brown)(2 <sup>1/2</sup> x65mtr.)	Wonder/Diamond/Lehar/NG	nos.			0.64	
37	Paper Separator	Solo/Diplomat	sets.			0.51	
38	Pen (Roller Ball)	Uniball/Pilot/Phoenix	nos.			1.75	
39	Pen Ball Point	Cello/Flair/Reynolds	nos.			1.03	
40	Pen Gel	Trimax/Cello/Flair	nos.			3.89	
41	Pen Pencil Holder	Omega/Solo/Kebica	nos.			0.25	
42	Pen stand	Kebica/Solo	nos.			0.67	
43	Pencil Writing (HB Non-Toxic)	Natraj/Apsara/Faber Castle	Pkts.			0.25	
44	Pencil Eraser (Non-Dust)	Natraj/Apsara/Faber Castle	nos.			0.12	
45	Pencil Sharpener	Natraj/Apsara	nos.			0.12	
46	Peon Book	ABD/Shipra/N.G	nos.			0.18	
47	Permanent Marker	Luxor/Reynolds/Pik	nos.			0.13	
48	Photocopy Paper - A4 75gsm	JK/Century/Power/Spectra	ream			45.35	
49	Photocopy Paper (Legal size) 75gsm	JK/Century/Power/Spectra	ream			8.96	
50	Pen Hi-Tech V-5 Pilot or Equivalent	Luxor/Reynolds	nos.			0.49	
51	Paper Pin (Awl Pin) Net Wt – 60 gms	Globe/Kangaro/Kores	Pkts.			0.02	
52	Pin cushion	Diamond/Aeromax	nos.			0.11	
53	Plastic Folder - Normal	N.G/Solo	nos.			6.39	
54	Plastic Folder solo (101)	N.G/Solo/Word One	nos.			2.04	
55	Poker(Steel)	Kangaro/Kebica/Aeromax	nos.			0.01	
56	Prompts (Colour Flags tri-colour)	Post-it/Stick On/Prompt	nos.			2.04	
57	Self Adhesive Slips - Yellow (3"x2") – 100 sheets	Post-it/Stick On/Prompt	nos.			0.93	
58	Self Adhesive Slips - Yellow (3"x3") – 100 sheets	Post-it/Stick On/Prompt	nos.			1.20	
59	Paper Punch Double No.280	Kangaro/Max/Rapid	nos.			0.27	
60	Paper Punch Double No.800	Kangaro/Max/Rapid	nos.			0.21	
61	Paper Punch (Single Hole)	Kangaro/Max/Rapid	nos.			0.25	
62	Register -2 quire	Neelgagan/Shpra/Swastik	nos.			0.46	
63	Register- 4 quire	Neelgagan/Shipra/Swastik	nos.			0.59	
64	Register- 6 quire	Neelgagan/Shipra/Swastik	nos.			0.78	
65	Register- 8 quire	Neelgagan/Shipra/Swastik	nos.			0.58	
66	Ring Binder(A4 DC101)Delux clip	Solo/Word One	nos.			0.56	
67	Ring Binder(RB-402) Delux clip	Solo/Word One	nos.			0.69	

**Signature of the tenderer**



S.No.	Description of the Items	Make/Brand/ Specification Or Equivalent	Unit	Unit Price	Tax Rate	Weightage (in %)	Total
68	Ring Binder(RB-406) Delux clip	Solo/Word One	Nos.			0.32	
69	Rubber Band(Fluorescent – 2” Dia.)	Satyam	Pkts.			0.05	
70	Scale – Plastic (long-12’)	Castle/Aeromax	Nos.			0.05	
71	Scissor (Stainless Steel – 16 cms)	Kebica/Saya/SPI	Nos.			0.31	
72	Short Hand Note Book	Swastik/Lotus/N.G.	Nos.			0.13	
73	Short Hand Pencil	Apsara/Natraj	Nos.			0.01	
74	Signature pad	Neelgagan/Pooja	Nos.			0.04	
75	Sketch Pen	Luxor/Reynolds	Nos.			0.22	
76	Conference Pad (15x21 cm ) (20 pgs)	N.G/Shipra	Nos.			1.11	
77	Spico (10mm)	GBT/GBS/SBC	Box			0.002	
78	Spico(12mm)	GBT/GBS/SBC	Box			0.002	
79	Spico(14mm)	GBT/GBS/SBC	Box			0.002	
80	Spico(16mm)	GBT/GBS/SBC	Box			0.004	
81	Spico(19mm)	GBT/GBS/SBC	Box			0.004	
82	Spico(22mm)	GBT/GBS/SBC	Box			0.004	
83	Spico(25mm)	GBT/GBS/SBC	Box			0.006	
84	Spico(28mm)	GBT/GBS/SBC	Box			0.006	
85	Spico(45mm)	GBT/GBS/SBC	Box			0.01	
86	Spico(51mm)	GBT/GBS/SBC	Box			0.01	
87	Spiral pad Class-SC code no.-211	Shipra/N.G	Nos.			1.25	
88	Spiral pad no. 33	Neelgagan/Shipra/Lotus	Nos.			0.10	
89	Spiral Pad no. 66	Neelgagan/Shipra/Lotus	Nos.			0.14	
90	Sponge	Aeromax/Diamond	Nos.			0.02	
91	Stamp Pad	Ashoka/Supreme	Nos.			0.03	
92	Stamp Pad Ink	Ashoka/Supreme	Nos.			0.01	
93	Stapler 10D	Kangaro/Max/Chrome	Nos.			0.31	
94	Stapler 45D	Kangaro/Max/Chrome	Nos.			0.30	
95	Stapler HD-1217	Kangaro/Max/Chrome	Nos.			0.25	
96	Stapler Pin 23/17-H	Kangaro/Max/Chrome	Nos.			0.04	
97	Stapler Pin 24/6-IM	Kangaro/Max/Chrome	Nos.			0.21	
98	Stapler Pin No-10-1M	Kangaro/Max/Chrome	Nos.			0.19	
99	Strip Binder	Solo/Word One	Nos.			0.09	
100	Tag Cotton (Green) (15”)	Sun/Diamond	bunch			0.11	
101	Tag Cotton (white) (6 ½”) Superior (10 bunches of 50 tags each)	Sun/Diamond	bunch			0.50	
102	Visiting Card Holder/Book	Solo/Word One	Nos.			0.29	
103	Visitor Register(Gate register)	ABD/N.G	Nos.			0.21	
104	White fluid (Pen)	Chrome/Kores/Saya	Nos.			0.44	

**Signature of the tenderer**

**GENERAL STORES ITEMS**

S.No.	Description of the Items	Make/Brand/ Specification Or Equivalent	Unit	Unit Price	Tax Rate	Weightage (in %)	Total
1	Bowl (Soup Bowl)	Fine bone china/Royal Queen/Gold	Nos.			1.43	
2	Mosquito Repellant Machine	All Out/Good Night	Nos.			0.23	
3	Mosquito Repellant Liquid Refill	All Out/Good Night	Nos.			0.53	
4	Calculator(12digit)	Casio/Citizen	Nos.			3.08	
5	Stand Candle (Pack of 6 candles)	Prakash/Prabhat	Pkts.			0.01	
6	Battery Cell (AAA)	Dura Cell/Eveready	Nos.			0.22	
7	Battery Cell (AA) (Pencil Cells)	Dura Cell/Eveready	Nos.			1.60	
8	Coaster	Flora/Coffe	Nos.			0.60	
9	Cup & Saucer	Fine bone china/Royal Queen/ Sea Shell	Sets.			4.78	
10	Dak Bag	Leather/Solo	Nos.			4.01	
11	Dust Bin (Plastic)	Wonder/Royal Touch	Nos.			1.09	
12	Duster white(24"x24")	J.K/P.K	Nos.			6.69	
13	Duster yellow(24"x24")	J.K/P.K	Nos.			1.60	
14	Electric kettle (1000 ml)	Bajaj/Philips	Nos.			2.14	
15	Extension Cord (5 amp)	Havells/Anchor	Nos.			4.28	
16	Glass Tumbler	Borosil/Yera	Nos.			3.88	
17	Mosquito Repellant Spray	Hit/Baygon	Nos.			1	
18	Mirror (2' x 1½' size)	Galaxy/PK	Nos.			1.07	
19	Plate (full)	Fine bone china/Royal Queen/ Sea Shell	Nos.			4.15	
20	Plate (quarter)	Fine bone china/Royal Queen/ Sea Shell	Nos.			2.07	
21	Room freshener	Air Wick/Premium/Godrej	Nos.			3.95	
22	Spoon (Teaspoon/Desert Spoon)	Royal/Cello	Nos.			1.16	
23	Table Top Glass 18" x 22" x 10mm (thickness)	Satyam/N.G	Nos.			8.02	
24	Flask – 1000 ml	Milton/Godrej/Cello	Nos.			6.42	
25	Thread Plastic	Neeraj/Equivalent	Nos.			0.50	
26	Tissue/Napkin Paper	Wintex/Premier/Prestige	Nos.			8.58	
27	Cotton Towel (Big)	Bombay Dyeing/ Sudarshan/ Century	Nos.			6.42	
28	Cotton Towel (Small)	Bombay Dyeing	Nos.			5.62	
29	Serving Tray(Acryllic) (36 x 27.5 cm)	Royal/Acryllic	Nos.			2.23	
30	Wall Clock	Ajanta/Samay	Nos.			6.42	
31	Plastic Water Jug 2500 ml	Nayasa/Milton/Cello	Nos.			1.31	
32	Wax (Sealing)	Komal/Standard	Nos.			0.08	
33	White Board 3' x 2'	Citizen/JP	Nos.			4.83	

Signature of the tenderer

