



बिहार औद्योगिक क्षेत्र विकास प्राधिकार

प्रथम तल, उद्योग भवन, पूर्वी गाँधी मैदान, पटना-800004

Website-www.biadabihar.in, Email - md.biada-bih@gov.in Phone: 0612-2675998/2675991/2675889 (Fax)

TENDER NOTICE FOR SUPPLY OF STATIONERY ITEMS

Under the directions of the Competent Authority sealed tenders from reputed agencies under Two-bid System –"Technical Bid" and "Financial Bid" for supply of stationery items to the Bihar Industrial Area Development Authority (BIADA), East Gandhi Maidan, Udyog Bhawan, Patna, is invited fulfilling the following conditions:-

1. The bidder has to submit non-refundable tender processing fee of Rs. 1000/- (Rupees one thousand) only through a demand draft in favour of **Bihar Industrial Area Development Authority payable at Patna** along with the Technical Bid in a separate sealed envelope.
2. "Technical Bid" and "Financial Bid" each in separate sealed envelope must be kept in big sealed envelope and must be dropped in Tender Box kept in BIADA, headquarter office by **3:00 P.M on 03.10.2017**
3. Technical bid will be opened **on 03.10.2017 at 3:30 P.M.** at Conference Hall, BIADA, Patna.
4. The tenders received late or tenders without processing fee/conditional tenders/Incomplete tenders in any respect shall be deemed to be rejected.
5. The BIADA reserves the right to accept or reject any or all tenders without assigning any reason thereof.
6. The finalized bidder will have to enter into a legal contract/agreement with the BIADA before rendering its services.
7. Detailed information of the Tender Document can be seen and downloaded from BIADA website www.biadabihar.in

Sd/-
Chief Administrative officer

I. TENDER FOR SUPPLY OF STATIONERY ITEMS

Sealed tenders are invited from reputed agencies under “Two-bid” system-Technical Bid and Financial Bid for supply of stationery items to the Bihar Industrial Area Development Authority (BIADA).

The Tender Document can be seen & downloaded from the BAIDA website www.biadabihar.in. The bidder has to submit non-refundable tender processing fee of 1000/- (Rupees One Thousand only) through a demand draft in favour of BIADA payable at Patna along with the Technical Bid. Tender Document complete in all respects in a sealed envelope to be dropped in Tender Box at BIADA, 1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna-800004 by **3:00 p.m. on 03.10.2017**. Technical bid will be opened on **03.10.2017 at 3:30 p.m.** at Conference Hall. The tenders received late or tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The BIADA reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the BIADA before rendering its services.

II. ELIGIBILITY CRITERIA

Technical bid envelope should contain the following:-

1. The Bidder must be a legally constituted Proprietary firm/Partnership firm/ Limited Company/Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for supplying of stationary items.
2. The Bidder shall have an experience for supplying of stationary items for at least 3 years supported by document justifying such experience in similar government organisation.
3. Financial Turnover during the last 3 years ending 31st March 2017 should be at least 10 lakhs in any one year.
4. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
(i) Registration under Shops & Establishment Act (ii) Sales Tax Registration with GST (iii) PAN
5. Income tax return for the last 3 years.
6. Sales Tax Return for the last 3 years.
7. Self undertaking to be provided regarding information submitted in the bid is correct and if found false in future also, contract may be terminated.

Note: Proof in support must be enclosed for above eligibility criteria.

III. PROCEDURE

1. Tender Bids should be placed in a properly sealed envelope addressed to **The Chief Administrative Officer, Bihar Industrial Area Development Authority, 1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna-800004.**
Technical bid along with Tender processing Fee be **put up in a separate sealed envelope** and the Financial Bid should be **put in separate sealed another envelope**, clearly indicating "TECHNICAL BID" and "FINANCIAL BID" with the details of the Bidder. Both sealed Technical & Financial Bid's envelopes should be **put in one envelope and must be super scribed "Tender for supply of stationary items"** with the name, address & phone nos. of the Bidder. The tender must be dropped in Tender Box of BIADA on the date & upto the time mentioned in the tender notice and the technical bid will be opened in Conference Hall on the day and time specified for the same in the presence of Bidders or their authorized representatives.
2. That the technical bid shall be opened first and only the eligible bidders selected by Tender Committee shall participate in the financial bid which shall be opened on the date further fixed by the Tender Committee.
3. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
4. **An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory** as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.
5. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words.
6. The contract may be given to a single party or multiple parties. Selected party/parties will have to submit a Demand Draft of Rs. 25,000/- (Rs. Twenty Five thousand only) in favour of BIADA payable at Patna as security money, which will be valid for the period of the contract.
7. Any changes with respect to this tender will be notified through website www.biadabihar.in only.
8. BIADA reserves the right to accept or reject any or all the tenders without assigning any reason.
9. It shall be ensured that every page of Tender document is dully numbered and signed with seal of the bidder without any cutting and over writing.

IV. TERMS AND CONDITIONS

1. The bidder must provide information about his Agency as per **Annexure-I** i.e., Technical Bid and as per **Annexure -II** –i.e., Financial Bid
2. On acceptance of the tender, the Bidder shall deposit Performance Security in the form of Demand Draft of Rs. 25,000/-(Rupees Twenty Five thousand) only in favour of BIADA, Patna within 07 days of the award of the contract which will be refundable without interest after completion of the contract.
3. The performance security amount shall be released without interest after two month of completion of contract period only after being satisfied of the successful completion of the contract. In case any complain, the security deposit shall be release only after adjusting all dues.
4. The bidder should be capable of supplying of all type of Stationary items as required by BIADA.
5. Agency will remain in constant touch with concerned officer of BIADA for better understanding and effective work.
6. **Sometime Urgent requisition for supply of any item may also be made on telephone which shall have to be complied by the agency immediately as per need.**
7. Agency is bound to supply stationery items as per quoted rate, brands and specifications.
8. In case agency fail to provide the stationery items in time, BIADA have right to purchase from other agency on the same rate.
9. TDS, VAT and other taxes as applicable will be deducted from agency's bill as per effective norms.
10. The period of agreement will be initial for one year from the date of agreement and it may be extended for another one year depending upon satisfactory performance. During the period of agreement quoted rate will not be changed.
11. The decision of Managing Director, BIADA in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
12. An agreement shall be signed with the designated/authorised person of the successful agency.
13. The Managing Director, BIADA shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.
14. **GUARANTEE/WARRANTY :**

The bidder shall guarantee that stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the tender enquiry. The bidder shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the bidder to rectify the goods/stores/articles or such portion thereof as

is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the bidder and in such an event, the abovementioned warranty period shall apply to the goods/stores/articles rectified from the date of rectification thereof. In case of the failure of the bidder to rectify or replace the goods etc., within specified time, the purchase shall be entitled to recover the cost with all expenses from the bidder for such defective stores.

15. BIDDERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS.

16. LIQUIDATED DAMAGES

In case the firm does not complete the supply within delivery period, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 2% per week of the price of any stores which the contractor has failed to deliver/install within the period fixed for delivery of such stores. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total price of stores required.

17. Termination: The Contract may be terminated by giving one months notice, in case the agency:

- a. Assigns or sub-contracts any of this service.
- b. Violation/contravention of any of the terms and conditions mentioned herein.
- c. Does not improve the performance of the services in spite of instructions.
- d. Any violation of instruction/agreement or suppression of facts.
- e. Contractor being declared insolvent by competent court of law.
- f. If agency willing to exit this contract, a two months notice in advance should be produced by the agency.
- g. During the notice period for termination of the contract in the situation contemplated above, the agency shall keep on discharging his duties till the expiry of notice period.

18. NOTES:

- i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by the entire partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- ii) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons signing had no authority to do so, BIADA may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

- iv) The bidders should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED/DETACHED FROM THE TENDER DOCUMENT.
- v) The tendering firms will have to give a declaration to the effect that they have not been Blacklisted or their business dealing with the Government bodies have been not been banned.
- vi) The price charged for the stores supplied under the Contract by the bidder shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organisation(s) including the BIADA or any Corporation of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed. If at any time during the said period, the bidder reduces the Sale price, sells or offers to sell such stores to any person(s)/ organization(s) including the Purchaser or any Statutory Undertaking of the State Government as the case may be, at a price lower than the price chargeable under this Contact, he shall forthwith notify such reduction or Sale or offer of Sale to the BIADA and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
- vii) The bidder shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract. "I/We certify that where has been no reduction in sale price of the Stores of Description identical to the Stores supplied to BIADA under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organisation(s) as the case may be up to the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to BIADA."

19. Penalty

- a. In case of pre mature termination of the contract due to any of the clauses of Termination the security amount shall be forfeited.
- b. If agency fails to comply satisfactory services penalty can be impose upto 10% of the amount of the particular bill and in this regard decision of the Managing Director of the BIADA will be final.

20. Arbitration: In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by the Sole Arbitrator to be appointed by Managing Director, BIADA.

21. Jurisdiction: In case of any dispute, the jurisdiction shall be the Court at Patna only.

Read and accepted
(Full Name, Signature & Stamp of the Bidder)

ANNEXURE-I
(To be submitted on Letter Head of the Registered Agency)
TECHNICAL BID
PERFORMA FOR SUPPLY OF STATIONERY ITEMS

Technical Bid should indicate following information along with the Self-attested photocopies of supporting documents:

1. Name of Firm/Agency : _____
2. Registered address : _____
: _____
: _____
3. Branch Address, if any : _____
: _____
: _____
4. Phone/Fax No. : _____
5. Email Address : _____
6. Type of Organization : _____
(Whether sole proprietorship/
Partnership/Private Limited for
Cooperative body etc. attach proof)
7. Name of Proprietor/
Partners/Directors
of the Organization/Firm : _____

Payment Details

DD No. _____
Date _____
Amount _____
Bank _____

Sl. No.	Documentary Proof of	Registration No. with Date & validity up to	Proof Attached (If Yes then Page no.)
1	Proof of incorporation/Proof of Registration		
2	Work experience certificate		
3	Financial turnover (last 3 years)		
4	Registration under Shops & Establishment		
5	Self attested Proof that no case pending with Police/Court		
6	Sales Tax registration with VAT/TIN/GST		
7	PAN		
8	Income Tax Return for the last three years		
9	Self undertaking attached regarding information submitted is correct		

Name, Signature of the bidder along with seal

ANNEXURE-II
(To be submitted on Letter Head of the Registered Agency)
FINANCIAL BID
PROFORMA FOR SUPPLY OF STATIONERY ITEMS

Name of Agency :			
Sl. No.	List of Stationery Items	Per Unit	Rate (In Rs.)
1	1230 D Ricoh Toner for 1508/06/2000L/1600	Per Piece	
2	2Q Dispatch Register- Monaf	Per Piece	
3	2Q Fancy Cash Book Double Extnra - Monaf	Per Piece	
4	2Q Fancy General Register	Per Piece (General)	
5	2Q Fancy Journal Book	Per Piece	
6	2Q Fancy Ledger Book-Monaf	Per Piece	
7	2Q Fancy Letter Receiving Reg.- Monaf	Per Piece	
8	2Q Fancy Stock General Register	Per Piece	
9	4Q Dispatch Register - Monaf	Per Piece	
10	4Q Fancy Cash Book Double Extra - Monaf	Per Piece	
11	4Q Fancy General Register	Per Piece (General)	
12	4Q Fancy Journal Book	Per Piece	
13	4Q Fancy Ledger Book- Monaf	Per Piece	
14	4Q Fancy Letter Receiving Reg.- Monaf	Per Piece	
15	4Q Fancy Stock General Register	Per Piece	
16	6Q Cheque Book Register (Printed)	Per Book	
17	6Q Dispatch Register-Monaf	Per Piece	
18	6Q Fancy Cash Book Double Extnra - Monaf	Per Piece	
19	6Q Fancy General Register	Per Piece (General)	
20	6Q Fancy Issue Register	Per Piece	
21	6Q Fancy Journal Book	Per Piece	
22	6Q Fancy Ledger Book - Monaf	Per Piece	
23	6Q Fancy Letter Receiving Reg.- Monaf	Per Piece	
24	6Q Fancy Stock General Register	Per Piece	
25	A/3 Size Paper 75GSM Century	Per Pak.	
26	A4 Size Paper 75GSm Century	Per Pak.	
27	Action Cases Files solo(F/c)	Per Piece	
28	Air Freshener (Godrej)	Per Piece	
29	Air wick Machine with Refill	Per Piece	
30	Air wick Refill	Per Piece	
31	All Out/Good Night (Mosquito Liquid) -45 ml	Per Pak.	
32	All Out/Good Night (Mosquito Liquid) With Machine	Per Pak.	
33	Art Pin (Clip)	Per Pak.	
34	Ball Pen Refill Small - Linc	Per Piece	
35	Ball Pen(Red,Blue,Green, Yellow)	Per Piece	
36	Bar code Ribbon	Per Piece	
37	Bar code Sticker 75 mm x 25 mm	Per Piece	
38	Binder Clip 12 mm, 15mm & 19 mm	Per Piece	
39	Binder clip 25 mm	Per Piece	
40	Binder clips 41 mm & 51 mm	Per Piece	
41	Board File- Durga	Per Piece	
42	Board Pins(Thumb pin of brass) Kores	Per Piece	
43	Bottle Gum 700 ml Camel	Per Tube	
44	Box File Milan	Per Piece	
45	Brown Tape - Roll 2"- wonder	Per Piece	
46	Brown Tape (Roll-1.5") 50 Mtr.	Per Piece	
47	Business Card Folder solo	Per Piece	
48	Calculator (Scientific) -12 Digit fx-82 MS	Per Piece	
49	Calculator 12 Digit Casio MJ120	Per Piece	
50	Cello Tape -Roll 1/2 Cello/ Wonder	Per Piece	

Name of Agency :			
51	Carbon Paper 210 mm*330mm Sappire	Per Pkt.	
52	Cartridge CE 320 A- Black	Per Piece	
53	Cartridge CE 321A -Cyan	Per Piece	
54	Cartridge CE 322A-Yellow	Per Piece	
55	Cartridge CE 323 A- Magenta	Per Piece	
56	Cash Book (Printed 150 Page)	Per Book	
57	CD General (HP/Sony)	Pack of 100 Pcs.	
58	CD R/W (HP/Sony)	Pack of 10 Pcs.	
59	CD with cover	Per Piece	
60	Clear Holder Document Envelope solo	Per Piece	
61	Clip files spring cobra files	Per Piece	
62	Clip Files(punch less file)	Per Piece	
63	Cloth Duster Orange Approx 15"*20" Cotton/Khadi	Per Piece	
64	Colin 500 ml	Per Piece	
65	Color Pencil	Per Pak.	
66	Decline Glass	Per Piece	
67	Demand Ledger (Printed 250 Page)	Per Book	
68	Diary (Matrix)	Per Piece	
69	Display File(A4 size) for 40 pages	Per Piece	
70	Document Trays - Classic No. 1738 Omga	Per Piece	
71	Drawing Board Pin -Push Long-1721 Omega	Per Piece	
72	Dustbin 18 nos size	per Piece	
73	Dustbin with Flap medium Size Prince/ Cello	Per Piece	
74	DVD -R with cover	Per Piece	
75	Engagement Pad	Per Piece	
76	Envelop (10"*4.5") White Taj Mahal 100 pc	Pack of 100 Pcs.	
77	Envelop Window (10"*4.5") White Taj Mahal 100 pc		
78	Envelop (11"*8") Cloth & Paper	Pack of 100 Pcs.	
79	Envelop 14" x 10" plastic coated	Per Piece	
80	Envelop A4 Size Cloth & Paper	Pack of 100 Pcs.	
81	Envelope 16*12 plastic Coated	Per Piece	
82	Envelope 24 x 12 plastic coated	Per Piece	
83	Envelope FS size -plastic coated	Per Piece	
84	Envelope(10" x 4.5") Yellow plastic coated	Per Piece	
85	F/S Size Paper 75GSM Century	Per Pak.	
86	Fancy Attendance & C.L. Register - Monaf	Per Piece	
87	Fax Cartridge Panasonic FXFP 185/KXEP-343	Per Piece	
88	Fax Drum Cartridge (Panasonic) Model-KX-FAD89	Per Piece	
89	Fax Roll Eliganga -F- 223	Per Piece	
90	Fax Roll No. - P610 Modle	Per Piece	
91	Fax Tonner Cartridge (Panasonic) Model -KX-FAT-88E	Per Piece	
92	Fevi Stick 15 gm	Per Piece	
93	File Binder Cloth	Per Piece	
94	File Tag 100 Pecs Bunch	Per Piece	
95	Floor Duster Approx 20*20 Cotton/ Khadi	Per Piece	
96	Fly Leaf (Printed)	Per Piece	
97	Gems Clip	Per Piece	
98	Guard file - Durga	Per Piece	
99	Guard Stand File	Per Piece	
100	Highlighter Pen Luxor Gloliter	Per Piece	
101	Hole Guard	Per Piece	
102	Index File Plastic Coated (Solo)	Per Piece	
103	Jetter Pen(Blue,Black,Green & Red)	Per Piece	
104	Jetter Refills Black and Blue	Per Piece	
105	L Shape Folder A/4 Size (Solo)	Per Piece	

Name of Agency :			
106	Log Book Monaf	Per Piece	
107	Markeen Cloth (in MTS)	Per Mt.	
108	Marker Pen -Luxor	Per Piece	
109	Measurement Book(Printed)	Per Book	
110	Measurement Tape (05 Metre)	Per Piece	
111	Measurement Tape (100 Metre)	Per Piece	
112	Mug	Per Pak.	
113	Multi Desk Organizer solo	Per Piece	
114	Multi pen Holder	Per Piece	
115	My Clear Bag Button Type Folder (Solo)	Pack of 10 Pcs.	
116	Note book 120 pages solo(spiral)	Per Piece	
117	Note Sheet Pad - General	Per Piece (100 Set)	
118	NPG 28 Toner for canon Photocopier machine	Per Piece	
119	OHP Marker (Red, Blue, Green, Yellow)	Per Piece	
120	OHP Marker Pen set (Five color set)	Per Piece	
121	Paler Flag- Corporate 3 Pd Sol 25mm*75mm	Per Piece	
122	Paper Clip (Chamita)	Per Pak.	
123	Paper Clip Round Medium-1778 Omega	Per Piece	
124	Paper Cutter Snap of Cutter Big No. 1793 Omega	Per Piece	
125	Paper knife Big size	Per Piece	
126	Paper knife small Natraj	Per Piece	
127	Paper Pin	Per Piece	
128	Paper Punching Machine Double - Kangaroo	Per Piece	
129	Paper Punching Machine Single - Kangaroo	Per Piece	
130	Paper Tape (Transparent)- 1.5 inch	Per Piece	
131	Paper Tape (Transparent)- 2 inch	Per Piece	
132	Paper tape(Transparent) - 1 inch	Per Piece	
133	Paper Weight - Glass	Per Piece	
134	Pen Rorito Teramax Pen (Blue,Black)		
135	Pen Rorito - JOTTEK MATICA	Per Piece	
136	Pen Rorito - JOTTEK MATICA LX	Per Piece	
137	Pen Rorito - JOTTEK Feathersoft	Per Piece	
138	Pen Cello Butterflow	Per Piece	
139	Pen FORT DF		
140	Pen Drive (16GB) (HP/Sony)	Per Piece	-
141	Pen Drive (32GB) (HP/Sony)	Per Piece	-
142	Pen Drive (4GB) (HP/Sony)	Per Piece	
143	Pen Drive (8 GB) (HP/Sony)	Per Piece	-
144	Pen Linc Smart Gel	Per Piece	
145	Pen Stand	Per Piece	
146	Pencil	Per Piece	
147	Pencil Battery	Per Piece	
148	Pencil Eraser - Natraj	Per Piece	
149	Pencil- Faber Castle	Per Piece	
150	Pen stand 4 Pen Plastic	Per Piece	
151	Peon Book of 100 pages (Wii logo and AAA 200)	Per Piece	
152	Pin Stabd Pin-O- Clip Deluxe 1797 Omega	Per Piece	
153	Piol Pen Hi Tec Point 0.5	Per Piece	
154	Piolet Pen	Per Piece	
155	Plastic Box File Elite Box No. - 1801 Omega	Per Piece	
156	Plastic Stick A/4 Size (Solo)	Per Piece	
157	Printer Cartridge 12AN -Tone HP 1020	Per Piece	
158	PVC Plastic Leaf (Per Hundread)	Per Pkt.	
159	Refill Linc Ocean gel (Blue black & Red)	Per Piece	
160	Report File R-Fill (Solo)	Per Piece	

Name of Agency :			
161	Refill Rorito Teramax Pen (Blue,Black)	Per Piece	
162	Refill Rorito - JOTTEK MATICA	Per Piece	
163	Refill Rorito - JOTTEK MATICA LX	Per Piece	
164	Refill Rorito - JOTTEK Feathersoft	Per Piece	
165	Refill Cello Butterflow	Per Piece	
166	Room Freshener - Premium 160 Gm (RIAN-Sandal)	Per Piece	
167	Salary Register (Printed 180 Page)	Per Book	
168	Scale 12" steel	Per Piece	
169	Scale 15 cm - Natraj	Per Piece	
170	Scale 24" steel	Per Piece	
171	Scale 30 cm - Natraj	Per Piece	
172	Scissors small	Per Piece	
173	Scissor Corporate 100sg/1301	Per Piece	
174	Scissor Big	Per Piece	
175	Sharper - Natraj	Per Piece	
176	Short Hand Copy Milan	Per Piece	
177	Short Hand Pencil Natraj/Apsara	Per Piece	
178	Signature Pad Neelgagan	Per Piece	
179	Sketch Pen	Per Pak.	
180	Sponga Pad-Damper Round No. 1725 Omega	Per Piece	
181	Spiral Binding Strip (Per Hundred)	Per Pkt.	
182	Spiral Pad (Neelgagan) 66	Per Piece	
183	Spiral Pad (Neelgagan) 88	Per Piece	
184	Stamp (Ink Pad)	Per Pak.	
185	Stamp Pad Faber Castell 88*54 mm	Per Piece	
186	Stamp Pad Faber ink 100ml 100 mk - Camlin	Per Piece	
187	Stapler 10 No - Kangaroo	Per Piece	
188	Stapler H.P. 45 - Kangaroo	Per Piece	
189	Stapler Pin No.10 - Kangaroo (Pocket)	Per Pkt.	
190	Stapler Pin No.24/6 - Kangaroo (Pocket)	Per Pkt.	
191	Steel Measuring Tape 30 M	Per Piece	
192	String (Jute)	Per Piece	
193	T Pin	Per Piece	
194	Table Glass	Per Piece	
195	Tea Set (Tray with 6 Cups)	Per Piece	
196	Tekua With Plastic hand 10	Per Piece	
197	Toilet Tissue	Per Pak.	
198	Toner for Toshiba photo copier (T-1640D)	Per Piece	
199	Towel - Big (Bombay Dying) Complete Set for Four Wheeler	Per Piece	
200	Towel - Small (Bombay Dying)	Per Piece	
201	Tracing Cloth (104/108cm/19MTS)	Per Pak.	
202	Tracing Paper (18 MTs, Cores)	Per Pak.	
203	Triplicate Book 1/8 size	Per Piece	
204	Tube Gum 700 ml Camel	Per Bottel	
205	Visiting Card Folder	Per Pak.	
206	Visiting Card(Printed) (100 Per Book)	Per Book	
207	White Board Pen Camlin	Per Piece	
208	White on Slip/ pad corporate 3*3	Per Piece	
209	Writing Pad No. 8 Milan	Per Piece	
210	Black HIT (BIG)	Per Piece	

Name, Signature of the bidder along with seal