



Office of the C.D.M. & PHO cum District Mission Director, Jajpur
TENDER CALL NOTICE

No 256

Date 07.01.21

Sealed tenders are invited by the Zilla Swasthya Samiti, Jajpur from reputed parties/ firms/ Dealers/ suppliers dealing in specific goods/ items for empanelment and supply of different items to the office of undersigned for the current financial year 2020-21 as and when required within a stipulated time frame as per the supply order.

Types of Work: - 1-Fooding, 2-Office Stationery and 3-Printing & Signage 4-Furniture & fixture

The detail regarding bidding format, terms and conditions may be download from District website i.e. www.jajpur.nic.in. The tenders should reach the office of the undersigned by 27.01.2021 (till 12:30 PM) through speed post or registered post only. The date of opening of tenders is as mentioned in the terms & condition. The undersigned is not responsible for any kind of postal delay and reserves all rights to cancel any or all the tender at any stage of selection/finalization process without assigning any reason thereof. Any typographical error may be exempted.

Sd/-

C.D.M.&PHO cum District Mission Director
Jajpur.

Terms and conditions along with the format for participating in the Tender Notice

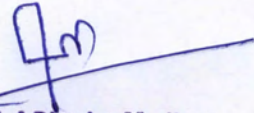
General (applicable for all)

➤ **Date of Opening of Tenders :**

Dt.27.01.2020 at 03.00 PM

N.B: - The bidders can participate for supply of multiple items.

- Bidder will have to submit the Self attested Xerox copy of GST, PAN in Technical Bid.
- The tender paper shall be submitted in two bid system i.e. Technical bid & Financial bid. The bidders are to submit their tender in separate sealed covered envelope super scribing Cover-A (Technical bid) and Cover-B (Financial bid) and both the sealed covers should be put in third outer cover which should be super scribed as "ANNUAL TENDER UNDER NHM JAJPUR FOR THE YEAR 2020-21".
- Document pertaining to experience in handling similar type of Govt. assignment may be submitted along with proposal.
 - a. For Printing / Wall Painting / Hoarding – Bidder has to submit at least 3 work order amounting to more than Rs.50.00 lakh in a year during last three years.
- All the payments are to be made through PFMS/AC Payee only if order of this office is available duly countersigned by CDM&PHO / Wing officer.
- The Purchase committee reserves all the right to cancel fully or partly the tender without assigning any reason thereof.
- The bidders have to submit one undertaking to the undersigned in form of affidavit duly from the notary that the bidder is not blacklisted either by the tender inviting authority or any other organization. Also in the Undertaking the bidder has to mention that there will not be any quality deviation on goods / items specified in the Tender. The agency shall submit the undertaking on Non-judicial stamp paper of Rs.20/-.
- The tender shall remain valid for a period of one year from the date of publication approved list or publication of next approved list whichever is earlier and in no account any increase in price will be entertained till completion of tender period.
- The tender must be accompanied by EMD of 10,000/- in Technical bid by way of Demand Draft, drawn on any Nationalized / Scheduled Bank in favor of ZSS MISCELLANEOUS A/C payable at Jajpur. Tenders not accompanied by earnest money shall not be considered. EMD of unsuccessful tenderers shall be returned without interest on finalization of bid. EMD of successful tenderer will be retained & will be refunded on successful completion of the job without interest.
- The goods will be delivered in central store, the Office of the Chief District Medical & PH Officer Jajpur or from the office where order is placed.
- Model copy of the material needs to be submitted on the date of opening of the technical bid except Wall painting, Display board, Signages, Furniture & fixture, Fooding, and physical structure of the hoardings.
- The Price should be quoted excluding GST and including of freight & transportation charges.


**Chief District Medical
& Public Health Officer,
Jajpur**

- Goods will be supplied and served at the venue by own arrangement of the supplier.
- Regarding Food Supply Items for Training, Workshop & Meeting, in the Financial bid, the bidders are required to mention the quantity and items that can be supplied by them against different fixed rates (mention the quantity wherever they want to limit as per cost of the meal or Tiffin).
- Bidders can add any number of rows and columns to the format as per the requirement for better clarity of your products.
- Bidders are requested to fill up the price bid column which is applicable for them, other price bid column they may ignore.
- All legal disputes are subject to the Jurisdiction on Jaipur courts only.
- The financial bid shall be opened whose technical bid are found to be qualified.
- The Technical Bid & Financial bid of different items should be given in the prescribed format.

Cover-A (Technical Bid) contains the following

Sl. No	Name of the agency with address	GST No.	PAN No.	Last three years Financial Audit Report (2018-19, 2017-18, 2016-17)	Last three years Income Tax Return Certificate (Assessment Year 2019-20, 2018-19, 2017-18)	Work experience in Govt./ PSU/ Pvt. In similar assignment (Work Order)	EMD Rs.10,000/- details	Valid Food License (Applicable for Fooding Item)	Any other as per requirement

Cover-B (Financial Bid) contains the following.

01-FOODING:

Food Supply for Training, Workshop & Meeting (Excluding of GST & including of Transportation Charges)

Rate of Meals (Rs)	Veg		NON -Veg	
	Quantity in PCs or gms as applicable	Name of the items	Quantity in PCs or gms as applicable	Name of the items
40/-				
60 /-				
80 /-				
100 /-				
150 /-				
190/-				

Rate of Tiffin (Rs)	Tiffin like fruits Biscuit, Mixture, Sweet		Like Samosa, Bara, Aluchop, Veg chop, Sweet etc	
	Name of the items	Quantity in PCs or gms as applicable	Quantity in PCs or gms as applicable	Name of the items
10/-				
15/-				
20/-				
30/-				
40/-				
50/-				
100/-				
	Tea			
	Coffee			
	Water bottle (1 ltr)			
	Water bottle (500ml)			

N.B: 1. For tea, Coffee and water write the price separately in the Rate column.

2. In price bid for food supply, bidders are to mention the name of the item & Qty instead of Price.

02-OFFICE STATIONERY:

Office stationery, bags etc for training and office use (Excluding of GST & including of Transportation Charges)

Name of the Item	Make/Brand	Unit Cost (10-50pc)	Unit Cost (>50pc)

PRINTING / SIGNAGE:**1) Flex Banner (biodegradable) Printing**

Specification	Rate per Sq ft (Excluding of GST & including of Transportation Charges)
Front lit flex with 4 nos of punch hole in every corner – 220 GSM	
Flex Star Quality with 4 nos of punch hole in every corner – 300 GSM	
Flex with Vinyl printing with 4 nos of punch hole in every corner – 300 GSM	
Display board, Sun board with vinyl print pest-3" thickness	
Display board, Sun board with vinyl print pest-3" thickness with fittings	

2) Change of flex (biodegradable) to be used in hoardings

Specification	Rate per Sq ft (Excluding of GST & including of Transportation Charges)
Front lit, Star quality, must be fixing and mounting at existing hoardings.	

3) Posters (single side, Multi color)

Specification	Rate per piece (each GSM rate must be mention Excluding of GST & including of Transportation Charges)
Size -90cmX58cm, paper -70, 75, 90, GSM.	
Size -72cmX49cm, paper -70, 75, 90, GSM.	
Size -58cmX45cm, paper -70, 75, 90, GSM	
Size -49cmX37cm, paper -70, 75, 90, GSM	
Size -90cmX58cm, Art paper -70, 75, 90, 130,160, 170 GSM.	
Size -72cmX49cm, Art paper -70, 75, 90, 130,160, 170 GSM	
Size -58cmX45cm, Art paper -70, 75, 90, 130,160, 170 GSM.	
Size -49cmX37cm, Art paper -70, 75, 90, 130,160, 170 GSM	
Size -90cmX58cm, Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size -72cmX49cm, Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size -58cmX45cm, Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size -49cmX37cm, Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	
Size -44cmX56cm, Art paper -70, 75, 90, 130,160, 170 GSM (Fixing with adhesive double side gum tape in the back side of poster).	

4) Leaflets or Formats (single side B/W)

Specification	Rate per piece (Excluding of GST & including of Transportation Charges)
Size -22cmX28cm, paper -80,75, 70, 60 GSM.	
Size -22cmX14cm,paper -80,75, 70, 60 GSM.	
Size -21cmX18cm,paper -80,75, 70, 60 GSM.	
Size – A3 Paper -80,75, 70, 60 GSM.	
Size – A4 Paper -80,75, 70, 60 GSM.	
Size – ¼ diemy --80,75, 70, 60 GSM.	
Cover page-A4 Paper-160,130,80 GSM Maplitho paper/Drawing sheet	

5) Leaflets or Formats (Both side B/W)

Specification	Rate per piece (each GSM rate must be mention Excluding of GST & including of Transportation Charges)
Size -22cmX28cm, paper -80,75, 70, 60 GSM.	
Size -22cmX14cm,paper -80,75, 70, 60 GSM.	
Size -21cmX18cm,paper -80,75, 70, 60 GSM.	
Size – A3 Paper -80,75, 70, 60 GSM.	
Size – A4 Paper -80,75, 70, 60 GSM.	
Size – ¼ diemy --80,75, 70, 60 GSM.	

Leaflets (single side Multi color)

Specification	Rate per piece (each GSM rate must be mention Excluding of GST & including of Transportation Charges)
Size -22cmX28cm, paper -60,70,75, 90,130,160, 220 GSM	
Size -22cmX28cm, Art paper -60,70,75, 90,130,160, 220 GSM	
Size – A3 Paper -60,70,75, 90,130,160, 220 GSM	
Size – A4 Paper-60,70,75, 90,130,160, 220 GSM	
Size – ¼ diemy -60,70,75, 90,130,160, 220 GSM	

7) Leaflets (Both side, Multi color)

Specification	Rate per piece (each GSM rate must be mention Excluding of GST & including of Transportation Charges)
Size -22cmX28cm, paper -60,70,75, 90,130,160, 220 GSM	
Size -22cmX28cm, Art paper -60,70,75, 90,130,160, 220 GSM	
Size – A3 Paper -60,70,75, 90,130,160, 220 GSM	
Size – A4 Paper-60,70,75, 90,130,160, 220 GSM	
Size – ¼ diemy -60,70,75, 90,130,160, 220 GSM	

8) Register / Booklet

Specification	Rate per Booklet/Unit (Excluding of GST & including of Transportation Charges)
Size-Diemy full, Paper thickness-80GSM,75 GSM,60GSM Mapilitho paper, Both side print B/W	
Size-Crown ,Paper thickness-80GSM,75 GSM,60GSM Mapilitho paper, Both side print B/W	
Size-S/F or A3 ,Paper thickness-80GSM,75 GSM,60GSM Mapilitho paper, Both side print B/W	
½ Crown (15"x20") Paper Thickness- 90 GSM Both Side, Double Colour 200 Sheets Canvas binding with 36 no Hard board both side and thread stitching.	

9) Identity Card / Treatment Card etc.

Specification	Rate per Booklet/Unit (Excluding of GST & including of Transportation Charges)
Size:A4 Type of paper: 300 GSM Paper Printing: Black and white; both side; landscape	
Size:A5 Type of paper: 300 GSM Printing: Black and white; both side; portrait	
Size – ¼ diemy -160,220 GSM single side multicolour drawing sheet.	

10) Folder

Specification	Rate per Booklet/Unit (Excluding of GST & including of Transportation Charges)
Size – A4 Paper Thickness- 90 GSM, 170 GSM, 220 GSM, 300 GSM Two fold, Both Side Multi Colour	
Size – ½ Crown (15"x20") Paper Thickness- 90 GSM, 170 GSM, 220 GSM, 300 GSM Three fold, Both Side Multi Colour	

Print & Photocopy

Specification	Rate per Piece (Excluding of GST & including of Transportation Charges)
Size – A4, A3 Paper (Black & white) Single Side print & photocopy	
Size – A4, A3 Paper (Black & white) Both Side print & photocopy	
Size – A4, A3 Paper (Multicolour) Single Side print & photocopy	
Size – A4, A3 Paper (Multicolour) Both Side print & photocopy	
Size – A4, A3 Paper (Multicolour) Single Side print with 130 GSM, 220 GSM, 300 GSM	
Size – A4, A3 Paper (Multicolour) Both Side print with 130 GSM, 220 GSM, 300 GSM	

12) Booklet, Register Binding

Specification	Rate per Booklet/Unit (Excluding of GST & including of Transportation Charges)
Booklet binding charges (1-20 nos.), (1-100 nos.)	
Booklet stitching charges (1-20 nos.), (1-100 nos.)	
Booklet binding and Perforating charges (1-20 nos.), (1-100 nos.)	
Booklet Perforating and stitching charges (1-10 nos.), (1-100 nos.)	
Register binding charges (1-50 nos.), (1-100 nos.)	
Perforating charges -100 pages	

13) Wall Painting (Type-1)

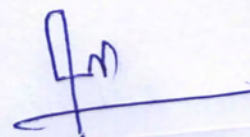
Specification	Rate per Sq ft (Excluding of GST & including of Transportation Charges)
Wall panting (Enamel Paint, bi-colour without graphics art)	
Wall panting (Enamel Paint, bi-colour with graphics art)	
Wall panting (Enamel Paint, multi-colour without graphics art)	
Wall panting (Enamel Paint, multi-colour with graphics art)	

Wall Painting (Type-2)

Specification	Rate per Sq ft (Excluding of GST & including of Transportation Charges)
Wall panting	

Design Specification of Branding / Graphics Wall Painting (Type-2)

STEP	WORK	WORK DESCRIPTION
1	Surface Preparation	Scraping the surface of all the previous layers of paints using emery/sand paper of grit size 80. Cleaning the surface of all the dirt and loose particles with wire brushes with nominal repairs to scratches wherever required complete in all respect as per the directions of JE-NHM.
2	Putty	Providing and applying acrylic based smooth putty consisting of redispersible polymer in 2 coats with an intermediate and post application drying time of 6-8 hours t a consumption of not less than 8.56 Kg /10 Sqm building 1-2 mm thickness of film as per requirement to cover all undulations and make the surface smooth for paint application.
3	Sanding	Sanding the surface 6-8 hours post putty application with emery or sand paper of grit 120/180 to remove any loose putty particles, smoothen any undulations and create a surface ready to provide anchoring for all coats to be applied henceforth.
4	Priming	Providing and applying one coat of exterior acrylic primer applied at not less than 0.8 litres / 10 Sqm.
5	Top Coat	Finishing walls with water based acrylic smooth exterior emulsion with VOC < 50 g/l and silicon additives in two or more coats @ 1.79 ltr/10 Sqm of required shade "define shade code", applied by experienced applicator including removing of all dust complete as per direction of JE/AE NHM.



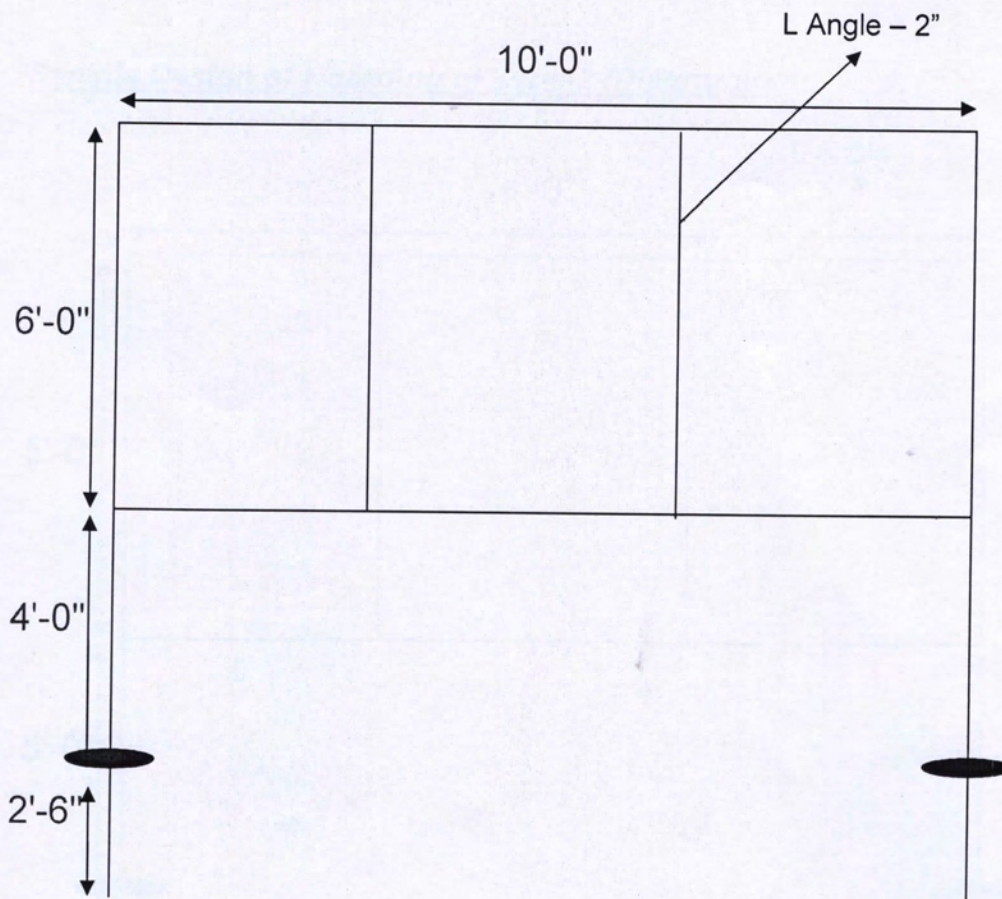
14 . Hoarding

The specifications of the Hoarding are follows:-

A. (Hoarding)Type-1

- a. Hoarding Size - 10'x6'
- b. Quality of Surface Angel frame to be used should be good quality.
Joist- 5" x 2.5"
Angle-3" x 3"
Angle-2" x 2"
- c. 2.5 feet deep concrete on each pole of the board along with supporting Iron angle.
- d. Frame should be made from Iron Angle.
- e. Flex should be of best quality (biodegradable) with digital multicolored printing.
- f. Flex should be fixed by iron pipes and GI wires.
- g. Structure of the hoarding will be of 5ft height from ground level.
- h. The estimate per hoarding size – 10ft x 6ft = 60 sq.ft should be inclusive of cost materials, tax, transportation, erection, mounting and annual maintenance cost up to one year.
- i. The agency should quote the rate per hoarding as per size.

Sample Design of Hoarding of Type-1 (Diagram):-

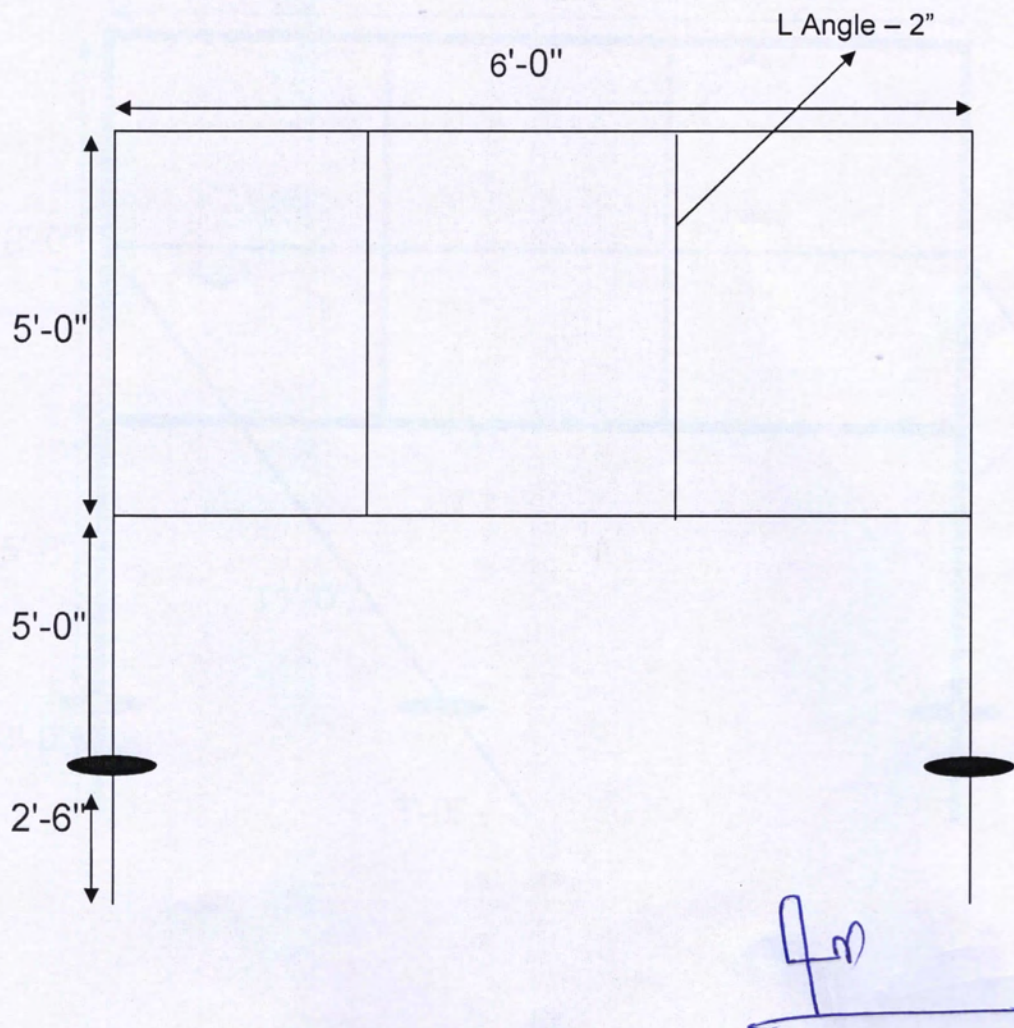


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B. (Hoarding) Type-2

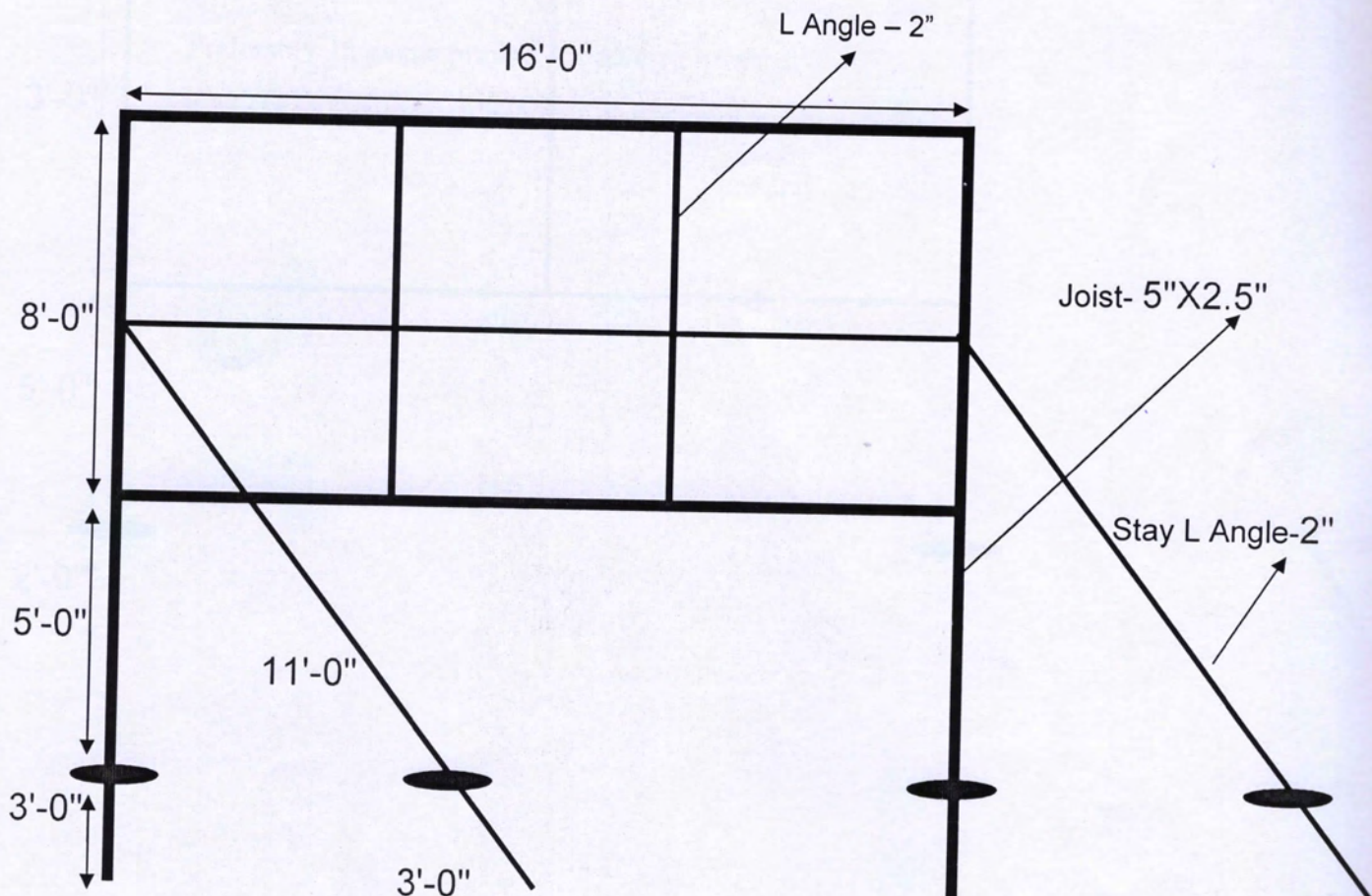
- a. Size- 6'×5', Quality of surface angle should be of good quality.
- b. Quality of Surface Angel frame to be used should be good quality.
Joist-4"×2",
Angle- 3"×3",
Angle- 2"×2",
- c. 2.5 feet deep concrete on each pole of the board along with supporting iron angle.
- d. Frame should be Iron Angle.
- e. Flex should be best quality (biodegradable) with digital multicoloured printing.
- f. Flex should be fixed by iron pipes and GI wires.
- g. Structure of the hoardings will be 5 feet height from ground level.
- h. The estimate per hoarding size – 6ft x 5ft = 30 sq.ft should be inclusive of cost materials, tax, transportation, erection, mounting and annual maintenance cost up to one year.
- i. The agency should quote the rate per hoarding as per size

Sample Design of Hoarding of Type-2 (Diagram):-



C. (Hoarding) Type-3

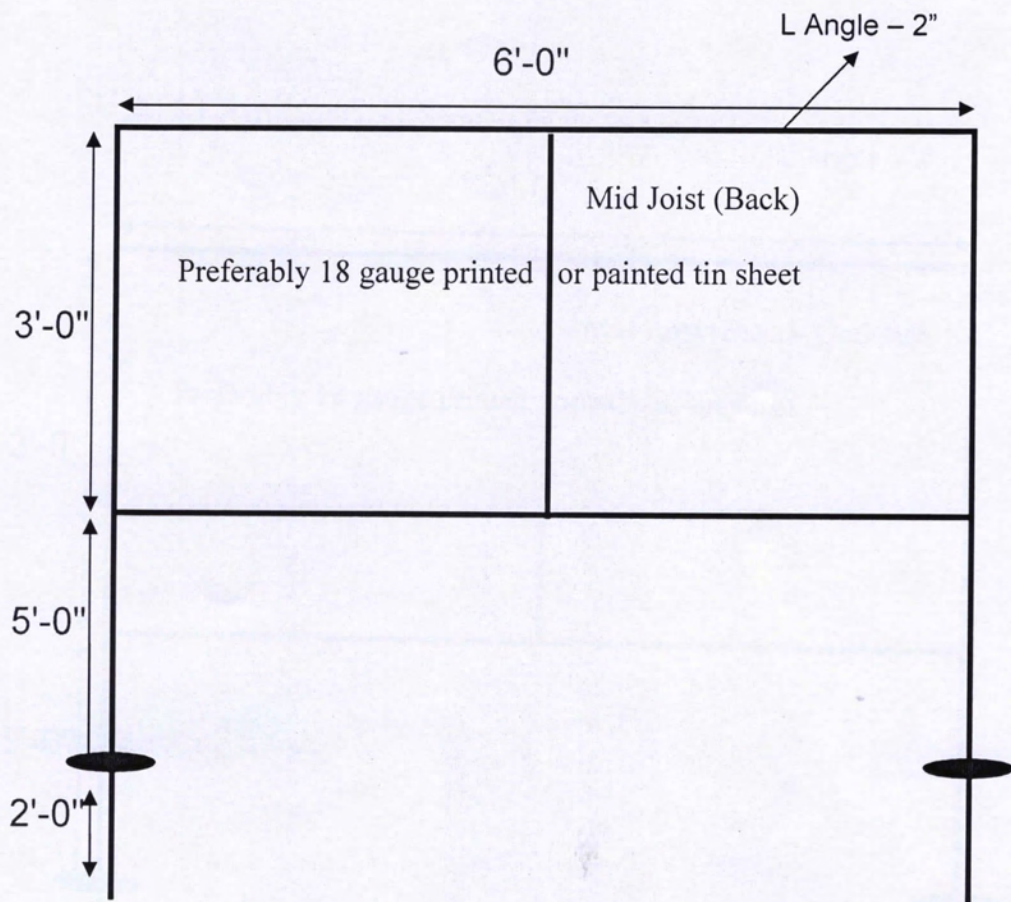
- a. Size- 16'x8', Quality of surface angle should be of good quality.
- b. Quality of Surface Angel frame to be used should be good quality.
Joist-5"x2.5",
Angle- 3"x3",
Angle- 2"x2",
- c. 3 feet deep concrete on each pole of the board along with supporting iron angle.
- d. Frame should be Iron Angle.
- e. Flex should be best quality (biodegradable) with digital multicoloured printing.
- f. Flex should be fixed by iron pipes and GI wires.
- g. Structure of the hoardings will be 5 feet height from ground level.
- h. The estimate per hoarding size – 16ft x 8ft = 128 sq.ft should be inclusive of cost materials, tax, transportation, erection, mounting and annual maintenance cost up to one year.
- i. The agency should quote the rate per hoarding as per size



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D. (Hoarding) Type-4

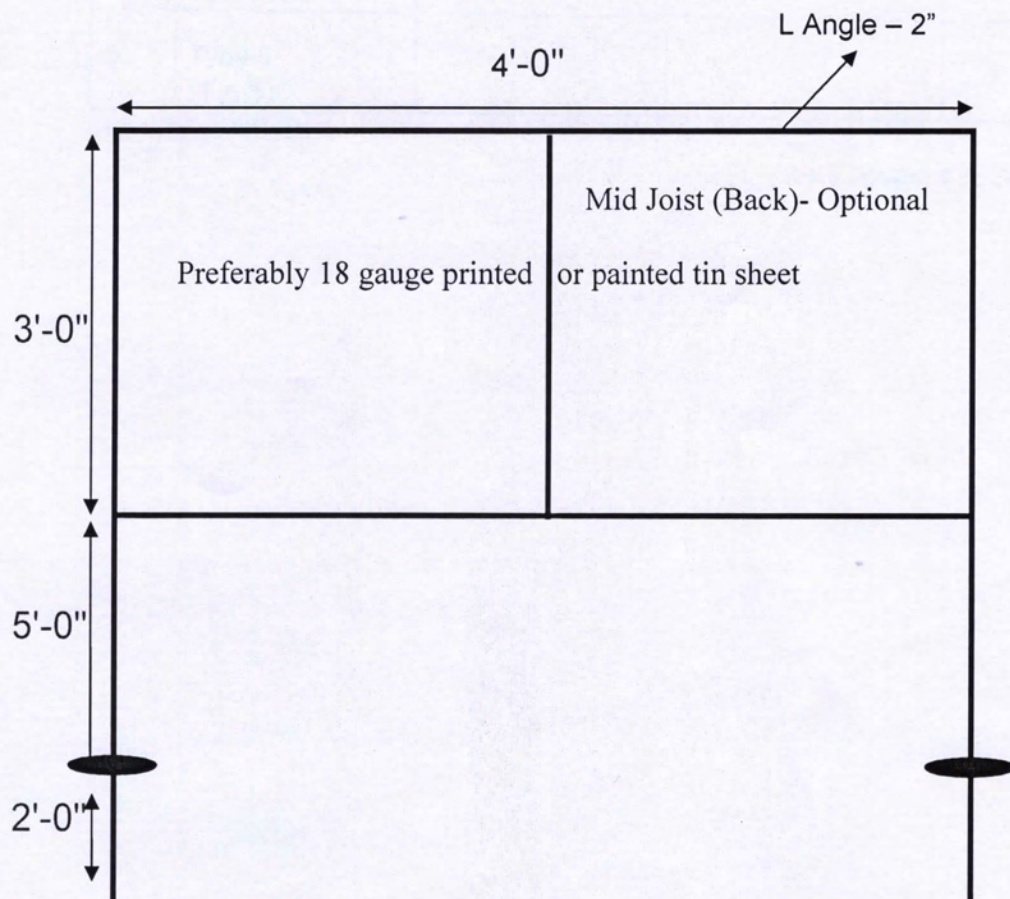
- a. Display area : 6 ft X 3 ft
- b. Display material: Preferably 18 gauge printed or painted Tin Plate
- c. Total Height from inside the ground: 10 ft L iron angle (2" L Iron Angle should be used)
 - i. Base (Inside Ground): 2.0 ft inside cement concrete
 - ii. Above Ground (Ground to Top): 8.0 ft
- d. Length: 6ft L Iron Angle (2" L Iron Angle should be used)
- e. Mid Joist Bar to support display material: 3 ft L Iron Angle (2" L Iron Angle should be used)
- f. The estimate per hoarding size – 6ft x3ft = 18 sq.ft should be inclusive of cost materials, tax, transportation, erection, mounting and annual maintenance cost up to one year.
- g. The agency should quote the rate per hoarding as per size



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E. (Hoarding) Type-5

- a. Display area : 4 ft X 3 ft
- b. Display material: Preferably 18 gauge printed or painted Tin Plate
- c. Total Height from inside the ground: 10 ft L iron angle (2" L iron Angle should be used)
 - i. Base (Inside Ground): 2.0 ft inside cement concrete
 - ii. Above Ground (Ground to Top): 8.0 ft
- d. Length: 4ft L Iron Angle (2" L Iron Angle should be used)
- e. Mid Joist Bar to support display material (optional):
 - a. 3 ft L Iron Angle (2" L Iron Angle should be used)
- f. The estimate per hoarding size – 4ft x3ft = 12 sq.ft should be inclusive of cost materials, tax, transportation, erection, mounting and annual maintenance cost up to one year.
- g. The agency should quote the rate per hoarding as per size



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Financial Bid Format (Hoarding) :-

Sl. No.	Specification of the item	Rate per unit in Rs. (Excluding of Tax & other charges)	Other incidental charges if any specify in details	Tax amount if any with details	Total Amount in Rs.
1	Type-1 (10' X 6' size)				
2	Type-2 (6' X 5' size)				
3	Type-3 (16' X 8')				
4	Type-4 (6' X 3')				
5	Type-5 (4' X 3')				

Seal & Signature of the Bidder

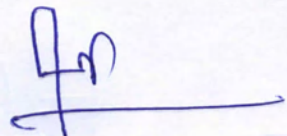


Technical specifications :

Items	Specifications
Chairs for patient waiting area	The chair should be heavy duty construction of three seater capacity. The frame structure shall be constructed with durable steel able to resist to rust. All joints shall be welded and all exposed surfaces shall be best straight and true to line and curve. The entire structure shall be coated with a layer of anti-corrosion paint followed by another 2 finishing coats either powder coating or nylon polyester coating to withstand periodic cleaning and typical abuse. Color: Black and Silver Size: (L)1700mm*W550mm*480mm Approximate 10mm+/- Material: Metal QUALITY STANDARD: • Should be CE/BIFMA/BIS approved model. • Manufacturer should have ISO 9001 / 14001 certification for quality management standards. • Manufacturer should have OHSAS 18001 certification for occupational health & safety management
Steel Almirah / Cupboard/storage chests	• Product Size: 900 mm (W) x 480mm (D) x 1900 mm (H) Height (Approximate 20mm+/-) • Construction & Material: Minimum 0.8 mm thick CRCA for Shelf & 0.9 mm thick CRCA for all other components. • Locking: 2 way locking mechanism with shooting bolt provided chrome plated with Handle • Shelving: Minimum 4 Nos. with uniformly distributed load capacity per full shelf is 40-50 Kg maximum Finished with Epoxy Polyester Powder coated.
Aquaguard	• RO+UV+UF+Alkaline+TDS Adjuster • Purifier capacity-10-15 ltr/hr • Storage tank capacity-12ltr • Input TDS-500 to 2000 ppm
Medicine Transportation Trolley	• Height-3ft • Length-4ft, wide-2.5ft • Steel base, thickness heavy • Capacity-200 kg
Revolving Stool	Type Pre-treated and Epoxy Revolving Stool. Height. Length 96" Castors 5 cms castors with curtains. Frame Work Tubular frame work mounted. Coating Powder coated.

Items	Specifications
Refrigerator	• 175Ltr/265 Ltr • Fastest ice Tray& single door system. • 3star rating. • Toploaded glasses inside & Moist & fresh. • Works without stabilizer(135v-290v). QUALITY STANDARD: • Should be CE/BIFMA/BIS approved model. • Manufacturer should have ISO 9001 / 14001 certification for quality management standards. • Manufacturer should have OHSAS 18001 certification for occupational health & safety management
Bed side Locker	• Dimension- 400mm(L),400MM(W),820mm(H) • Locker made from machine pressed bent mild steel CRCA sheet having one cabinet & one easy sliding drawer. • Deluxe SS top • Fitted with superimposed stainless steel top with three side raised edges. • Mounted on four synthetic body castors 50mm wheel dia,without break. • Pre-treated & power coated finish.
Chair for Patient's attendant	• Plastic Arm chair with long back design. • Size-48" x23" x25"
Computer table	• Product size-36" L x 21" W x 30"H • To be made with pre-laminated medium density board 18mm thick and edges sealed with PVC edge banding . • Sliding key board with channel(24" x 18" or nearest),Sliding platform for printer (24" x18" or nearest std.), a drawer (12" W x 6" H x 20" D), and a place for CPU with auto hinge cover.Table base should have Castor wheels for smooth movement of system • Loading capacity-30kg or more.
Computer Chair	• Total Height -38" • Seat Height-Minimum 18" and adjustable upto 23" • Back Rest Size-18" x 18" • Seat Size-20" x 20" • Pneumatic seat height adjustment by a single lever, 5-prong nylon twin wheel base, 360 degrees revolving and shall be designed with upright position locking with tilt tension adjustment, SS column covered with ABS cover, Push back mechanism with back connector and plastic bellow • Seat and Back shall be made of plywood upholstered with molded cushion of polyurethane foam (standard thickness) and fabric. The back foam is designed with contours lumbar support for extra comfort, The rear of back and seat covered with ABS cover • Single piece, molded from black co-polymer Polypropylene. • Load Capacity-100 kg or more
OfficeExecutive Chair	• High back Revolving Executive chair, finished with net moulds

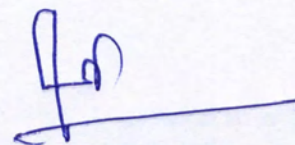
Items	Specifications
	itself to the back providing proper support. • Helps in air circulation in a non environment Knee tilt with synchronous mechanism with 4 position locking and anti-shock feature. • 2 way adjustable lumber support and soft PU coated arm rest . • 4 position height and width adjustable
Shoes stand	• Size-60"(W) x28"(L) x13"(D) • Stainless steel • 3 self
Cotton screen with steel pipe fittings (Type-1)	• Make-Cotton Velbate with rings • Colour- Ibery Red
Cotton screen with steel pipe fittings (Type-2)	• Make-Pure cotton with rings • Colour- Sky/Navy blue
Office table	• Size-48"(w),24"(L),30"(H) • CI square pipe 16mm thickness base • To be made with pre-laminated medium density board 18mm thick and edges sealed with PVC edge banding . • Loading capacity-30kg or more.
S TYPE Office Chair	• Seat Size-20" x 22" • Steel base leg • soft PU coated arm rest, 4 position height.



Financial Bid Format(EIF):-

Sl. No.	Name of the Item	Make & Model	Unit of Measure (Piece / Sq.Ft as applicable)	Rate per unit in Rs. (Excluding of Tax)	Tax amount if any with details	Total Amount in Rs.
1						
2						

Seal & Signature of the Bidders



OFFICE STATIONERY ITEMS WITH SPECIFICATIONS TO BE QUOTED FOR AS PER ANNUAL TENDER 2020-

21

Sl.	Name of the Item	Specification
1	Folder (Plastic)	Buttom Folder(Graphics Print)
2	Folder (Plastic)	Expanding Document Folder
3	Folder (Plastic)	Infile Document Folder
4	Folder (Plastic)	Infile Document Pockets
5	Folder (Plastic)	Zipper Closer Folder
6	Folder (Plastic)	Expandable twin pocket double colour
7	Folder (Plastic)	3 section clear holder A4 size
8	Folder (Plastic)	Buttom Folder Transparent
9	Folder (Plastic)	L Type Folder
10	Folder (Paper)	300GSM Multi colour with Jacket Clip
11	Folder (Paper)	300GSM Multi colour with Jacket
12	Folder (Paper)	300GSM Multi colour
13	Folder (Paper)	220GSM Multi colour
14	Folder (Paper)	170GSM Multi colour
15	Folder (Paper)	130GSM Multi colour
16	Pen	Fountain Pen
17	Pen	Metal Ball Pen
18	Pen	Rash Ball Pen
19	Pen	Mechanical Ball Pen
20	Pen	Roller Ball point pen
21	Pen	Roller Pen
22	Pen	Pentek Pen
23	Pen	Gel Pen
24	Pen	Ball Pen
25	Writing Pad	Conference Writing Pad-A4, 160pages, 80GSM
26	Writing Pad	Conference pad, 60pages, 80GSM
27	Writing Pad	Conference pad, 50pages, 80GSM
28	Writing Pad	Conference pad, 40pages, 80GSM
29	Writing Pad	Conference pad, 30pages, 80GSM
30	Writing Pad	Conference pad, 20pages, 80GSM
31	Writing Pad	Conference pad, 10pages, 80GSM
32	Writing Pad	Conference pad, 30pages, 70GSM
33	Writing Pad	Conference pad, 20pages, 70GSM
34	Writing Pad	Conference pad, 10pages, 70GSM
35	Fly Leaf	300GSM Cover board with Eye light & cloth binding with clip
36	Fly Leaf	220GSM Cover board with Eye light & cloth binding
37	Fly Leaf	170GSM Cover board with Eye light & cloth binding
38	Fly Leaf	100GSM Cover board with Eye light & cloth binding
39	Fly Leaf	80GSM Cover board
40	Fly Leaf	70GSM Cover board
41	Fly Leaf	60GSM Cover board
42	Cobra file / Bag	File with printed design with chain fittings box type
43	Cobra file / Bag	File with chain fitting
44	Cobra file / Bag	File with box fitting
45	Cobra file / Bag	File with box fittings medium size
46	Cobra file / Bag	File with box fittings small size
47	Puncher	Double puncher
48	Puncher	Single puncher
49	Stapler	Size - 24" 6"
50	Stapler	Size - 10"
51	A4 Copier Paper	85GSM maximum constituency

Name of the Item	Specification
53 A4 Copier Paper	80GSM maximum constituency
54 A4 Copier Paper	75GSM maximum constituency
55 A4 Copier Paper	75GSM
56 A4 Copier Paper	70GSM maximum constituency
57 A4 Copier Paper	70GSM
57 Tag	Multi Colour big Size
58 Alpin	Big size packet
59 Alpin	Small size packet
60 Stapler pin	Size – 24" 6" pin
61 Stapler pin	Size – 10" pin
62 Urgent Flag	Multi Colour with Adhesive
63 Gum	750ml
64 Gum Stick	Febigum Large size
65 Gum Stick	Febigum Meduim size
66 Gum Stick	Febigum Small size
67 Gum Stick	Gum
68 Calculator	10Digit
69 Calculator	8 Digit
70 Eraser Pen	Gum Eraser
71 Eraser Liquid	Liquid Gum Eraser
72 Marker Pen	Permanent Marker
73 Marker Pen	Temporary Marker
74 Ink Pad	Big Size, Small Size
75 Sketch Pen	Big Size, Small Size
76 Pencil	Big size, Small size
77 Rubber	Big size, Small size
78 Register	Size – 17X27
79 Register	Size – 16X26
80 Register	Size – 15X25
81 Register	Size – 14X22
82 Drawing Sheet	220GSM
83 Drawing Sheet	170GSM
84 Board File	Liver hard cover
85 Board File	Card board cover
86 Board File	Handsome paper record cover
87 Board File	Binding Hard Cover
88 Board File	Economy spring clip file
89 Catridge Refilling System	For Laser Jet Printer
90 Blank CD	DVD, R/W
91 Blank CD	DVD, R
92 Blank CD	CD, R/W
93 Pen drive	8GB
94 Pen drive	16GB
95 Pen drive	32GB
96 Envolop	Size - 7X5, 100GSM Paper
97 Envolop	Size - 7X5, 80GSM Paper
98 Envolop	Size –9X4, 100GSM Paper
99 Envolop	Size – 9X4, 80GSM Paper
100 Envolop	Size –10X4.5, 100GSM Paper
101 Envolop	Size –10X4.5, 80GSM Paper
102 Envolop	Size –8X12, 100GSM Paper
103 Envolop	Size –8X12, 80GSM Paper
104 Cup Plate	Ceramic coated

Name of the Item	Specification
107 Cup Plate	Plane China Mati
108 Steel scale	12 Inch
109 Thermo flask	750ml Steel with reksing cover fitting
110 Thermo flask	650ml Steel with reksing cover fitting
111 Thermo flask	750ml Fiber with reksing cover fitting
112 Thermo flask	650ml Fiber with reksing cover fitting
113 Tea Tray	650ml Fiber
114 Tea Tray	Big Size
115 Table Glass	Small Size
116 Wall Clock	8 mm
117 Wall Clock	Analog 35X35 cm, digital
118 Wall Clock	Analog 25X25 cm, digital
119 Wall Clock	Analog 25X25 cm
120 Glass (Drinking)	Analog 24X24 cm
121 Glass (Drinking)	Small size
122 Glass (Drinking)	Medium size
123 Glass (Drinking)	Large size
124 Pen Stand	Extra large size (ceramic)
125 Pen Stand	Executive Acrylic pen stand
126 Pen Stand	Wooden pen stand
127 Pen Stand	Metal pen stand
128 Water Bottle	Acrylic pen stand
129 Water Bottle	Thermo cool water Bottle Big size
130 Water Bottle	Thermo cool water Bottle
131 Water Bottle	Fiber Big size
132 Printer Drum	Fiber
133 DC Blade	Refilling Single Catridge
134 Magnet Rod	For Laser Printer
135 Wifor Blade	For Laser Printer
136 Bag Cloth	For Laser Printer
137 Bag Cloth	Cloth bag with Zip
138 Bag Cloth	Jute bag with handle
139 Bag Cloth	Non wovenfebric bag
140 Bag Cloth	Jute cotton bag
141 Bag Cloth	Cuttonshoping bag 8X12"
142 Bag Cloth	Printed taffeta bag, 90GSM
143 Bag Cloth	Zipercolours bag
144 Bag Cloth	Infile document bag
145 Bag Cloth	Expanding document bag
146 Bag Cloth	Cloth bag with Chain fitting
147 Bag Cloth	Cloth bag buttom fitting
148 Bag Cloth	Cloth bag Legal size
149 A4 Colour Copier Paper	Cloth bag A4 size
150 A4 Copier Paper	70GSM
151 Cover file	100GSM
152 Sciesor	220 GSM Cover Board
153 Brown tape	Steel
154 Brown paper	(1.5 Inch & 2Inch)
155 White Tape	130GSM
156 Steel scale	(1.5 Inch & 2Inch)
	Scale 12 INCH