



NO. AIIA/Stationery/01/2016

Dated:28th April 2016

ALL INDIA INSTITUTE OF AYURVEDA
Gautampuri, Mathura Road, Sarita Vihar,
New Delhi – 110076
aiianewdelhi@gmail.com

BID DOCUMENT

**LIMITED TENDER FOR SUPPLY OF STATIONERY AND OTHER
GENERAL ITEMS FOR AIIA, NEW DELHI**

Non transferrable

Price of Bid document: Rs. 100/-

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page No.</u>
I	Notice Inviting Tender	3
II	Instructions for submission of Tender	5
III	Terms and Conditions of the Contract	9

<u>Annexure</u>	<u>Title</u>	<u>Page No.</u>
I	List of Items	14
II	Letter of Submission of Tender	27
III	Format for Letter of Authorization for attending bid opening	28
IV	Check List for documents to be submitted	29
IVa	Technical application Bid	30
V	Format for Schedule of Rates (Financial Bid)	
	Category - 'A'	32
	Category - 'B'	41
	Category - 'C'	47

SECTION – I

ALL INDIA INSTITUTE OF AYURVEDA **Gautampuri, Mathura Road, Sarita Vihar, New Delhi – 110076**

No. AIIA/Stationery/01/2016

Dated: 28th April 2016

LIMITED TENDER

Office of issue		All India Institute of Ayurveda, Gautampuri, Mathura Road, Sarita Vihar, New Delhi -110076
Tender No.	:	
Date of issue of Bid document	:	28 th April 2016
Tender forms available from	:	Administrative Block, All India Institute of Ayurveda, Gautampuri, Mathura Road, Sarita Vihar, New Delhi -110076 Website: www.ccras.nic.in
Due date of receipt	:	Upto 18 th May 2016, Time 1500 Hrs
Date of opening of technical bid	:	Upto 18 th May 2016, Time 1530 Hrs (If the tender opening date is declared a holiday by Government of India, then the tender shall be opened on next working day at 1600 Hrs.)
Date of opening of financial bid	:	To be notified later
Earnest Money	:	Rs. 15,000.00 (Rupees Fifteen thousand only)
Total estimated cost	:	Approx. Rs. 7.00 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 All India Institute of Ayurveda, New Delhi.

The Technical & Financial bids should be sealed by the bidder in separate covers duly superscribed "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 superscribed **"Tender for Supply of Stationery and other General Items"**.

Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. The tender document is not transferable under any circumstances.

Bidders shall have to deposit Earnest Money Deposit (EMD) of Rs. 15,000 / - (Rupees fifteen Thousand only) in the form '**Demand Draft / Pay Order**' drawn on any scheduled bank in favour of "**Director, All India Institute of Ayurveda**" payable at Delhi along with the bid.

Intending eligible bidders may obtain a copy of bid document from Office, All India Institute of Ayurveda, Gautampuri, Mathura Road, Sarita Vihar, New Delhi - 110076 by making a payment of Rs.100/- or the same can be downloaded from the website of CCRAS, New Delhi i.e. www.ccras.nic.in and the cost of bid document (Rs. 100/-) may be deposited in cash in AIIA office or by way of '**Demand Draft / Pay Order**' drawn on any scheduled bank in favour of "**Director, All India Institute of Ayurveda**" payable at Delhi along with the bid.

Director
AIIA, New Delhi

Section – II

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. PREAMBLE

The All India Institute of Ayurveda (AIIA) is an autonomous organization under the aegis of Ministry of AYUSH. It will be a 200 bed referral hospital and also impart post graduate, doctoral, post doctoral and super-specialty programme in major streams of Ayurveda. The organization will broadly have two Wings – Hospital and Academic Wings. The Hospital Wing will have various Units like Registration, OPD, IPD, Laboratory, Pharmacy, Radiology, OT etc. The Academic Wing will comprise of Administration, Library, Conference/Class Rooms, Rooms of senior faculty members etc. The All India Institute of Ayurveda (AIIA), intends to enter into a rate contract with a reputed firm for **Supply of Stationery and other General Items** for use of its office. List 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 Contract"** 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, VAT registration;
- d) Having executed at least two purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years **as on 31.03.2016**;
- e) Meeting all other requisites laid down in this Section elsewhere.

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 is also liable to 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 which would enable AIIA to decide on credentials of the tenderers for performing/ doing the job 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** will consist of the **"Financial Bid - Supply of Stationery & other General Items"** and should be superscripted on the second envelope as such. Both the envelopes should be sealed in one envelope and duly superscripted as **"Tender for - Supply"**

of Stationary & other General Items" and addressed to Director, All India Institute of Ayurveda, Gautampuri, Mathura road, Sarita Vihar, New Delhi -110076.

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

- a) Letter of Submission of tender.
- b) Tender document with all pages duly signed and embossed with official seal.
- c) Demand Draft of Rs. 15,000 / - (Rupees fifteen Thousand only) towards Earnest Money Deposit.
- d) Copy of PAN Card.
- e) Proof of registration for Service Tax, Sale Tax, VAT.
- f) Documents indicating at least two executed purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years **as on 31.03.2016**
- g) A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./ Public Sector Units or its contracts have not been terminated on account of poor performance.
- h) Proof of deposit of price of bid document (Rs.100/-).

4.1.2 The Schedule of Rates (SOR) given at **Annexure-V (Category- 'A', 'B' & 'C')** duly filled in and signed by the tenderer, shall be submitted in the **'Financial Bid'**. As may be noticed from the SOR (**Annexure-V**), items to be supplied have been categorised in three (03) categories i.e. Category - 'A', 'B' and 'C'. **A bidder is required to quote at-least for one full category i.e. all the items in that category. Bids which are not for a full / complete category will not be considered.**

4.2 All rates shall be quoted only in the proper form i.e. in the SoR (Annexure-V) inclusive of taxes. 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 Contract"**. No request for change or variation in rates or terms and conditions of the contract 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 upto **1500 hrs on 18th May 2016** positively.

4.5 Sealed tenders shall be submitted either by post/with acknowledgement due or in person. Tenders by Telegram/ Fax will not be considered.

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 AIIA.

4.8 AllA reserves the right to:-

- a) Accept or reject any or all the Technical and financial Bids without assigning any reasons.
- b) Relax the tender conditions at any stage if considered necessary for the purpose of finalising the contract in the overall interest of AllA.
- c) Disqualify the tenderers blacklisted by Central/State Govts./Public Sector Units or whose contracts have been terminated on account of poor performance .

4.9 **Any variation, addition and/or omissions in the 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.**

4.10 Each folio of tender document and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.

4.11 Tenders containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the tenderer.

5. OPENING OF BIDS:

5.1 The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend, **at 1530 hrs on due date**. The bidder's representatives present at the time of opening of bid shall sign in an attendance register. 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- III**).

5.2 Only one representative for any bidder shall be authorized and permitted to attend the bid opening.

5.3 The Bidder's names, documents submitted, modifications, bid withdrawals and such other details as this office, at its discretion, may consider appropriate; will be announced at the opening.

5.4 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, time and venue remaining unaltered.

6. PREVIOUS EXPERIENCE:

The tenderers should have enclosed at least two executed purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking/MNC within the preceding five years **as on 31.03.2016**

7. VALIDITY OF OFFER:

The tenderer will be required to keep the offer open for a period of **90 (Ninety) days** from the last date of submission of tender. It shall be understood that the tender document have been sold/issued to the tenderer and the tenderer is permitted to tender with the stipulation that after submitting his tender, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to AIIA.

8. ACCEPTANCE OF TENDER:

- 8.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of AIIA, who does not bind himself to accept the lowest or any other tender, nor does he undertake to assign reasons for his decision in this matter.
- 8.2 Acceptance of tendered rates will be communicated through a letter as soon as possible.
- 8.3 All the tender documents submitted by a tenderer shall become the property of AIIA and AIIA shall have no obligation to return the same to the tenderers.
- 8.4 **Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.**
- 8.5 If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then AIIA reserves the right to reject such tender at any stage of execution without any financial liability.

9. EXECUTION OF AGREEMENT:

- 9.1 The tenderer whose tender is accepted shall be required to appear at the office of the AIIA in person or if the tenderer is a Firm, Company or a Corporation, a duly authorized representative shall so appear and **execute the Agreement within fifteen (15) days of the date of issue of communication from AIIA office and start the work from the date as mentioned in the communication.** Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.
- 9.2 The tenderer shall treat the contents of the tender documents as private and confidential.

10. 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 his said address shall be deemed to have reached the tenderer in time.

Director
AIIA, New Delhi

Section - III

TERMS & CONDITIONS GOVERNING THE CONTRACT

1. PREAMBLE:

The All India Institute of Ayurveda (AIIA) is an autonomous organization under the aegis of Ministry of AYUSH. It will be a 200 bed referral hospital and also impart post graduate, doctoral, post doctoral and super-specialty programme in major streams of Ayurveda.

2. TERMS AND CONDITIONS:

- 2.1 The Rate Contracts shall be valid for the period of one year from the date of awarding the Contract. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
- 2.2 AIIA reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
- 2.3 If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, AIIA 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 the Government.
- 2.4 The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.
- 2.5 The prices charged for the stores supplied under the Contract by the Contractor 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 Purchaser or any Department of the Central Government or any Department 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.
- 2.6 If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organisation(s) including the Purchaser or any Statutory Undertaking of the Central or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the AIIA 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.

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- 2.7 The Contractor 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 there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to AIIA under the contract herein and such Stores have not been offered/ sold by me/ us to any person(s)/ organisation(s) including the purchaser or any Department of Central Government or any Department of a State Government or any statutory Undertaking of the Central or State Government as the case may be upto the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to AIIA."

- 3. Terms of Delivery:** Door delivery at All India Institute of Ayurveda, Gautampuri, Mathura Road, Sarita Vihar, New Delhi -110076. Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.
- 4. Delivery period:** Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. Requirement indicated as immediately will be supplied urgently not later than 2 days
- 5. Payment terms:** (i) 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances. (ii) TDS and all other taxes will be deducted as per applicable rules.
- 6. Despatch instructions:** Stores are required to be delivered at the All India Institute of Ayurveda premises on free delivery to the consignee's premises, freights/transportation paid basis. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.
- 7. GUARANTEE/ WARRANTY:**

- 7.1 The contractor shall guarantee that the 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 date of manufacturing of the items supplied will not be more than 3 (Three months) old. The contractor shall guarantee that the said goods/ stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, from the date of providing of the said goods/ stores / articles to the purchaser.
- 7.2 The decision of the AIIA shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects. The items/ articles supplied will not be more than 3 months (Three months) old. The acceptance of articles will be given only when the articles are found upto the specifications given in the tender enquiry and free from all defects. The rejected items must be removed by the tenderers from the consignee's premises within 03 days from the date of the information about their rejection. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.

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8. **DEFICIENCY CHARGES:** In case of delay in delivering items at specified time and place by more than 2 days from the specified date, a penalty of Rs. 200/- will be levied for each day of delay.

9. **DURATION OF CONTRACT:**

- 9.1 *At the initial stage, the contract shall be awarded for a period of one year from the date of commencement of the Agreement. **All India 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 All India.*
- 9.2 However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

10. **EARNEST MONEY:**

- 10.1 The tenderer will be required to deposit a sum of Rs. 15,000 / - (Rupees Fifteen 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 All India. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited by All India.
- 10.2 *The deposit as referred to under para 10.1 above shall be made by **Pay Order' or Demand Draft** made in favour of **Director, All India Institute of Ayurveda** payable at New Delhi and valid for a minimum period of three months after the date of issue.*

11. **SECURITY DEPOSIT:**

The successful tenderer whose rates are finally accepted shall deposit a sum of Rs. 40,000/- (Rupees Forty Thousand only) as Security Deposit within 7 days from the date of the communication of award of contract by way of **Pay Order or Demand Draft or Bank guarantee** made in favour of **Director, All India Institute of Ayurveda** payable at New Delhi. The EMD amount of Rs. 15,000/- deposited by bidder will be refunded. **No interest will be paid on the performance security.**

12. **All India reserves the right to terminate the Agreement any time without assigning any reason/notice.**

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

- 13.1 **Technical Bid:-** The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:-
- a) Letter of Submission of tender.
 - b) The tender document with all pages duly signed with official seal.
 - c) Copy of Income tax PAN Card.
 - d) Copy of Service Tax, Sale Tax, VAT Registration.

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- e) Copy of at-least two executed purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years **as on 31.03.2016;**
 - f) Earnest Money Deposit of Rs. 15,000/- (Rupees fifteen Thousand only) in form of bank draft/ pay order.
 - g) A self-certificate to the effect that the tenderer has not been blacklisted by Central/ State Govt./ Public Sector Units or its contracts have not been terminated on account of poor performance.
 - h) Proof of deposit of price of bid document.

13.2 **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 criteria given below and as per the rates quoted by the bidders in Schedule of Rates [Annexure-V Category - 'A', 'B' & 'C'].**

EVALUATION CRITERIA: *For a particular category i.e. Category - A or Category - B or Category - C, the L-1 will be determined based on total cost of the items included in that category to be worked out on the basis of rate quoted for the items in that category by the firm multiplied by the quantity of these items projected by AIIA in the SOR.*

- For a valid quote, a bidder is required to quote for all the items of atleast one category i.e. Category - A, 'B' & 'C'.
- Contract will be awarded category wise to the firms which emerge as **L1** for a particular category.

14. FORCE MAJEURE:

14.1 If at any time, during the continuance of the agreement the performance in whole or in part, by the firm, of any obligation specified in the agreement, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic 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), provided notice of happenings of any such event is given by the firm to AIIA within seven calendar days from the date of occurrence thereof, the firm may be excused from performance of its obligation. 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 AIIA 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.

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

15. LAWS GOVERNING AGREEMENT:

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

16. JURISDICTION OF COURTS:

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

17. ARBITRATION: In the event of any dispute arising between AIIA and the firm in any matter covered under this Agreement or arising directly or indirectly there from or connected or concerned with the said Agreement in any manner of its implementation of any terms and conditions of the said Agreement, the matter shall be referred to the Director, AIIA who may himself act as sole arbitrator or may nominate an officer of AIIA 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 AIIA 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 there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.

18. 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 Director, AIIA whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and his decision shall be final and binding.

Director,
AIIA, New Delhi

The scope of work and all terms and conditions listed from para 1 to 18 along with their sub-para have been read carefully, understood and accepted.

ANNEXURE – I
LIST OF STATIONERY AND OTHER GENERAL ITEMS

CATEGORY 'A'

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
1.	All Pin (Stainless Steel)	Superior Quality	Packet	50
2.	Binder Clip 25mm	Superior Quality	Packet	50
3.	Binder Clip 32mm	Superior Quality	Packet	50
4.	Binder Clip 41mm	Superior Quality	Packet	50
5.	Binding/Packing Tape brown (48 mm x 65 mtr.)	Superior Quality	Roll	50
6.	Board Pin (Fibre Top)	Superior Quality	Packet	20
7.	Board Pin Brass (Thumb Pin)	Superior Quality	Packet	20
8.	Business Card Holder Leather Coated Cover- 120 cards holding capacity with Index A4 Size	Superior Quality	Each	20
9.	Business Card Holder Leather Coated Cover- 240 cards holding capacity with Index A4 Size	Superior Quality	Each	20
10.	Leather Coated cover- 500 Cards holding capacity with Index A4 size	Superior Quality	Each	20
11.	Calculator 12 digit Big Screen Type	Sharp/Casio	Each	20
12.	Calculator Scientific Type Standard size	Sharp/Casio	Each	15
13.	Call Bell / Door Bell Electric Type (in Different voices)	Superior Quality	Each	50
14.	Cell - AA size 1.5 volts (Pair-pack of 2 cells)	Duracell/Red Eveready	Packet	50
15.	Cell - AAA size 1.5 volts (Pair-pack of 2 cells)	Duracell/Red Eveready	Packet	50
16.	Cell - Big size 1.5 Volts (Pair-pack of 2 Cells)	Duracell/Red Eveready	Packet	50
17.	Cello tape (big) tixc-12 mm 65 mtr.	Superior Quality	Roll	40
18.	Cello tape (Small) Tixo- 12mm x 9 mtr.	Superior Quality	Roll	40
19.	Cello Tape ½ inch (15 Mtr)	Superior Quality	Roll	40

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
20.	Cello Tape 1 inch (15 Mtr)	Superior Quality	Roll	40
21.	Cello Tape 2 inch (30 Mtr)	Superior Quality	Roll	40
22.	Cello Tape 2"65 Mtr	Superior Quality	Roll	40
23.	Cello Tape Dispenser (Delux)	Superior Quality	Each	25
24.	Cello Tape Dispenser (Small)	Superior Quality	Each	25
25.	Cello Tape Large 2" Brown/White	Superior Quality	Roll	30
26.	Clip Board Plastic	Superior Quality	Each	50
27.	Clip Folder	Solo/Neelgagan/ shipra	Each.	100
28.	Computer CD Mailer (Pack of 50)	Superior Quality	Packet	10
29.	Computer CD Re-writable (Pack of 50)	Moser Bear/hp	Packet	10
30.	Computer CD with plastic case (Pack of 50)	Moser Bear / hp/sony	Packet	10
31.	Computer DVD (Pack of 50 Nos.)	Moser Bear / hp/sony	Packet	10
32.	Computer DVD-R with cover (Pack of 50 Nos.)	Moser Bear / hp/sony	Packet	10
33.	Computer Pen Drive 08 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Each	30
34.	Computer External Hard Disc 1 TB	Segate/ Western Digital/hp	Each	15
35.	Dater cum Serial No. Machine (ink Type)	Superior Quality	Each	20
36.	Desk Calendars	Superior Quality	Each	100
37.	Double Sided Tape 1" width X 15 Mtr.	Superior Quality	Roll	20
38.	Double Sided Tape 2" width X 15 Mtr.	Superior Quality	Roll	20
39.	Gem Clip (Plastic coated)	Superior Quality	Packet	500
40.	Gems Clip (Stainless Steel)	Superior Quality	Packet	500
41.	Glue Stick 8 Gram	Kores/Fevi /oddy/camlin	Each	100
42.	Glue stick -15 Gram	Kores/Fevi /oddy/camlin	Each	50
43.	Gum Bottle 150 ml	Kores/Camel/ Fevi /oddy	Bottle	250
44.	Gum Bottle 300 ml	Kores/Camel /Fevi /oddy	Bottle	50
45.	Gum Bottle 700 ml	Kores/Camel/ Fevi /oddy	Bottle	25

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
46.	Key Chain	Superior Quality	Each	200
47.	Lamination Machine A-3 Size	Superior Quality	Each	05
48.	Lamination Machine A-4 Size	Superior Quality	Each	05
49.	Lamination Roll A-4 Size	Superior Quality	Each	200
50.	Lamination Roll A-3 Size	Superior Quality	Each	50
51.	Leaf Folder	Superior Quality	Each	250
52.	Officer's Pen Stand with 2 Socket without Pen	Superior Quality	Each	50
53.	Officer's Pen Stand with 4 Socket without Pen	Superior Quality	Each	25
54.	Officer's Pen Stand with four holder(Popali) with paper roller	Superior Quality	Each	25
55.	Officer's Table Glass, Thickness 6mm	Superior Quality	Per Sq ft	-
56.	Officer's Table Globe - World Map	Superior Quality	Each	25
57.	Officer's Table Telephone Index Diary Leather Coated cover (Big size)	Superior Quality	Each	25
58.	Officer's Table Telephone Index Diary Leather Coated cover (Medium Size)	Superior Quality	Each	75
59.	Officer's Table Telephone Index Diary Leather Coated Cover (Small size)	Superior Quality	Each	50
60.	Outline map of Delhi	Superior Quality	Each	20
61.	Outline map of India	Superior Quality	Each	20
62.	Page Markers (1"X3") 50X3 Color	Oddy/Camlin/Kores	Each	100
63.	Paper Cutter Plastic with 1.8 cm wide Blade push button one Touch	Superior Quality	Each	30
64.	Paper Shredder Machine A-4 Size Paper	Superior Quality	Each	15
65.	Paper Tray	V-Plast/Omega/cello /kebica/ brite	Each	30
66.	Paper Tray 2-tier (plastic net)	V-Plast/Omega /cello/kebica/brite	Each	30
67.	Paper Tray 3-tier (plastic net)	V-Plast/Omega /cello/kebica/brite	Each	30

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
68.	Paper Weight (Flowery)	Superior Quality	Each	50
69.	Paper weight square Shape	Superior Quality	Each	50
70.	Paper weight(Cube type)	Superior Quality	Each	50
71.	Pen (Blue/Black/Green/Red)(Good Quality Gel Type) (Pack of 10 Nos.)	Rynold / cello/ Linc/ addgel/ Achiever/ Montex/	Packets	50
72.	Pen Ball Pen (Black/Blue/Green/Red) (Pack of 10 Nos.)	Rynold /cello/Linc/addgel/Achiever/ Montex/	Packets	20
73.	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 15 ml	Kores /luxor/flair/faber castle	Each	20
74.	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 20 ml	Kores /luxor/flair/faber castle	Each	20
75.	Pen High Lighter Pen set (Different Colours) (Pack of 5 Pens)	Luxur/ Faber castle/Rynold	Packets	25
76.	Pen Leaser Light Pen for Presentation (Red / Green / Blue Light beam)	Superior Quality	Each	20
77.	Pen Refill for Ball Pen (Pack of 10 Nos.)	Rynold / cello/ Linc/ Achiever/ Montex/	Packet	50
78.	Pen Refill for Gel Pen (Pack of 10 Nos.)	Achiever/Montex/Reynolds	Packet	20
79.	Pen Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets.)	Luxur/Camlin /faber castel	Packet	25
80.	Pencil H.B. Black (10 Nos. in 1 Packets)	Natraj/Reynolds 432 HB/Apsara	Packet	20
81.	Pencil Sharpener (20 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packet	10
82.	Permanent Marker (OHP & CD) BP-30	Camlin/Luxur/ Raynold	Nos.	50
83.	Permanent Marker Pen Bold Fibre Tip	Camlin/Luxur/ Raynold	Nos.	20
84.	Pin Holder (Magnetic)	Superior Quality	Nos.	50
85.	Plastic Carry Bag 10 Kg Capacity	Superior Quality	Kg	50
86.	Plastic Carry Bag 5 Kg Capacity	Superior Quality	Kg	50
87.	Plastic Suttle Bundle (100 Mtr.)	Superior Quality	Bundle	100
88.	Post It Pad 1" x 3"(Tricolour)	Superior Quality	Each.	500

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
89.	Post It Pad 3"x3" (Tricolour)	Superior Quality	Each.	500
90.	Post It Pad(Single Colour (75 mm X75 mm)	Superior Quality	Each.	500
91.	Premium Note Book (22.20 cm X 14 cm, Pages 200)	Neelgagan /shipra/solo	Each.	100
92.	Punch Machine Big Size Industrial/Office Use type	Superior Quality	Each.	10
93.	Punch Machine DP 600 (Double Hole Punch)	Kangaroo /kores/kebica	Each.	15
94.	Punching Machine SHP 20 (Single Hole)	Kangaroo /kores/kebica	Each.	50
95.	Rubber Band (Big size) Pack of 500 Gram	Superior quality	Packet	20
96.	Rubber Band (Medium Size) Pack of 500 Gram	Superior quality	Packet	10
97.	Rubber Bands (Small Size) Pack of 500 Gram	Superior quality	Packet	10
98.	Scale (Plastic) 12"	Omega/Camel/Sharp	Each.	20
99.	Scale (Steel) 12"	Omega/Camel/Sharp	Each.	20
100.	Scale (Plastic) 24"	Omega/Camel/Sharp	Each.	15
101.	Scale (Wooden) 24"	Omega/Camel/Sharp	Each.	10
102.	Scissor 6"	Superior Quality	Each.	20
103.	Scissor 8"	Superior Quality	Each.	20
104.	Scissor 9"	Superior Quality	Each.	20
105.	Scissor Heavy Duty	Superior Quality	Each.	20
106.	Sealing Wax (Pack of 6 Wax Sticks)	Superior Quality	Packets	15
107.	Self Ink pad	Superior Quality	Each.	50
108.	Short Hand Note book(60 Gsm) (72 Pages)	Superior Quality	Each.	50
109.	Spiral (Plastic Quill) Size of 10 mm dia	Superior Quality	Packet	10
110.	Spiral (Plastic Quill) Size of 12 mm dia	Superior Quality	Packet	10

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
111.	Spiral (Plastic Quill) Size of 15 mm dia	Superior Quality	Packet	10
112.	Spiral (Plastic Quill) Size of 18 mm dia	Superior Quality	Packet	10
113.	Spiral (Plastic Quill) Size of 20 mm dia	Superior Quality	Packet	10
114.	Spiral (Plastic Quill) Size of 25 mm dia	Superior Quality	Packet	10
115.	Spiral (Plastic Quill) Size of 32 mm dia	Superior Quality	Packet	10
116.	Spiral (Plastic Quill) Size of 38 mm dia	Superior Quality	Packet	10
117.	Spiral (Plastic Quill) Size of 7 mm dia	Superior Quality	Packet	10
118.	Spiral (Plastic Quill) Size of 8 mm dia	Superior Quality	Packet	10
119.	Spiral binding Hole Punch Machine (Industrial Type)	Superior Quality	Each	5
120.	Spiral Binding Plastic sheet Front & Back Set (A-3 Size) 100 Sheets Packet	Superior Quality	Each	20
121.	Spiral Binding Plastic sheet Front & Back Set (A-4 Size) 100 Sheet Packet	Superior Quality	Each	25
122.	Spiral Comb 10 mm	Superior Quality	Each	10
123.	Spiral Comb 14 mm	Superior Quality	Each	10
124.	Spiral Comb 28 mm	Superior Quality	Each	10
125.	Spiral Comb 32 mm	Superior Quality	Each	10
126.	Spiral Type Writing Pad (Size 5½"x 8½") (100 Pages)	Superior Quality	Each	250
127.	Spiral Type Writing Pad A-4 size Pad (40 pages)	Superior Quality	Each	200
128.	Stamp Pad	Superior Quality	Each	50
129.	Stamp Pad Ink (50 ml)	Camlin	Bottle	30
130.	Stapler (Kangaroo) HD- 10 small size	Kangaroo /kores/kebica	Each	50
131.	Stapler (Kangaroo) HD- 45 Big size	Kangaroo /kores/kebica	Each	20
132.	Stapler Machine Large No. 555	Kangaroo /kores/kebica	Each	10
133.	Stapler Pin (heavy duty) (No.23/15)	Kangaroo /kores/kebica	Packet	250
134.	Stapler Pin 10 No.	Superior Quality	Packet	250
135.	Stapler Pin 24/6 No	Superior Quality	Packet	250
136.	Stepler Machine for Book Stepling	Superior Quality	Each	5

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
	(Industrial Type)			
137.	Stapler Machine Pins	Superior Quality	Packets	20
138.	Tag (Big) Nylon-24" (100 Nos.in 1 bundle)	Superior Quality	Bundle	50
139.	Tag (Small) Nylon-8" (100 Nos. in 1 bundle)	Superior Quality	Bundle	50
140.	Tag Bundle 12" (Green) (100 Nos. in 1 bundle)	Superior Quality	Bundle	50
141.	Tag Bundle 8" (White) (100 Nos. in 1 bundle)	Superior Quality	Bundle	50
142.	Tag File Cover	Superior Quality	Each	500
143.	Tissue paper (100 X 100 mm, 100 pulls x 2 Ply, 200 Sheets in one packets)	Superior Quality	Packets	50
144.	Tissue Paper (200 X 200 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets)	Superior Quality	Packets	50
145.	Waste Paper Basket (Without net)	Superior Quality	Each	50
146.	White board Magnetic Duster.	Superior Quality	Each	50
147.	White Board Marker	Superior Quality	Each	100
148.	Writing Pad (Size 5½"x 8½") 60 GSM (100 Pages)	Superior Quality	Each	200
149.	Writing Pad (Spiral Type) A-4 Size 60 GSM (100 Pages)	Superior Quality	Each	200

CATEGORY – B

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
1.	Envelope 10" x 12" Laminated (Pack of 100 Nos.)	Superior Quality	Packet	20
2.	Envelope 4½" x 3" (Pack of 100 Nos.)	Superior Quality	Packet	20
3.	Envelope 6" x 3½" (Pack of 100 Nos.)	Superior Quality	Packet	20
4.	Envelope 9" x 4" Self Stick Tape (Pack of 100 Nos.)	Superior Quality	Packet	20
5.	Envelope 9" x 4" window (Pack of 100 Nos.)	Superior Quality	Packet	20
6.	Envelope cloth lined 10" x 8" Laminated (Pack of 100 Nos.)	Superior Quality	Packet	20
7.	Envelope Plain 9" x 4" (Pack of 100 Nos.)	Superior Quality	Packet	20
8.	Envelope White inside laminated without printing of White Ballarpur Paper 130 GSM - Size 12" x 10" A4 (Pack of 100 Nos.)	Superior Quality	Packet	20
9.	Envelope white Window Cut, size 25.5cm x 11.5 cm, made of 70 GSM J.K.Maplitho paper with AIIA New Delhi logo & address printed (Pack of 100 Nos.)	Superior Quality	Packet	20
10.	Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 30cm x 25cm, printed with AIIA New Delhi logo & address (A-4 size) (Pack of 100 Nos.)	Superior Quality	Packet	20
11.	Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 40cm x 30cm, printed with AIIA New Delhi logo & address (A-3 size) (Pack of 100 Nos.)	Superior Quality	Packet	20
12.	Plastic cover for keeping A-4 Size Envelope	Superior Quality	Each	500
13.	Board File white with side cloth	Superior Quality	Each	250
14.	Box File (Index File)	Superior Quality	Each	500
15.	Cloth binding envelopes 11x5 (Pack of 100)	Superior Quality	Each	20
16.	Display File A-4 size - 20 Pocket	Superior Quality	Each	50
17.	File - Index File with Kangaroo Clip of hard card board of 4 mm thickness with paper	Superior Quality	Each	100

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
	binding with stopper and printed with AIIA New Delhi Logo & address in Hindi & English - F/S size			
18.	File - Lever Lock index File with Kangaroo Clip of Hard Card Board with Full Rexene Binding in Blue or Black colour Rexene with Stopper and printed with AIIA New Delhi Logo & address in Hindi & English - F/S size	Superior Quality	Each	100
19.	File - Plastic File Cover A- 4 size ('L' type) laminate plastic sheet 0.35 mm and Morocco 0.15 mm sheet with half transparent pocket inside and with flap and provision to place visiting card on top (As per sample)	Superior Quality	Each	100
20.	File - Plastic File Cover A- 4 size of laminate plastic sheet 0.35 mm and Morocco 0.15 mm sheet with half transparent pocket inside and with plastic clip for filing duly printed with AIIA New Delhi logo and address in Hindi and English (As per sample)	Superior Quality	Each	100
21.	File - Ring file of 1" 2D Ring of superior quality with stopper in White/Grey colour - Full rexine binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	100
22.	File - Ring file of 1.5" 2D Ring of superior quality with stopper in White/Grey colour - Full rexine binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	100
23.	File - Ring file of 1" 2D Ring of superior quality with stopper in	Superior Quality	Each	100

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
	White/Grey colour - Full rexine binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .			
24.	File - Ring file of 2" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	100
25.	File - Ring file of 2.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	100
26.	File - Ring file of 3" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	75
27.	File - Ring file of 3.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	75
28.	File - Ring file of 4" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	75
29.	File - Ring file of 4.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside	Superior Quality	Each	75

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
	one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .			
30.	File cover with AIIA New Delhi Logo & Matter (with cobra spring)	Superior Quality	Each	2500
31.	File cover with AIIA New Delhi ono & Matter (without cobra spring)	Superior Quality	Each	2500
32.	File Flaps	Superior Quality	Each	500
33.	File Pad (Standard type with file papers holding arrangement)	Neelgagan /shipra /solo	Each	500
34.	Plastic File folder (Transparent, L- type)	Superior Quality	Each	500
35.	Plastic String folder (F/S Size) Coloured with corner	Neelgagan /shipra/solo	Each	100
36.	Peon cum Dak book - 60 Gsm (Orient paper) 4 Quire	Superior Quality	Packets	100
37.	Register Attendance (2 Quire - made of 60 GSM Orient Paper)	Superior Quality	Each	50
38.	Register Attendance (4 Quires – made of 60 GSM Orient Paper)	Superior Quality	Each	50
39.	Register Cash Book Long Book Type (06 Quire- made of 60 GSM Orient Paper)	Superior Quality	Each	50
40.	Register Cash Book Long Book Type (08 Quire - made of 60 GSM Orient Paper)	Superior Quality	Each	25
41.	Register Cash Book Long Book Type (10 Quire - made of 60 GSM Orient Paper)	Superior Quality	Each	20
42.	Register Despatch Dak Long Book Type (6 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	100
43.	Register Despatch Dak Long Book Type (10 Quire- made of 60 GSM Orient Paper)	Superior quality	Each	100
44.	Register Despatch Dak Long Book Type (8 Quire - made of 60 GSM Orient paper)	Superior quality	Each	100
45.	Register Inward Dak Long Book Type (10 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	100
46.	Register Inward Dak Long Book Type (6 Quire - made of 60 Gsm Orient Paper)	Superior quality	Each	100
47.	Register Inward Dak Long Type (8 Quire -	Superior quality	Each	100

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY
	made of 60 GSM Orient Paper)			
48.	Register Ruled Ordinary Long Type 2 Quire	Superior quality	Each	100
49.	Register Ruled Ordinary Long Type 3 Quire	Superior quality	Each	250
50.	Register Ruled Ordinary Long Type 4 Quire	Superior quality	Each	250
51.	Register Ruled Ordinary Long Type 6 Quire	Superior quality	Each	250
52.	Register Ruled Ordinary Long Type 8 Quire	Superior quality	Each	250
53.	Register Stock Ledger (06 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	50
54.	Register Stock Ledger Long Type (08 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	50
55.	Register Stock Ledger Long Type (10 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	50
56.	Register Stock Ledger 18 Quire Full Cloth Binding Long Type - made of 60 GSM Orient Laser paper)	Superior quality	Each	50
57.	Register Visitor/Gate Entry Record Long Type- (06 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	30
58.	Ring Binder folder	Superior Quality	Each	25

CATEGORY C

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX ANNUAL QUANTITY
1.	Photocopy paper (A4 size) 75 gsm	Superior quality	Per ream	2500 ream
2.	Photocopy paper (A4 size) 80 gsm	Superior quality	Per ream	100 ream
3.	Photocopy paper (A3 size) 75 gsm	Superior quality	Per ream	600 ream
4.	Photoglossy paper A4 size, 80 gsm	Superior quality	Per packet	50 packet
5.	Photocopy paper A4 size, color (Green, Blue, Pink , Yellow) 75 gsm	Superior quality	Per ream	10 ream
6.	Executive Bond Paper 70 GSM (Pack of 500 Sheets)	Superior Quality	Per Packet	100 packet
7.	Glossy Paper (A-4 Size)- 120 GSM (Pack of 50 Sheets)	Superior Quality	Packets	100 packet
8.	Note sheet pad (Green Ledger Paper) 100 sheet 75gsm (Size 12½" x8 ½")	Neelgagan /shipra/ solo	Nos.	5000
9.	Note Sheet Pad (Green Ledger Paper) F/S Size 100 Sheet	Superior Quality	Nos.	1000

ANNEXURE – II

LETTER OF SUBMISSION OF TENDER

To

The Director,
All India Institute of Ayurveda,
Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076

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

Dear Sir,

1. Subject to the conditions given in the tender documents for the above mentioned contract, I/We hereby tender for the contract for working as Contractor for AIIA for its office at the rates specified in the SOR (Annexure- II) annexed with the 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 are are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.
2. The following certificates/ documents are enclosed herewith:-
 - 2.1 Copy of two executed purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years as on 31.03.2016;
 - 2.2 Copy of Income Tax PAN card;
 - 2.3 Copy of Service Tax, Sale Tax, VAT Registration;
 - 2.4 A sum of 15,000/- (Rupees fifteen Thousand only) towards Earnest Money in the form of pay order/demand draft No. dated____ drawn on the bank/branch In favour of Director, All India Institute of Ayurveda, New Delhi, payable at New Delhi.
 - 2.5 Proof of deposit of price of bid document.
 - 2.6 A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.
 - 2.7 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 AIIA, New Delhi

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

Yours faithfully,

Signature of Tenderer / (s)

Name:

Designation: _

Address : _

Mobile/Tel No.: _

ANNEXURE – III

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

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

A person is hereby authorized 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

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 are 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.

ANNEXURE – IV

CHECKLIST 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 hiring of vehicles. The documents are to be submitted in descending order.

SN	DOCUMENTS	PAGE NUMBER
1.	Letter of Submission of tender.	
2.	Tender document with all pages duly Signed and embossed with official seal.	
3.	Demand Draft of Rs.15,000/- towards Earnest Money Deposit	
4.	Copy of PAN Card	
5.	Proof of copy of service tax, Sale tax, VAT registration	
6.	Copy of two executed purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years as on 31.03.2016.	
7.	A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./ Public Sector Units or its contracts have not been terminated on account of poor performance	
8.	Authorization letter for the bid opening as per Annexure- III	
9.	Proof of deposit of price bid document	
10.	Any other document (s) Please specify	
11.	Schedule of rates (as per Annexure-V - Category - 'A', 'B', 'C' in a separate sealed envelope)	

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)

ANNEXURE IV a

TECHNICAL APPLICATION BID

Tender for "Supply of Stationery & other General Items in All India institute of Ayurveda, New Delhi"

1. Name of the bidder/company/Firm/agency :.....
2. Name of proprietor/Director of company/Firm/Agency :.....
3. Full address of Reg. office :.....
.....
 - a. Telephone No. :.....
 - b. Fax No. :.....
 - c. Email :.....
 - d. Mobile Number :.....
4. Full address of operating/branch office :.....
.....
 - a. Telephone No . :.....
 - b. Fax No. :.....
 - c. Email :.....
 - d. Mobile Number :.....
5. Details of Earnest money Deposit
 - a. Rupees :.....
 - b. Demand draft no. :.....
 - c. Drawn on Bank :.....
6. PAN Card No.(Attach self attested copy) :.....
7. Banker of company/firm/agency with Full address :.....

(Attach latest Bank Certificates regarding bank accounts
and credentials)

-
- i. Telephone no. of Banker :.....
- ii. Email of the Banker :.....
8. Service tax, Sale tax, VAT registration No. :.....

(attach self attested copy)

9. Give details of the major similar contracts handled by the bidder company/firm/agency for supply of stationery and such items of work of value not less than 02 lakhs in any central/state Government and public sector undertaking/ MNC within the preceding five years as on 31/03/2016

SN	DETAILS OF CLIENT WITH ADDRESS, TELEPHONE, EMAIL AND FAX NUMBERS	AMOUNT OF CONTRACT (Rs. Lacs)	DURATION OF CONTRACT	
			FROM	TO
1.				
2.				
3.				
4.				
5.				

(if the space provided is insufficient, a separate sheet may be attached)

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

Yours faithfully,

Signature of Tenderer / (s)

Name:

Designation: _

Address : _

Mobile/Tel No.: _

(To be kept in a separate envelope)

ANNEXURE-V

**SCHEDULE OF RATES TO BE QUOTED FOR SUPPLY OF STATIONERY &
OTHER GENERAL ITEMS**

CATEGORY – A

LIST OF STATIONERY AND OTHER GENERAL ITEMS

SN	Description Of The Item (Stationery)	Make/ Brand/ Specification	Unit	Approx. Annual Quantity	Rate per unit inclusive of all taxes	Amount inclusive of all taxes
				1	2	3 = 1x 2
1.	All Pin (Stainless Steel)	Superior Quality	Packet	50		
2.	Binder Clip 25mm	Superior Quality	Packet	50		
3.	Binder Clip 32mm	Superior Quality	Packet	50		
4.	Binder Clip 41mm	Superior Quality	Packet	50		
5.	Binding/Packing Tape brown (48 mm x 65 mtr.)	Superior Quality	Roll	50		
6.	Board Pin (Fibre Top)	Superior Quality	Packet	20		
7.	Board Pin Brass (Thumb Pin)	Superior Quality	Packet	20		
8.	Business Card Holder Leather Coated Cover- 120 cards holding capacity with Index A4 Size	Superior Quality	Each	20		
9.	Business Card Holder Leather Coated Cover- 240 cards holding capacity with Index A4 Size	Superior Quality	Each	20		
10.	Leather Coated cover- 500 Cards holding capacity with Index A4 size	Superior Quality	Each	20		
11.	Calculator 12 digit Big Screen Type	Sharp/Casio	Each	20		
12.	Calculator Scientific Type Standard size	Sharp/Casio	Each	15		
13.	Call Bell / Door Bell Electric Type (in Different voices)	Superior Quality	Each	50		
14.	Cell - AA size 1.5 volts (Pair-	Duracell/Red	Packet	50		

SN	Description Of The Item (Stationery)	Make/ Brand/ Specification	Unit	Approx. Annual Quantity	Rate per unit inclusive of all taxes	Amount inclusive of all taxes
	pack of 2 cells)	Eveready				
15.	Cell - AAA size 1.5 volts (Pair- pack of 2 cells)	Duracell/Red Eveready	Packet	50		
16.	Cell - Big size 1.5 Volts (Pair- pack of 2 Cells)	Duracell/Red Eveready	Packet	50		
17.	Cello tape (big) tixc-12 mm 65 mtr.	Superior Quality	Roll	40		
18.	Cello tape (Small) Tixo- 12mm x 9 mtr.	Superior Quality	Roll	40		
19.	Cello Tape ½ inch (15 Mtr)	Superior Quality	Roll	40		
20.	Cello Tape 1 inch (15 Mtr)	Superior Quality	Roll	40		
21.	Cello Tape 2 inch (30 Mtr)	Superior Quality	Roll	40		
22.	Cello Tape 2"65 Mtr	Superior Quality	Roll	40		
23.	Cello Tape Dispenser (Delux)	Superior Quality	Each	25		
24.	Cello Tape Dispenser (Small)	Superior Quality	Each	25		
25.	Cello Tape Large 2" Brown/Green/Blue	Superior Quality	Roll	30		
26.	Clip Board Plastic	Superior Quality	Each	50		
27.	Clip Folder	Solo/Neelgagan/ shipra	Each.	100		
28.	Computer CD Mailer (Pack of 50)	Superior Quality	Packet	10		
29.	Computer CD Re-writable (Pack of 50)	Moser Bear/hp	Packet	10		
30.	Computer CD with plastic case (Pack of 50)	Moser Bear / hp	Packet	10		
31.	Computer DVD (Pack of 50 Nos.)	Moser Bear / hp	Packet	10		
32.	Computer DVD-R with cover (Pack of 50 Nos.)	Moser Bear / hp	Packet	10		
33.	Computer Pen Drive 08 GB	Sandisk/ HP/	Each	30		

SN	Description Of The Item (Stationery)	Make/ Brand/ Specification	Unit	Approx. Annual Quantity	Rate per unit inclusive of all taxes	Amount inclusive of all taxes
		Kingston/ SONY/ Moserbear				
34.	Computer External Hard Disc 1 TB	Segate/ Western Digital	Each	15		
35.	Dater cum Serial No. Machine (ink Type)	Superior Quality	Each	20		
36.	Desk Calendars	Superior Quality	Each	100		
37.	Double Sided Tape 1" width X 15 Mtr.	Superior Quality	Roll	20		
38.	Double Sided Tape 2" width X 15 Mtr.	Superior Quality	Roll	20		
39.	Gem Clip (Plastic coated)	Superior Quality	Packet	500		
40.	Gems Clip (Stainless Steel)	Superior Quality	Packet	500		
41.	Glue Stick 8 Gram	Kores/Fevi /oddy/camlin	Each	100		
42.	Glue stick -15 Gram	Kores/Fevi /oddy/camlin	Each	50		
43.	Gum Bottle 150 ml	Kores/Camel/ Fevi /oddy	Bottle	250		
44.	Gum Bottle 300 ml	Kores/Camel /Fevi /oddy	Bottle	50		
45.	Gum Bottle 700 ml	Kores/Camel/ Fevi /oddy	Bottle	25		
46.	Key Chain	Superior Quality	Each	200		
47.	Lamination Machine A-3 Size	Superior Quality	Each	05		
48.	Lamination Machine A-4 Size	Superior Quality	Each	05		
49.	Lamination Roll A-4 Size	Superior Quality	Each	200		
50.	Lamination Roll A-3 Size	Superior Quality	Each	50		
51.	Leaf Folder	Superior Quality	Each	250		
52.	Officer's Pen Stand with 2 Socket without Pen	Superior Quality	Each	50		
53.	Execuetive Pen Stand with 4	Superior Quality	Each	25		

SN	Description Of The Item (Stationery)	Make/ Brand/ Specification	Unit	Approx. Annual Quantity	Rate per unit inclusive of all taxes	Amount inclusive of all taxes
	Socket without Pen					
54.	Officer's Pen Stand with four holder(Popali) with paper roller	Superior Quality	Each	25		
55.	Officer's Table Glass, Thickness 6mm	Superior Quality	Per Sq ft			
56.	Officer's Table Globe - World Map	Superior Quality	Each	25		
57.	Officer's Table Telephone Index Diary Leather Coated cover (Big size)	Superior Quality	Each	25		
58.	Officer's Table Telephone Index Diary Leather Coated cover (Medium Size)	Superior Quality	Each	75		
59.	Officer's Table Telephone Index Diary Leather Coated Cover (Small size)	Superior Quality	Each	50		
60.	Outline map of Delhi	Superior Quality	Each	20		
61.	Outline map of India	Superior Quality	Each	20		
62.	Page Markers (1"X3") 50X3 Color	Oddy/Camlin/Kore s	Each	100		
63.	Paper Cutter Plastic with 1.8 cm wide Blade push button one Touch	Superior Quality	Each	30		
64.	Paper Shredder Machine A-4 Size Paper	Superior Quality	Each	15		
65.	Paper Tray	V-Plast/Omega/cello/kebica/ brite	Each	30		
66.	Paper Tray 2-tier (plastic net)	V-Plast/Omega /cello/kebica/brite	Each	30		
67.	Paper Tray 3-tier (plastic net)	V-Plast/Omega /cello/kebica/brite	Each	30		
68.	Paper Weight (Flowery)	Superior Quality	Each	50		
69.	Paper weight square Shape	Superior Quality	Each	50		

SN	Description Of The Item (Stationery)	Make/ Brand/ Specification	Unit	Approx. Annual Quantity	Rate per unit inclusive of all taxes	Amount inclusive of all taxes
70.	Paper weight(Cube type)	Superior Quality	Each	50		
71.	Pen (Blue/Black/Green/Red)(Good Quality Gel Type) (Pack of 10 Nos.)	Rynold / cello/ Linc/ addgel/ Achiever/ Montex/	Packet	50		
72.	Pen Ball Pen (Black/Blue/Green/Red) (Pack of 10 Nos.)	Rynold /cello/Linc/addgel/ Achiever/Montex/	Packet	20		
73.	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 15 ml	Kores /luxor/flair/faber castle	Each	20		
74.	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 20 ml	Kores /luxor/flair/faber castle	Each.	20		
75.	Pen High Lighter Pen set (Different Colours) (Pack of 5 Pens)	Luxur/ Faber castle/Rynold	Packet	25		
76.	Pen Leaser Light Pen for Presentation (Red / Green / Blue Light beam)	Superior Quality	Each	20		
77.	Pen Refill for Ball Pen (Pack of 10 Nos.)	Rynold / cello/ Linc/ Achiever/ Montex/	Packet	50		
78.	Pen Refill for Gel Pen (Pack of 10 Nos.)	Achiever/Montex/ Reynolds	Packet	20		
79.	Pen Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets.)	Luxur/Camlin /faber castel	Packet	25		
80.	Pencil H.B. Black (10 Nos. in 1 Packets)	Natraj/Reynolds 432 HB/Apsara	Packet	20		
81.	Pencil Sharpener (20 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packet	10		
82.	Permanent Marker (OHP & CD) BP-30	Camlin/Luxur/ Raynold	Each	50		
83.	Permanent Marker Pen Bold Fibre Tip	Camlin/Luxur/ Raynold	Each	20		
84.	Pin Holder (Magnetic)	Superior Quality	Each	50		
85.	Plastic Carry Bag 10 Kg Capacity	Superior Quality	Kg	50		
86.	Plastic Carry Bag 5 Kg Capacity	Superior Quality	Kg	50		
87.	Plastic Suttle Bundle (100 Mtr.)	Superior Quality	Bundle	100		

SN	Description Of The Item (Stationery)	Make/ Brand/ Specification	Unit	Approx. Annual Quantity	Rate per unit inclusive of all taxes	Amount inclusive of all taxes
88.	Post It Pad 1" x 3"(Tricolour)	Superior Quality	Each	500		
89.	Post It Pad 3"x3" (Tricolour)	Superior Quality	Each	500		
90.	Post It Pad(Single Colour (75 mm X75 mm)	Superior Quality	Each	500		
91.	Premium Note Book (22.20 cm X 14 cm, Pages 200)	Neelgagan /shipra/solo	Each	100		
92.	Punch Machine Big Size Industrial/Office Use type	Superior Quality	Each	10		
93.	Punch Machine DP 600 (Double Hole Punch)	Kangaroo /kores/kebica	Each	15		
94.	Punching Machine SHP 20 (Single Hole)	Kangaroo /kores/kebica	Each	80		
95.	Rubber Band (Big size) Pack of 500 Gram	Superior quality	Packet	20		
96.	Rubber Band (Medium Size) Pack of 500 Gram	Superior quality	Packet	10		
97.	Rubber Bands (Small Size) Pack of 500 Gram	Superior quality	Packet	10		
98.	Scale (Plastic) 12"	Omega/Camel/Sh arp	Each	20		
99.	Scale (Steel) 12"	Omega/Camel/Sh arp	Each	20		
100.	Scale (Plastic) 24"	Omega/Camel/Sh arp	Each	15		
101.	Scale (Wooden) 24"	Omega/Camel/Sh arp	Each	10		
102.	Scissor 6"	Superior Quality	Each	20		
103.	Scissor 8"	Superior Quality	Each	20		
104.	Scissor 9"	Superior Quality	Each	20		
105.	Scissor Heavy Duty	Superior Quality	Each	20		
106.	Sealing Wax (Pack of 6 Wax	Superior Quality	Packet	15		

SN	Description Of The Item (Stationery)	Make/ Brand/ Specification	Unit	Approx. Annual Quantity	Rate per unit inclusive of all taxes	Amount inclusive of all taxes
	Sticks)					
107.	Self Ink pad	Superior Quality	Each	50		
108.	Short Hand Note book(60 Gsm) (72 Pages)	Superior Quality	Each	50		
109.	Spiral (Plastic Quill) Size of 10 mm dia	Superior Quality	Packet	10		
110.	Spiral (Plastic Quill) Size of 12 mm dia	Superior Quality	Packet	10		
111.	Spiral (Plastic Quill) Size of 15 mm dia	Superior Quality	Packet	10		
112.	Spiral (Plastic Quill) Size of 18 mm dia	Superior Quality	Packet	10		
113.	Spiral (Plastic Quill) Size of 20 mm dia	Superior Quality	Packet	10		
114.	Spiral (Plastic Quill) Size of 25 mm dia	Superior Quality	Packet	10		
115.	Spiral (Plastic Quill) Size of 32 mm dia	Superior Quality	Packet	10		
116.	Spiral (Plastic Quill) Size of 38 mm dia	Superior Quality	Packet	10		
117.	Spiral (Plastic Quill) Size of 7 mm dia	Superior Quality	Packet	10		
118.	Spiral (Plastic Quill) Size of 8 mm dia	Superior Quality	Packet	10		
119.	Spiral binding Hole Punch Machine (Industrial Type)	Superior Quality	Each	5		
120.	Spiral Binding Plastic sheet Front & Back Set (A-3 Size) 100 Sheets Packet	Superior Quality	Each	20		
121.	Spiral Binding Plastic sheet Front & Back Set (A-4 Size) 100 Sheet Packet	Superior Quality	Each	25		

SN	Description Of The Item (Stationery)	Make/ Brand/ Specification	Unit	Approx. Annual Quantity	Rate per unit inclusive of all taxes	Amount inclusive of all taxes
122.	Spiral Comb 10 mm	Superior Quality	Each	10		
123.	Spiral Comb 14 mm	Superior Quality	Each	10		
124.	Spiral Comb 28 mm	Superior Quality	Each	10		
125.	Spiral Comb 32 mm	Superior Quality	Each	10		
126.	Spiral Type Writing Pad (Size 5½"x 8½") (100 Pages)	Superior Quality	Each	250		
127.	Spiral Type Writing Pad A-4 size Pad (40 pages)	Superior Quality	Each	200		
128.	Stamp Pad	Superior Quality	Each	50		
129.	Stamp Pad Ink (50 ml)	Superior Quality	Bottle	30		
130.	Stapler (Kangaroo) HD- 10 small size	Kangaroo /kores/kebica	Each	50		
131.	Stapler (Kangaroo) HD- 45 Big size	Kangaroo /kores/kebica	Each	20		
132.	Stapler Machine Large No. 555	Kangaroo /kores/kebica	Each	10		
133.	Stapler Pin (heavy duty) (No.23/15)	Kangaroo /kores/kebica	Packet	250		
134.	Stapler Pin 10 No.	Superior Quality	Packet	250		
135.	Stapler Pin 24/6 No	Superior Quality	Packet	250		
136.	Stepler Machine for Book Stepling (Industrial Type)	Superior Quality	Each	5		
137.	Stepler Machine Pins	Superior Quality	Packet	20		
138.	Tag (Big) Nilon-24" (100 Nos.in 1 bundle)	Superior Quality	Bundle	50		
139.	Tag (Small) Nilon-8" (100 Nos. in 1 bundle)	Superior Quality	Bundle	50		
140.	Tag Bundle 12" (Green) (100 Nos. in 1 bundle)	Superior Quality	Bundle	50		

SN	Description Of The Item (Stationery)	Make/ Brand/ Specification	Unit	Approx. Annual Quantity	Rate per unit inclusive of all taxes	Amount inclusive of all taxes
141.	Tag Bundle 8" (White) (100 Nos. in 1 bundle)	Superior Quality	Bundle	50		
142.	Tag File Cover	Superior Quality	Each	500		
143.	Tissue paper (100 X 100 mm, 100 pulls x 2 Ply, 200 Sheets in one packets)	Superior Quality	Packet	50		
144.	Tissue Paper (200 X 200 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets)	Superior Quality	Packet	50		
145.	Waste Paper Basket (Without net)	Superior Quality	Each	50		
146.	White board Magnetic Duster.	Superior Quality	Each	50		
147.	White Board Marker	Superior Quality	Each	100		
148.	Writing Pad (Size 5½"x 8½") 60 GSM (100 Pages)	Superior Quality	Each	200		
149.	Writing Pad (Spiral Type) A-4 Size 60 GSM (100 Pages)	Superior Quality	Each	200		
TOTAL AMOUNT (Rs)						
RUPEES.....						

Note: All rates should be quoted inclusive of all taxes.

Signature of the Authorized Signatory

Name:
 Mobile / Tel No.: _
 Designation:

(To be kept in a separate envelope)

ANNEXURE – V

SCHEDULE OF RATES TO BE QUOTED FOR SUPPLY OF STATIONERY & OTHER GENERAL ITEMS

CATEGORY – B

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY	RATE PER UNIT INCLUSIVE OF ALL TAXES	AMOUNT (INCLUSIVE OF ALL TAXES)
				1	2	3= 1X2
1.	Envelope 10" x 12" Laminated (Pack of 100 Nos.)	Superior Quality	Packet	20		
2.	Envelope 4½" x 3" (Pack of 100 Nos.)	Superior Quality	Packet	20		
3.	Envelope 6" x 3½" (Pack of 100 Nos.)	Superior Quality	Packet	20		
4.	Envelope 9" x 4" Self Stick Tape (Pack of 100 Nos.)	Superior Quality	Packet	20		
5.	Envelope 9" x 4" window (Pack of 100 Nos.)	Superior Quality	Packet	20		
6.	Envelope cloth lined 10" x 8" Laminated (Pack of 100 Nos.)	Superior Quality	Packet	20		
7.	Envelope Plain 9" x 4" (Pack of 100 Nos.)	Superior Quality	Packet	20		
8.	Envelope White inside laminated without printing of White Ballarpur Paper 130 GSM - Size 12" x 10" A4 (Pack of 100 Nos.)	Superior Quality	Packet	20		
9.	Envelope white Window Cut, size 25.5cm x 11.5 cm, made of 70 GSM J.K.Maplitho paper with AIIA New Delhi logo & address printed (Pack of 100 Nos.)	Superior Quality	Packet	20		
10.	Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 30cm x 25cm, printed with AIIA New Delhi logo &	Superior Quality	Packet	20		

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY	RATE PER UNIT INCLUSIVE OF ALL TAXES	AMOUNT (INCLUSIVE OF ALL TAXES)
	address (A-4 size) (Pack of 100 Nos.)					
11.	Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 40cm x 30cm, printed with AIIA New Delhi logo & address (A-3 size) (Pack of 100 Nos.)	Superior Quality	Packet	20		
12.	Plastic cover for keeping A-4 Size Envelope	Superior Quality	Each	500		
13.	Board File white with side cloth	Superior Quality	Each	250		
14.	Box File (Index File)	Superior Quality	Each	500		
15.	Cloth binding envelopes 11x5 (Pack of 100)	Superior Quality	Each	20		
16.	Display File A-4 size - 20 Pocket	Superior Quality	Each	50		
17.	File - Index File with Kangaroo Clip of hard card board of 4 mm thickness with paper binding with stopper and printed with AIIA New Delhi Logo & address in Hindi & English - F/S size	Superior Quality	Each	100		
18.	File - Lever Lock index File with Kangaroo Clip of Hard Card Board with Full Rexene Binding in Blue or Black colour Rexene with Stopper and printed with AIIA New Delhi Logo & address in Hindi & English - F/S size	Superior Quality	Each	100		
19.	File - Plastic File Cover A- 4 size ('L' type) laminate plastic sheet 0.35 mm and Morocco 0.15 mm sheet with half transparent pocket inside and with flap and provision to place visiting card on top (As per sample)	Superior Quality	Each	100		
20.	File - Plastic File Cover A- 4	Superior Quality	Each	100		

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY	RATE PER UNIT INCLUSIVE OF ALL TAXES	AMOUNT (INCLUSIVE OF ALL TAXES)
	size of laminate plastic sheet 0.35 mm and Morocco 0.15 mm sheet with half transparent pocket inside and with plastic clip for filing duly printed with AIIA New Delhi logo and address in Hindi and English (As per sample)					
21.	File - Ring file of 1" 2D Ring of superior quality with stopper in White/Grey colour - Full rexine binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	100		
22.	File - Ring file of 1.5" 2D Ring of superior quality with stopper in White/Grey colour - Full rexine binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	100		
23.	File - Ring file of 1" 2D Ring of superior quality with stopper in White/Grey colour - Full rexine binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	100		
24.	File - Ring file of 2" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	100		
25.	File - Ring file of 2.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear	Superior Quality	Each	100		

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY	RATE PER UNIT INCLUSIVE OF ALL TAXES	AMOUNT (INCLUSIVE OF ALL TAXES)
	pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .					
26.	File - Ring file of 3" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	75		
27.	File - Ring file of 3.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	75		
28.	File - Ring file of 4" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	75		
29.	File - Ring file of 4.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Each	75		
30.	File cover with AIIA New Delhi Logo & Matter (with cobra spring)	Superior Quality	Each	2500		
31.	File cover with AIIA New Delhi ono & Matter (without cobra spring)	Superior Quality	Each	2500		
32.	File Flaps	Superior Quality	Each	500		
33.	File Pad (Standard type with	Neelgagan	Each	500		

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY	RATE PER UNIT INCLUSIVE OF ALL TAXES	AMOUNT (INCLUSIVE OF ALL TAXES)
	file papers holding arrangement)	/shipra /solo				
34.	Plastic File folder (Transparent, L- type)	Superior Quality	Each	500		
35.	Plastic String folder (F/S Size) Coloured with corner	Neelgagan /shipra/solo	Each	100		
36.	Peon cum Dak book - 60 Gsm (Orient paper) 4 Quire	Superior Quality	Packet	100		
37.	Register Attendance (2 Quire - made of 60 GSM Orient Paper)	Superior Quality	Each	50		
38.	Register Attendance (4 Quires – made of 60 GSM Orient Paper)	Superior Quality	Each	50		
39.	Register Cash Book Long Book Type (06 Quire- made of 60 GSM Orient Paper)	Superior Quality	Each	50		
40.	Register Cash Book Long Book Type (08 Quire - made of 60 GSM Orient Paper)	Superior Quality	Each	25		
41.	Register Cash Book Long Book Type (10 Quire - made of 60 GSM Orient Paper)	Superior Quality	Each	20		
42.	Register Despatch Dak Long Book Type (6 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	100		
43.	Register Despatch Dak Long Book Type (10 Quire- made of 60 GSM Orient Paper)	Superior quality	Each	100		
44.	Register Despatch Dak Long Book Type (8 Quire - made of 60 GSM Orient paper)	Superior quality	Each	100		
45.	Register Inward Dak Long Book Type (10 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	100		
46.	Register Inward Dak Long Book Type (6 Quire - made of 60 Gsm Orient Paper)	Superior quality	Each	100		
47.	Register Inward Dak Long Type (8 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	100		
48.	Register Ruled Ordinary Long Type 2 Quire	Superior quality	Each	100		
49.	Register Ruled Ordinary Long Type 3 Quire	Superior quality	Each	250		
50.	Register Ruled Ordinary Long Type 4 Quire	Superior quality	Each	250		
51.	Register Ruled Ordinary Long	Superior quality	Each	250		

SN	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECIFICATION	UNIT	APPROX. ANNUAL QUANTITY	RATE PER UNIT INCLUSIVE OF ALL TAXES	AMOUNT (INCLUSIVE OF ALL TAXES)
	Type 6 Quire					
52.	Register Ruled Ordinary Long Type 8 Quire	Superior quality	Each	250		
53.	Register Stock Ledger (06 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	50		
54.	Register Stock Ledger Long Type (08 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	50		
55.	Register Stock Ledger Long Type (10 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	50		
56.	Register Stock Ledger 18 Quire Full Cloth Binding Long Type - made of 60 GSM Orient Laser paper)	Superior quality	Each	50		
57.	Register Visitor/Gate Entry Record Long Type- (06 Quire - made of 60 GSM Orient Paper)	Superior quality	Each	30		
58.	Ring Binder folder	Superior Quality	Each	25		
Total Amount (Rs)						
Rupees						
.....						
.....						
.....						

Note: All rates should be quoted inclusive of all taxes.

Signature of the Authorised Signatory

Name:

Mobile / Tel No.: _

Designation:

(To be kept in a separate envelope)

ANNEXURE-V

**SCHEDULE OF RATES TO BE QUOTED FOR SUPPLY OF STATIONERY &
OTHER GENERAL ITEMS**

Category C

S N	DESCRIPTION OF THE ITEM (STATIONERY)	MAKE/ BRAND/ SPECS	UNIT	APPR OX ANNU AL QUAN TITY	RATE PER UNIT INCLUSIVE OF ALL TAXES	AMOUNT (INCLUSIVE OF ALL TAXES)
				1	2	3 = 1 x 2
1.	Photocopy paper (A4 size) 75 gsm	Superior quality	Per ream	2500 ream		
2.	Photocopy paper (A4 size) 80 gsm	Superior quality	Per ream	100 ream		
3.	Photocopy paper (A3 size) 75 gsm	Superior quality	Per ream	600 ream		
4.	Photoglossy paper A4 size, 80 gsm	Superior quality	Per packet	50 packet		
5.	Photocopy paper A4 size, color (Green, Blue, Pink , Yellow) 75 gsm	Superior quality	Per ream	10 ream		
6.	Executive Bond Paper 70 GSM (Pack of 500 Sheets)	Superior Quality	Per Packet	100 packet		
7.	Glossy Paper (A-4 Size)- 120 GSM (Pack of 50 Sheets)	Superior Quality	Packet	100 packet		
8.	Note sheet pad (Green Ledger Paper) 100 sheet 75gsm (Size 12½" x8 ½")	Neelgaga n /shipra/ solo	Nos.	5000		
9.	Note Sheet Pad (Green Ledger Paper) F/S Size 100 Sheet	Superior Quality	Nos.	1000		
Total Amount (Rs.)						
Rupees.....						

Note: All rates should be quoted inclusive of all taxes.

Signature of the Authorised Signatory

Name:

Mobile / Tel No.: _

Designation: _

