

Garhwal Mandal Vikas Nigam Ltd.  
74/1 Rajpur Road, Dehra Dun



TENDER REF: TENDER FOR SUPPLY OF STATIONERY &  
HOUSE KEEPING ITEM

***TENDER DOCUMENT-1***

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**Cost of Tender form Rs. 1180.00**  
**(Non refundable)**  
**(One thousand one hundred eighty only)**  
**(Inclusive of GST)**

*Garhwal Mandal Vikas Nigam Ltd.*  
*74/1 Rajpur Road, Dehra Dun*  
**CIN- U31101UR1976SGC004259**  
**GST NO. 05AACCG6021E9ZZ**

*TENDER DOCUMENT*

Tenders are invited from the Authorised distributors/Dealers for supply of Stationery for various Sections of GMVN Ltd.

1) *PROCEDURE FOR TENDER*

E-Tendering procedure will be followed as per the guidelines of Uttarakhand Government E tendering procedure. Two bid system of E-Tendering will be followed. (Technical Bid and Financial Bid)

- i) The parties willing to participate in the Bid will have to apply through the Electronic Tendering Procedure (E-Tendering) as per the guidelines issued by Uttarakhand State Government.
- ii) The Bidder forms can be downloaded from the web site. "www.uktenders.gov.in" and "gmvnl.in"
- iii) No Tender will be accepted other than E-Tendering Procedure mentioned above.
- iv) For more information Helpline can be contacted as mentioned below.

- Authorized and Concerned person for further enquiries: Mr.Ramesh Shah, Store Keeper (H.Q.) 0135-2746817, Mob.: 9997003716
- Uttarakhand e-Procurement Help Line No. : 0135-3041594
- 24x7 Help Desk - Toll Free No. : 0120-4200462
- New Toll Free No. : 0120-4001002 for Support Help Desk is now available 24x7. Users may contact this number to clarify e-Bidder's doubts. The queries will be answered in English/ Hindi only.

**(a) Technical Bid**

The first part shall comprise the offer letter in the prescribed format (Annexure 1 & 2), the Earnest Money Deposit (EMD) and the pre-qualification and Technical criteria compliance statement with details.

One set of the Technical bid documents should be submitted physically to the officer as mentioned in this document and one set to be scanned and uploaded on the E-tendering Portal.

## **b- Financial Bid**

The second part shall be the Financial bid specifying the price offer in the prescribed format.(BOQ) Excel spread sheet as per (Annexure 2 Financial bid form.(BOQ)Stationery)

Please note that this is an E-tendering System and the comparative chart is automated by the system. So please do not leave any necessary column blank (0.00), else the system will reject the Financial Bid. Do not forget to write the name of the applying firm at the specified place required for the same, otherwise there are chances that the system may reject the bid. in such case the bids rejected by the system will not be acceptable and shall be rejected.

Please note that financial bid / BOQ is not to be submitted physically.

GMVN will open the pre-qualification and technical proposals and evaluate them as per criterion mentioned in this document. The 'Financial Bid (BOQ)' shall not be opened until the evaluation of the pre-qualification and technical evaluation is complete.

After evaluation of pre-qualification and technical proposals, the commercial proposals of only those bidders, who qualify in pre-qualification and technical evaluation, will be opened.

## **2) SELECTION PROCEDURE**

1. The firm qualifying in the technical bid will be approved for second phase.
2. In the second phase, the Financial bid (BOQ) will be opened for the parties qualifying in the technical bid.

## **3) CRITICAL DATES**

Sl.	Particulars	Date	Time
1-	Tender Publishing Date	18.03.2023	15:00 hrs
2-	Start date of downloading the tender for	20.03.2023	17:00 hrs
3-	Pre bid meeting)	23.03-2023	11:00 hrs
4-	Start date of bid uploading	24.03-2023	11:00 hrs
5-	Last date to submit online bid	03.04.2023	15:00 hrs
6-	Date of opening the Tender - after	03.04-2023	15:30 hrs

## **SPECIAL MENTIONS**

1. Address for submission of Technical bid and other physical documents.

To,  
General Manager (Administration)  
Garhwal Mandal Vikas Nigam Ltd.  
74/1 Rajpur Road, Dehra Dun.  
Uttarakhand. 248001.

**4) VALIDITY OF RATES:**

12 months from the date of Signing of the Agreement between successful bidder/ authorised dealer & Officer appointed by the Managing Director, GMVN Ltd.

**5) EXTENSION OF DELIVERY TIME:**

Delivery Period may be extended up to Two year or as per the discretion of the management of G.M.V.N.Ltd.

**6) DELIVERY DESTINATION (F.O.R.)**

The goods shall be delivered to Garhwal Mandal Vikas Nigam's Head Office 74/1 Rajpur Road, Dehradun.

Cost of transportation loading-unloading, octroi, all taxes shall be borne by the supplier. GMVN shall not pay anything extra other than the amount mentioned in the financial bid.

**7) DELIVERY SCHEDULE**

15 days from the date of supply order

**8) ESTIMATED VALUE OF BID FOR ALL ITEMS –**

Rs 500,000/- (Rupees Five Lac only)

**9) E- TENDER FEE, EMD (EARNEST MONEY), SECURITY**

A- Tender Fee

a) Rs. 1000 + 18% GST = 1180/- (non refundable)

(One thousand one hundred eighty only) inclusive of taxes.

b) Tender fee will only be accepted in the form of

i. Demand Draft, in favour of General Manager (Adm), Garhwal Mandal Vikas Nigam Ltd., payable at Dehra Dun.

ii. Cash payment at Head Office, Garhwal Mandal Vikas Nigam Ltd., 74/1, Rajpur Road, Dehra Dun.

i) Wire transfer through Bank in the account mentioned below:- Name of the Bank : UNION BANK OF INDIA

ii) Account Type : Saving, A/c No. 306802010014124

iii) IFS code. : UBIN0530689

iii. Beneficiary name: Managing Director, Garhwal Mandal Vikas Nigam Ltd.

iv. E-invoice generated by GMVN Ltd. on Demand of the bidder.

c) Proof of Tender fee payment is to be attached with the technical bid.

**B- Earnest money**

Earnest Money is Refundable/Adjustable and has to be submitted physically before the opening of tenders as mentioned in this document. A scanned copy of EMD to be uploaded along with the technical bid.

**a. The EMD can be submitted in the form of**

i. FDR or TDR in the Name of General Manager (Adm), GMVN Ltd. A/C of (bidder's name)

b. EMD will only be accepted in the form mentioned above

c. EMD Will only be Submitted to the concerned office as mentioned in this document. Scanned copy of the EMD Should be uploaded along document Scanned copy of the EMD Should be uploaded along with the Technical bid on the website- [www.uktenders.Gov.in](http://www.uktenders.Gov.in)

d. No interest shall be allowed on this deposit. Earnest money will be forfeited if:

i. The successful Bidder fails to deposit the required security as prescribed.

ii. Tender is withdrawn by the bidder within the period of its validity period as mentioned in this document.

e. Earnest money deposited by the unsuccessful Bidder will be refunded without interest thereon after signing of the agreement between successful bidder and GMVN Ltd. Or if the bidding process is cancelled by GMVN Ltd EMD is given in the form of FDR the original documents will be released to bidder either personally or will be send to the registered office as mentioned in the bid document or will be given to the Authorized person duty Authorized by the bidder.

f. Any Bid not accompanied by the Bid EMD shall be rejected by GMVN Ltd. as non responsive.

g. The amount of EMD is as per the table mentioned below.

S.No.	ITEMS	EARNEST MONEY(in RS.)
A.	Stationery & Housekeeping item	25.000.00

In case the bidder, bids for more than one group of items as mentioned in the table above, he has to give separate EMD for each group as mentioned above.

Bank detail for Wire transfer/NEFT etc. for Bid document fee are as below:

- i) Name of the Bank : UNION BANK OF INDIA
- ii) Account Type : Saving, A/c No. 306802010014124
- iii) IFS code. : UBIN0530689
- iv) Beneficiary name :Managing Director Garhwal Mandal Vikas Nigam Ltd.
- v) Branch : Main Branch Astle Hall, Dehradun.

Note: Bid EMD Should be deposited in Appropriate Amount as mentioned in this document.

## **2) QUALIFICATION OF BIDDERS**

- a. In case of authorized distributors of the manufacturer the bidders must have the authority letter of manufacturing firm for the bidding in the current year.
- b. Manufacturing firm/ authorized distributor/Dealer must enclose certified document of GST IN Registration /PAN No.
- c. The bidder should not have been black listed in the past 5 year by any State/Central Govt. Department. The bidder must give an affidavit for the same.

## **3) DOCUMENTS COMPRISING THE BIDDERS' PROPOSAL (Technical BID)**

Scanned copies to be uploaded on the website and physical copies to be submitted to the concerned person as mentioned in this document before time on the tender opening date. The Technical bid prepared by the Bidder shall comprise of the following components (The following documents are required to be scanned and uploaded on the E-Tendering Website "uktenders.gov.in" and the bidder will have to deposit the Hard copy of all these documents physically before time on due date.

- a. Copy of id proof(Aadhar card/voter id/any other Govt.document)should be enclosed
- b. Technical Bid Submission letter in prescribed **format (Annexure 1 )**
- c. Copy of proof of Cost of Tender document as mentioned in this document or the copy of tender cost deposit receipt. (Draft)
- d. Earnest Money Deposit as in prescribed format as mentioned in this document.
- e. Duly signed and stamped copy of Tender document with all amendments/ corrigendum/ addendum to be submitted physically as an undertaking that the bidder has read all the terms and conditions carefully and accepts them.
- f. All the documents should be numbered and stapled/bound, loose papers & unnumbered documents will not be accepted.
- g. Technical specification of Printing and Stationery matching with the sample. Sample to be given for each item applied.
- h. Detailed List of samples provided. Model number for every item is to be mentioned in the list.

## **4) FINANCIAL BID – (BOQ)**

The Financial Bid is to be uploaded in the prescribed format (Annexure 1) on Spreadsheet (Excel) **(Financial bid should not be submitted physically it should only be uploaded on the E-tendering Web site)**

## **14) COST OF BIDDING**

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. GMVN will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

15) **RIGHT TO ACCEPT OR REJECT ANY OR ALL**

- a. Notwithstanding anything contained in this document, GMVN reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.
- b. GMVN reserves the right to reject any Bid and appropriate the Bid Security if:
  - i. At any time, a material misrepresentation is made or uncovered, or
  - ii. The Bidder does not provide, within the time specified by GMVN, the supplemental information sought by GMVN for evaluation of the Bid.

16) **PREPARATION AND SUBMISSION OF BIDS**

- a. **Format and Signing of Bid-** The Bidder shall provide all the information sought under this document. GMVN will evaluate only those Bids that are received in the required formats and complete in all respects. The Bid shall be signed by the authorized signatory of the Bidder who shall also initial each page. The bidder should avoid alterations/corrections/ additions etc but in case of emergency all the alterations, omissions, additions or any other amendments made to the Bid shall be counter attested by the person(s) signing the Bid. Else the bid shall be rejected.
- b. Scanning, uploading of online bids and Sealing/ Marking of Bids to be deposited in physical form

a-The Bidder shall upload the scanned copies of Technical Bid in (PDF Format) online in the format specified in this document, along with all supporting enclosures scanned and uploaded on the Web site and a Hard copy to be submitted in physical format to be deposited officer mentioned in this document, before the last date of submitting the Online tender.

- a. The bidder has to submit a hard copy of **Technical bid and Financial bid** (which is as uploaded on the E-Tendering website) in sealed separately envelope and mark the envelope as **“TECHNICAL BID”**. The entire document should be signed and stamped with official seal.
- b. All copies of the documents accompanying the Bid, as specified above, shall be placed in hard binding and the pages shall be numbered serially. Each page thereof shall be initialed in blue ink by the authorized signatory.
- c. The following documents accompanying the Bid shall be placed in a separate envelope and marked as “Security of the Bid”. The documents shall include:
  - i- Bid E.M.D. in form of FDR/TDR.



- ii- Power of Attorney for signing of Bid in the prescribed format
- iii- Tender fee if Tender document downloaded from the website in the form as mentioned in this document.
- iv- Copy of fee receipt/ transaction ID if tender document purchased from the office of GMVN Ltd. or wire transfer through Bank.

If the envelopes are not sealed and marked as instructed above, GMVN assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

17) **BID DUE DATE**

GMVN may, in its sole discretion, extend the Bid Due Date by issuing corrigendum/ Addendum uniformly for all Bidders. On the website where the tender document has been published.

18) **MODIFICATION/ SUSTITUTION/WITHDRAWAL OF BID**

The Bidder cannot modify the bid, in case the bidder wants to change the bid he can withdraw and submit it again, prior to Bid Due Date. No Bid shall be withdrawn by the Bidder on or after the Bid Due Date.

19) **REJECTION OF BIDS**

GMVN reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever. It is not obligatory for GMVN to accept any Bid or to give any reasons for their decision.

GMVN reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.

20) **VALIDITY OF BIDS**

The validity period of the bid shall be 90 days of bidding.

The validity of Bids may be extended beyond the period as mentioned in this document by mutual consent of the respective Bidders and GMVN

21) **CORRESPONDENCE WITH THE BIDDER**

GMVN shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

22) **EVALUATION OF BIDS**

a. **Opening and Evaluation of Bids**

- i. The bid opening committee constituted by Managing Director GMVN shall open the Bids at scheduled time and date as mentioned in this document at the head office of GMVN Ltd. in the presence of the Bidders who choose to attend on prior notice.
- ii. Bid Evaluation Committee constituted by Managing Director GMVN will subsequently examine and evaluate the Bids in accordance with the provisions set out in this document.
- iii. To facilitate evaluation of Bids, GMVN may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid.

b. **Selection of Bidder**

The successful bidder shall be selected as per Uttarakhand Procurement rules and E-procurement rules issued by the Government of Uttarakhand.

c. **Contacts during bid evaluation**

Bids shall be deemed to be under consideration immediately after these are opened and until such time GMVN makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, GMVN and or their employees/ representatives on matters related to the Bids under consideration.

d. **Negotiation**

Ordinarily no negotiation shall be done, however in exceptional case where price negotiation is necessary due to some unavoidable circumstances, the same shall be resorted to with the lowest evaluated responsive bidder.

e. **Price Reasonability**

GMVN reserves right to ask bidders for justification of offered prices to judge price reasonability.

23) **PERFORMANCE SECURITY**

Successful bidder has to deposit Performance Security @ 5% of the order value to be submitted before the issuance of work order else the bid will be rejected and no work order shall be issued. Performance Security can be paid in the Form of Fixed Deposit Receipt/Bank Guarantee in favour of General Manager(Adm). GMVN Ltd., payable at Dehradun. EMD of successful bidder can be retained as part of Performance Security; balance security is required to be submitted accordingly as per U.K. Procurement Rule. Performance security should be irrevocable.

- a) Bank detail for Wire transfer/NEFT etc. for Bid document fee/EMD/Security are as below
- i. Name of the Bank : UNION BANK OF INDIA
  - ii. Account Type : Saving, A/c No. 306802010014124
  - iii. IFS code. : UBIN0530689
  - iv. Beneficiary name: Managing Director, Garhwal Mandal Vikas Nigam Ltd.
  - v. Branch: Main Branch Astle Hall, Dehradun.

**24) RESOLUTION OF DISPUTES/ ARBITRATION**

If any dispute arises in reference to any word, meaning, terms and conditions, or to the right and liabilities of the parties to the agreement or for any type of payment, or any dispute what so ever arising out of this agreement will be referred to the Sole Arbitrator, appointed by the Managing Director and whose Order/Award will be full and final and shall be binding upon both the parties. In such reference the Rules and Regulations framed as per the provisions contained in Arbitration and Conciliation Act, 1996 will be effective and applicable and the place of Arbitration shall be at Dehradun.

**25) PENALTIES**

- a. If the successful bidder fails to execute the agreement and complete the work/supply within the time as agreed in the Tender, the EMD/ Security amount is liable for forfeiture.
- b. If the firm fails/delay in supply of items as per the order within delivery schedule given by successful bidder/supplier, a penalty can be imposed as decided by the Managing Director or as per Uttarakhand procurement rules 2017.
- c. If the firm fails/delay in to replace any wrong supply as per sample or defective Stationery within 30 days, in that case the penalty clause will be applicable as mentioned above.
- d. The supplier shall have to comply with Schedule given by GMVN failing which the Managing Director, GMVN may cancel the purchase order and the Earnest money or/and security amount shall be forfeited by GMVN Ltd. but, M.D., GMVN Ltd. may condone delay of delivery of item in case he is satisfied that reasons provided by the manufacturer/supplier are beyond their control.

**26)**

**PAYMENTS**

- a. The bill with stock entry duly verified by Manager/In charge to be submitted by supplier in duplicate for payment. Bill will be paid on monthly basis after proper supply of materials as per approved sample, stock entry of materials.

- b. Certificate from the Inspecting Authority as appointed by GMVN Ltd. shall in no way relieve the supplier for any loss, injury or damage, which may result from the use of improper material or defective workmanship which might have escaped the attention of the Inspecting Authority. The Successful bidder shall also be liable for the replacement of the improper material and attending to the defective workmanship.

- c. Payment will be made after successful inspection of the item supplied matching with the sample by the authorized person appointed by GMVN Ltd.

27) INTERPRETATION

In case of any confusion regarding interpretation of any term and condition, the interpretation done by Managing Director, GMVN shall be final.

28) JURISDICTION

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Dehradun shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding Process.

29) SAMPLES

Samples of all Stationery quoted by the bidders should be submitted at the Head office of GMVN Ltd., 74/1, Rajpur Road, Dehradun properly tagged with permanent marker mentioning:

- a. Model/Make Name
  - b. Name of bidder
- i. One sample of each model must be given.
  - ii. The bid will not be considered for those items for which the samples are not submitted before the last date of bid submission.
  - iii. The samples submitted shall be returned back to the unsuccessful bidder after signing of the agreement with the successful bidder or after approval of the selection of the successful bidder.
  - iv. The items supplied shall be match with the samples, else the item supplied shall be rejected and no payment shall be made for such items.

- v. It will be the responsibility of the supplier to furnish the documentary proof of the items supplied by the bidders as per specification mentioned in this document.
- vi. Higher/better specifications can though be accepted at no extra cost.
- vii. In case the supplier supplies the items which are not as per the specification ordered/mentioned in the traders, such items shall be rejected & no payments shall be made for such items supplied.
- viii. Every sample must be signed by the authorized person with permanent marker pen and numbered.
- ix. Name of the bidder must be mentioned on each sample.
- x. List of samples provided must be accompanied along with the technical bid.
- xi. Samples of the successful bidders shall be retained by GMVN Ltd. for future reference.

30) MISCELLANEOUS

- a. GMVN, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
  - i. Suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
  - ii. Consult with any Bidder in order to receive clarification or further information;
  - iii. Retain any information and/ or evidence submitted to GMVN by, on behalf of, and/ or in relation to any Bidder; and/ or
  - iv. Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- b. It shall be deemed that by submitting the Bid, the Bidder agrees and releases GMVN, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.
- c. The Tender has to be submitted in accordance with the Terms and Conditions.
- d. Bidders shall fill up the required information as per the prescribed tender form. If any Bidder does not fill up the information properly, the GMVN has a right to reject such Tenders.
- e. GMVN reserves the right to add/modify any Terms and Conditions while entering into an agreement with the successful bidder.
- f. GMVN reserves right to verify facts shown by the firm, by a team of Officers of GMVN.



The cost of the agreement and revenue there on shall be born by the successful bidder.

## ANNEXURES AND SCHEDULES

### ANNEXURE 1

#### TECHNICAL BID APPLICATION FOR STATIONERY

To,

General Manager (Adm)  
Garhwal Mandal Vikas Nigam Ltd.,  
74/1 Rajpur Road  
DEHRADUN

Ref.: Tender application for supply of Stationery

Dear Sir,

Having examined the Technical Bid Documents, we hereby submit all the necessary information and relevant documents for pre-qualifying us for consideration of financial bids for the supply of under mentioned item. (Please tick the appropriate serial number).

1-Supply of Stationery & House keeping Item. .

The application is made by us on behalf of \_\_\_\_\_  
\_\_\_\_\_ (Groups of firms) in the capacity of  
\_\_\_\_\_ duly authorized to submit the offer.

I/We have understood the terms as mentioned in the tender document and corrigendum/addendum issued from time to time (if any), which I/We accept to follow these terms

The necessary evidence admissible in law in respect of authority assigned to us on behalf of the group of firms for applying and for completion of the contract document is attached herewith.

We are also submitting our Financial Bids online for the works indicated above. We understand that GMVN reserves the right to reject any application without assigning any reason.

With reference to your Tender Notice published in the News paper/Website, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid

1. The Bid is unconditional and unqualified.
2. All information provided in the Bid and in the Appendices is true and correct.
3. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.



4. I/ We declare that, I/ We have examined and have no reservations to the Bidding Documents, including any corrigendum and Addendum issued by GMVN Ltd.
5. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred in the tender documents and above, we shall intimate GMVN of the same immediately.
6. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by GMVN in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
7. In the event of my/ our being declared as the Selected Bidder, I/We agree to enter into an Agreement in accordance with the draft that will be provided to me/us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
8. I/We have studied all the Bidding Documents carefully and We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by GMVN or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
9. I/We agree and undertake to abide by all the terms and conditions of the document in witness thereof, I/we submit this Bid under and in accordance with the terms of the document.

The details of enclosures are as below.

**1- EMD – FDR/TDR**

SL	ITEM	AMOUNT	MODE OF PAYMENT	DOCUMENT NO/ TRANSACTIONS ID & DATE	DRAWN ON (BANK/ BRANCH)
2	Stationery & House Keeping Item				

**1- Cost of tender: Banker's cheque/Demand Draft./GMVN L Receipt**

SL	ITEM	AMOUNT	MODE OF PAYMENT	DOCUMENT NO & DATE	DRAWN ON (BANK/ BRANCH)
1	TENDER FEE				

Date \_\_\_\_\_

SIGNATURE OF THE APPLICANT  
INCLUDING TITLE AND CAPACITY  
IN WHICH APPLICATION IS MADE

Enclosures:

- 1- EMD signed
  - 2- Cost of tender fee
  - 3- Tender Document duly signed
  - 4- Authority letter
  - 5- Schedule-'B'
  - 6- Copy of PAN
  - 7- Copy of GST registration
  - 8 Any other document
- (PLEASE SPECIFY) .....

*SCHEDULE - A*

*ORGANIZATION SETUP*

1. Name of applicant :  
Applicant Father's name: :  
Residence Address :  
Telephone No./Fax no. : Mobile:
2. Email :
3. Address :  
Telephone No. : Fax No. :  
Email :  
Web site : www.
4. Regional Office Address :  
(If any).
5. Local Office Address :  
In Uttarakhand . (If any)  
Telephone No. : Fax No. :
6. Year of incorporation (attach copy of certificate of registration)
7. Bank Details:
  1. Name
  2. Address of Bankers :
  3. Bank Code (IFSC) :
  4. Branch Code :
  5. Account No. :
  6. Saving Bank/Current A/c :
  7. RTGS CODE :
8. PAN Card No. :
9. Sales Tax/Vat/GST Registration No. :
10. Dealership/Distributor No. :
11. Any other statutory reference No. :

Date \_\_\_\_\_

SIGNATURE OF THE APPLICANT  
INCLUDING TITLE AND CAPACITY  
IN WHICH APPLICATION IS MADE

Official Seal

SCHEDULE - B

AFFIDAVIT

(To be given on valid stamp paper duly Notarized)

- 1- I/We the undersigned do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned hereby authorise(s) and request(s) any bank, person, firm or corporation to furnish required information deemed necessary and requested by the department to verify this statement or regarding by (our) competence and general reputation.
3. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the department/ project implementing agency.
4. The under signed has currently not blacklisted or banned by any Govt./Govt. Department/Govt Agency/PSU in India for corrupt or fraudulent practices or non delivery or non performance or any other reason during in last 5 years.

\_\_\_\_\_  
(Signed by an Authorized Officer  
of the firm)

\_\_\_\_\_  
(Title of the Officer)

\_\_\_\_\_  
(Name of the firm)

\_\_\_\_\_  
(Date)

SCHEDULE – C

**SAMPLES**

List of item given by the bidders as sample

SL	ITEM NAME	TICK THE ITEM FOR WHICH SAMPLE IS GIVEN	NUMBER OF SAMPLES SUBMITTED
1			
2			
TOTAL SAMPLES			

Total no. of sample items submitted in words .....

1. One sample of each item must be given.
2. The bid for such items for which sample is not given will Not be considered. Any Extra Sample given Shall Not be Considered

Sl.	Item Description	Brand Name	Item Code / Make HSN CODE
1	Photo state paper (A/4)	Spectra 75Gsm	
2	Photo state paper (F/S)	Spectra 75Gsm	
3	Photo state paper (A/3)	Spectra 75Gsm	
4	All pin	Well/ Ashoka	
5	Carbon paper double	Kores	
6	Carbon paper single	Kores	
7	Correcting fluid	Kores	
8	Dak pad	Neelgagan	
9	Envelop 9x4	80Gsm Star/ mglam	
10	Envelop 11x5	80GsmStar/ mglam	
11	Envelop 10x12	100 Gsm Star/ mglam	
12	Envelop 15x16	100 Gsm Star/ mglam	
13	Dust bin	Pollo Set	
14	Ball pen	Flair Gee dick	
15	Folder plastic	Mega thick	
16	Gum pest 750ml	Kores	
17	Gum pest 150ml	Kores	
18	Fevi stick 50 gram	Green /kores	
19	High liter BM-52	Luxer /kores	
20	Marker pan big BM101	Kores	
21	Note sheet pad F/s	90 Gsm star / Neel Gagan	
22	Refills big pointet	Flair	
23	Refill small	Flair	
24	Pen Batter Flow	Butter flow	
25	Refill butter flow	Butter flow	
26	Pilot pen v7 luxer	Luxer	
27	Pen holder double	Link/ prince	
28	Pencil HB Natraj	Natraj	
29	Colour flag 25x76mm 80 sheets	Dust mate	
30	Rubber Natraj	Natraj	
31	Stapler big	Mood -45 kangaroo	
32	Strepler small No.10 plastic Body	Tm icon kangaroo	
33	Tap Roll White	Capten	
34	Register 2 qr	Senchuary	
35	Register 4 qr	Senchuary	
36	Register 6 qr	Senchuary	
37	Register 8 qr	Senchuary	
38	stapler pin big	24/6 kores	
39	stapler pin small	No 10 kores	
40	Slip pad 1/8 size	Dust mad	

41	Tag big Green	Dust mad 9-24 no	
42	Teg small White	Dust mad	
43	Packing tap 3 Inchi	Capten	
44	Cello tape 2 Inchi	Capten	
45	Cello tape 1 Inchi	Capten	
46	Plastic Dori	Classic	
47	U clip	Dust mad	
48	Paper wait	Dust mad	
49	Stamp pad Big	Faber castll	
50	Pin kushan	Cello	
51	Scale 12 Inchi	Prima –steel	
52	Scale Big 24 Inchi	Prima steel	
53	Pocker	National	
54	Ball pen falior carbo nix	Falior carbo nix	
55	Ball pen rifill carbo nix	Falior carbo nix	
56	Calulator /Cashio Citezen 20 digit	Cityzen / casio	
57	Pen uniwall	Uniwal	
58	Spirel Note Book	Spark	
59	Ledger 1 qr	Neel gagan	
60	Ledger 2 qr	Neel gagan	
61	Ledger 3 qr	Neel gagan	
62	Ledger 4 qr	Neel gagan	
63	Journal 1 qr	Neel gagan	
64	Journal 2 qr	Neel gagan	
65	Journal 3 qr	Neel gagan	
66	Journal 4 qr	Neel gagan	
67	Cash Book – 4 No	Neel gagan	
68	Cash Book - 6 No	Neel gagan	
69	Cash Book – 8 No	Neel gagan	
70	Cash Book 10 No	Neel gagan	
71	stock Register 2 No	Neel gagan	
72	stock Register 4 No	Neel gagan	
73	stock Register 6 No	Neel gagan	
74	stock Register 8 No	Neel gagan	
75	Stock Register 10 No	Neel gagan	
76	Paper dumper	Minimax	
77	Pen trimex	Trimex	
78	Rifills trimex	Trimex	
79	Table Ramp 32”	Boss	
80	L E D tube set 20 wat	Philips / Coromtion	
81	Paper Stand A/4	Boss	
82	Marken cloth	Shair brand	
83	Attendentt Register <u>House keeping Item</u>	Neelgagan	
84	Broom Stick	Gulab/ M.H.	
85	Brom phool	Gulab/ M.H.	
86	Flour Duster	Total Higin plus	
87	Hand duster	Total Higin plus	
88	Harpic	Green Toilet Cleaner (natural)	

89	Urinal cubes	wonder Fresh	
90	Acid		
91	Phinyl	Green Toilet Cleaner (natural)	
92	Room Freshener	Green Toilet Cleaner (natural)	
93	Floor Cleanar	Green Toilet Cleaner (natural)	
94	Vim powder	Nippo	
95	Powder	Nirma	
96	Handwash 1 lt.	Green Toilet Cleaner (natural)	
97	Wiper Big	Suprem	
98	Wiper small	Suprem	
99	Shop	Lifeboy	
100	Dettol Shoop	Dettol	
101	Glass Cleaner 5 Liter	Green Toilet Cleaner (natural)	
102	Room Freshner 5 Liter	Green Toilet Cleaner (natural)	
103	Hocky Brush	Cello	
104	Dustbin	Polo set cello	
105	Dustpain	Polo set cello	
106	Pencil cell		
107	File Cover	Handmede	
108	Plastic Bucket 20 Liter	Polo Set	

*CHECK LIST*



SI	Particulars of document	To be submitted physically	To be scanned and uploaded along with the online bid	Reference	Tick the item
1	Earnest money (EMD) Security			F.D.R/C.D.R From any Nationalise/Scheduled Bank	
2	Cost of tender fee			Copy of receipt can be attached in case Tender document purchased from office of GMVN Ltd.	
3	Technical bid document as per tender document			Annexure 1	
4	Finacial Bid(BOQ)			annexure 2 In the form of Spread sheet/ excel file	
5	Proof of business establishment			Annexure 2 In the form of Spread sheet/ excel file	
6	Copy of PAN			Personal pan cards will not be accepted. Please give the PAN of the applying firm	
7	Copy of GST registration			Personal pan cards will not be accepted. Please give the PAN of the applying firm	

Garhwal Mandal Vikas Nigam Ltd.  
74/1 Rajpur Road, Dehra Dun.  
Ph. 0135-2746817  
CIN- U31101UR1976SGC004259  
GST NO. 05AACCG6021E9ZZ

TENDER REF: TENDER FOR SUPPLY OF STATIONERY & HOUSE KEEPING ITEM

E-TENDER NOTICE

E-tenders are invited from the Authorised supplier/Manufacturer For Supply of Stationery & housekeeping items at Dehradun/Rishikesh. Detailed terms and conditions are mentioned in Tender document, which can be downloaded from the website [www.uktenders.gov.in](http://www.uktenders.gov.in). and Seen on [www.gmvnonline.com](http://www.gmvnonline.com) From 18-03-2023 after 15.00 Hrs. Last date for submitting the tender is 03.04.2023 up to 15.00 hrs. For any further information, one may contact in the GMVN Head office during any working day between 10 AM-5 PM.

General Manager (Administration)

Technical Specification of Stationery.



**FINANCIAL DOCUMENT**

**ANNEXURE -1**  
**FINANCIAL BID FORM (BOQ) STATIONERY**

Bidder Name:										
<b>PRICE SCHEDULE</b>										
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)										
Sl.	Item Description	Brand Name	Item Code / Make HSN CODE	Units	Basic Price (in. Rs.)	GST	Freight Charges (Unloading & Stacking)	Any Other Cost	Discount	Total Amount In Rs.
1	Photo state paper (A/4)	Spectra 75Gsm			0.00	0.00	0.00	0.00	0.00	0.00
2	Photo state paper (F/S)	Spectra 75Gsm			0.00	0.00	0.00	0.00	0.00	0.00
3	Photo state paper (A/3)	Spectra 75Gsm			0.00	0.00	0.00	0.00	0.00	0.00
4	All pin	bell/ Ashok			0.00	0.00	0.00	0.00	0.00	0.00
5	Carbon paper double	Kores			0.00	0.00	0.00	0.00	0.00	0.00
6	Carbon paper single	Kores			0.00	0.00	0.00	0.00	0.00	0.00
7	Correcting fluid	Kores			0.00	0.00	0.00	0.00	0.00	0.00
8	Dak pad	Neel Gagar			0.00	0.00	0.00	0.00	0.00	0.00
9	Envelop 9x4	80Gsm Sta manglam			0.00	0.00	0.00	0.00	0.00	0.00
10	Envelop 11x5	80GsmStar manglam			0.00	0.00	0.00	0.00	0.00	0.00
11	Envelop 10x12	100 Gsm Star/ manglam			0.00	0.00	0.00	0.00	0.00	0.00
12	Envelop 15x16	100 Gsm Star/ Mang Lam			0.00	0.00	0.00	0.00	0.00	0.00
13	Dust bin	Polo Set			0.00	0.00	0.00	0.00	0.00	0.00
14	Ball pen	Flair Gee dick			0.00	0.00	0.00	0.00	0.00	0.00
15	Folder plastic	Mega thick			0.00	0.00	0.00	0.00	0.00	0.00
16	Gum pest 750ml	Kores			0.00	0.00	0.00	0.00	0.00	0.00
17	Gum pest 150ml	Kores			0.00	0.00	0.00	0.00	0.00	0.00
18	Fevi stick 50 gra	kores			0.00	0.00	0.00	0.00	0.00	0.00
19	High liter BM-52	Faber-Cast			0.00	0.00	0.00	0.00	0.00	0.00
20	Marker pan big BM101	Kores			0.00	0.00	0.00	0.00	0.00	0.00
21	Note sheet pad F	90 Gsm sta Neel Gagar			0.00	0.00	0.00	0.00	0.00	0.00
22	Refills big pointed	Flair			0.00	0.00	0.00	0.00	0.00	0.00
23	Refill small	Flair			0.00	0.00	0.00	0.00	0.00	0.00
24	Pen Batter Flow	Cello Butte flow			0.00	0.00	0.00	0.00	0.00	0.00
25	Refill butter flow	Cello Butte			0.00	0.00	0.00	0.00	0.00	0.00

		flow								
26	Pilot pen v7 luxer	Luxer			0.00	0.00	0.00	0.00	0.00	0.00
27	Pen holder double	Link/ prince			0.00	0.00	0.00	0.00	0.00	0.00
28	Pencil HB Natraj	Natraj			0.00	0.00	0.00	0.00	0.00	0.00
29	Color flag 25x76mm 100 sheets	Dust mate			0.00	0.00	0.00	0.00	0.00	0.00
30	Rubber Natraj	Natraj			0.00	0.00	0.00	0.00	0.00	0.00
31	Stapler big	Mood -45 kangaroo			0.00	0.00	0.00	0.00	0.00	0.00
32	Stapler small No.1 plastic Body	Tm icon kangaroo			0.00	0.00	0.00	0.00	0.00	0.00
33	Tap Roll White	Caption			0.00	0.00	0.00	0.00	0.00	0.00
34	Register 2 qr	Sanctuary			0.00	0.00	0.00	0.00	0.00	0.00
35	Register 4 qr	Senchaur			0.00	0.00	0.00	0.00	0.00	0.00
36	Register 6 qr	Senchaur			0.00	0.00	0.00	0.00	0.00	0.00
37	Register 8 qr	Senchaur			0.00	0.00	0.00	0.00	0.00	0.00
38	stapler pin big	24/6 kores			0.00	0.00	0.00	0.00	0.00	0.00
39	stapler pin small	No 10 kore			0.00	0.00	0.00	0.00	0.00	0.00
40	Slip pad 1/8 size	Dust mad			0.00	0.00	0.00	0.00	0.00	0.00
41	Tag big Green	Dust mad 9 24 No			0.00	0.00	0.00	0.00	0.00	0.00
42	Tag small White	Dust mad			0.00	0.00	0.00	0.00	0.00	0.00
43	Packing tap 3 Inc	Caption			0.00	0.00	0.00	0.00	0.00	0.00
44	Cello tape 2 Inc	Caption			0.00	0.00	0.00	0.00	0.00	0.00
45	Cello tape 1 In	Classic			0.00	0.00	0.00	0.00	0.00	0.00
46	Plastic Dori	Classic			0.00	0.00	0.00	0.00	0.00	0.00
47	U clip	Dust mad			0.00	0.00	0.00	0.00	0.00	0.00
48	Paper wait	Dust mad			0.00	0.00	0.00	0.00	0.00	0.00
49	Stamp pad Big	Faber cast			0.00	0.00	0.00	0.00	0.00	0.00
50	Pin cushion	Cello			0.00	0.00	0.00	0.00	0.00	0.00
51	Scale 12 Inch	Prima –ste			0.00	0.00	0.00	0.00	0.00	0.00
52	Scale Big 24 Inch	Prima steel			0.00	0.00	0.00	0.00	0.00	0.00
53	Poker	National			0.00	0.00	0.00	0.00	0.00	0.00
54	Ball pen flair carbo nix	Flair carbo nix			0.00	0.00	0.00	0.00	0.00	0.00
55	Ball pen refill carbo nix	Falior carb nix			0.00	0.00	0.00	0.00	0.00	0.00
56	Calulator /Cashic Citezen 12 digit	Cityzen / casio			0.00	0.00	0.00	0.00	0.00	0.00
57	Pen uniball	Uniball			0.00	0.00	0.00	0.00	0.00	0.00
58	Spirel Note Book	Spark			0.00	0.00	0.00	0.00	0.00	0.00
59	Ledger 1 qr	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
60	Ledger 2 qr	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
61	Ledger 3 qr	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
62	Ledger 4 qr	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
63	Journal 1 qr	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
64	Journal 2 qr	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
65	Journal 3 qr	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00

66	Journal 4 qr	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
67	Cash Book – 4 N	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
68	Cash Book - 6 No	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
69	Cash Book – 8 No	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
70	Cash Book 10 No	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
71	stock Register 2 No	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
72	stock Register 4 No	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
73	stock Register 6 No	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
74	stock Register 8 No	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
75	Stock Register 10 No	Neel gagan			0.00	0.00	0.00	0.00	0.00	0.00
76	Paper dumper	Minimax			0.00	0.00	0.00	0.00	0.00	0.00
77	Pen trimex	Trimex			0.00	0.00	0.00	0.00	0.00	0.00
78	Rifills trimex	Trimex			0.00	0.00	0.00	0.00	0.00	0.00
79	Table ramp 32”	Boss			0.00	0.00	0.00	0.00	0.00	0.00
80	L E D tube set 20 wat	Philips / Coromtion			0.00	0.00	0.00	0.00	0.00	0.00
81	Paper Stand A/4	Boss			0.00	0.00	0.00	0.00	0.00	0.00
82	Markin cloth	Shiar brand			0.00	0.00	0.00	0.00	0.00	0.00
83	Attendentt Register	Neelgagan			0.00	0.00	0.00	0.00	0.00	0.00
	<u>House keeping lte</u>				0.00	0.00	0.00	0.00	0.00	0.00
84	Broom Stick	Gulab/ M.H			0.00	0.00	0.00	0.00	0.00	0.00
85	Brom phool	Gulab/ M.H			0.00	0.00	0.00	0.00	0.00	0.00
86	Flour Duster	Total Higin plus			0.00	0.00	0.00	0.00	0.00	0.00
87	Hand duster	Total Higin plus			0.00	0.00	0.00	0.00	0.00	0.00
88	Harpic	Green Toile Cleaner (natural)			0.00	0.00	0.00	0.00	0.00	0.00
89	Urinal cubes	wonder Fresh			0.00	0.00	0.00	0.00	0.00	0.00
90	Acid				0.00	0.00	0.00	0.00	0.00	0.00
91	Phenyl	Green Toilet Cleaner (natural)			0.00	0.00	0.00	0.00	0.00	0.00
92	Room Freshener	Green Toilet Cleaner (natural)			0.00	0.00	0.00	0.00	0.00	0.00
93	Floor Cleaner	Green Toilet Cleaner (natural)			0.00	0.00	0.00	0.00	0.00	0.00

94	Vim powder	Nippo			0.00	0.00	0.00	0.00	0.00	0.00
95	Nirm Powder	Nirma			0.00	0.00	0.00	0.00	0.00	0.00
96	Handwash Hijing Plus 1 lt.	Green Toilet Cleaner (natural)			0.00	0.00	0.00	0.00	0.00	0.00
97	Wiper Big	Suprem			0.00	0.00	0.00	0.00	0.00	0.00
98	Wiper small	Suprem			0.00	0.00	0.00	0.00	0.00	0.00
99	Shop	Lifeboy			0.00	0.00	0.00	0.00	0.00	0.00
100	Dettol Shoop	Dettol			0.00	0.00	0.00	0.00	0.00	0.00
101	Glass Cleaner 5 Liter	Green Toilet Cleaner (natural)			0.00	0.00	0.00	0.00	0.00	0.00
102	Room Freshner 5 Liter	Green Toilet Cleaner (natural)			0.00	0.00	0.00	0.00	0.00	0.00
103	Hocky Brush	Cello			0.00	0.00	0.00	0.00	0.00	0.00
104	Dustbin	Polo set ce			0.00	0.00	0.00	0.00	0.00	0.00
105	Dustpain	Polo set ce			0.00	0.00	0.00	0.00	0.00	0.00
106	Pencil cell				0.00	0.00	0.00	0.00	0.00	0.00
107	File Cover	Handmade			0.00	0.00	1.00	0.00	0.00	0.00
108	Plastic Bucket 20 Liter	Polo Set								
<b>***Total in Figures</b>					<b>0.00</b>					
<b>***Total in Words</b>										

Signature of the Authorised signatory  
 -----

(Name and designation of the of the Authorised signatory)

Date:  
 Seal of Bidder:



## **SCHEDULE-C**

### **SAMPLES**

List of item given by the bidders as Sample

<b>S. N</b>	<b>ITEM NAME</b>	<b>TICK THE ITEM FOR WHICH SAMPLE IS GIVEN</b>	<b>NUMBER OF SAMPLES SUBMITTED</b>
1			
2			
<b>TOTAL SAMPLES</b>			

**Total no of Sample items Submitted in Words**

.....  
.....  
.....

**One Sample of each item must be give**

2 the bid for such items for which sample is not given will Not be considered

<b>S.N</b>	<b>Item Description</b>	<b>Brand Name</b>	<b>Item code/Make HSN Code</b>
1	Photo State Paper –A/4	Spectra 75 Gsm	
2	Photo State Paper –F/S	Spectra 75 Gsm	
3	Photo State Paper –A/3	Spectra 75 Gsm	
4	All Pin	Well/ Ashoka	
5	Carbon paper Double	kores	
6	Carbon paper Single	kores	
7	Correcting Fluid	kores	
8	Dak pad	Neelgagan	
9	Envelop 9x4	80 gsm Star/ Manglam	
10	Envelop 11x5	80 gsm Star/ Manglam	
11	Envelop 10x12	100 gsm Star/ Manglam	
12	Envelop 15x16	100 gsm Star/ Manglam	
13	Dustbin	Pollo set	
14	Ball pen	Flair gee dick	
15	Folder plastic	Mega thick	
16	Gum pest 750 ml	Kores	
17	Gum pest 150 ml	Kores	
18	Fevi stick 30 grams	Kores	
19	High liter BM -52	Kores	
20	Marker pen big BM -101	Kores	
21	Not sheet pad F/s	90 gram star /Neel Gagan	
22	Refill Big pointed	Flair	
23	Refill Small	Flair	
24	Pen Butter flow	Butter flow	
25	Refill Butter flow	Butter flow	
26	Pilot pen vs luxer	Luxar	
27	Pencil H B Natraj	Natraj	
28	Color flag 25x76mm 100 sheets	Dust mate	
29	Ruber Natraj	Natraj	

30	Stepler Big	Mood-45 Kangaroo plastic Body	
31	Stepler No-10 Tm icon Kangaroo	Tm icon Kangaroo plastic Body	
32	Tap Roll White	Classic	
33	Register 2qr	Senchuary	
34	Register 4qr	Senchuary	
35	Register 6qr	Senchuary	
36	Register 8qr	Senchuary	
37	Stapler pin big 24/6	24/6 Kores	
38	Stapler pin No-10 Small	No-10 Kores	
39	Slip pad 1/8 Size	Dust mad	
40	Tag big Green	Dust mad 9-24 No	
41	Tag Small White	Dust mad	
42	Pacckig tap 3 inchi	Capitan	
43	Ceiio tap 2 inchi	Capitan	
44	Ceiio tap 1 inchi	Capitan	
45	Plastic Dori	Classic	
46	u- pin	Dust mad	
47	Paper Wait	Dust mad	
48	Stamp pad Big	Faber Castil	
49	Pin kushan	Ceiio	
50	Scale 12" inchi	Prima Steel	
51	Scale 24" inchi	Prima Steel	
52	Pocker Woden	National	
53	Ball pen Fallor Carbonix	Fallor Carbonix	
54	Caculator citizen 12 Digit	Citizen/ casio	
55	Pen uniball	uniball	
56	Spirel Not Book	Spark	
57	Laser 1 qr	Neel Gagan	
58	Laser 2 qr	Neel Gagan	
59	Laser 3 qr	Neel Gagan	
60	Laser 4 qr	Neel Gagan	
61	Journal 1 qr	Neel Gagan	
62	Journal 2 qr	Neel Gagan	
63	Journal 3 qr	Neel Gagan	
64	Journal 4qr	Neel Gagan	
65	Cash Book 4 No	Neel Gagan	
66	Cash Book 6 No	Neel Gagan	
67	Cash Book 8 No	Neel Gagan	
68	Cash Book 10 No	Neel Gagan	
69	Stock Register 2 No	Neel Gagan	
70	Stock Register 4 No	Neel Gagan	
71	Stock Register 6 No	Neel Gagan	
72	Stock Register 8 No	Neel Gagan	
73	Stock Register 10 No	Neel Gagan	
74	Paper dumper	Mini Max	
75	Pen trimax	Trimax	
76	Refill Trimax	Trimax	
77	Table ramp 32 inch	Boss	
78	L E D Tube set 20 wat	Philips / Crompton	
79	Paper stand A/4	Boss	
80	Markeen cloth	Shar Brand	

81	Attended 1 qr	Neel Gagan	
82	Attended 2 qr	Neel Gagan	
<b>House Keeping Item</b>			
83	Broom Stick	Gulab MH	
84	Broom phool	Gulab MH	
85			
86	Floor Duster		
87	Hand Duster		
88	Harpic		
89	Urinal cubes		
90	Acid		
91	Finial		
92	Room Freshener	Green Toilet Cleaner	
93	Floor Cleaner	Green Toilet Cleaner	
94	Vim Powder		
95	Hand Wash	Green Toilet Cleaner	
96	Wiper Big		
97	Wiper Small		
98	Soap Dettol		
99	Glass cleaner		
100	Room Freshener 5 Liter		
101	Hockey Brush		
102	Dust Bin		
103	Dust Basket		
104	Pencil Cell	Cello/Panasonic	
105	<b>File Cover</b>	Handmade	