

OFFICE OF THE REGISTRAR: BODOLAND UNIVERSITY

Debargaon, P.O. Rangalikhata
Kokrajhar – 783370, BTC, Assam.
(R)bodolanduniv@gmail.com



Tel./Fax No. 03661-277183 (O)
Tel No.
Mobile No.

No. BU/Engg/ARC/2019-20/83/05

Date - 04/01/2021

TENDER NOTICE FOR ANNUAL RATE CONTRACT

Sealed tenders are invited from Reputed Dealer/Sub-dealer/Supplier for Annual Rate Contract (ARC) of Stationery and General items on behalf of Bodoland University, Kokrajhar. The tender/quotation should be submitted in a sealed envelope superscripted as “Tender for Annual Rate Contract” addressed to *The Registrar, Bodoland University*

Key events and dates

| Tender No. | BU/Engg/ARC/2019-20/83/ 05 | |
|------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Pre bid meeting date and time | ----- |
| 2. | Last date and time closing of tender submission including EMD and tender processing fee. | 25/01/2021 at 12:00 noon. |
| 3. | Date and time of opening of Technical and Financial bid. | 25/01/2021 at 12:30 PM. |
| 4. | Items Description | Annual rate contract of Stationery and General items. |
| 5. | Tender Type | Off line bid in two bid system are in Stationery and General items. |
| 6. | EMD of tender | Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft in favour of 'The Registrar, Bodoland University' payable at North Kokrajhar Branch. |
| 7. | Tender processing fee | Non - Refundable Tender Fee of Rs. 1000/- (Rs. One thousand only) in the form of Demand Draft in favour of 'The Registrar, Bodoland University' payable at North Kokrajhar Branch. The same should reach at Bodoland University before the date of submission of technical bids. |
| 8. | Place of Opening of Tenders | Bodoland University, Administrative Building at Conference hall. |

Detailed discount (percentage rate) and any other features along with company manuals should be submitted with their application of Tender and advice to visit the website www.bodolanduniversity.ac.in for download the detail forms.

The bidders should submit to their tender document in Registrar office, Bodoland University, Debargaon, Kokrajha, before at 12:00 noon on 25th January, 2021.

The Bodoland University reserved the right to accept or reject any or all tenders without assigning any reason thereof.

Registrar, i/c
Bodoland University

Copy for information to:

No. BU/Engg/ARC/2019-20/83/05-A

Date - 04/01/2021

1. The Vice-Chancellor's Secretariat, Bodoland University,
- 2 The Finance Officer, Bodoland University,
3. The Asst. Engineer, Bodoland University,
4. The System Administrator, Bodoland University, up load in website.
5. The member Secretary, Tender Committee, Bodoland University

Registrar, i/c
Bodoland University

“NOTICE INVITING TENDER FOR SUPPLY OF STATIONERY AND GENERAL ITEMS TO BODOLAND UNIVERSITY”

Bodoland University, Kokrajhar invites bids from reputed, experienced and financially sound Companies/Firms/Agencies for supply of Stationery and General items as per the price bid form enclosed. Those who are in the similar business for the three years and providing the same service to Central/State Govt. or autonomous bodies may send their bids both Technical and Commercial in sealed envelopes.

1. The interested Companies/Firms/Agencies may send their bid complete in all respect along with Tender Fee of Rs. 1,000/- and Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of Demand Draft issued in favour of The Registrar, Bodoland University, Kokrajhar, payable at North Kokrajhar branch and other requisite documents to the undersigned duly superscripted before 12.00 noon on 25/01/2021. The bids received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay Bodoland University will not be responsible.

NOTE : The EMD and Tender Fee draft should be put in the envelope containing Technical Bid failing which the tender shall be rejected forthwith.

2. The sealed envelopes are to be deposited in the tender box placed in front of the office of Engineering Cell or may be sent through registered/speed post addressed to The Registrar, Kokrajhar University, Kokrajhar -783370.

3. Bids will be opened on 25/01/2021 at 12.30 hrs. in the presence of bidders or their authorized representatives who wish to participate in the bidding process. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.

4. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Registrar through the website www.bodolanduniversity.ac.in

5. Bodoland University, Kokrajhar reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Authority, Bodoland University, Kokrajhar in this regard shall be the final.

6. The firm should have a valid office /supplier/agent/dealer/sub-dealer at Kokrajhar.

Registrar

GENERAL INSTRUCTIONS TO THE BIDDER

1. The tender is “Two Bid’ document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Tender Fee & Earnest Money Deposit (EMD). The financial bid should contain only commercial document. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The Technical bid must accompany with the tender fee of Rs. 1,000/- in form of Demand Draft in favour of The Registrar, Kokrajhar University, Kokrajhar. The tender document fee is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any scheduled bank drawn in favour of the “The Registrar, Kokrajhar University” payable at North Kokrajhar Branch, Kokrajhar.
3. The Tenders should be type written or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder’s authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.
4. The Contracts concluded as a result of this Tender Inquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Tender Document.
5. The prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount/rates shall be considered as valid.
6. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
7. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
8. Bidders are requested to enclose a copy of their valid certificate of PAN No., GST No. or any other documents with their tender.
9. Tenders received without Tender Fee and EMD amount by way of demand draft in favour of The Registrar, Bodoland University, Kokrajhar will not be considered at all and shall be summarily rejected.
10. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful completion of contract period.
11. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in Bodoland University will stand automatically extended up to 12.00 hours of the next working day.

12. Late/delayed tenders received in Bodoland University due to any reason whatsoever will not be accepted under any circumstances.

13. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of Bodoland University, Kokrajhar (www.bodolanduniversity.ac.in). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.

14. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender.

15. DOCUMENTS COMPRISING THE BID:

The bids prepared by the bidder shall comprise of (1) The Technical Bid and (2) Financial Bid:

TECHNICAL BID: - To qualify in the Technical bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria –

- (a) Duly filled format of Technical Bid as per **Annexure “1”**.
- (b) Copy of constitution or legal status of the sole proprietorship/ firm/agency etc.
- (c) Financial status: - The average annual turnover in similar jobs, of the firm should not be less than 1 Lakh in the last three years. Copies of profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years should be enclosed.
- (d) Experience of 03 years or more with Govt. registered running shop.
- (e) The technical bid should be accompanied by Demand draft of Rs. 1,000/- (non-refundable) against tender fee and Demand Draft of Rs. 10,000/- (refundable) for EMD/bid security.
- (f) Copy of Income Tax Return Filed acknowledgements for last Three years.
- (g) Copy of PAN Card.
- (h) Copy of GST registration certificate.
 - (i) Details of clients where similar services are presently provided by the agency separately for govt. and private clients.

(j) The bidder must have a running shop for three years or in similar business of supply in Govt. institutions/PSU's/Autonomous Body. Necessary supporting documents like registration of shop, work orders, work completion certificate etc. for last three years to this effect must be submitted along with the offer.

(k) Authorization letter/certificate (if required) from original manufacturer of the product.

(l) Broachers, original technical catalogue with detailed specification and picture of the product offered.

(m) The bidder must submit an affidavit duly certified by the notary at the location of the Agencies/Head quarters or at Kokrajhar that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.

(n) All the materials must be in ISI standard.

FINANCIAL BID: - The financial bid shall contain:

(a) Price Bid Form [as per Annexure – 2]

16. SUBMISSION OF BIDS

16.1 SEALING AND MARKING OF BIDS: The bidder shall wax seal the EMD, the Technical Bid and the Financial Bid in separate envelopes and keep them in a bigger wax sealed envelope. The envelope containing the EMD shall bear the name “EMD for Tender No.....”. The envelope containing the Technical Bid shall bear the name “TECHNICAL BID for Tender No”. The envelope containing the Financial Bid shall bear the name “FINANCIAL BID for Tender No” on the envelope for avoiding any mismatch.

16.2 The bigger envelope containing EMD, technical bid and financial bid in separate envelopes shall be:

(a) Addressed at the following address:

The Registrar,
Bodoland University,
Deborgaon,
Kokrajhar -783370

(b) All the envelopes shall bear the Tender name, the tender number.

(c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared ‘late’ or rejected.

(d) Bids shall be delivered in person and shall be dropped in the tender box placed in the office of the Registrar, Bodoland University or shall be sent by Registered/Speed Post. The Purchaser shall not be responsible if the bids are delivered elsewhere.

(e) Venue of Tender Opening: Tender will be opened in the Conference hall of Administrative Building, BU at 12.30 hrs. on the due date. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the office of the Registrar, Bodoland University.

17. BID PRICES:

17.1 The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of taxes) as per price schedule given in Annexure-2. The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the university.

17.2 The prices quoted by the bidder shall remain fixed during the entire period of one year contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

17.3 Hard copy of the Price list/Catalogue of the products (with soft copies in two CDs, if possible)

18. TECHNICAL EVALUATION:

18.1 Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The University determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

18.2 The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.

18.3 Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.

18.4 A bid determined as substantially non-responsive will be rejected by the University and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.

18.5 The Bodoland University shall have right to accept or reject any or all tenders without assigning any reasons thereof.

18.6 Demonstration of Samples: Samples of product offered must be submitted at the time of opening of technical bid before the technical bid evaluation committee. Financial bids of only those products will be opened samples/specifications of which are found fit for use by the technical bid evaluation committee. However, the committee may call for the samples at any point of time.

19. FINANCIAL EVALUATION:

19.1 The financial bid shall be opened of only those bidders who have been found to be technically eligible as enumerated under clause 17. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The University shall inform the date, place and time for opening of financial bid.

19.2 The Financial Bids of unsuccessful bidders would not be opened and destroyed.

19.3 The rates must be quoted per job basis. Agency shall include in its price all taxes and other costs while quoting for the tender, in “Annexure-2: Price Bid” to be kept in Envelop No. 2. Income Tax will be deducted at source from the bills as applicable. The Agency needs to furnish its PAN number.

19.5 The evaluation and comparison of responsive bids shall be done on the price offered inclusive of Levies & all Taxes as indicated in the Price Schedule in Annexure-“2” of the Bid Document.

19.6 The Bodoland University does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The Bodoland University, Kokrajhar reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

19.7 The firm should submit hard copy of the Price list/Catalogue of the products (with soft copies in two CDs, if possible) and indicate the maximum rebate/discount on price list.

20. AWARD OF CONTRACT: PLACEMENT OF ORDER

The Bodoland University shall consider placement of orders for jobs on those bidders whose offers have been found technically, commercially and financially acceptable. The Bodoland University reserves the right to counter offer price(s) against price(s) quoted by any bidder.

TERMS & CONDITIONS OF CONTRACT

1. The bidders are expected to read carefully all the terms and conditions of the tender documents and their submission will be taken as consent to abide.
2. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, the Authority, Bodoland University, Kokrajhar reserves the right to reject such tenders without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.
3. **Manner of Submission of Tender:** The bidding should be done on two bid method viz 1) Technical Bid & 2) Commercial / Price Bid. The bidders should ensure that the Technical bid complete in all respect and containing the required enclosures (attested Photocopy) is sealed in a separate envelop and the commercial bid sealed in a separate envelop & both the sealed envelopes are kept and sealed in a suitable size of envelop. All envelop will be address to The Registrar, BU, Kokrajhar. The Sealed Technical bid Envelop of all bidders will be opened first. Only the Commercial bids of those who have furnished all the valid documents will be opened.
4. **Language:** The language of the Tender shall be in English.
5. **Documents to Accompany Tender:** The Bidder shall submit the Documents mentioned in the clause 16 of General Instructions to the Tender.
6. The firm / agency must have requisite trade and other licenses to do the business for which the bid is being made.
7. **Earnest Money Deposit:** Each Tender must be accompanied with “Earnest Money Deposit” in the form of Demand Draft, as mentioned in the Notice Inviting Tender.
8. **Forfeiture of Earnest Money:-**
 - a. If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.
 - b. If the successful bidders fails supply or refused either partial or total offer (Acceptance) made by The Registrar, BU, Kokrajhar.
9. **Return of Earnest Money :-**
 - a. After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful bidders.
 - b. After completion of contract period, the deposited Earnest Money will be returned back to the successful Bidders.
10. **Submission of Documents:-**
 - a. Each Tender must accompany attested photocopy of Pan Card, Trade License, Sales Tax Clearance Certificate / GST Registration Certificate, and Experience Certificate.
 - b. The bidder must submit attested photocopy of Income Tax and Sales Tax for last three years.

c. In case of SSI unit, current SSI certificate must be deposited by the bidder along with his Tender which is issued in favour of the bidder for this type of jobs.

11. It must be mentioned clearly whether bidder is manufacturer/sole manufacturer/ Authorized agents for the items for which he is quoting.

a. **Manufacturer** must add a certificate that item(s) is manufactured by them as per range of products.

b. **Sole Manufacturers** must add a certificate that they are the sole manufacturer of the Item for which they are quoting in this tender enquiry & item is /are their proprietary Item in India. The rate certificate is also required from the sole manufactures that the Rates quoted are the same as they quote to other State/Centre Govt. and DGS & D for the similar item(s) and these are not higher than those quoted by them.

c. **Authorized agents/ Sub-dealer/ Stockiest/Distributor** must submit an authority letter from their Manufacturer/Principals on the letter head of the manufacturer/principals. The authorization letter must give/mention the purpose for which it will be allowed. The validity period of the authorization letter must be mentioned to the authority letter otherwise letter will be liable to rejection.

12. Submission of the Tender:-

a. Bidder at their own cost shall have to submit Tender at the office of Registrar, BU Kokrajhar within the schedule date and time as mentioned in the Tender Notification.

b. The said sealed documental bids will be opened by the Tender Committee in presence of the Bidders or representative of the Bidders who may be present in the opening date & time.

13. Rates :-

a. Rates should be clearly quoted in both in figures and words in respect of each item. Rate should be quoted inclusive of GST. All corrections must be initialled.

b. Rate should be quoted for all items in details as described in the tender schedule otherwise tender will be rejected.

14. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the 'Indian Partnership Act'.

15. Necessary proof as to the financial status of the individual and firm tendering is to be attested and submitted.

16. Tender Form with all relevant papers in details shall be essential part of the bid.

17. Before submission of the Tender, Bidder shall sign each page of his Tender and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the Bidder.

18. Delivery Period: 30 days from the date of issue of work order/supply order. Bu, Kokrajhar reserves the right to place one or more supply order for the quantity mentioned against each item in price bid depending upon the requirement.

19. **Payment:** 100% Payment will be made by accounts department after delivery of goods against each order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order and receipt voucher of central stores.

20. **Warranty:** - The goods/stores/articles/furniture supplied by result of this contract/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in the tender document/supply order. The seller guarantees that the said goods/stores/articles/ furniture would continue to confirm to the description and quality aforesaid for a period of 12 months from the date of delivery/installation of the said goods/stores/articles/furniture to the buyer or 15 months from the date of shipment/dispatch from the sellers work, whichever is earlier.

21. **Option Clause:** - During the currency of the contract, the buyer (BU, Kokrajhar) can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.

22. **Repeat Order Clause:** - The buyer (Bodoland University, Kokrajhar) can order up to 50% quantity of the items under the present contract within six months from the date of supply/successful completion of the work, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of this clause. It would be entirely the discretion of the buyer to place the repeat order or not.

23. **Disputes:-** In the event of any dispute or disagreement arising between the contractors and any other department of BU, Kokrajhar with regards to the interpretation of “Terms & Conditions” stipulated herein or in the contract done, the same shall be referred to the Registrar, BU Kokrajhar whose decision will be final and binding upon the contractor.

24. Rate must be valid for a period of 1 year, which, if the University authority desires, may be extended for further period issuing proper notification.

25. Acceptance of lowest tender is not obligatory.

26. The Bodoland University, Kokrajhar reserves all rights to accept or reject any Tender without showing any reason.

27. Regarding Supply of materials, Abnormal Low Rate or Abnormal High Rates (in comparison to the market Rate) will not be considered.

28. Submission of the Tender by a bidder shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.

29. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.

30. The contract is for a period of one year.

31. If the Supplier/Firm could not meet up the standard of the work or not up to the satisfaction of the authority, the authority would not liable to release the payment for partially or whole of the work, as desired, whose decision would be the final. The Supplier/Firm should be bound to accept the decision without any claim thereof.

32. All legal disputes arising out of this tender will fall under the jurisdiction of courts in Kokrajhar only.

33. As desire, the contract may terminate at any time without assigning any reason thereof by the authority and the firm would be bound to accept the decision of the authority without any claim thereof.

Registrar

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

Mobile Number:

Signature of the tenderer (with seal)

TECHNICAL BID FORMAT**ANNEXURE - I**

| | | |
|--|----------------------------------------------------------------------------------|--|
| | | |
| | Name of the firm/company/proprietary | |
| | Address of registered office | |
| | Telephone/Fax/E-mail | |
| | Specify your firm/company is a manufacturer/authorized dealer/distributor/agency | |
| | Earnest money deposit (EMD) Yes/No | |
| | EMD details | |
| | PAN No | |
| | GST No | |
| | Proof of financial status | |
| | Copy of income tax return last three years | |
| | Original Technical Catalogue of the model, if any | |
| | Experience last three years | |
| | Acceptance of terms and conditions attached Yes/No | |
| | The bidder must have a running shop for three years | |
| | Samples of product offered | |

BANK DETAILS REGARDING THE TRANSFER OF PAYMENT

Dated _____

To,

**The Registrar,
Bodoland University,
Kokrajhar**

Tender Ref. No:

Dear Sir:

We hereby inform you that the Bank Details for the transfer of payment for the supply of materials to Bodoland University, Kokrajhar are as follows:

| | | |
|-----|------------------------------------------------------------------------------|--|
| 1. | Name of the firm | |
| 2. | Contact person | |
| 3. | Contact No. of firm | |
| 4. | Email ID | |
| 5. | Name of Bank | |
| 6. | Name of Bank Branch | |
| 7. | Bank Address | |
| 8. | Bank Branch Telephone No | |
| 9. | 9 Digit Code Number of the Bank and Branch IFSC of the Bank Branch | |
| 10. | Bank account number (please attach a cancelled cheque) | |
| 11. | Type of Bank account | |

Signature of the competent authority with seal.

Tentative Items

Annual Rate Contract for Stationery and General Items

| Name of Particulars | Unit | Rate | Remarks |
|--------------------------------------------------------------------|------|------|---------|
| FS. Paper (Legal) 70 GSM | | | |
| FS. Paper (Legal) 75 GSM | | | |
| FS. Paper (Legal) 80 GSM | | | |
| FS. Paper (Legal) 90 GSM | | | |
| FS. Paper (Legal) 105 GSM | | | |
| FS. Paper (Legal) 120 GSM | | | |
| A4 Paper 70 GSM | | | |
| A4 Paper 75 GSM | | | |
| A4 Paper 80 GSM | | | |
| A4 Paper 90 GSM | | | |
| A4 Paper 105 GSM | | | |
| A4 Paper 120 GSM | | | |
| Photo Paper | | | |
| F. C Paper | | | |
| File Cover & Board (Plastic Wrapped cover) | | | |
| File Cover & Board (Plain Cover) | | | |
| File Cover & Board (Hard Paper Cover) | | | |
| Flat File | | | |
| Register size - 4 No/6 No/8 No/10 No/12 No/16 No/20 No/30 No/40 No | | | |
| Cash Book (different paper content) | | | |
| Ledger Book (different paper content) | | | |
| Payment Register (to be printed as directed of 100 pages) | | | |
| Fund Receipt Register (to be printed as directed of 100 pages) | | | |
| Peon Book | | | |
| Note Sheet | | | |
| Peon Register | | | |
| Dak Receipt Register | | | |
| Cheque issue Register (to be printed as directed of 100 pages) | | | |
| Payment Voucher (Pink color) | | | |
| Receipt Voucher (Yellow color) | | | |
| Pen | | | |
| Pencil | | | |
| Rubber | | | |
| Garder | | | |
| Tag | | | |
| Laha | | | |
| Cello tape (Small Size) | | | |
| Cello tape (Brown, 1.5 inch x 65 mtrs) | | | |
| Stapler(Small Size) | | | |
| Stapler(Medium Size) | | | |
| Stapler(Big Size) | | | |
| Staple pin (Small) | | | |
| Staple pin (Medium) | | | |
| Staple pin (Large) | | | |
| Gem clip | | | |
| Paper clip | | | |
| Scale | | | |
| Calculator | | | |
| Carbon Paper | | | |
| Gum | | | |

| | | | |
|----------------------------------------------------------|--|--|--|
| Paper Weight | | | |
| Paper cutter (Knife) | | | |
| Stamp pad | | | |
| Paper Punch machine | | | |
| CD | | | |
| Envelop (A4) | | | |
| Envelop (FS) | | | |
| Envelop (Small) | | | |
| Envelop (Paper bins) | | | |
| Payment Voucher file (Printed as directed for 100 pages) | | | |
| Receipt Voucher file (Printed as directed for 100 pages) | | | |
| Paper tray | | | |
| Harpic | | | |
| Toilet brush | | | |
| Hand wash | | | |
| Naphthalene balls | | | |
| Floor mop (blade) | | | |
| Floor mop (cloth) | | | |
| Phenol | | | |
| Broom | | | |
| Odonil | | | |
| Room freshener | | | |
| Bucket/ Mug | | | |
| Scissor (Small Size) | | | |
| Scissor (Medium Size) | | | |
| Scissor (Big Size) | | | |
| Folder File | | | |
| Box type Spring file | | | |
| Cup Plate Set(Bone China) | | | |
| Diner Set (Bone China) | | | |
| Glass Set | | | |
| Filter | | | |
| Tea Trey | | | |
| Water Jug | | | |
| Whitener | | | |
| Stamp pad (Faber-Castell)- Size: 11mm x 69mm | | | |
| Fevi Kwik (Non Drip) | | | |
| Fevicol (all fix) | | | |
| Long Registers 200 pages Good Quality | | | |
| Gum Bottle 300 ml (Camlin make) | | | |
| T Pin (Alpins) Box | | | |
| Short Hand Pad Books | | | |
| Pen Stand | | | |
| Executive File Tray Set | | | |
| White board 4'x6', 4'x8' | | | |
| Green board 4'x6', 4'x8' | | | |
| Permanent Marker pen | | | |
| Dust bin | | | |
| White board writing pen | | | |
| Photocopy paper A4, Legal | | | |
| A3 paper | | | |
| Duster | | | |
| Poker (steel) | | | |
| Prompts (Colour Flags tri-colour) | | | |

| | | | |
|------------------------------------|--|--|--|
| Paper punch machine single hole | | | |
| Paper punch machine double hole | | | |
| Sketch pen | | | |
| Conference pad | | | |
| Note book different size | | | |
| Conference bag | | | |
| Folder bag | | | |
| Stamp pad ink | | | |
| Wall clock | | | |
| Pencil battery | | | |
| Alpin | | | |
| Alpin staking box | | | |
| Paper Clip | | | |
| Big stapler | | | |
| Big stapler pin | | | |
| Cello tap – white / brown | | | |
| Highlighter | | | |
| Rubber band | | | |
| Scale steel | | | |
| Glue tube | | | |
| Whitener | | | |
| Whitener tap | | | |
| Office seal | | | |
| Poker | | | |
| Marker pen for white board | | | |
| Permanent marker pen | | | |
| Envelop (Plastic back) (16" x 12') | | | |
| Envelop (Plastic back) (14" x 12') | | | |
| Envelop (Plastic back) (12" x 6') | | | |
| Envelop (10" x 4.5') | | | |
| Executive bond paper 100 GSM – A4 | | | |
| Sutli | | | |
| Garder Big & Meium | | | |
| Water filter | | | |

Etc.