



BHEL GOINDWAL

**TERMS AND CONDITIONS FOR  
(Tender Enquiry No. 1415-HR-01 Dated: 18.04.2014)  
Item: Stationary Items**

**1. INVITING TENDERS:**

**Two-part sealed quotations** are invited for supply of **Stationary Items (Items are mentioned in Annexure A and B)** as per specifications/standard in the tender enquiry at following terms and conditions.

**Items in annexure A are open for all i.e MSE and non MSE supplier.**

**Items in annexure B is reserved for MSE suppliers. If no MSE supplier is quoting/qualified for this category items, Non MSE supplier will be considered and PO for 100% qty will be placed on L1 supplier.**

**Following point need to be noted by manufacturers and dealers/agents as follows-**

For manufacturers-

**Procurement shall be preferred from manufacturers. In case manufacturer insists on engaging a dealer/ agent, such dealer/agent is not allowed to represent more than one manufacturer.**

For dealers/agents -

**In case of dealers/agents, Authorized dealer certificate is required from original manufacturer.**

**In case bids are received from dealer/agent and manufacturer both, bid submitted by dealer will be rejected. A dealer representing more than one manufacturer will be rejected**

Submission of two parts shall be as follows:

Bid	Bid description	Super scribing on envelope	*** Should contain ***
Part I	Techno-Commercial Offer	Part-I (Techno-Commercial) bid against tender enquiry no: 1415-HR-01 dated 18.04.2014 due for opening on <b>02.05.2014</b>	<ol style="list-style-type: none"> <li>1. Acceptance of all terms and conditions of tender enquiry. (Preferred is submitting signed copy of terms and conditions; if nothing is mentioned for any term, it shall be summarily concluded that the same is acceptable and no representation whatsoever shall be entertained later on).</li> <li>2. <b>Un-priced</b> bid as per format attached. <b>All details, i.e. whether quoted for item, duties and taxes etc. should be filled.</b></li> </ol>
Part II	Price Bid	Part-II (Price) bid against tender enquiry no: 1415-HR-01 dated 18.04.2014 due for opening on <b>02.05.2014</b>	<p><b>Price bid in the format attached.</b> Bidder should mention prices of items in Words and Figure both. Prices should be FOR Goindwal Basis. Preferably the price bid envelop should contain ONLY the price bid. Further, if even the same conditions are mentioned in the Part-II, but after scrutiny of Part-I, the bidder has agreed to BHEL terms, the same shall be binding and any such condition found in Part-II shall in no case be discussed.</p> <p>Anything other than price mentioned in the price bid shall be considered invalid.</p>



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Both the sealed envelopes should be put in outer sealed envelope superscribing all details i.e. Enquiry Number, Date, Supplier's Name and Address and Item.

**Time of submission by 1500 Hrs on Due Date. Time of Techno-Commercial bid (Part I) opening is 1600 Hrs on due date. Based on evaluation of techno-commercial offers, Price bids of bidders who qualify from techno-commercial evaluation shall be opened. BHEL may decide to open the Price bid same day at 1700 hrs. If not opened on the same day, all qualifying bidders shall be notified for date of opening of Price bids.**

Sealed Tenders can be dropped in the tender box labeled as 'Tender box for MM contracts'. This tender box is located at the entrance of Admin block BHEL Goindwal.

Fax (01859-222061) / E-Mail (tendermm@bhelivp.in) offers received in time shall be considered only when such offers are complete in all respects.

2. **VALIDITY OF OFFERS:**

The offers shall valid for **60** days from the date of opening of the techno-commercial (Part-1) of the tender. In case of extension of tender opening date, the validity shall be deemed to be suitably revised.

3. **SCOPE OF SUPPLY:**

Material shall be supplied as per the applicable latest standard and specification on FOR Goindwal Basis.

4. **DELIVERY SCHEDULE:**

Supplies shall be affected and completed as per schedule mentioned in the POs. **Supplies shall be completed within 3 weeks from PO placement date.** Further, BHEL may release delivery schedule from time to time based upon our requirement. Vendor shall be required to complete the order as per the PO/schedule requested.

5. **REPLACEMENT OF REJECTION:**

If the material is rejected due to defect or damage during transportation , the rejected material shall be replaced by the supplier. Corresponding quantity shall be treated as unsupplied against respective purchase order till replacement is received at BHEL.

6. **ACCESS TO MANUFACTURING PREMISES:**

While Purchase Orders placed on the vendor are under execution, authorized representatives of BHEL shall be allowed free access to the manufacturing facilities for the purpose of inspection or monitoring the progress of purchase orders. This access will also be extended to representatives



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of BHEL's customers accompanying the authorized representative/s of BHEL (which shall be intimated in advance), if our contractual requirements with our customers call for the same.

**7. TERMS OF PAYMENT:**

- a. Due payment against supplies received shall be due after 30 days of receipt and acceptance of material and shall be paid within next 15 days period. In case of any deviation from standard payment term mentioned, BHEL at its discretion may load on the item price at "Base rate of SBI (as applicable on the date of bid opening; Techno-commercial bid opening) + 6% shall be considered for loading for the period of relaxation sought by bidders. Documents to be submitted as applicable
  - i. Commercial invoice (in duplicate)
  - ii. Excise invoice (in duplicate)/ Original VAT, if applicable
  - iii. Compliance Certificate.
- b. Above documents should include your Registration numbers such as ECC no, PAN no, CST no, TIN/ VAT nos. etc.
- c. **It is mandatory to mention proper description of item in the invoices and separate invoices to be raised for different POs.**
- d. **BHEL releases payment through EFT mode ONLY. Necessary details may please be submitted by filling required format before release of payment.**

**8. INSPECTION:**

As per specification/standard inspection will be done at your works/BHEL Goindwal by BHEL representative.

**9. PREFERENCES FOR MSE's:**

Preferences as mentioned in "Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012" shall be given to Micro and Small enterprises.

Main points which are mentioned in the above order are as follows:

- 20% Procurement of the tender value shall be made from MSE (Micro, Small Enterprises) firms.
- 4% from the above mentioned 20% procurement quantity shall be procured from MSE's owned by SC /ST's. Failure to participate by any MSE owned by SC/ST's this 4% quantity shall be procured from other MSEs.
- EMD shall be exempted for MSE's. All these benefits are subject to production of all statutory documents
- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15 per cent shall also be allowed to supply a portion of requirement by bringing down their



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price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 per cent of total tendered value. In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity).

- "MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Two years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with CA certificate (Format enclosed as per Annexure - I) applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents".

10. LOADING CRITERIA

1. Tender quantity shall be divided in the proportion 80:20 (80% for L1 and 20% for MSE's) in case the L1 vendor is not a MSE subject to following conditions:

I. L2 acceptance of L1 rates.

II. In tender, participating Micro and Small Enterprises quoting price within price band of L1+15 per cent shall also be offered 20% quantity of tender quantity at L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise. In case of more than one such Micro and Small Enterprise, the supply shall be shared equally. If there are more than one MSE in the price band of L1+ 15% to whom the offer has been sent and some of them reject the offer then the remaining quantity shall be distributed equally to the MSEs accepting L1 prices.

III. 20% from the 20% quantity (i.e. 4% of the tender quantity) offered to the MSE's shall be reserved for MSE's owned by SC/STs. In event of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements and L1 price, 4 per cent quantity for Micro and Small Enterprises owned by SC/ST entrepreneurs shall be met from other Micro and Small Enterprises.

IV. In case any MSE vendor does not accept the counter offer, the above mentioned 20% quantity shall be offered to L1.

V. If there is no MSE in the Price band of L1+15% then the 20% quantity shall be offered to L1 vendor.

VI. If other suppliers (other than L1) are not under MSE then 100% qty will be offered to L1.



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2. In case if the L1 vendor is MSE then quantity shall be provided as 96 % for L1, and 4% tender quantity shall be offered to the MSEs owned by SC/ST's in the price band of L1+15%. In event of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements and L1 price, 4 per cent sub-target for procurement earmarked for Micro and Small Enterprises owned by SC/ST entrepreneurs shall be met from L1 vendor.

3. In case the L1 vendor is a MSE owned by a SC/ST then the 100% qty will be offered to L1 supplier.

**Loading for MSE Reserved Items:**

In tender, participating Micro and Small Enterprises of owner SC/ST quoting price within price band of L1+15 per cent shall also be offered 20% quantity of tender quantity will be offered to such MSEs. In case of more than one such Micro and Small Enterprise, the supply shall be shared equally. If there are more than one such MSE in the price band of L1+ 15% to whom the offer has been sent and some of them reject the offer then the remaining quantity shall be distributed equally to the MSEs accepting L1 prices. In case of failure/non acceptance 20% qty will be loaded on L1 supplier.

All above offered qty are subject to acceptance of L1 rates.

In case of non- acceptance of counter offer by any vendor after above applicable provisions the whole quantity would be offered to L1 vendor.

This ratio can be altered in case of any failure on part of L1 regarding delivery commitment/quantity/quality of material.

All above mentioned preferences shall be given to MSEs and SC/STs only on the submission of documentary evidence.

**f10. Penalty for delay in delivery of material:**

'Time is the essence of the contract'. As such, delivery of goods specified in the Purchase Orders released under the scope of this contract shall be made within the time limit prescribed therein. Penalty clause will be applicable for delayed supplies @ 0.5% per week or part thereof subject to a maximum of 10.0 %.

**11. RISK PURCHASE:**

BHEL shall be entitled to terminate the contract/pending POs at any stage and to purchase elsewhere at the risk and cost of the vendor, either the whole of the goods or any part thereof which the supplier has failed to deliver or dispatch within the time stipulated as aforesaid. Vendor shall be liable for the losses, which BHEL may sustain by way of such risk purchase in addition to aforesaid penalty for delayed delivery.



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12. **SUB-CONTRACT:**

The purchase order or any part thereof shall not be sub-contracted, assigned or otherwise transferred without previously obtaining the BHEL's consent in writing.

13. **FORCE MAJEURE:**

If at any time during the continuance of the contract, the performance in which or in any part by either party of any obligations under the contract are prevented or delayed by reason of any war, hostilities, acts of public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine restrictions, or acts of God (hereinafter referred to "an events" then provided the notice of happening of any such event is given by either party to the other within 21 days of the occurrence thereof, neither party shall by reason of such event be entitled to terminate the contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance and delivery under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under the contract is prevented or delayed by reason of any such event, claims of extension of time shall be granted for periods considered reasonable by BHEL subject to prior notification by the vendor to BHEL of the particulars of the event and supply to BHEL, if required, of any supporting evidence. Any waiver of time in respect of partial installment shall not be deemed a waiver of time in respect of remaining deliveries.

14. **DISPUTES:**

In the event of any dispute and/or difference arising between the Vendor and BHEL as to interpretation and/or execution of the contract and/or the respective rights and liabilities of the parties, such disputes and/or differences shall be referred to the sole arbitrator nominated by BHEL. The provisions of the Indian Arbitration Act and the rules there under shall apply to such arbitration. The award passed by the arbitrator shall be final and conclusively binding on all the parties.

15. **JURISDICTION:**

The court of the place from where the purchase order is issued during the contractual period shall alone have jurisdiction to decide any dispute arising out of or in connection with the purchase order.

16. **Clarifications:**

The correspondence exchanged against the tender from both tenderer and BHEL through email are considered as valid document legally though it is not signed. It is treated as valid confirmations made on behalf of the respective company and very much comes under the legal ambit of the business transaction and hence it is binding on both the parties to the business. Any



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transaction pertaining to the tender from both the parties of business done round the clock irrespective of the office or business hours of the companies, are valid legally and binding on both the parties. This applies to the extent only in such cases where deadline time for transaction is not specifically declared by either or both the parties to the business.

**17. LOI (Letter of Intent):**

BHEL may issue LOI prior to the PO for any reason whatsoever. The LOI in such cases is to be treated as PO for all practical purposes and all the Terms & Conditions of the tender shall be applicable from the date of issue of LOI.

**18. BANNED FIRMS**

The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website [www.bhel.com](http://www.bhel.com)

**19. WORDS AND FIGURES**

- a. If, in the price structure quoted for the required goods/ services/ works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- b. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
- d. If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

**20. GENERAL:**

BHEL will not be bound by any power of attorney granted by the vendors or by changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the vendor concerned.

BHEL reserves the right to extend the due date of opening, which shall be informed. Bidder can revise his offer, if already sent, and clearly mentioning "Revised offer due to extension of



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due date of opening-canceling the earlier quotation.” Validity of offer shall be revised accordingly.

BHEL reserves the right to cancel the tender without assigning any reason thereof and without any obligation.

Acceptance of all terms and conditions, in the form of signed copy of T&C or confirmation separately written, shall be submitted along with quotation. If nothing is mentioned, it shall be concluded that terms and conditions are acceptable.

Every dispatch of material shall accompany the packing list, detailing the Numbers of item with specifications. An advance copy of dispatch details shall be furnished to Purchase/BHEL/IVP.

Manufacturer's name, Trade Mark or Patent No. if any should be specified. Illustrative leaflets giving technical particulars are required along with quotation wherever necessary. The materials are to be dispatched with proper packing and binding.

Techno-Commercial Bid Annexure A to Enquiry No.1415-HR-01 Dated 18.04.2014, Due date 02.05.2014

Enq Sl.	Description of material	Unit	Enquiry Qty	Quoted	Applicable ED	Applicable CESS on ED	Applicable CST/VAT in percentage	Unit Basic Price, Rs. per unit
A1	Reynolds 045 ball pen - Blue	Nos	1800	Yes/No				Please see price bid
A2	Reynolds Ball pen 045 - Black	Nos	700	Yes/No				Please see price bid
A3	Reynolds 040- Blue	Nos	300	Yes/No				Please see price bid
A4	Reynolds 045 Ball -Red	Nos	100	Yes/No				Please see price bid
A5	Reynolds Racer gel Pen -blue	Nos	300	Yes/No				Please see price bid
A6	Reynolds Racer gel Pen -Red	Nos	50	Yes/No				Please see price bid
A7	Apsara non-dust Eraser (Small)	Nos	60	Yes/No				Please see price bid
A8	Apsara long point Sharpener	Nos	104	Yes/No				Please see price bid
A9	Xerox Paper (A4 size)-75gsm	Ream	1800	Yes/No				Please see price bid
A10	Green Sheets Legal size – ledger paper	Ream	20	Yes/No				Please see price bid
A11	Writing Pad (Spiral)-40 Pages A5 Size - BILT	Nos	150	Yes/No				Please see price bid
A12	Writing Pad (Size 13 x 22cm)-50 Pages	Nos	1500	Yes/No				Please see price bid
A13	Cobra Files	Nos	500	Yes/No				Please see price bid
A14	Box File-With Steel clip	Nos	300	Yes/No				Please see price bid
A15	1 Quire long size register – ledger Paper	Nos	45	Yes/No				Please see price bid
A16	2 Quire long size register – ledger Paper	Nos	45	Yes/No				Please see price bid
A17	3 Quire long size register – ledger Paper	Nos	40	Yes/No				Please see price bid
A18	4 Quire long size register – ledger Paper	Nos	45	Yes/No				Please see price bid
A19	5 Quire long size register – ledger Paper	Nos	30	Yes/No				Please see price bid
A20	Attendance Register (From 1st. To 31st) 1 Quire – Ledger Paper	Nos	25	Yes/No				Please see price bid
A21	DAK Pad	Nos	30	Yes/No				Please see price bid
A22	Plastic Stick file (Solo)	Nos	250	Yes/No				Please see price bid
A23	Plastic Report file (Solo)	Nos	280	Yes/No				Please see price bid
A24	Transparent Plastic envelope (A4 size) (Solo)	Nos	500	Yes/No				Please see price bid
A25	Re-Stick note-Prompts size-1"x3"- Flourescent colors 3 strips (ODDY) – 150 sheets	Nos	70	Yes/No				Please see price bid
A26	Sticky Yellow notes (Oddy) 3"x3"	Nos	80	Yes/No				Please see price bid
A27	Plastic Scale 12"	Nos	20	Yes/No				Please see price bid
A28	Steel Scale 12"	Nos	20	Yes/No				Please see price bid
A29	Electronic Calculator (Medium Size)-Citizen make (Genuine) 555n	Nos	15	Yes/No				Please see price bid
A30	Electronic Calculator (Big Size)-Citizen make (Genuine) SDC-868L	Nos	8	Yes/No				Please see price bid
A31	Punch (Medium size) 480-Kangaroo	Nos	35	Yes/No				Please see price bid
A32	Punch (Small size)- Punch 280 - Kangaroo	Nos	15	Yes/No				Please see price bid
A33	Paper weight-Round	Nos	35	Yes/No				Please see price bid
A34	Binder clips 32MM(1-1/4")-Box-I dozen per box	Nos	45	Yes/No				Please see price bid
A35	Binder clips 25MM(1") Box-I dozen per box	Nos	45	Yes/No				Please see price bid
A36	Pin cushion- Big Magnet Square	Nos	40	Yes/No				Please see price bid
A37	Glossy Paper -120 GSM	Packets	5	Yes/No				Please see price bid
A38	Water Damper	Nos	20	Yes/No				Please see price bid
A39	White Board Duster with 2 pen holding Mould	Nos	10	Yes/No				Please see price bid
A40	Office stamp pad-(Faber castle)	Nos	15	Yes/No				Please see price bid
A41	Carbon –A4 Size (Kores)	Packets	35	Yes/No				Please see price bid

Enq Sl.	Description of material	Unit	Enquiry Qty	Quoted	Applicable ED	Applicable CESS on ED	Applicable CST/VAT in percentage	Unit Basic Price, Rs. per unit
A42	Push Lock paper cutter (SDI)	Nos	85	Yes/No				Please see price bid
A43	Permanent Marker-Cello (Color-Black)	Nos	1300	Yes/No				Please see price bid
A44	Highlighter Pen-Florescent Green(Faber Castle)	Nos	120	Yes/No				Please see price bid
A45	Office cube/Gutka Pad	Nos	85	Yes/No				Please see price bid
A46	Nylon Rubber Brand Big Size	Kg	2	Yes/No				Please see price bid
A47	Correction fluid pen type- 10 ml -Kores-	Nos	110	Yes/No				Please see price bid

Validity of offers (As per BHEL terms 60 days validity is required) Pl. clearly mention

The above prices are Firm, without any price esclation; are Rs. per unit; and are on FOR Goindwal Sahib basis.

We accept all terms and conditions of the Enquiry No.1415-HR-01 Dated 18.04.2014, Due date 02.05.2014

Authorised signatory with seal

Techno-Commercial Bid Annexure B to Enquiry No.1415-HR-01 Dated 18.04.2014, Due date 02.05.2014

Enq Sl. No.	Description of material	Unit	Enquiry Qty	Quoted	Applicable ED	Applicable CESS on ED	Applicable CST/VAT in percentage	Unit Basic Price, Rs. per unit
B1	2" Wonder Cello tape- Brown	Nos	50	Yes/No				Please see price bid
B2	2" wonder Cello tape -Transparent	Nos	100	Yes/No				Please see price bid
B3	1" Wonder Cello tape- Transparent	Nos	90	Yes/No				Please see price bid
B4	½ " Wonder Cello tape Transparent	Nos	40	Yes/No				Please see price bid
B5	Stapler Small Size-Kangaroo –HS-E-10	Nos	25	Yes/No				Please see price bid
B6	Stapler Medium Size –Kangaroo-HD-45	Nos	60	Yes/No				Please see price bid
B7	Stapler Big Size-Kangaroo HP-45	Nos	20	Yes/No				Please see price bid
B8	Stapler Pins- 24/6 -1 MM (Kangaro) (1 packet=1000 staples pin)	Packets	70	Yes/No				Please see price bid
B9	Gum (Small)—Camel-300ML	Bottle	15	Yes/No				Please see price bid
B10	Bell Pins- 16 mm (100gms)	Nos	40	Yes/No				Please see price bid
B11	Housekeeping cloth duster	Nos	110	Yes/No				Please see price bid
B12	Fevi stick Super Glue Stick-15 gm	Nos	200	Yes/No				Please see price bid

Validity of offers (As per BHEL terms 60 days validity is required)

The above prices are Firm, without any price escalation; are Rs. per unit; and are on FOR Goindwal Sahib basis.

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Authorised signatory with seal

Price Bid Annexure A to Enquiry No.1415-HR-01 Dated 18.04.2014, Due date 02.05.2014

Enq Sl. No.	Description of material	Unit	Enquiry Qty	Unit Basic Price, Rs. per unit (in figures)	Unit Basic Price, Rs. per unit. (in words)
A1	Reynolds 045 ball pen - Blue	Nos	1800	Please mention basic price	Please mention basic price
A2	Reynolds Ball pen 045 - Black	Nos	700	Please mention basic price	Please mention basic price
A3	Reynolds 040- Blue	Nos	300	Please mention basic price	Please mention basic price
A4	Reynolds 045 Ball -Red	Nos	100	Please mention basic price	Please mention basic price
A5	Reynolds Racer gel Pen -blue	Nos	300	Please mention basic price	Please mention basic price
A6	Reynolds Racer gel Pen -Red	Nos	50	Please mention basic price	Please mention basic price
A7	Apsara non-dust Eraser (Small)	Nos	60	Please mention basic price	Please mention basic price
A8	Apsara long point Sharpener	Nos	104	Please mention basic price	Please mention basic price
A9	Xerox Paper (A4 size)-75gsm	Ream	1800	Please mention basic price	Please mention basic price
A10	Green Sheets Legal size – ledger paper	Ream	20	Please mention basic price	Please mention basic price
A11	Writing Pad (Spiral)-40 Pages A5 Size - BILT	Nos	150	Please mention basic price	Please mention basic price
A12	Writing Pad (Size 13 x 22cm)-50 Pages	Nos	1500	Please mention basic price	Please mention basic price
A13	Cobra Files	Nos	500	Please mention basic price	Please mention basic price
A14	Box File-With Steel clip	Nos	300	Please mention basic price	Please mention basic price
A15	1 Quire long size register – ledger Paper	Nos	45	Please mention basic price	Please mention basic price
A16	2 Quire long size register – ledger Paper	Nos	45	Please mention basic price	Please mention basic price
A17	3 Quire long size register – ledger Paper	Nos	40	Please mention basic price	Please mention basic price
A18	4 Quire long size register – ledger Paper	Nos	45	Please mention basic price	Please mention basic price
A19	5 Quire long size register – ledger Paper	Nos	30	Please mention basic price	Please mention basic price
A20	Attendance Register (From 1st. To 31st) 1 Quire – Ledger Paper	Nos	25	Please mention basic price	Please mention basic price
A21	DAK Pad	Nos	30	Please mention basic price	Please mention basic price
A22	Plastic Stick file (Solo)	Nos	250	Please mention basic price	Please mention basic price
A23	Plastic Report file (Solo)	Nos	280	Please mention basic price	Please mention basic price
A24	Transparent Plastic envelope (A4 size) (Solo)	Nos	500	Please mention basic price	Please mention basic price
A25	Re-Stick note-Prompts size-1"x3"- Flourescent colors 3 strips (ODDY) – 150 sheets	Nos	70	Please mention basic price	Please mention basic price
A26	Sticky Yellow notes (Oddy) 3"x3"	Nos	80	Please mention basic price	Please mention basic price
A27	Plastic Scale 12"	Nos	20	Please mention basic price	Please mention basic price
A28	Steel Scale 12"	Nos	20	Please mention basic price	Please mention basic price
A29	Electronic Calculator (Medium Size)-Citizen make (Genuine) 555n	Nos	15	Please mention basic price	Please mention basic price
A30	Electronic Calculator (Big Size)-Citizen make (Genuine) SDC-868L	Nos	8	Please mention basic price	Please mention basic price
A31	Punch (Medium size) 480-Kangaroo	Nos	35	Please mention basic price	Please mention basic price
A32	Punch (Small size)- Punch 280 - Kangaroo	Nos	15	Please mention basic price	Please mention basic price

Enq Sl. No.	Description of material	Unit	Enquiry Qty	Unit Basic Price, Rs. per unit (in figures)	Unit Basic Price, Rs. per unit. (in words)
A33	Paper weight-Round	Nos	35	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A34	Binder clips 32MM(1-1/4")-Box-I dozen per box	Nos	45	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A35	Binder clips 25MM(1") Box-I dozen per box	Nos	45	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A36	Pin cushion- Big Magnet Square	Nos	40	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A37	Glossy Paper -120 GSM	Packets	5	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A38	Water Damper	Nos	20	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A39	White Board Duster with 2 pen holding Mould	Nos	10	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A40	Office stamp pad-(Faber castle)	Nos	15	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A41	Carbon –A4 Size (Kores)	Packets	35	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A42	Push Lock paper cutter (SDI)	Nos	85	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A43	Permanent Marker-Cello (Color-Black)	Nos	1300	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A44	Highlighter Pen-Florescent Green(Faber Castle)	Nos	120	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A45	Office cube/Gutka Pad	Nos	85	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A46	Nylon Rubber Brand Big Size	Kg	2	<i>Please mention basic price</i>	<i>Please mention basic price</i>
A47	Correction fluid pen type- 10 ml -Kores-	Nos	110	<i>Please mention basic price</i>	<i>Please mention basic price</i>

We accept all terms and conditions of the Enquiry No.1415-HR-01 Dated 18.04.2014, Due date 02.05.2014

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Price Bid Annexure B to Enquiry No.1415-HR-01 Dated 18.04.2014, Due date 02.05.2014

Enq Sl. No.	Description of material	Unit	Enquiry Qty	Quoted	Unit Basic Price, Rs. per unit. (in figures)	Unit Basic Price, Rs. per unit. (in words)
B1	2" Wonder Cello tape- Brown	Nos	50	Yes/No	Please mention basic price	Please mention basic price
B2	2" wonder Cello tape -Transparent	Nos	100	Yes/No	Please mention basic price	Please mention basic price
B3	1" Wonder Cello tape- Transparent	Nos	90	Yes/No	Please mention basic price	Please mention basic price
B4	½ " Wonder Cello tape Transparent	Nos	40	Yes/No	Please mention basic price	Please mention basic price
B5	Stapler Small Size-Kangaroo –HS-E-10	Nos	25	Yes/No	Please mention basic price	Please mention basic price
B6	Stapler Medium Size –Kangaroo-HD-45	Nos	60	Yes/No	Please mention basic price	Please mention basic price
B7	Stapler Big Size-Kangaroo HP-45	Nos	20	Yes/No	Please mention basic price	Please mention basic price
B8	Stapler Pins- 24/6 -1 MM (Kangaro) (1 packet=1000 staples pin)	Packets	70	Yes/No	Please mention basic price	Please mention basic price
B9	Gum (Small)—Camel-300ML	Bottle	15	Yes/No	Please mention basic price	Please mention basic price
B10	Bell Pins- 16 mm (100gms)	Nos	40	Yes/No	Please mention basic price	Please mention basic price
B11	Housekeeping cloth duster	Nos	110	Yes/No	Please mention basic price	Please mention basic price
B12	Fevi stick Super Glue Stick-15 gm	Nos	200	Yes/No	Please mention basic price	Please mention basic price

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