Annexure- "A"

1	2	3	4	5	6	7
S.No.	Item Description	Make / Brand / Size	Item Unit	Brand Name Rate / Item Quoted (Inclusive	Sample Required	Sample Submitted
1	T - ALL PIN 50 GMS	EASY PUSH (In Plastic Box)	PER BOX.			
2	BROWN TAPE 2"	WONDER - 45 MTRS	PER PIECE			
3	BROWN SHEETS	BEST QUALITY	PER SHEET		Required	
4	BUTTON BAG FILE (PLASTIC)	SINGLE POCKET Best Quality	PER PIECE		Required	
5	CALCULATOR	CASIO /CITIZEN/ORPAT	PER PIECE			
6	CD MARKER PEN	LUXER / CAMLIN / REYNOLDS	PER PIECE			
7	CLOTH ENVELOPE	GREEN COLOUR / SIZE- 10X12	PER PIECE		Required	
8	CLOTH ENVELOPE	GREEN COLOUR / SIZE- 12X16	PER PIECE		Required	
9	CRAFT / ORDINARY ENVELOPES	12 Inch x 0.5 Inch and 09 Inch x 04 Inch White /Brown Envelopes	PER PIECE		Required	
10	CORRECTING PEN WHITE	KORES / CAMLIN 12 Ml	PER PIECE			
11	CELLO TAPE 1"	WONDER 555 - THIK ROLL	PER PIECE			
12	CELLO TAPE 2"	WONDER 555 - THIK ROLL	PER PIECE			
13	CONFERENCE PAD	15 Pages including cover	PER PIECE		Required	
14	BALL PEN ORDINARY (BLUE/BLACK/RED)	CELLO / LINC PENTONIC / UNOMAX	PER PIECE			
15	BALL PEN (BLUE/BLACK/RED/VIOLET)	WATER PROOF ,FADE PROOF,UNI BALL OR PILOT OR OTHER BRAND	PER PIECE			
16	ERA FILE (BOX FILE)	CLASSIC Brand or Equilent Brand - LEVER FILE	PER PIECE		Required	
17	CLEAR GLUE STICK Transparent	KORES/REYNOLDS/CAMLIN	PER PIECE			
18	FLAT FILE (SPRING) - THIK	REPUTED QUALITY	PER PIECE		Required	
19	FOUR FLAP FILE	REPUTED QUALITY	PER PIECE		Required	
20	FLAT FILE (THIN)	REPUTED QUALITY - FILE COVER	PER PIECE		Required	
21	GUM PASTE	(700 ML) - CAMEL	PER BOTTLE			
22	HIGHLIGHTER PEN	CAMLIN / FLAIR / LUXOR	PER PIECE			
23	L-FOLDER (Plastic)	REPUTED QUALITY	PER PIECE		Required	
24	L-FOLDER - LEGAL SIZE - LAMINE MORCOO	REPUTED QUALITY	PER PIECE		Required	
25	MARKER PEN WHITE BOARD	REYNOLDS / CAMLIN / LUXOR Red,Green,Blue,Black	PER PIECE			
26	MARKER PEN PERMANENT	REYNOLDS / CAMLIN / LUXOR Red,Green,Blue,Black	PER PIECE			
27	COLOURED STICKER Removable self adhesive notes	25 MM X 75MM	PER PIECE			
28	PENCIL HB	NATRAJ / APSARA / DOMS	PER PIECE			
29	PENCIL RUBBER	NATRAJ / APSARA / DOMS	PER PIECE			
30	PENCIL SHARPENER	NATRAJ / APSARA / DOMS	PER PIECE			
31	PIN CUSHION	OMEGA / TANGO REPUTED QUALITY	PER PIECE		Required	
32	POKER (Plastic Handle)	REPUTED QUALITY	PER PIECE		Required	
33	PUNCHING MACHINE	KANGARO DP - 480	PER PIECE			
34	PUNCHING MACHINE	KANGARO DP - 800	PER PIECE			
35	PUNCHING MACHINE HEAVY DUTY	CAPACITY 100 PAGES ,KANGARO OR REPUTED BRAND	PER PIECE			

36	PAPER WEIGHT - (FLAT & ROUND SIZE)	REPUTED QUALITY	PER PIECE		Required	
37	PENCIL CARBON FC SMALL	KORES CAMLIN	PER PKT.			
43	PHOTO COPIER PAPER A-4	J K EASY- 70 GSM	PER PKT.			
45	REGISTER 80 PAGES	60 GSM ORIENT PAPER	PER PIECE		Required	
46	REGISTER 172 PAGES	60 GSM ORIENT PAPER	PER PIECE		Required	
47	REGISTER 272 PAGES	60 GSM ORIENT PAPER	PER PIECE		Required	
48	RUBBER BAND (BIG)	BEST QUALITY	PER PKT.		Required	
49	RUBBER BAND (MEDIUM)	BEST QUALITY	PER PKT.		Required	
50	RULLED PAPER (SHEETS)	BEST QUALITY	PER SHEET			
51	SCALE 30CM	CAMLIN /APSARA /DOMS	PER PIECE			
52	SPIRAL DAIRY	WORLD ONE - 160 PAGES 14X22 cm	PER PIECE			
53	SPONGE POT (Medium Size)	REPUTED QUALITY	PER PIECE		Required	
54	STAMP PAD (BIG)	KORES / CAMLIN	PER PIECE			
55	STAMP PAD (MEDIUM)	KORES / CAMLIN	PER PIECE			
56	STAMP PAD INK	KORES / CAMLIN 100 ML	PER BOTTLE			
59	STAPLER MACHINE MEDIUM	KANGARO-TRENDY-35	PER PIECE			
60	STAPLER PIN	KANGARO-TRENDY-35	PER PIECE			
61	HEAVY DUTY STAPLER MACHINE	300 SHEETS CAPACITY KANGARO OR OTHER REPUTED BRAND	PER PIECE			
62	STAPLER PIN FOR HEAVY DUTY STAPLER	KANGARO OR OTHER REPUTED BRAND	PER PACKET			
63	SKETCH PEN	CAMLIN /DOMS / LUXOR	PER PKT.			
64	TWO FLAP FILE	REPUTED QUALITY	PER PIECE		Required	
65	U-PIN (GEM CLIP)	GLOBE- Coloured plastic paper clips 50 Pcs	PER PKT.		Required	
66	Special Cobra File	Special Cobra File, Laminated,FS Size ,Thick Spring Clip	PER PIECE		Required	
67	Plastic Cobra File	Special Durable Plastic A4 Size Cobra Spring Clip File	PER PIECE		Required	
68	Scissors	Big Size ,Godrej Cartini /VEGA /Dr. Morepen or any Best Quality	PER PIECE			
69	Dusting Cloth	Best Quality	Per Meter			
70	File Tags/File Laces	24 Inch Tags ,Good Quality, Pack of 100 Pieces	Per Pack		Required	

In compliance with your tender for Table Stationery as per items in Annexure-'A', We quote our rates for the materials inclusive of all taxes, delivery and other charges, which will hold good for one year from the date of consideration at your end. We agree to abide by your terms and conditions and undertake to supply materials as per the specifications given above. We have also submitted the samples of all such items wherever required.

Dated - **Signature of Authorised Person with Seal**

जिस आइटम का सेम्पल माँगा गया है और वेंडर द्वारा निविदा प्रपत्र के साथ प्रस्तुत कर रहा है ,वह आइटम उत्तम क्वालिटी का और निगम द्वारा तय किये गए मानकों के अनुसार होना चाहिए . अमानक सेम्पल अस्वीकार्य होंगे और निविदा अस्वीकृत किया जावेगा .