Annexure- "A"

1	2	3	4	5	6	7
S.No.	Item Description	Make / Brand / Size	Item Unit	Brand Name Rate / Item Quoted (Inclusive of GST and All Exp.)	Sample Required	Sample Submitted
1	T - ALL PIN 50 GMS	EASY PUSH (In Plastic Box)	PER BOX.			
2	BROWN TAPE 2"	OMEGA 40 METER	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 MJ-120D	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 07 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)	LINC PENTONIC / UNOMAX	PER PIECE			
15	BALL PEN (BLUE/BLACK/RED/VIOLET)	WATER PROOF ,FADE PROOF, uni -ball eye UB-157	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 140 PAGES ,KANGARO HDP 2150	PER PIECE			
36	PAPER WEIGHT - (FLAT & ROUND SIZE)	REPUTED QUALITY	PER PIECE		Required	
37	PENCIL CARBON FC SMALL	KORES CAMLIN	PER PKT.			
38	PHOTO COPIER PAPER A-4	J K EASY- 70 GSM	PER PKT.			
39	REGISTER 80 PAGES	60 GSM ORIENT PAPER	PER PIECE		Required	
40	REGISTER 172 PAGES	60 GSM ORIENT PAPER	PER PIECE		Required	
41	REGISTER 272 PAGES	60 GSM ORIENT PAPER	PER PIECE		Required	
42	RUBBER BAND (BIG)	BEST QUALITY	PER PKT.		Required	
43	RUBBER BAND (MEDIUM)	BEST QUALITY	PER PKT.		Required	
44	RULLED PAPER (SHEETS)	BEST QUALITY	PER SHEET			
45	SCALE 30CM	CAMLIN /APSARA /DOMS	PER PIECE			
46	SPIRAL DAIRY	WORLD ONE - 160 PAGES 14X22 cm	PER PIECE			
47	SPONGE POT (Medium Size)	REPUTED QUALITY	PER PIECE		Required	
48	STAMP PAD (BIG)	KORES / CAMLIN	PER PIECE			
49	STAMP PAD (MEDIUM)	KORES / CAMLIN	PER PIECE			
50	STAMP PAD INK	KORES / CAMLIN 100 ML	PER BOTTLE			
51	STAPLER MACHINE MEDIUM	KANGARO-TRENDY-35	PER PIECE			
52	STAPLER PIN	KANGARO-TRENDY-35	PER PACKET			
53	STAPLER MACHINE	KANGARO NO.10	PER PIECE			
54	STAPLER MACHINE PIN	FOR KANGARO 10 STAPLER MACHINE	PER PACKET			
55	HEAVY DUTY STAPLER MACHINE	210 SHEETS CAPACITY KANGARO 23/S/24	PER PIECE			
56	STAPLER PIN FOR HEAVY DUTY STAPLER	KANGARO BRAND STAPLER PIN 23/117	PER PACKET			
57	SKETCH PEN	CAMLIN /DOMS / LUXOR	PER PKT.			
58	TWO FLAP FILE	REPUTED QUALITY	PER PIECE		Required	
59	U-PIN (GEM CLIP)	GLOBE- Coloured plastic paper clips 50 Pcs	PER PKT.		Required	
60	Special Cobra File	Special Cobra File, Laminated,FS Size ,Thick Spring Clip ,ACE SCF-168	PER PIECE		Required	
61	Plastic Cobra File	Special Durable Plastic A4 Size Cobra Spring Clip File	PER PIECE		Required	

62	Scissors	Big Size ,Godrej Cartini / Munix GL - 2185	PER PIECE			
63	Dusting Cloth	Best Quality	Per Meter			
64	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 .