



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)
3, Major Arterial Road • New Town • Kolkata – 700156

Memo No 2640./NKDA/Admn-26/2009/pt (ii)

Dated : 25.8.2012

NOTICE INVITING QUOTATION No. 01/ADMN/2012-13 of NKDA

Sub : Supply & Delivery of various items of Stationery, execution of printing job, Computer accessories/Consumables and other items of office use for the office of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata – 700156.

Sealed Quotations are invited from the bonafide, reputed and resourceful suppliers with proven ability of functioning as a regular supplier for supply and delivery of items as shown in details in the Schedule-A,B,C & D annexed herewith in various Govt. offices/Undertakings/Autonomous bodies/Corporate offices for supply and delivery of those items in the office of the New Town Kolkata Development Authority, 03 , Major Arterial Road, New Town, Kolkata – 700 156 for the year 2012-2013 (upto 31.8.2013) on the terms and conditions given here in below.

New Town Kolkata Development Authority will have the right to reject any application/refuse to accord permission to participate in the quotation for which the authority shall not be bound to give explanation/clarification for such rejection/refusal.

Intending quotationers should apply to the undersigned in their Letter Head Pad along with all requisite documents for obtaining permission to participate in the Quotation within the time and date as specified below.

Salient Features

Eligibility of the intending participants for obtaining Quotation Papers.

1. Possesses experience in similar nature of supplies as given in Schedule A,B, C & D for atleast in 3 (three) Govt. Offices/Local Bodies/Undertakings/Mercantile Firms etc. in one financial/calendar year.
2. Credential of similar nature of supplies shall be not less that Rs. 03 (three) lakhs in a financial year during the last 03 years.
3. Resourceful in having capacity of making supplies on emergent basis.
4. Possession of VAT Certificates/PAN CARD/ valid Trade License.
5. Having own office/shop in and around Kolkata.

Last Date of application	:	03.09.2012	up to 1.00 P.M.
Last Date of permission	:	05.09.2012	upto 4.00 P.M.
Last Date of submission of quotation	:	07.09.2012	upto 2.00 P.M.
Date of Opening	:	07.09..2012	at 3.00 P.M.

Other Terms & Conditions:

1. The quotationer(s) shall submit copies of VAT Certificates/PAN CARD/ valid Trade License in support of his/their bonafide in the field of their performance as regular supplier of all office stationers and other items.
2. The rate(s) once quoted in the quotationer will be treated as final and under no circumstances be withdrawn/changed/modified.
3. No conditional offer will be entertained, nor shall the contract be sub-let. In case of sub-letting action as per Clause 11 of WBF 2908 shall be taken against the supplier.
4. The quotationer(s) must put his/their signature(s) in one language on each page of the quotation papers/Schedules which forms part of the quotation document.
5. The intending quotationer(s) will have to deposit Earnest Money in the shape of Bank Draft drawn in favour of New Town Kolkata Development Authority on any Nationalized/Scheduled Bank in India @ 2% of the quoted amount subject to maximum of Rs. 20,000/- (Twenty Thousands) only. In case of successful quotationers, this amount of earnest money will be converted to Security Deposit provided they have to deposit balance amount of earnest money, if necessary, equal to 2% of the value accepted. The balance amount of earnest money will have to be deposited at the time of making agreement in WBF 2908. Mode of deposit of the balance amount will be the same as quoted above. Non-compliance of the above at any stage will lead to cancellation of the agreement.
6. The Quotationer(s) who will sign on the Quotation as a key person of a Company or Firm must produce the registered letter of authorization on a Court Fee Stamp paper in respect of their competency to do so failing which the quotation will not be considered for acceptance. For a proprietorship Firm/Company only the proprietor is eligible to sign on the quotation paper and none else.
7. Conditional quotation will not be entertained and shall be treated as 'invalid'/'informal'
8. The Quotation form/ Schedule issued from the office of the undersigned must be returned with all enclosures to this office within the last date of receipt of the Quotation. Otherwise, it will not be entertained.
9. (a) Quotation Documents are not transferable.
(b) Quotation for Schedule A, B, C & D is to be submitted separately alongwith the samples as and where necessary.
10. The Quotation will be opened in presence of the Quotationer or their duly authorized representatives who may be present at the time of opening, if they so desire and may be permitted to put their signature on the Quotation Register or on the opening sheet of the quotation, as the case may be.
11. The undersigned reserves the right to reject any or all the quotation(s) without assigning any reason and he will not be bound to accept either the lowest offer or any of the offers.

12. If any quotationer(s) withdraws his / their offer before acceptance or refuse to make supply within a reasonable time without giving any satisfactory explanation for such withdrawal, he/she shall be disqualified for submitting quotation to this authority at least for 1 (One) year.
13. After acceptance of the quotation(S), the Firm/Agency/Supplier will have to undergo a formal Contract/Agreement with the authorities of the New Town Kolkata Development Authority in Form No. WBF-2908.
14. The selected supplier will have to make supply & delivery of the items required by this office to the office of the New Town Kolkata Development Authority as and when asked for to do so within the schedule date/time. In case of non-compliance, the relevant items will be purchased at the risk of the concerned supplier Firm and any extra amount if involved for such purchase from outside shall be adjusted from his/their subsequent bill (s) or from Security Deposit in hand.
15. The successful quotationers will have to submit warranty as per prescribed proforma given in the quotation document on a non-judicial stamp paper of Rs. 100/- (One hundred) only duly authenticated by the Notary Public.
16. Acceptance of any item(s) supplied/to be supplied is subject full satisfaction of the New Town Kolkata Development Authority and must be conforming to the samples submitted along with the quotation.
17. Canvassing in any form is strictly prohibited.
18. The authorities will have the right to reject/refuse any of the items so supplied if proper standard as per specification is not maintained.
19. No escalation of the cost of the product(s)/ item(s) during the period in question will be entertained.
20. From the ongoing/Final bill (s) of the selected Firm/Agency Security Deposit will be deducted @8% of the bill value to cover 10% of the value of supplies made. Security Deposit so deducted will be refunded at the end of security period i.e. 1 (One) month after the contractual period.
21. No letter or other instrument submitted separately in modification of the sealed quotation shall not be considered.
22. Rate is to be quoted both in figures and in words. If the rate written in figures and in words does not tally with each other then the rate quoted in word shall be taken as correct.
23. The authority reserves the right to issue addendum to the quotation document, to clarify, to amend, modify, delete or supplement any portion of Schedule A,B,C & D at any time before submission of the quotation document under issuance of a separate notice as a corrigendum to the original quotation notice.

24. In any of the cases of failure to execute formal agreement and/or failure to commence the supplies within the scheduled date or failure to make proportionate supply within the proportionate time so elapsed from the date of commencement, the Security money to be deposited by the selected agency shall either in full or part, as the case may be, be forfeited to New Town Kolkata Development Authority or absence of Security money in hand the agreement will be determined forthwith with a debar of participating in Tender/Quotation under this Authority for 1 (one) year or more as may be decided by this Authority.
25. The selected supplier(s) will have to make supply of the items of any schedule – A,B,C & D for which his/ their rate (s) has/have been accepted ordered for, direct to the office of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata – 700156.
26. No carriage charge will be paid extra.
27. For any damage or deface of any portion of the office building made by the people of the supplier by carriage vehicles during the time of delivery, the supplier shall be liable to restore in its original position at his/their own cost.
28. Overwriting, if there be any in the quotation document is to be corrected by crossing through under the initial of the person eligible to sign and submit the quotation document and to be written the correct one be the same ink. No correction Fluid will be allowed.
29. Rates are to be quoted either in the boxes against each and every item shown in the Schedule A, B, C & D or cross mark (s) to be put against the unquoted item(s). No box should be allowed to remain blank.
30. The supplier firm will have to submit bill(s) in Triplicate immediately after delivery of the items.
31. Income Tax/VAT will be deducted at source at the time of making payment, if applicable under rule.

Sd/-

Chief Executive Officer
New Town Kolkata Development Authority

Memo No. 2640 (7)/NKDA/Admn-26/2009/part (ii)

Dated: 25.8.2012

Copy forwarded for information and necessary action to:

1. The Administrative Officer, NKDA
2. The Finance Officer, NKDA
3. The System Manager, NKDA..... He is requested to up-load the matter in the official website of New Town Kolkata Development Authority (www.nkdamar.org).
4. The Accountant, NKDA
5. PA to Chairman, NKDA
6. Notice Board of NKDA
7. Guard File

Sd/-

Chief Executive Officer
New Town Kolkata Development Authority

SCHEDULE—A (COMPUTER RELATED ACCESSORIES)

SI No.	ITEMS	BRAND / SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
1.	Cartridge for Photo Copier Machine (NPG -28)	Canon Machine No.	Piece	5 (Four) Pcs.	
2.	Drum Unit for Photo-copier Machine (NPG – 28)	Canon Machine No.	Piece	1 (One) Pc	
3.	Pen Drive 4 GB	Transcend / Kingston	Piece	10 (Six) Pcs.	
4.	Pen Drive 8 GB	Transcend / Kingston	Piece	4 (Four) Pcs.	
5.	Pen Drive 16 GB	Transcend / Kingston	Piece	4 (Two) Pcs.	
6.	Plotter Paper Roll - 36" (80 GSM)	COMPU COLOR	Roll	10(Ten) Rolls	
7.	Plotter Paper Roll - 36" (120 GSM)	COMPU COLOR	Roll	50 (Fifty) Rolls	
8.	Drum Unit for Photo-copier Machine (NPG – 25)	Canon Machine No.	Piece	1 (One) Pc	
9.	Cartridge for Photo Copier Machine (NPG -25)	Canon Machine No.	Piece	5 (Four) Pcs.	
10.	D V D (SONY) [6X 4.5]	10, 50, 50 or 100 Pack	Piece	100 (One hundred) Pcs.	
11.	Computer Printer Cartridge No. - 920	H.P. Printer	Piece	12 (Twelve).Pcs	
12.	Computer Printer Cartridge No. - 21	H.P. Printer	Piece	12 (Twelve) Pcs.	
13.	Computer Printer Cartridge No. - 22	H.P. Printer	Piece	6 (Six) Pcs.	
14.	Computer Printer Cartridge No. - 818 (Black)	H.P. Printer	Piece	12 (Twelve) Pcs.	
15.	Computer Printer Cartridge No. - 818 (Colour)	H.P. Printer	Piece	5 (Five) Pcs.	

Sl. No.	ITEMS	BRAND / SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
16.	HP 45A Black Laser Jet Toner Cartridge (Q5945A)	H.P Machine No.	Piece	3 (Three) Pcs.	
17.	Cartridge for Laser-jet Printer No. 88A	H.P Machine No.	Piece	5 (Five) Pcs.	
19.	Cartridges for HP Plotter Machine No. Z-6100 PS Maintenance Cartridge	Cartridges Nos. C9468A C9471A C9465A C9464A C9469A C9470A C9466A C9467A C9518A	Piece	2 (Two) Pcs. " " " " " " "	
20.	Compact Disc.	Mosser baer / Sony	Piece	600 (Six hundred) Pcs.	
21.	C.D. Cover packet with spong	(Single)	Piece	600 (Six hundred) Pcs.	
22.	C.D Album	With 20 C.D holding capacity	Album	20 (Twenty) Album	
23.	Cartridge for Photocopier Machine (NPG-51)	Canon Machine	Piece	4 (Four) Nos.	
24.	Drum Unit for Photo Copier Machine (NPG-51)	Canon Machine	Piece	2 (Two) Nos.	

SCHEDULE – B (STATIONERY ARTICLES)

Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
1.	Alpin	1-1/2" in length	Box	12 (Twelve) Boxes	
2.	Arch File [Good Quality]	Standard Size	Piece	40 (Forty) Pcs.	
3.	Board Pin	Standard	Box	4 (Four) Boxes.	
4.	Blade for knife	Sliding Knife	Piece	24 (Twenty four) Pcs.	
5.	Battery (For remote control & For Clock)	Small size & Pencil Battery	Piece Piece	6 (Six) Pcs. 12 (twelve) Pcs.	
6.	Brasso	Medium	Piece	3 (Three) Pcs.	
7.	Calculator (Normal)	12- Digit with check facility (Citizen/ORPAT)	Piece	24 (Twenty Four) Pcs.	
8.	Calculator (Scientific)	Standard-Casio fx-991ES	Piece	12 (Six) Pcs.	
9.	Candle	Medium size	Packet of 6 Pcs.	2 (Two) Packets	
10.	Carbon Paper	Kores (210 mm x 310 mm)	Packet	2 (Two) Packet	
11.	Carbon Paper	Kores A3 size	Packet	5 (Five) Packet	
12.	Cello Tape - 1"	Transparent / Brown	Piece	12 (Twelve) Pcs.	
13.	Cello Tape - 1-1/2"	Transparent / Brown	Piece	12 (Twelve) Pcs.	
14.	Cello Tape - 2"	Transparent / Brown	Piece	12 (Twelve) Pcs.	
15.	Channel File	A – 4 Size.	Packet of 10 (Ten) Pcs.	40 (Forty) Packets	
16.	Channel File	U – 1 Size	Packet of 10 (Ten) Pcs.	10 (Ten) Packet	
17.	Clip Board	Full scape size	Piece	6 (Six) Pcs.	
18.	Clutch Pencil with Lead	Normal	Piece	3 (Three) Pcs.	
19.	Colour Sketch Pen	Camlin	Set	3 (Three) Sets	
20.	Computer Continuous Paper	15" x 12"	Piece	1000 (One thousand) Sheets	
21.	Computer Continuous Paper	12" x 10"	Piece	6000 (Six thousands) sheets	

22.	Correction Fluid Pen	Oval/Faber Castel	Piece	48 (Forty eight) Pcs	
23.	Correction Pencil	Red & Blue	Box	1 (One) Box	
24.	Cotton Tape (White)	½" Wide.	Piece	48 (Forty eight) Pcs.	
Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
25.	Dak Receipt Register (Bound)	No. 10	Book	3 (Three) Book	
26.	Date Calander Stand	Omega	Piece	6 (Six) Pcs.	
27.	Date Calander Refil	Good Quality	Piece	24 (Twenty four) Pcs.	
28.	Dictionary (Bounded) (Big)	English to Bengali (A.T. DEV or SANSAD)	Piece	6 Pcs. (six) Pcs.	
29.	Dictionary (Bounded) (Big)	English to English (OXFORD)	Piece	6 Pcs. (six) Pcs.	
30.	Duster [Good Quality]	2' x 2' Size.	Piece	72 (Seventy two) Pcs.	
31.	Envelop (Brown)	11" x 5"	Packet of 50 Pcs.	100 (One hundred) Pcs.	
32.	Envelop (White)	11" x 5"	Packet of 50 Pcs.	100 (Two hundred) Pcs.	
33.	Envelop (White) without Logo	11" x 8"	Packet of 50 Pcs.	50 (Fifty) Pcs.	
34.	Envelop (White) with Logo	11" x 5"	Packet of 500 Pcs.	2000 (Two thousand) Pcs.	
35.	Envelop (White)	7" x 9"	Packet of 50 Pcs.	50 (Fifty) Pcs.	
36.	Envelop (Brown)	A - 4	Packet of 50 Pcs.	100 (One hundred) Pcs.	
37.	Envelop (Cloth)	A4	Packet of 50 Pcs.	150 (One hundred fifty) Pcs.	
38.	Envelop (Cloth)	16" x 12"	Packet of 500 Pcs.	50 (Fifty) Pcs.	
39.	Eraser	Apsara	Piece	40 (Forty) Pcs.	
40.	Executive Bond Paper A-4	Royal	Ream	5 (Five) Reams	
41.	Envelop (White)	13" x 10"	Packet of 50 Pcs.	50 (Fifty) Pcs.	

42.	Fevi Stick [Kores]	15 Grams	Piece	48 (Forty eight) Pcs.	
43.	File Cover (Two Fold) with Logo	14" x 10"	Packet of 50 pcs.	5000 (Five thousand) Pcs.	
44.	File Cover (Four Fold) with Logo	14" x 10"	Unit of 50 (Fifty) files	500 (Five hundred) Pcs.	
45.	File Cover (Four Fold) with Logo	16" x 12"	Unit of 50 (Fifty) files	500 (Five hundred) Pcs.	
46.	File with Clip	14" x 10"	Piece	24 (Twenty four) Pcs.	
47.	Flaps for files	Good quality	Unit of 100 Pcs.	5000 (Four thousand) Pcs.	
Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
48.	Folder with Cover / Flap / Button	Standard size & quality	Piece	50 (Fifty) Pcs.	
49.	Gum Pot (Liquid)	Superior Quality	Piece	6 (Six) Bottles	
50.	Gala Stick	Good quality	Box	2 (Two) Boxes	
51.	Hand Towel	18" x 24"	Piece	1 (one) Doz.	
52.	Hi-Lighter Pen	Fabre Castel	Packet	10 (Ten) Packets	
53.	Icy Gel Pen	Agni	Piece	200 (Two hundred) Pcs.	
54.	Knife (Normal) - 6" Blade	Royal (Stainless Steel)	Piece	12 (Twelve) Pcs.	
55.	Knife (Folding) - 5" Blade	Royal (Stainless Steel)	Piece	12 (Twelve) Pcs.	
56.	Leg Push Bucket	14" Height	Piece	12 (Twelve) Pcs.	
58.	Liquid Soap (Dettol / Lifebuoy)	Medium size.	Piece	6 (Six) Pcs.	
59.	Measuring Steel Tape	30 Mtrs.	Piece	5 (Two) Pcs.	
60.	Measuring Steel Tape	05 Mtrs	Piece	12 (Twelve) Pcs.	
61.	Measuring Steel Tape	03 Mtrs.	Piece	6 (Six) Pcs.	

62.	Marker Pen (Thin)	Camlin / Fabre Castel	Piece	12 (Twelve) Pcs.	
63.	Marker Pen (Thick / Wide)	Camlin / Fabre Castel	Piece	12 (Twelve) Pcs.	
65.	Paper Holder Stand	Good Quality	Piece	6 (Six) Pcs.	
66.	Paper Tray (Table Tray)	Good Quality	Piece	1 (One) Doz.	
67.	Pen Stand with Date Calander	Superior Quality	Piece	6 (Six) Pcs.	
68.	Pen Holder Stand	Good Quality	Piece	12 (Twelve) Pcs.	
69.	Peon Book	Normal	Piece	24 (Twenty four) Pcs.	
70.	Cello Gel Pen	Blue, Black, Red, Green	Piece Piece Piece Piece	48 (forty eight) pcs. 48 (forty eight) pcs. 24 (twenty four) pcs. 12 (twelve) pcs.	
71.	Paper Weight [Normal]	Big Size	Piece	3 (Three) Doz.	
72.	Paper Weight [Hexagonal – Colour]	Standard Size	Piece	2 (Two) Doz.	
73.	Punch Machine (Single)	Kangaroo	10 Pieces Box	3 (Three) Boxes	
Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
74.	Punch Machine (Double)	Kangaroo	Piece	6 (Six) Pcs.	
75.	Pencil (Wooden)	Apsara Gold - 2B	Box	5 (Five) Boxes	
76.	Pin Cushion	Magnetic	Piece	24 (Twenty Four) Pcs.	
77.	Prompts / Post it [Tri - Colour]	3" x 3"	Packet	24 (Twenty four) Packets	
78.	Prompts / Post it [Mono - Colour]	3" x 3"	Packet	10 (Ten) Packets	

79.	Pencil Sharpener [Long Point]	Apsara	Box	3 (Three) Boxes	
80.	Plain Paper (White)	Size – U1	Ream	3 (Three) Reams	
81.	Plastic Folder A4	Transparent	Piece	3000 (Three thousands) Pcs.	
82.	Paper Binder Clip	Size - 1"	Box	10 (Ten) Boxes	
83.	Paper Binder Clip	Size - 2"	Box	6 (Six) Boxes	
84.	Photo Paper for Certificate (Inkjet Photo Paper) A4	120 GSM (De'smat)	Packet	5 (Five) packets of 100 pages each	
85.	Refil (Cello Gel)	Cello Gel.	Blue Black Red Green	50 Pcs. 50 Pcs. 30 Pcs. 20 Pcs.	
86.	Register (Bound)	No. 4	Piece	24 (Twenty four) Pcs.	
87.	Register (Bound)	No. 6	Piece	24 (Twenty four) Pcs.	
88.	Register (Bound)	No. 8	Piece	18 (Eighteen) Pcs.	
89.	Register (Bound)	No. 10	Piece	18 (Eighteen) Pcs.	
90.	Register (Bound)	No. 12	Piece	18 (Eighteen) Pcs.	
91.	Register (Bound)	No. 14	Piece	12 (Twelve) Pcs.	
92.	Room Freshner	Premier (Sandal)	Piece	5 (Five) Pcs.	
93.	Rubber Band / Gurder (Nylon)	Large (4" in lenght) Small	Per Kilogramme	1 (One) Kg. 1 (one Kg.)	
94.	Jems Clip	Plastic Coated	Box	100 (one Hundred) Box	
95.	Short Hand Note Book	Standard	Book	12 (Twelve) Books	
96.	Cup (Bone Chaina) with logo	Good Quality	Piece	50 (Fifty) Pcs.	

97.	Dish(Bone Chaina) with logo	Good Quality	Piece	50 (Fifty) Pcs.	
98.	Staple Machine No - 10	Kangaroo	Piece	24 (Twenty Four) Pcs.	
99.	Staple Machine No – 24/6	Kangaroo	Piece	6 (Six) Pcs.	
100.	Staple Machine No - HP - 45	Kangaroo	Piece	3 (Three) Pcs.	
101.	Spong / Damper		Piece	6 (Six) Pcs.	
102.	Stamp Pad Ink (60 MI)	Fabre Castel	Bottle	6 (Six) Bottle	
103.	Stapler Pin No. - 10	MAX or KANGAROO	Piece	50 (Fifty) Pcs.	
104.	Stapler Pin No. – 24/6	MAX or KANGAROO	Piece	8 (Eight) Pcs.	
105.	Scale - 12”	Normal	Piece	24 (Twenty Four) Pcs	
106.	Scale - 12”	Steel	Piece	12 (Twelve) Pcs	
107.	Scissors -- 8”	Stainless Steel	Piece	12 (Twelve) Pcs	
108.	Stamp Pad (Medium)	Fabre Castel	Piece	12 (Twelve) Pcs	
109.	Stamp Pad (Large)	Gripex	Piece	3 (Three) Pcs	

110.	Tag - 6"	Good Quality	Bundle	24 (Twenty four) Bundles	
111.	Tag - 9"	Good Quality	Bundle	60 (Sixty) Bundles.	
112.	Towel (Large)	Standard quality	Piece	6 (Six) Pcs	
113.	Stapler – HD 23 S17	Kangaroo	Piece	3 (Three) Piece	
114.	Stapler Pin 23/17	Kangaroo	Box	10 (Ten) Box	
115.	Waste Paper Basket	12" or 14" in height	Piece	12 (Twelve) Pcs.	
116.	Writing Pad (Good Quality)	Paperkraft (9" x 7")	Piece	8 (Eight) Doz.	
116.	Writing Pad	Medium Quality (7" x 6")	Piece	4 (Four) Doz.	
117.	Xerox Paper A4	JK Copier	Ream	500 (Five hundred) Reams	
118.	Xerox Paper A3	JK Copier	Ream	10 (Ten) Reams	
119.	Xerox Paper U-1	JK Copier	Ream	2 (Two) Reams.	
120.	Certificate Paper (Yellow Color)		Piece	2000 Pcs.	
121.	Jotter Refill		Piece	12 (Twelve) Pcs.	
122.	Two faces Dot Pen	Steel Body	Piece	12 (Twelve) Pcs.	
123.	Dot Pen Refill		Piece	12 Pcs. (Blue) 12 Pcs. (Black) 12 Pcs. (Red)	

SCHEDULE - C (OTHER ITEMS)

Index No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
1.	Binding of Books (Accounts)	As per order	Number		
2.	Tea Coaster	Cane (Deep Colour)	Piece	24 (Twenty Four) Pcs.	
3.	Fax Cartridge (PG - 40)	Canon	Piece	3 (Three) Pcs.	
4.	Fax Roll	Canon	Piece	3 (Three) Rolls	
5.	Float Glass / Table Glass (White)	5 or 6 mm thick	Per Sq. foot.		
6.	Glass for drinking water	Good quality	Piece	12 (Twelve) Pcs.	
7.	Glass Lid	Standard quality	Piece	12 (Twelve) Pcs.	
8.	HIT (Large)	Moretein Nature Guard Mosquito Killer	Piece	12 (Twelve) Pcs.	
9.	Level Book	No.	Piece	12 (Twelve) Pcs.	
10.	Mosquito Repellant	Good Night (for 60 days) Advance	Piece	6 (Six) Pcs.	
12.	Measurement Book	Normal	Piece	60 (Sixty) Pcs.	
13.	Mosquito Repellant Oil	Good Night/ All out 60 / 90 Days	Piece	5 (Five) Pcs.	
14.	Wall Clock	Ajanta Quartz.	Piece	2 (Two) Pcs.	

		<u>SCHEDULE – D</u> (Printing Items)			
Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
1.	Letter Head Pad with Logo	As per specification	Book of 100 (One hundred) pages	50 (Forty) Books.	
2.	Printing of Bank Challan	As per specification	Each Book of 100 Pages	50 (Fifty) Books	
3.	Printing of Trade Licence Forms	As per order.	Piece	300 (Three hundred) Pcs.	
4.	Note Sheet Pad with Print	As per specification	Book of 100 Pages	100 (Hundred) Books	
5.	Money Receipt	As per specification	Book of 100 pages	25 (Twenty Five) Books	