

Tender no. SPMU/NRC/Stationery/9/2014/123 Dated <sup>14</sup> 2 May, 2018

Tender for

"Part A- Supply of Office Stationery & Other General Items and Part B- Supply of Printing Materials"  
at the Office of the State Coordinator, NRC, Assam

Issued by  
Office of the State Coordinator, NRC, Assam  
Achyut plaza, 1<sup>st</sup> floor, Bharalupar, Bhangagarh, Guwahati- 05, Assam  
Tel no. 0361-2463300/03  
Website: [www.nrcassam.nic.in](http://www.nrcassam.nic.in)

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## SECTION I

### NOTICE INVITING TENDER

The Office of the State Coordinator, NRC, Assam invites sealed tenders with court fee stamp of Rs. 8.25 for supply of Office Stationery (Part – A) & Printing items (Part – B) for which bidders may quote for any one or both the parts. Bidders may obtain Bid Document from the Official Website [www.nrcassam.nic.in](http://www.nrcassam.nic.in). The Bidder shall pay a fee of Rs. 500/- (Rupees Five Hundred) only which is non-refundable as Tender Fee along with its bidding document in the form of a Demand Draft drawn on any Nationalized Bank of India in favour of Principal Secretary, Home & Political Department and payable at Guwahati along with EMD of Rs. 30000/- (Rupees Thirty Thousand) only in form of DD for Part – A and Rs. 15000/- (Rupees Fifteen Thousand) only for Part – B.

The Office of the State Coordinator, NRC reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason. The last date for submission of tender is ~~28<sup>th</sup>~~ 28<sup>th</sup> May, 2018 on or before 2.00 p.m. Tender received after due date and time shall be summarily rejected.



(Prateek Hajela, IAS)

Principal Secretary to the Govt. of Assam, Home & Political Department  
and State Coordinator, National Register of Citizens, Assam

## **SECTION II**

### **BACKGROUND**

For Part A: The Stationery items are required to be supplied at the Achyut Plaza, Office of the State Coordinator, NRC, Bharalupar, Bhangagarh, Guwahati- 781005 for a period of 1 (one) year from the date of entering into agreement.

For Part B: The printing materials are required to be supplied at as mentioned at part A, rate for which will be valid for 1 (one) year. The contract may be extended as per requirement.

SECTION III

ELIGIBILITY CONDITIONS & OTHER INFORMATION

A	Name of Work	"Part A- Supply of Office Stationery & Other general items and Part B- Supply Printing Materials" to be supplied at the Office of the State Coordinator, NRC, Assam as per make/ brand/ specification or equivalent mentioned at <b>Annexure- A &amp; B.</b> (Bidders may quote for any one or both the parts.)
B	Pre-Qualification Requirement of the Tenderer	The Bidder should have experience of minimum 2 (two) years of supply relating to stationery & general items and printing materials to Government Department or reputed private organizations. The bidder should enclose Work Orders to establish experience.
C	Earnest Money Deposit (EMD)/ Tender Fee	<p>The bidder shall furnish as part of its Tender Bid an EMD of Rs. 30000/- (Rupees Ten Thousand) only for Part A and Rs. 15000.00 (Rupees Eight thousand) only for Part B in the form of Demand Draft issued by any Nationalized Bank of India in favour of Principal Secretary, Home &amp; Political Department payable at Guwahati with validity period for 90 days from the date of issue of Tender Document. The EMD will be returned to unsuccessful Bidder within 30 (thirty) days from date of finalization of order. The EMD of the selected Bidder will be returned upon the Bidder signing the Agreement and submitting a Performance Guarantee of 5% of tender value.</p> <p>Intending eligible Bidders may obtain Bid Document from the Official Website <a href="http://www.nrcassam.nic.in">www.nrcassam.nic.in</a>. The Bidder shall pay a fee of Rs. 500/- (Rupees Five hundred) which is non-refundable as Tender Fee along with its bidding document in the form of a Demand Draft drawn on any Nationalized Bank of India in favour of Principal &amp; Secretary, Home &amp; Political Department and payable at Guwahati.</p>
D	Last date of submission of Tender	The complete and duly filled in tender in a sealed envelope super-scribed "Tender for Part A- Supply of Office Stationery & Part B- Supply of Printing Materials" mentioning Tender no. – SPMU/NRC/Stationery/9/2014/123 dated 8 <sup>th</sup> May 2018. The last date to reach tender documents is 28 <sup>th</sup> May, 2018 by 2PM.
E	Date of opening of Tender	The envelope containing bid will be opened on 28 <sup>th</sup> May, 2018 at 2.30 p.m. at the Office of the State Coordinator, NRC, Assam, Bhangagarh, Guwahati-781005.
F	PAN/ GST/ Trade License	The Bidder has to enclose certified copies of up-to-date PAN/GST/ Trade License certificates.
G	Annual Turn Over	The bidder should have an Annual Turnover of Rs. 10,00,000/- (Rupees Ten Lakhs) only for part A and Rs. 500000/- (Rupees Five Lakhs) only for part B during the last 3 financial years (2014-15, 15-16 & 16-17) duly certification by Chartered Accountant.
H	Machinery Details (For Part B)	<p>The bidder shall submit:</p> <ul style="list-style-type: none"> <li>i) Printing machinery details with make &amp; speed.</li> <li>ii) Binding machinery details.</li> </ul>



#### Section IV

##### GENERAL TERMS AND CONDITIONS:

The Tender shall have to be submitted in accordance with instructions mentioned below and Tender which does not conform to the instructions as under is liable to be rejected. These instructions shall form part of the Tender and the Agreement to be executed subsequently.

1. The selected firm shall be binding upon every clause of terms and conditions.
2. No interest shall be paid by Office of the State Coordinator, NRC against EMD or Security Deposited amount submitted by the bidder.
3. The EMD of unsuccessful bidders shall be refunded within 30 days of finalization of tender.
4. The EMD of Successful bidder shall be refunded within 30 days after submission of the Performance Security in form of Bank Guarantee of 5% of tender value by the L1 firm against agreement signed with the Office.
5. Bidder shall take into account all costs including carriage or delivery charges for delivery material at the site, i.e. at the Office of the State Coordinator, NRC, Assam, Achyut Plaza, 1<sup>st</sup> floor, Bharalupar, Bhangagarh, Assam. In this regard no claim for any extra payment for any reason shall be entertained.
6. The Performance Security shall be forfeited in case the bidder fails to supply/ unwilling/ reluctant to supply for any reasons what so ever.
7. The bidder shall submit the original tender document with seal and signature on each page within the stipulated period as token of acceptance of terms & Conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
8. Bidders may visit the site, seek clarifications, if any, before submitting the Tender.
9. The Tender Inviting Authority has the right to verify the particulars furnished by the bidder independently.
10. The State Coordinator, NRC, Assam reserves the right to reject any tender/ bid wholly or partly without assigning any reason.
11. If the materials supplied are found to be different from those in the accepted offer and/ or specifications lower than those stipulated in the accepted offer, Tender Inviting Authority shall have the right to totally reject the goods and/or to prefer a claim for compensation for the goods which are rejected. The supplier shall replace such goods/part of goods within 3 (three) days of its demand.
12. The supplier shall be responsible for arranging the rejected goods at its own cost.
13. In the event of bidder fails to timely supply/ reluctant/refusal to supply the items. The Office of the State Coordinator, NRC, Assam reserves the right to impose penalty @ 5% of the order value and also forfeit the EMD/ Security Deposit as the case may be.
14. Tender may be either submitted in person or may be sent by post so as to reach Within stipulated time as mentioned in tender notice.

15. After successful supply of all the items, the bidder shall submit the bills in triplicate. The bills will be processed for early release of payment after verification of materials supplied.
16. In the event of any dispute, the legal matter shall be subjected to the jurisdiction of Gauhati High Court only.
17. All communications with respect to the Tender shall be addressed to:

*The State Coordinator, NRC, Assam  
Achyut Plaza, 1<sup>st</sup> Floor, Bharalupar, Bhangagarh, Gauhati- 05, Assam.*

18. Opening of bids by O/o the State Coordinator, NRC, Assam:

The Office will open the bids in the presence of bidders or his authorized representative who choose to attend at the time and date specified in the Tender Notice at the Office of O/o the SCNR on 25<sup>th</sup> May, 2018. The bidders or his authorized representatives who are Present shall sign the tender opening document evidencing their attendance.

(Full signature of the tenderer/ bidder)

With Seal

**SECTION V**  
**UNDERTAKING FROM THE BIDDER ON LETTER HEAD**

To,  
The State Coordinator, NRC, Assam,  
Achyut Plaza, 1<sup>st</sup> Floor, Bharalupar, Bhangagarh,  
Gauhati- 05, Assam

Sir,  
Having examined and perused the tender, the following documents are enclosed as part of the Tender:

1. Notice Inviting Tender
2. General Terms & Conditions
3. Annexure –A
4. Annexure – B

I/We .....do hereby submit tender in prescribed format for Part A- Supply of Office Stationery & Other General Items and Part B- Supply of Printing Materials at the Office of the State Coordinator, NRC, Assam in all respects in accordance with the conditions as applicable.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply, including the scope and nature of duties expected from the Bidder.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the Tender Inviting Authority based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I/We fully understand the terms and conditions mentioned in the tender document.

Dated this.....day of.....2018.

Name & Signature of the Tenderer/s:

Seal:

Authorized Signatory:  
(With complete address and phone/mobile number)

\*\*\*\*\*END OF TENDER DOCUMENT\*\*\*\*\*



## Schedule of item and quantities cum Financial Pro- forma

## Stationery Items

Sl. No.	Description of the items	Make/ Brand/ Specification or equivalent	Approx Annual Quantity	Rate per Unit	GST	Amount
1	Binder Clips 1/2" (12mm)	Good brand with quality	50	per pkt		
2	Binder Clips 3/4" (19mm)	Good brand with quality	50	per pkt		
3	Binder Clips 1" (25mm)	Good brand with quality	50	per pkt		
4	Binder Clips 1-1/4" (32mm)	Good brand with quality	50	per pkt		
5	Binder Clips 1-5/8" (41mm)	Good brand with quality	50	per pkt		
6	Binder Clips 2" (51mm)	Good brand with quality	50	per pkt		
7	Battery (Pencil)	Cello/ Eveready	200	per nos.		
8	Battery (Remote)	Cello/ Eveready	100	per nos.		
9	Calling Bell (Office Table)	Sharp	15	per nos.		
10	Calling Bell (Wireless- battery) Range upto 30m	Best quality in market	5	per nos.		
11	Calling Bell (Wireless- electrical) Range upto 30m	Best quality in market	5	per nos.		
12	CD Holder/ Stand (approx 100 CD storage capacity)	Good brand with quality	5	per nos.		
13	CD Mailer	Good brand with quality	1000	per nos.		
14	CD Cover (Plastic)	Good brand with quality	1000	per nos.		
15	CD marker (Black)	Luxor	300	per nos.		
16	CDs (RW)	Sony/ Moserbaer	100	per pkt		
17	Cello tape (1") Transparent (65 m)	Good brand with quality	500	per nos.		
18	Cello tape (1/2") Transparent (65m)	Good brand with quality	500	per nos.		
19	Cello Tape Transperent (50.8mm x 65m)	Good brand with quality	500	per nos.		
20	Cello Tape Brown (suitable for packaging) (50.8mm x 65m)	Good brand with quality	500	per nos.		
21	Cello Tape both sided (2inch width, 48mm x 5 mtr.)	Good brand with quality	50	per nos.		
22	Correcting Fluid (white)	Kores, Luxor	500	per nos.		

Sl. No.	Description of the items	Make/ Brand/ Specification or equivalent	Approx Annual Quantity		Rate per Unit	GST	Amount
23	Correcting Pen (Kores / Raymonds)	Kores, Luxor	500	per nos.			
24	Conference Pad (15x21 cm) (20 pgs)	N.G/Shipra	500	per nos.			
25	Calculator(12digit)	Casio/Citizen	100	per nos.			
26	Carbon paper (small)	kores	10	per pkt			
27	DVDs (RW)	Sony/ Moserbaer	1000	per nos.			
28	Drawing Pin (Plastic Head)	Bell/Zen	50	per pkt			
29	Drawing Pin (Steel)	Bell/Zen	50	per pkt			
30	Duster (White Board)	Good brand with quality	10	per nos.			
31	Engagement Stand (A4 size)	Kebica/N.G	2	per nos.			
32	Envelop (11cm x 25cm)	Good quality	5000	per nos.			
33	Envelop (12cm x 28cm)	Good quality	5000	per nos.			
34	Envelop (Inner Clothed- A4 size)	Good quality	5000	per nos.			
35	Envelop (Inner Clothed- FS Size)	Good quality	5000	per nos.			
36	Envelop (Inner Clothed- A3 Size)	Good quality	5000	per nos.			
37	File Board (14" x 10") Centre cloth patti	Neelgagan/ Pooja/ Best quality	500	per nos.			
38	File tray	Kebica/Solo/Megha/ Best quality	5	per nos.			
39	Glue Stick(15 g)	Faber Castlel/Kores	1000	per nos.			
40	Glue Stick(8 g)	Faber Castlel/Kores	1000	per nos.			
41	Gum bottle(150ml)	Camllin/Hansa	10	per nos.			
42	Highlighter (All Colours)	Faber Castle/Luxor	500	per nos.			
43	Ink Cartridge (HP/ Cannon/ Prodoot)	HP/ Cannon/ Prodoot	5	per set	Co. price/ MRP less in %		
44	Lever Arch File (Index file)	Good quality	50	per nos.			
45	Lever Arch File- Horizontal (Voucer file)	Good quality	50	per nos.			
46	Log Book ABD/Shipra/N.G	ABD/Shipra/N.G	50	per nos.			

Sl. No.	Description of the items	Make/ Brand/ Specification or equivalent	Approx Annual Quantity		Rate per Unit	GST	Amount
47	Lock & Key 60mm (7 lever) two keys (nayars)	Link/ Godrej	100	per nos.			
48	Lock & Key 40mm (5 lever) two keys (nayars)	Link/ Godrej	100	per nos.			
49	Lock & Key 50mm (6 lever) two keys (nayars)	Link/ Godrej	100	per nos.			
50	Ledger Book No. 10	Neelgagan/	10	per nos.			
51	Ledger Book No. 12	Neelgagan/	10	per nos.			
52	Mouse Pad	Comfort/Moserbaer	50	per nos.			
53	Note Sheet Green (Legal size) 80 gsm	Neelgagan/ABD/Sarasvati	200	per nos.			
54	Pen (Roller Ball)	Uniball/Pilot/Phoenix	1000	per nos.			
55	Pen Ball Point	Cello/Flair/Reynolds	1000	per nos.			
56	Pen Gel	Trimax/Cello/Flair	1000	per nos.			
57	Pen (Pilot)	Luxor	500	per nos.			
58	Pen	Parker	50	per nos.	Co. price/ MRP less in %		
59	Pen	Parker refill	100	per nos.	Co. price/ MRP less in %		
60	Pen (Officer's Dot- Blue)	Doctor	500	per nos.			
61	Pen (Officer's Dot- Black)	Doctor	500	per nos.			
62	Pen Pencil stand/ holder (Single Normal)	Omega/Solo/Kebica	50	per nos.			
63	Pen Stand (Multi purpose desk organiser with 4 pen holder, visiting cards, flag, globe etc)	Kebica/Solo	10	per nos.			
64	Pencil	Natraj/Apsara/Faner Castell	200	per nos.			
65	Pencil Eraser (Non-Dust)	Natraj/Apsara	50	per nos.			
66	Pencil Sharpener	Natraj/Apsara	50	per nos.			
67	Permanent Marker	Luxor/Reynolds/Pik	500	per nos.			
68	Photocopy Paper - A4 75gsm	JK/Century/Power/Spectra	1000	per pkt			
69	Photocopy Paper (Legal size) 75gsm	JK/Century/Power/Spectra	500	per pkt			



Sl. No.	Description of the items	Make/ Brand/ Specification or equivalent	Approx Annual Quantity		Rate per Unit	GST	Amount
70	Paper Pin (Awl Pin) Net Wt – 60 g.m	Bun Chin/Zen	100	per pkt			
71	Paper Clips (Coloured)	Good quality	100	per pkt			
72	Paper Clips (steel)	Good quality	100	per pkt			
73	Plastic Folder - Normal	N.G/Solo	1000	per nos.			
74	Plastic Folder - Bottom	Good quality	1000	per nos.			
75	Plastic Folder- One Side Transperent	Good quality	1000	per nos.			
76	Poker (Steel)	Kebica/Aeromax	50	per nos.			
77	Paper Punch Machine Double DP 280	Kangaro/Max/Rapid	50	per nos.			
78	Paper Punch Machine Double DP 600	Kangaro/Max/Rapid	50	per nos.			
79	Paper Punch Machine Double DP 800	Kangaro/Max/Rapid	50	per nos.			
80	Paper Punch Machine Double No. HDP- 2160	Kangaro	2	per nos.	Co. price /MRP less in %		
81	Paper Punch (Single Hole)	Kangaro/Max/Rapid	50	per nos.			
82	Paper Weight (Glass decorated)	Kebica	20	per nos.			
83	Pen Drive (4GB/ 8 GB/ 16 GB/ 32 GB)	San Disk/ Sony/ Kingston/ HP	50	per nos.	Co. price/ MRP less in %		
84	Paper Block Pads (multi colour)	Neelgagan	50	per nos.			
85	Rubber Band (Fluorescent)	Satyam/Leader	5	per 500			
86	Register (Paka Binding- No. 8)	Neelgagan	20	per nos.			
87	Register (Paka Binding- No. 10)	Neelgagan	20	per nos.			
88	Register (Paka Binding- No. 12)	Neelgagan	20	per nos.			
89	Register (Paka Binding- No. 16)	Neelgagan	20	per nos.			

Sl. No.	Description of the items	Make/ Brand/ Specification or equivalent	Approx Annual Quantity		Rate per Unit	GST	Amount
90	Register (Attendance), 96 pages	Neelgagan	10	per nos.			
91	Removable page marker (three colour)	oddy/ desmat	1000	per nos.			
92	Removable page marker (single colour)	oddy/ desmat	50	per nos.			
93	Scale - Plastic (long-12")	Castle/Aeromax	50	per nos.			
94	Scissor (Stainless Steel 16 cms)	Kebica/Saya/SPI	50	per nos.			
95	Short Hand Book	Kebica/Saya/SPI	10	per nos.			
96	Signature pad	Neelgagan/Pooja	10	per nos.			
97	Sketch Pen (all colours)	Luxor/Reynolds	10	per pkt			
98	Stamp Pad	Ashoka/Supreme	10	per nos.			
99	Stamp Pad Ink	Ashoka/Supreme	10	60 ml.			
100	Staple Machine 24/6	Kangaro/Max/Chrome	50	per nos.			
101	Staple Machine No. 10	Kangaro/Max/Chrome	50	per nos.			
102	Staple Machine- Heavy Duty (Eg: Model Kangaro HD- 23L 24FL)	Kangaro	2	per nos.	Co. price/ MRP less in %		
103	Staple Machine pin for 24/6	Kangaro/Max/Chrome	200	per nos.			
104	Staple Machine Pin No. 10	Kangaro/Max/Chrome	200	per nos.			
105	Staple Pin (suitable for Heavy Duty machine)	Kangaro	100	per nos.			
106	Stoc Register (421 pages)	Classic/ Neelgagan	5	per nos.			
107	Toner Cartridge (HP/ Cannon/ Prodoto)	HP/ Cannon/ Prodoto	1000	per nos.	Co. price/ MRP less in %		
108	Tag Cotton (White) (6 1/2") Superior (10 bunches of 50 tags)	Sun/Diamond	500	per bundl			
109	Visiting Card Holder/Book	Solo/Word One	10	per nos.			
110	Visitor Register (Gate register)	ABD/N.G	10	per nos.			
111	Voucer file (four side close)	Best quality in the market	50	per nos.			
112	Writing Pad No. 40	Neelgagan	1000	per nos.			
113	Writing Pad (80 page, size 14.8 x 21 cm) (approx)	Neelgagan/ Paper craft	1000	per nos.			



No.	Description of the items	Make/ Brand/ Specification or equivalent	Approx Annual Quantity	Rate per Unit	GST	Amount
<b>General Items</b>						
114	Bowl (Set of 6)	Fine bone china/Royal Queen/Gold	5	per pkt	Co. price/ MRP less in %	
115	Blinds	Thick material (fully able to sunscreen the sunlight)	300	per sq ft		
116	CFL/ LED Bulb	Phillips/ Bajaj/ Havels	20	per nos.	Co. price/ MRP less in %	
117	Chair cushion (16" x 16" x 3") foam		10	per nos.		
118	Cup & Saucer (Set of 6)	Fine bone china/Royal Queen/ Sea Shell	5	per pkt		
119	Coaster (set of 6)	Flora/Coffe	5	per pkt		
120	Carton (suitable for document packing)	20 x 20 x 15"	200	per nos.		
121	Drinking glass Set of 6 (plain)	Borosil/ Milton	5	per pkt.		
122	Dust Bin (Plastic)	Neelgagan/ Wonder/Royal Touch	10	per nos.		
123	Door Mat (18" x 33")	Fine quality	5	per nos.		
124	Door Mat (78" x 43")	Fine quality	5	per nos.		
125	Dinner Set (Set of 6)	Laopala, fine bone china/Royal Queen/ Sea Shell	5	per set		
126	Electric kettle	Bajaj/ Philips	2	per nos.	Co. price/ MRP less in %	
127	Flower Boquet Standard size	Standard size	5	per nos.		
128	Flower Boquet for VVIPs	Customized	5	per nos.		
129	Garland (Gamosa)	Silk	20	per nos.		
130	Garland (Gamosa)	Cotton	20	per nos.		
131	Mosquito Repellant Machine	All Out/Good Night	50	per nos.		
132	Mosquito Repellant Liquid Refill	All Out/Good Night	100	per nos.		
133	Mosquito Repellant Spray	Hit/Baygon	50	per nos.		
134	Paper Cutter	Good quality	10	per nos.		
135	Quarter palte (set of 6)	Laopala, fine bone china/Royal Queen/ Sea Shell		per set		
136	Room freshner spray (200ml)	Air wick/ Ambipur	10	per nos.		

Sl. No.	Description of the items	Make/ Brand/ Specification or equivalent	Approx Annual Quantity		Rate per Unit	GST	Amount
137	Room Freshner (timing perfume sprayer machine and refill set)	Air wick/ Ambipur	5	per set			
138	Room Freshner (timing perfume sprayer refill)	Air wick/ Ambi pure	10	per nos.			
139	Spoon (tea) (set of 6)	Good brand with quality	5	per pkt			
140	Spoon (desert) (set of 6)	Good brand with quality	5	per pkt			
141	Spoon (table) (set 6)	Good brand with quality	5	per pkt			
142	Serving Tray (Small)	Good brand with quality	2	per nos.			
143	Serving Tray (Medium)	Good brand with quality	2	per nos.			
144	Serving Tray (Big)	Good brand with quality	2	per nos.			
145	Sealing Wax (pack of 20 sticks)	Komal/Standard	10	per pkt			
146	Sack- White (suitable for document packing)	Suitable for document packing and courier	200	per nos.			
147	Sutli	Good quality	20	per 500 gram			
148	Stamp	Self Ink	20	rate per word			
149	Stamp	Rubber	20	rate per word			
150	Tea Set	Laopala, fine bone china/Royal Queen/ Sea Shell	5	per set			
151	Tissue/Napkin Paper	Wintex/Premier/Prestige	50	per pkt.			
152	Towel (small)	Bombay Dyeing/Sudarshan/Century	10	per nos.			
153	Towel (medium- suitable for chair back)	Bombay Dyeing/Sudarshan/Century	10	per nos.			
154	Towel (big- suitable for car seat back)	Bombay Dyeing/Sudarshan/Century	10	per nos.			
155	Table Top Glass 18" x 22" x 10mm(thickness)	Satyam/N.G	5	per nos.			
156	Umbrella (Big) suitable for VIP receiving	Mahendra Dutt	2	per nos.			
157	Water Filter (Modern technology)	Kent/ Eureka Forbs	2	per nos.	Co. price/ MRP less in %		
158	Water Filter (Manual) (Stain less steel, 20 Ltr, 2 candles)	Milton/ pristine/ puro	10	per nos.			
159	Water Filter Candle	Puro	10	per nos.			
160	Water filter Tap	Good quality	10	per nos.			

Sl. No.	Description of the items	Make/ Brand/ Specification or equivalent	Approx Annual Quantity		Rate per Unit	GST	Amount
161	Wall Clock	Ajanta/Samay	5	per nos.			
162	White Board	Citizen/JP	5	per sq ft			
163	Wash room mirror (46 x 36)cm	Good brand with quality	5	per nos.			
164	Water tap	Stain less steel (Branded )	10	per nos.	Co. price/ MRP less in %		
165	Water hand shower	Stain less steel (Branded )	10	per nos.	Co. price/ MRP less in %		
Note: Please contact or collect sample from the Office of the State Coordinator, NRC, Bhangagarh in case of any confusion.							

Section VI

ANNEXURE B

Schedule of item and quantities cum Financial Pro- forma

PRINTING MATERIALS

Sl. No.	Description of the items	Make/ Brand/ Specification or equivalent	Approx Annual Quantity		Rate per Unit	GST	Amount
1	Binding (PIN)	Upto 25 pages	100	per set			
2	Binding (PIN)	Above 25 pages and up to 100 pages	100	per set			
3	Binding (PIN)	Above 100 pages and upto 500 pages	100	per set			
4	Binding (PIN)	Above 500 pages	100	per set			
5	Binding (Hard)	Upto 25 pages	100	per set			
6	Binding (Hard)	Above 25 pages and up to 100 pages	100	per set			
7	Binding (Hard)	Above 100 pages and upto 500 pages	100	per set			
8	Binding (Hard)	Above 500 pages	100	per set			
9	Binding (Spiral)	Upto 50 pages	100	per set			
10	Binding (Spiral)	Above 50 pages and up to 150 pages	100	per set			
11	Binding (Spiral)	Above 150 pages and up to 500 pages	100	per set			
12	Cash Voucher/ payment voucher	Neelagagan/Diplomat/Pooja (150 pg)	10	per book			
13	File Cover Printing (14" x 10" ) (Approx 20 words)	Neelagagan/Diplomat/Pooja	500	per nos.			
14	Flex Printing (General)	Good quality	20	Per sq ft			
15	Flex Printing (Star)	Good quality	20	Per sq ft			
16	Glow Sign Board	Good quality	5	Per sq ft			
17	ID Card PVC (standard size)	PVC (standard size)	1200	per nos.			
18	ID Card (thick paper sheet)	(thick paper sheet)	1200	per nos.			
19	Letter Head Pad	Good quality	200	per page			
20	Name Plate 15cm x 45cm (plain)	15cm x 45cm (plain)	10	per nos.			
21	Name Plate 15cm x 45cm (embossed)	15cm x 45cm (embossed)	5	per nos.			



Sl. No.	Description of the items	Make/ Brand/ Specification or equivalent	Approx Annual Quantity		Rate per Unit	GST	Amount
22	Printing A4 size	Single side (Black)	1000	per page			
23	Printing A4 size	Back to Back (Black)	1000	per page			
24	Printing A4 size	Singlr side (colour)	1000	per page			
25	Printing A4 size	Back to Back (colour)	1000	per page			
26	Printing A3 size	Single side (Black)	1000	per page			
27	Printing A3 size	Back to Back (Black)	1000	per page			
28	Printing A3 size	Singlr side (colour)	1000	per page			
29	Printing A3 size	Back to Back (colour)	1000	per page			
30	Printing FS size	Single side (Black)	1000	per page			
31	Printing FS size	Back to Back (Black)	1000	per page			
32	Printing FS size	Singlr side (colour)	1000	per page			
33	Printing FS size	Back to Back (colour)	1000	per page			
34	Vinyl printing with Sunboard pasting	Good quality	5	Per sq ft			

Note: Please contact or collect sample from the Office of the State Coordinator, NRC, Bhangagarh in case of any confusion.