

Annexure I
(To be kept in Envelope II)

FORMAT FOR QUOTING RATES OF STATIONERY ITEMS

S.NO.	PARTICULARS	AMOUNT
1	Attendance Register Hard Board	
2	Assistant Diary	
3	Ball Pen Reynold	
4	Ball Pen Cellogriper	
5	Gem Clip Plastic coated(Zen)	
6	Gem Clip Steel	
7	Carbon PaperDFS Size Kores	
8	Carbon Paper F/S Kores Blue	
9	Slip Book (A4 size)Hans	
10	Slip Book (A3 size) Hans	
11	Slip Book Spiral (pocket) Hans	
12	Slip Book Spiral(A4 size)Hans	
13	Slip Book Spiral(A3 size)Hans	
14	Envelope SE5 80 GSM Brown	
15	Envelope SE6 80 GSM Brown	
16	Envelope SE6 80 GSM white	
17	Envelope SE6 80 GSM brown with cloth	
18	Envelope SE7 80 GSM brown	
19	Envelope SE8 80 GSM brown	
20	Envelope SE8 80 GSM with cloth	
21	Plastic Scale 12” Kebica	
22	File Cover Printed 450 GSM	
23	Flappers	
24	File Board 450 GSM	
25	Envelope laminated Brown 80GSM	
26	Highlighter Pen Luxer	
27	Gum Bottle Small Kores	
28	Gum Bottle Big Kores	
29	Gum Tube Quick Fix 30 MI	
30	Glue Stick kores	
31	Jotter Pen Flair	
32	Jotter Refil Flair	
33	Long Refil Cellogriper	

34	Small Refil
35	Tag cotton
36	Page Marker
37	Yellow Slip
38	Yellow Slip
39	Pilot Pen 0.5 Luxar
40	V-5 Pen Luxer
41	Plastic Folder
42	White Fluid Bottle Kores
43	White Fluid Pen Kores
44	Note Sheet Pad White
45	Note Sheet Pad Green
46	Shorthand Note Book Hans
47	Plastic Tray
48	Pencil H B Lead Natraj
49	Pencil Shorthand Kohinoor
50	Sketch Pen Echo
51	Stappler HD10D Kangaroo
52	Stappler
53	Single Punching M/c Kangaroo
54	Ruled Register 1quire
55	Ruled Register 2 quire
56	Ruled Register 3 quire
57	Ruled Register 4 quire
58	Ruled Register6 quire
59	Ruled Register 8 quire
60	Waste Paper Basket
61	Eraser
62	Sharpner Pencil Natraj
63	All Pin Steel 100 GSM Bell
64	All Pin Container KEBICA
65	Acquaintance Roll Register 6 Quire
66	Bill Register 6 quire
67	Scissor small
68	Scissor Big
69	Add Gel Pen PG500
70	Add Gel Refil
71	Uni Ball Pen
72	Paper weight

73	Wrapping Paper(Star)
74	Pen Stand with two pens (plastic)
75	Pen Stand with four pens(plastic)
76	Pen Stand with four pens(golden)
77	Pen Stand with two Pens(golden)
78	Pin Cusion
79	Rubber Band
80	Sutli
81	Sealing Wax
82	Spounge (Kuppi)
83	Stamp Pad
84	Tumbler
85	Mini Stappler
86	Desk Calender Stand
87	Desk Calender Refil
88	File Movement Register 6 Qr
89	File Heading Register 6 qr
90	Ink for stamp pad
91	Ink for pilot pen
92	Knife
93	Slip Immediate/Most Immediate etc.
94	Spico Comb
95	PVC Sheet
96	Transpracy Sheet
97	I.Card Pouches
98	Engagement Diary
99	Alphabatical Register
100	Dead Stock Register
101	Diary Register
102	Visiting Card Folder
103	White Board Marker
104	Twin Ball Cotton
105	Typewriter Paper
106	Log Book
107	Stappler Heavy Duty(MAX)
108	Brown Tape
109	Pin Drawing Libra
110	Section Diary 6 qr
111	Pen Tray

112	Permanent Marker Pen
113	Stock Register
114	Dispatch Register 6 qr
115	Cash Book Leather Binding
116	Hamour
117	DIS Form
118	TA /TTA Form
119	LTC Form GR-14A
120	Income Tax Form-16
121	Fevicol Tube 30 GSM
122	Double Punching Machine Kangaroo
123	Binding Folder thick plastics
124	Rossettee
125	Gum Powder Dry
126	Index File
127	Index Register
128	Sua
129	Slip Book (coloured)
130	GPF Pass Book
131	Leave A/c Form
132	LPC Form
133	Contigent Bill Form GAR-29
134	GAR 23
135	Challan Form
136	Service Book
137	Library Box
138	Telephone Index Diary
139	Peon Book
140	Rampat Diary Index 2006
141	Table Elevater with Brass Rod Fitting
142	Steel Clamp

Rates inclusive of transportation charges should be quoted and shall remain in
Force from the date of award of contract till expiry of the contract and no
Enhancement in rates shall be entertained.
Signature (with seal)
Phone No :

ANNEXURE II

(To be kept in Envelope II)

FORMAT FOR QUOTING RATES OF DUPLICATING/PHOTOCOPIER PAPER

<u>S.NO</u>	<u>TYPE & MAKE</u>	<u>QTY</u> (Reams)	<u>RATE PER</u> <u>REAM IN</u> (Rs.)	<u>TOTAL AMOUNT</u> <u>IN FIGURES &</u> <u>WORDS (RS.)</u>
1.	A-4 Size (75GSM) Photocopier (TNPL Make)			
2	A-4 Size(75GSM) Photocopier paper (JK Make)			
3	A-4 Size(72-75GSM) Duplicating Paper (Gateway Make)			
4	Any Other Make (Photocopier)			
5	Any Other Make (Duplicating Paper)			
	Any Other Charges (taxes,levies etac.)			

Rates inclusive of transportation charges should be quoted and shall remain in force from the date of award of contract till expiry of the contract and no enhancement in rates shall be entertained.

Signature (With Seal)

Date:

Phone No.: