

# WORKERS WELFARE FUND



## **BIDDING DOCUMENT FOR PROCUREMENT OF OFFICE STATIONERY FOR WORKERS WELFARE FUND**

### **TECHNICAL BID**

#### **WORKERS WELFARE FUND**

Building No 2, Street 39, G-10/4 Islamabad.

Tel 051-9106325-26 Fax 051-9106321

Web: [www.wwf.gov.pk](http://www.wwf.gov.pk) .Email: [info@wwf.gov.pk](mailto:info@wwf.gov.pk)

## **Contents**

<b>INVITATION TO BIDS .....</b>	<b>3</b>
<b>GENERAL INSTRUCTIONS &amp; CONDITIONS FOR THE BIDDERS .....</b>	<b>4</b>
<b>EVALUATION CRITERIA MANDATORY.....</b>	<b>8</b>
<b>ANNEXURES .....</b>	<b>9</b>
<b>Annex – A (Firm/Company Information) .....</b>	<b>9</b>
<b>Annex – B (Eligibility Response Check List).....</b>	<b>10</b>
<b>Annex – C (Technical Evaluation Criteria).....</b>	<b>11</b>
<b>Annex – D (Cover Letter for the Submission of Technical and Financial Proposal) .....</b>	<b>12</b>
<b>Annex – E (C O N T R A C T   A G R E E M E N T) .....</b>	<b>13</b>
<b>Annex – F (DETAILS OF OFFICE STATIONARY ITEMS REQUIRED FOR THE YEAR).....</b>	<b>15</b>

## **INVITATION TO BIDS**

Workers Welfare Fund (WWF), M/o OPs & HRD Government of Pakistan, invites sealed bids from the firms/general order supplier / companies registered with Income Tax, Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for supply of office stationery to Workers Welfare Fund, Islamabad.

2. Bidding documents containing detail terms and conditions, method of procurement, etc may be obtained from the Office of the undersigned on payment of **Rs.500/- (Rupees Five Hundred only)** non-refundable. Bidding documents can also be downloaded from WWF website [www.wwf.gov.pk](http://www.wwf.gov.pk) and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk). (Pay order of Rs.500/- may be attached in case downloaded from website).

3. The bids, prepared in accordance with instructions in the bidding documents, along with Bid Security/Earnest money of 2% of the total bid value in the shape of Bank draft/Pay order drawn in favor of Workers Welfare Fund may reach Office of the undersigned by August 11, 2021 at 12:00 hrs. Technical bids will be opened on the same day at 12:30 hrs. in presence of representatives of bidders.

4. As per PPRA Rules 33(1), 2004, Workers Welfare Fund (WWF), Government of Pakistan, has the right to reject any or all bids/proposals at any time prior to the acceptance of a bid/proposal.

**Deputy Director (GA)**  
**Workers Welfare Fund (WWF)**  
**Building No 2, Street 39, G-10/4,**  
**Mauve Area Islamabad**

## **GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS**

1. To supply office stationery items for Workers Welfare Fund, Building No 2, Street 39, G-10/4, Mauve Area Islamabad.
2. Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN) and are on FBR's Active Taxpayer's List (ATL). A certificate may be attached to verify that your firm is an active tax payer.
3. The quoted rates will be firm and final for the whole period of contract w.e.f. the date of signing of the agreement. The bids will be evaluated on complete package basis of office Stationery items. The supply order to successful bidder will be issued upon completion of all codal formalities under the rules.
4. Bidder(s) must have sound financial position details of bank statement/turnover for the last three years shall be provided. The bidder shall have sufficient experience, well reputation and have the facility of outlets/shop or office with land line telephone number.
5. Bidder(s) must attach Bank Draft/Pay Order / Call Deposit @ 2% of the total bid amount in favour of WWF which will be refundable in case of non-acceptance of tender. Bid(s) found without 2 % of bid amount will not be considered and turned down. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid. The same for the un successful bidder will be returned after award of tender.
6. Firm(s) must certify that it has not been blacklisted from any Government organization on Rs. 50 stamp paper.
7. All bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized person.
8. Only those Bid(s) will be considered which would be submitted on WWF tender documents.

9. The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
10. **Bid Opening Procedure: - Single Stage-Two Envelop (36(b) PPRA Rule, 2004)-** Procedure will be adopted to evaluate the offer. Complete bid containing **Technical** and **Financial** proposal along with Bid Security, all required information and documentary evidences must be submitted before closing date as mentioned in advertisement.
11. The bid shall comprise a single package containing two separate envelopes each envelop should contain separately the “**Technical Proposal**” and “**Financial Proposal**”
12. Two separate envelopes shall be marked as “**Technical Proposal**” and “**Financial Proposal**” in bold and legible letters.
13. Initially “**Technical Proposal**” will be opened to evaluate the offer(s) as per the required criteria mentioned in the tender document. Only one rate shall be allowed for each item, multiple rates in the bids for one item shall not be admissible.
14. The technical proposal of eligible bidders will be evaluated against the requirements specified in the “**Annexure – C**”.
15. Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted and “**Financial Proposal**” of such firms will be returned unopened.
16. “**Financial Proposal**” will be opened only of those firms who are technically responsive and obtained the minimum threshold of 70 marks for technical evaluation.
17. The bid shall remain valid for the period of **90 days** from the date of bid opening.
18. The percentage for quantity may increase by 15% within one year of award of contract.
19. The supply order will be on requirement basis and the WWF may issue part supply order. The quantity of items may increase or decrease as per original requirement and therefore, payment will be made on completion of supplies on actual basis. Successful bidders should make sure timely supply of office stationary items as per the supply order issued by WWF.
20. The supplier will deliver the items at Workers Welfare Fund Building No 2, Street 39, G-10/4, Mauve Area Islamabad. Successful bidders should make sure timely supply of office stationary items as per the supply order issued by WWF.
21. Submission of any false statement/Documents or concealing of information will disqualify the bidder.

22. Item(s) which will not be found according to required specifications/standard shall not be accepted and will be replaced by the supplier at his own cost. However, items found above the required specification and standard will be accepted at the same bidding cost.
23. In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
24. The employer will open the tenders including submission made in the presence of the tenderers or their representatives who choose to attend on date, time and venue mentioned in tender notice.
25. The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderer, in which case such correction shall be initialed by the person or persons signing the contract.
26. The successful bidder must submit Performance Guarantee of 5% of total quoted amount in favor of WWF in the shape of CDR from any scheduled Bank otherwise tender award will be rejected. However, the 2 % bid security will be returned after signing agreement and receiving the Performance Guarantee from successful bidder.
27. The Workers Welfare Fund reserves the right to accept or reject the bids as prescribed under PPRA Rules, 2004.
28. Bids not accompanied by bid security or with less amount of bid security will not be entertained.
29. If the WWF observed that the items are not provided as per the standard and requirement or are substandard. The WWF shall have the right to cancel the contract with one-month notice and forfeiting the performance guarantee. Action for blacklisting of the firm will also be initiated.
30. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required items, if selected and declared as lowest evaluated bid. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the WWF.
31. If the bid is withdrawn before the expiry of its validity or the items are not provided within due date, the bid security will be forfeited in favor of the WWF.

32. No advance payment will be made for any kind of invoice. WWF will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, of complete items as per supply order.
33. A separate agreement shall be executed with successful bidder as per attached form in the tender documents. (Annex E).
34. Any dispute arises during execution between the purchaser and the supplier a dispute resolution committee will be constituted by WWF. The decision of the dispute resolution committee will be final and binding upon both the parties.
35. The contract will be initially for Two year however may be extended for another period of one year with mutual consent of both parties on same terms and conditions.
36. Tenders will be opened at the Workers Welfare Fund Building No 2, Street 39,G-10/4 Mauve area Islamabad.

### **Cover Letter for the Submission of Technical Proposal**

A cover letter as specified in **Annex D** shall be submitted with the proposal.

**Note: Please provide the required information/Response to all Annexure mentioned in this document and mark them while submitting the bid. Every page of the bid proposal must be stamp and signed by the bidder.**

## **EVALUATION CRITERIA MANDATORY**

1. Income tax Registration Certificate.
2. General Sales Tax Registration Certificate.
3. FBR's Active Taxpayer's List (ATL)
4. Undertaking that the Shop/ Firm / Company is not blacklisted and not involved in litigation with Government / WWF Islamabad on Rs. 50 Stamp paper duly attested from Notary Public.



## ANNEXURES

**Annex – A**

### **(Firm/Company Information)**

#### **Firm/Company Information**

<b>S #</b>	<b>Required Information</b>	<b>Response</b>
1	Legal Name of the Firm, Company and or Shop	
2	Year of Registration / Establishment of the Organization/Firm/Company and shop etc	
3	National Tax Number	
4	General / Sales Tax Number	
5	Name and designation of 'Head of Firm/Company or Shop	
Mobile:		
Phone/s:		
Email:		
Fax:		

## (Eligibility Response Check List)

Eligibility Check List				
Sr.No	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of bidding firms/company's Registration / Incorporation	Evidence of certificate of incorporation is required	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and General / Provincial Sales Tax , (if applicable) in the name of Firm/Company and provide a copy of registration	Registration Copy required	<input type="checkbox"/>	<input type="checkbox"/>
3	Active Tax payer copy of last 3 years tax return are required.	(2018-21 tax returns copy required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Pay Order/ Bank Draft of 2% Bid Security attached with the Financial Proposal in separate sealed envelope.		<input type="checkbox"/>	<input type="checkbox"/>
5	Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency/authority. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.		

(SIGNATURE &amp; SEAL OF BIDDER)

## (Technical Evaluation Criteria)

Sr. No.	Description	Total Points	Category Points	Marks Obt.	Remarks
1	<b>Relevant experience</b>	30			Copies of Contract /Purchase Order /Work Order are required
	Experience of supply of office stationery if more than 5 years.		30		
	Experience of supply of office stationery if more than 3 years but less than 5 years		25		
	Experience of supply of office stationery if less than 3 years but greater than 1 years		15		
2	<b>Financial Strength</b>	35			Copies Purchase Order /Work Order and income tax return are required
	The office stationery supplied is more than Rs12 million in last 3 year		35		
	The office stationery supplied is more than Rs 8 million in last 3 year		25		
	The office stationery supplied is more than Rs 3 million in last 3 years year		5		
3	<b>Availability of Outlet, Shop or Office</b>	30			Documented Proof of Registration
	Shop, Outlet or office registered in the name of Firm/ proprietor for the last five years		30		
	Shop, Outlet or office registered in the name of Firm/ proprietor for the last three years		20		
	Shop, Outlet or office registered in the name of Firm/ proprietor for the last one years		10		
4	<b>Past Performance from Clients</b>	5			Documented Proof
	Satisfactory Certificates from different Clients (1 points for each Recommendation letter)		5		
<b>Total Points</b>		<b>100</b>			

**Minimum qualifying score for technical qualification is 70. Please mark/flag the supporting documents shared for technical qualification scoring.**

**The firm will be selected on the basis of the lowest quoted price of the technically qualified bidders.**

**(Cover Letter for the Submission of Technical and Financial Proposal)  
(Declaration on company letterhead)**

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects;
- and I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]"

Name: - \_\_\_\_\_

Designation: - \_\_\_\_\_

Signatures: - \_\_\_\_\_

Date :- \_\_\_\_\_

Place:- \_\_\_\_\_

(Contract Agreement to be signed with the successful bidder)

**CONTRACT AGREEMENT**

This Contract Agreement (hereinafter called the “Agreement”) made on the day of----- between **Workers Welfare Fund (WWF)**, Building No 2, Street 39, G-10/4 Mauve area Islamabad hereinafter refer to as the Supplier/contractor of the second part.

WHEREAS the purchaser/procuring authority is desirous that purchase office stationery items for Worker’s welfare fund Islamabad.

**NOW this agreement witness as follow:**

In this agreement word and expressions shall have the same meaning as are respectively assigned to them in the condition of contract. The terms and conditions of the agreement is as under: -

**Claus 1 Delivery:** The supplier shall provide the items of office stationery to Workers Welfare Fund as per work/Supply order at its premises Building No 2, Street 39, G-10/4 Mauve area Islamabad.

**Claus 2 Rates:** - Rates offered in the bid shall be valid for **the period of contact signed between** the supplier and procuring Authority on same terms and condition as specified in the tender documents.

**Claus 3 Payment:** Payment will be made after the receipt of invoices received against the supply order. No advance payment will be made for any kind of invoice. However, WWF will arrange expeditious payments on submission of invoices.

**Claus 4 Penalty for failure of Supply:** If the supplier fails to deliver the items specified within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum up to 2% on the total value of the contract, shall be charged.

**Claus 5 Quality /Quantity of Supply:** If the firm fails to supply any or all the items as per the supply order or the items are substandard the same will be replaced by the supplier at his own cost/ expense. Incomplete -supplied items will be purchased on the risk and cost of the supplier, including blacklisting of the firm.

**Claus 6** The Contractor will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed.

**Clause 7** The following documents shall be deemed to form, and be read and construed as part of this Agreement: -

- i. Letter of Award/Supply order
- ii. Tender Documents

IN WITNESS WHEREOF the parties here to have caused this Agreement to executed the day and the year first before written in accordance with their respective Laws.

**Signature of the Supplier/contractor**

**Signature of Purchaser/Employer**

Name: - \_\_\_\_\_

CNIC:- \_\_\_\_\_

M/s \_\_\_\_\_

**Witness No. 1**

**Witness No. 2**

Signature:- \_\_\_\_\_

Signature:- \_\_\_\_\_

Name:- \_\_\_\_\_

Name:- \_\_\_\_\_

CNIC:- \_\_\_\_\_

CNIC:- \_\_\_\_\_

## DETAILS OF OFFICE STATIONARY ITEMS REQUIRED FOR THE YEAR.

Annual Stationary Requirement			
S.No	Name of Items and Specifications	Description	Quantity
1	Photo copy paper (80 gms Imp A/4)	500 Sheet Per Pack	1000 Pack
2	Photo copy paper (80 gms Imp Legal)	500 Sheet Per Pack	70 Pack
3	File Cover	8.5' x12	1000 Nos
4	Tags	100 pc per Bunch	150 Bunch
5	Milky File Cover (One side transparent)	A4 Size	400 Nos
6	File Seprator (10-P) (A-4)	Set	400 Set
7	File Seprator (20-P) (A-4)	Set	400 Set
8	File Seprator (30-P) (A-4)	Set	400 Set
9	Stapler Machine No.24/6 Max	Nos	100 Nos
10	Uniball eye (Fine) or equallent (Blue/Black/Red/Green)	Nos (12 in one Pack)	25 Pack
11	Ordinary Ballpoint Piano 0.8 mm or equalent	10 Pc per Pack	140 Pack
12	Lead Pencil 'A' Quality (local Autocrate)	12 Pc per Pack	40 Pack
13	Binding sheet Plastic A-4	100 Sheet per Pack	12 Pack
14	Binding Tape (2")	Rool	50 Rool
15	Scotch Tape (1'x50)	Rool	50 Rool
16	Toner for HP Laser Jet Printer P1102	Nos	120 Nos
17	Toner for HP Laser Jet Printer P1105	Nos	12 Nos
18	Toner for HP Laser Jet Printer HP1300	Nos	06 Nos
19	Toner for HP Laser Jet Printer P3015	Nos	06 Nos
20	Toner for HP Laser Jet Printer P2055	Nos	06 Nos
21	Toner for HP Laser Jet Printer P1005	Nos	06 Nos
22	Toner for HP Laser Jet Printer P1006	Nos	06 Nos

<b>23</b>	Brown Envelope A-4 Size	Nos	4000 Nos
<b>24</b>	Brown Envelope 9x4 Size	Nos	24000 Nos
<b>25</b>	Cloth Envaelop (Large Size)	Nos	1200 Nos
<b>26</b>	Gum Stick 40mg UHU	Nos	300 Nos
<b>27</b>	Eraser Pelikan AI-30	Nos	240 Nos
<b>28</b>	Sharpener Steel	Nos	200 Nos
<b>29</b>	Stapler Pin No.24/6	20 Pack per Box	16 Box
<b>30</b>	Highlighter	12 Pc per pack	12 Pack
<b>31</b>	Paper Cutter SDI (Small)	Nos	110 Nos
<b>32</b>	Calculator Casio large original or equalent (12 Degits)	Nos	30 Nos
<b>33</b>	Stamp pad (Medium Lancer Blue)	Nos.	48 Nos
<b>34</b>	Permanent Marker No.70 Blue/Black	Nos.	80 Nos.
<b>35</b>	File Board A-4 Size Fine Quality	10 Pc per bundle	20 Bundle
<b>36</b>	Fluid correction Pen	24 Nos Per Pack	08 Pack
<b>37</b>	USB Flash Drive (16/32 GB) HP steel body or equalent	Nos	16 Nos
<b>38</b>	Table Dairy	Nos	24 Nos
<b>39</b>	Table Dairy Stand	Nos	24 Nos
<b>40</b>	Note Pad / Writing Pad N/B Size (9'X4') (Fine)	Nos	150 Nos
<b>41</b>	Note Pad L/S Size (A-4)	Nos	150 Nos
<b>42</b>	Paper Clip (30 MM)	20 Pack per Box	12 Box
<b>43</b>	Masking Tape 1*5	Rool	40 Rool
<b>44</b>	Scissors (6')	Nos	80 Nos
<b>45</b>	Punch (Single hole) (Medium)	Nos	120 Nos
<b>46</b>	Punch (Single hole) (Large)	Nos	60 Nos
<b>47</b>	Punch (Double hole) (Small)	Nos	24 Nos
<b>48</b>	Punch (Double hole) (Large)	Nos	12 Nos



<b>49</b>	Foot Scale (Steel)	Nos	100 Nos
<b>50</b>	Peon Book	Nos	50 Nos
<b>51</b>	Paper Pin	20 Pack per Box	12 Box
<b>52</b>	Attendance Register	Nos	16 Nos
<b>53</b>	Dairy Dispatch Register (No.8)	Nos	06 Nos.
<b>54</b>	Section Diary Register (No.8)	Nos	12 Nos
<b>55</b>	Stock Register (No.8)	Nos	04 Nos
<b>56</b>	Rule Register (10)	Nos	24 Nos
<b>57</b>	Log Book (No.4)	Nos	24 Nos
<b>58</b>	Color paper/ Every Card A-4	100 Sheet per Pack	26 Pack
<b>59</b>	Spiral 6 MM	100 pcs per Pack	20 Pack
<b>60</b>	Spiral 10 MM	100 pcs per Pack	20 Pack
<b>61</b>	Spiral 14 MM	100 pcs per Pack	20 Pack
<b>62</b>	Spiral 18 MM	100 pcs per Pack	20 Pack
<b>63</b>	Spiral 22 MM	100 pcs per Pack	20 Pack
<b>64</b>	Table Paper Cutter	Nos.	1
<b>65</b>	Stamp pad Ink (Blue/Black)	Nos	24 Nos.
<b>66</b>	CD-R	Nos	12 Nos
<b>67</b>	Dak Folder	Nos	06 Nos
<b>68</b>	Box File Folder uni	Nos	36 Nos

# WORKERS WELFARE FUND



**FINANCIAL BID  
FOR PROCUREMENT OF  
OFFICE STATIONERY  
FOR WORKERS WELFARE FUND**

**WORKERS WELFARE FUND**

Building No 2, Street 39, G-10/4 Islamabad.

Tel 051-9106325-26 Fax 051-9106321

Web: [www.wwf.gov.pk](http://www.wwf.gov.pk) .Email: [info@wwf.gov.pk](mailto:info@wwf.gov.pk)

**Contents**

FINANCIAL ELIGIBILITY CHECK LIST ..... 3

BID SUBMISSION SHEET ..... 4

BID SECURITY / EARNEST MONEY FORM ..... 5

FINANCIAL PROPOSAL FOR OFFICE STATIONARY Form "B" ..... 6

## FINANCIAL ELIGIBILITY CHECK LIST

Sr.No.	Requirement	Yes	No
1	Pay Order/ Bank Draft of 2% of the total quantity price i.e. E as Bid Security is attached with the Financial Proposal in separate sealed envelope.	<input type="checkbox"/>	<input type="checkbox"/>
2	Rate for each and every item quoted.	<input type="checkbox"/>	<input type="checkbox"/>
3	That the financial bid is without alterations, erasures and correction	<input type="checkbox"/>	<input type="checkbox"/>

## **BID SUBMISSION SHEET**

The Secretary,  
Workers welfare Fund  
Islamabad

We the undersigned declare that we have examined and have no reservation to the bidding document:

- i) We offer to supply in conformity with the bidding document and in accordance with the delivery schedule specified in the schedule of supply, the following goods and related services.
  
- ii) The total price is: Rs. \_\_\_\_\_  
(Rupees) \_\_\_\_\_  
\_\_\_\_\_
  
- iii) Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the bidding document and it shall remain binding upon us and may be accepted at any time before the expiration of that period. If our bid is accepted we commit to baton a performance security @ 5% of the contract process for the due performance of the contract.
  
- v) We are not participating as bidders in more than one bids in this bidding process, other than alternative offers in accordance with the bidding Document.
  
- vi) Our firms its affiliates or subsidiaries, including any subcontractors or supplier for any part of the contract has not been declared ineligible by the government.
  
- vii) The following commissions or fees have been paid or are to be paid with respect to the bidding process or execution of the contract.
  - a) Price Rs 500/- ( non-refundable, non-transferable)
  - b) Earnest Money :2% of the bid value
  - c) Date of receipt of tender: .....

**BID SECURITY / EARNEST MONEY FORM**

**WHEREAS** \_\_\_\_\_ here in after called "Bidder" has submitted it bids, dated \_\_\_\_\_ for the supply of school office stationery item to workers Welfare Fund Islamabad, hereinafter call the "bid".

I/We \_\_\_\_\_ having our registered office at \_\_\_\_\_ do hereby submit earnest money of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ for aforesaid bid in the shape of the pay order / demand draft No. \_\_\_\_\_ dated \_\_\_\_/\_\_\_\_/\_\_\_\_ issued by \_\_\_\_\_ bank in favour of " Workers Welfare Fund" ,thereinafter called "procuring Agency/ Purchaser".

Name of supplier(s)

Authorized Representative

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

FINANCIAL PROPOSAL FOR OFFICE STATIONARY

Annual Stationary Requirement							
S.No	Name of Items and Specifications	Unit	A	B	C	B+C=D	D*A=E
			Qty	unit Price Rs.	GST @ 17 % Rs.	Unit Price with 17 % GST Rs.	Total Quantity Price Rs.
1	Photo copy paper (80 gms Imp A/4)	500 Sheet per pack	1000 Pack				
2	Photo copy paper (80 gms Imp Legal)	500 Sheet per pack	70 Pack				
3	File Cover Size:8.75" x12, 300 Grams Art Card Printing Two Color With Matt Lamination	Nos	1000 Nos				
4	Tags	(100 pc per Bunch)	150 Bunch				
5	Milky File Cover (One side transparent) A4 Size	Nos	400 Nos				
6	File Separator (10-P) (A-4)	Set	400 Set				
7	File Separator (20-P) (A-4)	Set	400 Set				
8	File Separator (30-P) (A-4)	Set	400 Set				
9	Stapler Machine No.24/6 Max	Nos	100 Nos				

### Annual Stationary Requirement

Sr. No	Name of Items and Specifications	Unit	A	B	C	B+C=D	D*A=E
			Qty	unit Price Rs.	GST @ 17 % Rs.	Unit Price with 17 % GST Rs.	Total Quantity Price Rs.
10	Uniball eye (Fine) or equivalent (Blue/Black/Red/Green)	12 Pc per Pack	25 Pack				
12	Lead Pencil 'A' Quality (local Autocrat)	12 Pc per Pack	40 Pack				
13	Binding sheet Plastic A-4	100 Sheet per Pack	12 Pack				
14	Binding Tape (2")	Roll	50 Rool				
15	Scotch Tape (1'x50)	Roll	50 Rool				
16	Toner for HP Laser Jet Printer P1102	Nos	120 Nos				
17	Toner for HP Laser Jet Printer P1105	Nos	12 Nos				
18	Toner for HP Laser Jet Printer HP1300	Nos	06 Nos				
19	Toner for HP Laser Jet Printer P3015	Nos	06 Nos				
20	Toner for HP Laser Jet Printer P2055	Nos	06 Nos				
21	Toner for HP Laser Jet Printer P1005	Nos	06 Nos				
22	Toner for HP Laser Jet Printer P1006	Nos	06 Nos				
23	Brown Envelope A-4 Size	Nos	4000 Nos				
24	Brown Envelope 9x4 Size	Nos	24000 Nos				
25	Cloth Envelope (Large Size)	Nos	1200 Nos				
26	Gum Stick 40mg UHU	Nos	300 Nos				
27	Eraser Pelikan AI-30	Nos	240 Nos				
28	Sharpener Steel	Nos	200 Nos				
29	Stapler Pin No.24/6	20 Pack/ Box	16 Box				



### Annual Stationary Requirement

Sr. No	Name of Items and Specifications	Unit	A	B	C	B+C=D	D*A=E
			Qty	unit Price Rs.	GST @ 17 % Rs.	Unit Price with 17 % GST Rs.	Total Quantity Price Rs.
30	Highlighter	12 Pc per pack	12 Pack				
32	Calculator Casio large original or equivalent (12 Digits)	Nos	30 Nos				
33	Stamp pad (Medium Lancer Blue)	10 Pc per pack	48 Nos				
34	Permanent Marker No.70 Blue/Black	Nos	80 Nos				
35	File Board A-4 Size Fine Quality	10 Pc per Bundle	20 Bundle				
36	Fluid correction Pen	24 Nos Per Pack	08 Pack				
37	USB Flash Drive (16/32 GB) hp steel body or equivalent	Nos	16 Nos				
38	Table Dairy	Nos	24 Nos				
39	Table Dairy Stand	Nos	24 Nos				
40	Note Pad / Writing Pad N/B Size (9'X4') (Fine)	Nos	150 Nos				
41	Note Pad L/S Size (A-4)	Nos	150 Nos				
42	Paper Clip (30 MM)	20 pack per Box	12 Box				
43	Masking Tape 1*5	Rool	40 Rool				
44	Scissors (6')	Nos	80 Nos				
45	Punch (Single hole) (Medium)	Nos	120 Nos				
46	Punch (Single hole) (Large)	Nos	60 Nos				
47	Punch (Double hole) (Small)	Nos	24 Nos				

### Annual Stationary Requirement

Sr. No	Name of Items and Specifications	Unit	A	B	C	B+C=D	D*A=E
			Qty	unit Price Rs.	GST @ 17 % Rs.	Unit Price with 17 % GST Rs.	Total Quantity Price Rs.
48	Punch (Double hole) (Large)	Nos	12 Nos				
49	Foot Scale (Steel)	Nos	100 Nos				
50	Peon Book	Nos	50 Nos				
51	Paper Pin	20 pack per Box	12 Box				
52	Attendance Register	Nos	16 Nos				
53	Dairy Dispatch Register (No.8)	Nos	06 Nos.				
54	Section Diary Register (No.8)	Nos	12 Nos				
55	Stock Register (No.8)	Nos	04 Nos				
56	Rule Register (10)	Nos	24 Nos				
57	Log Book (No.4)	Nos	24 Nos				
58	Color paper/ Every Card A-4	100 sheet per Pack	26 Pack				
59	Spiral 6 MM	100 pcs per Pack	20 Pack				
60	Spiral 10 MM	100 pcs per Pack	20 Pack				
61	Spiral 14 MM	100 pcs per Pack	20 Pack				

<b>Annual Stationary Requirement</b>							
<b>Sr. No</b>	<b>Name of Items and Specifications</b>	<b>Unit</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>B+C=D</b>	<b>D*A=E</b>
			<b>Qty</b>	<b>unit Price Rs.</b>	<b>GST @ 17 % Rs.</b>	<b>Unit Price with 17 % GST Rs.</b>	<b>Total Quantity Price Rs.</b>
<b>62</b>	Spiral 18 MM	100 pcs per Pack	20 Pack				
<b>63</b>	Spiral 22 MM	100 pcs per Pack	20 Pack				
<b>64</b>	Table Paper Cutter	Nos.	1				
<b>65</b>	Stamp pad Ink (Blue/Black)	Nos	24 Nos				
<b>66</b>	CD-R	Nos	12 Nos				
<b>67</b>	Dak Folder	Nos	06 Nos				
<b>68</b>	Box File Folder uni	Nos	36 Nos				
<b>Total Price of E (D*A=E)</b>							

The evaluation shall be on accumulative cost basis so the bidders are advised to quote for all the items. Submission of bids in piece meal of the above items shall not be accepted. The Bidder must sign each and every page of Form B. The bid amount shall be 2 % of total quantity price.

**(SIGNATURE & SEAL OF BIDDER)**