

SHORT TENDER NOTICE

Sealed tenders in plain papers affixing non-refundable Court Fee Stamp of Rs. 8.25 (Rupees eight and paise twenty five) only with sealed sample duly stamped and signed by the tender(s) are invited from the intending Local Reputed Registered Contractors/ Suppliers/ Individuals for supply of stationery articles as per list enclosed in Annexure – I for a period of 12 month for the Financial Year 2019-2020.

1. The tender addressed to Chief Executive Officer, Atal Amrit Abhiyan Society must reach the undersigned up to **1:00 PM on 25/06/2019**. No tender received thereafter will be accepted. Tenderer received after due date & time will be returned to the respective tenderer without opening the same. Intending tenderers shall submit tenders in the Tender box Placed in the office of Chief Executive Officer, Atal Amrit Abhiyan Society, 3rd Floor, Nayantara Supermarket Complex, Six Mile, Guwahati – 781022. The tender Box will be opened on the **same day at 3:00 PM** in presence of tenderers or their authorized representatives remain present at that time. In case the date of closing of tender falls on holiday declared by the Govt. under any circumstances, the next working day will be treated as last date of submission of tender.
2. Intending tenderers may collect tender paper/documents on any working day from the office of Chief Executive Officer, Atal Amrit Abhiyan Society, 3rd Floor, Nayantara Supermarket Complex, Six Mile, Guwahati – 781022 during office hours till 24/06/2019.
3. The tenderers must submit tenders in **two bid system i.e, Technical Bid and Financial Bid**.

All bidders are required to submit their offers in two covers as under:

(a) **FIRST COVER (Technical Bid) should contain the following (Annexure –II):**

All tenderers must submit their tenders along with following documents complete in all respect and duly attested by self/ Govt. Gazetted officer and details of which should also be indicated on their tender paper.

- i. Tender documents (Bidding documents all pages) duly completed and signed.
BUT WITHOUT INDICATING THE RATE QUOTED.
- ii. Upto-date valid Trade license from Municipality/ Mahkuma Parishad/ Town Committee as applicable.
- iii. Permanent Account No. (PAN) issued by Income Tax Department.
- iv. GST Registration Certificate.
- v. Current Financial Soundness Certificate from recognized Bank or Institutions.
- vi. Income Tax return for the last 3 years.
- vii. Turnover Certificates for the last 3 years from Chartered Accountant.
- viii. GST latest return (GSTR 3B)
- ix. Previous performance of executing supply of Stationery Articles in any Govt. Dept. A certificate to that effect or documents showing such supply should be submitted.

- x. An upto date affidavit as Non- Judicial Stamp paper from Public Notary, Copetent Legal authority regarding non black listing by GoA/Semi Govt./ and other Public Sector organisation.
- xi. The tenderers must submit a fixed earnest money of Rs. 5000/- (Rupees Five Thousand) only in shape of Demand Draft duly pledge in favor of Chief Executive Officer, Atal Amrit Abhiyan Society along with their tender for supply of Stationery Articles for the Financial Year 2019-20.
- xii. Bank account Number
- xiii. Bank Solvency Certificate

b) SECOND COVER (Financial/ Price Bid) should contain the following:

- i. Details of rate, taxes, duties etc. quoted by the tenderer should also be indicated on their tender paper.
- ii. Tender should be clearly typed and the rate should be written in both figure and words. There should not be any over writing, erasures in the rates. In case of over writing or erasure or any such alteration, the tender will be rejected outright.

Both the above mentioned covers should be sealed separately and super scribed with the Tender No. & Date, Name of Item & Name of Firm. These two covers should be thereafter be kept in a third cover and again sealed and cover should also be super scribed with the Tender No. & Date, Name of Items & Name of Firm.

TERMS AND CONDITIONS

1. No tender will be considered unless accompanied by the documents as required in Short Tender Notice conditions as mentioned above & will be liable for rejection for non compliance of the conditions.
2. Only one sample should be submitted against each item of Stationery Articles etc. The sample furnished with the tender which should be sealed with a label mentioning therein (i) The name and address of the tenderer (ii) Name of the item
3. The rate once quoted will be final and no request for change/alteration therto will be entertained thereafter. The rate should be quoted F.O.R destination (i.e, at office of Chief Executive Officer, Atal Amrit Abhiyan Society, 3rd Floor, Nayantara Supermarket Complex, Six Mile, Guwahati – 781022) inclusive of packing, transportation and other ancillary expenses. GST/Tax etc. if any, should be shown separately.
4. Rates quoted will be valid 1 (one) year i.e, for the Financial Year 2019-20. It may be extended for another period as decided by office of the Chief Executive Officer, Atal Amrit Abhiyan Society.
5. The tender which do not fulfill all the terms and conditions of the tender notice will summarily be rejected without any reference to the tenderer and no correspondence will be entertained in this regard.

6. Any additional items/articles required which to be supplied as per Govt. approved rate/market reasonable price.
7. All pages of the tender documents together with terms and conditions and the documents enclosed with the tender shall be signed by the tenderer or his authorized signatory.
8. Successful tenderers shall have to deposit fixed security money of Rs. 10000/- (Rupees Ten Thousand) only and execute a deed of agreement in non-judicial stamp paper of the denomination of Rs.100/- as application for the purchase.
The Chief Executive Officer, Atal Amrit Abhiyan Society reserves the right not to place any order for supply of the articles even after execution/acceptance of the formal contract agreement and for which no claim or compensation what so ever will be entertained.
9. The earnest money of the unsuccessful tenderer (s) will be released to them after finalization of the tender and the earnest money of the successful tenderer(s) will be released them only on receipt of security money from their end. Conversion of earnest money in to security deposit shall not be considered in any circumstances.
10. The Chief Executive Officer, Atal Amrit Abhiyan Society does not bind himself to accept the lowest rate and reserves the right to reject any or all tenders without assigning any reason thereof. The decision of the Chief Executive Officer, Atal Amrit Abhiyan Society will be final and binding in this regard.
11. The suppliers must conform to the approved sample as prescribed by the Chief Executive Officer, Atal Amrit Abhiyan Society. In case the suppliers do not strictly conform with the approved sample and are not made in the stipulated time, the same will not be accepted and security money will be forfeited to the Govt. cancelling the deed of agreement for the whole year/period.
12. The bills should be submitted to the office of the Chief Executive Officer, Atal Amrit Abhiyan Society, 3rd Floor, Nayantara Supermarket Complex, Six Mile, Guwahati – 781022 in triplicate copy along with the delivery challan.
13. The security money of the successful tender/tenderers will be returned after 1(one) year from the date of satisfactory completion of the supply for the whole year.

Chief Executive Officer
Atal Amrit Abhiyan Society, Assam

ANNEXURE – I**(List of Articles/Items)****List of Stationery Articles to be supplied**

Sl. No	Item	Unit	Quoted Rate (Rs.) Exclusive Taxes		Sample Provided
			Figure	Word	
1	A 5 WRITING PAD(20sheets)	Each			
2	A3 COPIER 70GSM	Per Pkt.			
3	A4 Cobra File	Each			
4	A4 COPIER 75GSM(Best Quality)	Per Pkt.			
5	A4 COPIER 70 GSM	Per Pkt.			
6	A4 COPIER (Best Quality 75GSM)	Per Pkt.			
7	A4 COPIER COLOUR	Per Pkt.			
8	A4 LAMINATION POUCH 125Mic.	Per Pkt.			
9	A4 Note Pad 40Sheets	Each			
10	A4 STICKER (Best Quality)	Per Pkt.			
11	Legal Paper (Best Quality)	Per Pkt.			
12	AA ALKALINE BATTERY (Best Quality)	Each			
13	AAA BATTERY (Best Quality)	Each			
14	AAA RECHARGEABLE BATTERY (2PCS SET Best Quality)	Each			
15	AAAA ALKALINE BATTERY (2Pcs SET , Best Quality)	Each			
16	ACCUGRIP PEN	Each			
17	AddGel Refil(Best Quality)	Each			
18	AIR WICK (Best Quality)	Each			
19	Air Wick Refill	Each			
20	ALL OUT	Each			
21	ALL OUT FLUID	Each			
22	ALLU. CLIP (All Size)	Each			
23	ALLU. FOIL	Each			
24	ALPIN	Box			
25	T PIN PLASTIC BOX	Box			
26	ART PAPER	Each			
27	ARTIST WATER COLOUR (Best Quality)	Each			
28	ATTD. REGISTER NO.2	Each			
29	ATTD. REGISTER NO.4	Each			
30	B/side Pen (Best Quality)	Each			
31	B/SIDE TAPE (5Mtr.)	Each			
32	BAG FILE WELCRO	Each			
33	Ball Pen (Best Quality)	Each			
34	BATTERY CHARGER (Best Quality)	Each			

35	BENZ PEN	Each			
36	BETA BALL PEN	Each			
37	Beta Powergrip Gold B.Pen	Each			
38	BETA ROLLER PEN	Each			
39	LEATHER FOLDER (Best Quality)	Each			
40	Binder Cleap(25mm) (Best Quality)	Box			
41	Binder Cleap(32mm)(Best Quality)	Box			
42	Binder Cleap(41mm)(Best Quality)	Box			
43	BINDER CLIP 15MM(Best Quality)	Box			
44	BINDER CLIP 19 MM(Best Quality)	Box			
45	BINDER CLIP 51 MM(Best Quality)	Box			
46	BISCUITS (Best Quality)	Per Pkt.			
47	Black Art Paper	Each			
48	BLACK JACK PEN (Best Quality)	Each			
49	BLADE	Each			
50	BLADE (S)	Each			
51	Blank C.D (Best Quality)	Each			
52	BLEACHING POWDER	KG			
53	Boarb stand (Best Quality)	Each			
54	Board Pin	Box			
55	BOND PAPER 85GSM X 100 SH.(Best Quality)	Per Pkt.			
56	BOND PAPER 85GSM X 500 SH. (Best Quality)	Per Pkt.			
57	BOTH SIDE CARBON	Per Pkt.			
58	BOX FILE	Each			
59	BROWN COVER ROLL	Each			
60	Brown Envelope(Letter Size 11"x5")	Each			
61	Brown Paper (Sheet)	Each			
62	Brown Tape 1"(50Mtr.Best Quality)	Each			
63	BROWN TAPE 2"(50Mtr.Best Quality)	Each			
64	Bubble Sheet Roll	Each			
65	BUCKET 10 LTR (Best Quality)	Each			
66	BUCKET 5 LTR (Best Quality)	Each			
67	Busket(wast paper)	Each			
68	C A File	Each			
69	C.D Cover	Each			
70	C.D Holder(Bag 40Capacity, Best Quality)	Each			
71	C.D(Best Quality)	Each			
72	C.D(Rewriteble, Best Quality)	Each			

73	C.D.Mailer (Best Quality)	Each			
74	CA608 CONFERENCE FOLDER (Best Quality)	Each			
75	CALCULATOR CC 202A (Best Quality)	Each			
76	CASIO MJ120	Each			
77	Caliber Pen (Best Quality)	Each			
78	Call Bell (Remote GM)	Each			
79	CALLING BELL (Table, Sharp)	Each			
80	Candal (6Pc)	Per Pkt.			
81	CAR FRESHNER (Best Quality)	Each			
82	CARBON BRIEF SIZE (Best Quality)	Per Pkt.			
83	Carbon Paper (Best Quality)	Per Pkt.			
84	CD (R) 10PCS. CAKE (Moserbear)	Per Pkt.			
85	CD (R) 50PCS. CAKE(Moserbear)	Per Pkt.			
86	CD MARKER (Luxor)	Per Pkt.			
87	CD PLASTIC COVER	Each			
88	CELLO PLATINI PEN	Each			
89	CELLOTAPE 1/2" (Wonder)	Each			
90	CHALK (Best Quality)	Box			
91	CHALK (COLOUR, Best Quality)	Box			
92	Chat Paper	Each			
93	CHECKING PENCIL (Best Quality)	Each			
94	CHEQUE BOOK HOLDER	Each			
95	Citranalla (200 ml.)	Each			
96	CLEANING ACID (500ml.)	Each			
97	Cleap File(A4 Size, Best Quality)	Each			
98	CLIP BOARD (Best Quality)	Each			
99	CLIP BOARD (PLASTIC,Best Quality)	Each			
100	CLIP FILE F/S (Best Quality)	Each			
101	COASTER (6Pc. Best Quality)	Per Pkt.			
102	COBRA FILE (Best Quality)	Each			
103	COBRA FILE W/P(Best Quality)	Each			
104	COFFEE (200gram, Best Quality)	Each			
105	COLLIN (500ml.)	Each			
106	COLOUR PENCIL (Best Quality)	Per Pkt.			
107	COMBO BOARD 4'X3' (Best Quality)	Each			
108	COMBO BOARD 3'X2'(Best Quality)	Each			
109	COMMERCIAL LIQUID SOAP 5 LTR. (Best Quality)	Per Pkt.			
110	Conf. File(Best Quality C100)	Each			

111	Conf. File(Best Quality C500)	Each			
112	Conf.Bag(Pa120M,Best Quality)	Each			
113	CONFERENCE BAG (Priority)	Each			
114	CONFERENCE FILE CF112 (Best Quality)	Each			
115	CONFERENCE FILE WORLDDONE	Each			
116	CONFERENCE PAD (10Sheet , Best Quality)	Each			
117	CORRECTION PEN (Best Quality)	Each			
118	Cotton thread	Roll			
119	COVER FILE (Best Quality)	Each			
120	COVER FILE BRIEF(Best Quality)	Each			
121	CUBE PAD (Best Quality)	Each			
122	CUP 6 PCS. SET (Best Quality)	Each			
123	Cushion (Best Quality)	Each			
124	CUTTER (Best Quality)	Each			
125	CUTTER (BIG, Best Quality)	Each			
126	D/ SIDE TAPE 1/2"	Each			
127	Daak File (Best Quality)	Each			
128	Daak Register	Each			
129	DAK RECEIPT BOOK NO. 12 (Best Quality)	Each			
130	DAK RECEIPT BOOK NO. 30 (Best Quality)	Each			
131	DENDRITE 100mg	Each			
132	DESPLOY BOOK BALHAR ZIP CLOSURE	Each			
133	Best Quality H/W REFILL	Each			
134	Best Quality DISPENCER (SENSOR)	Each			
135	Best Quality HAND WASH JAR1L	Each			
136	Best Quality HAND WASH SQUEEZER	Each			
137	Digital Clock (Best5 Quality)	Each			
138	DINNER PLATE 6PC. SET (Best Quality)	Each			
139	DINNER SET (Best Quality)	Each			
140	Diplay Book (Corporate 20Pockets)	Each			
141	Drinking Glass(Best Quality, 6pcs.)	Each			
142	DISPLAY BOOK 10 PKT F/S (Best Quality)	Each			
143	DISPLAY BOOK 30 PKT.(Best Quality)	Each			
144	DISPLAY BOOK 40 PKT.(Best Quality)	Each			
145	DISPLAY BOOK 60PKT(Best Quality)	Each			
146	DISPLAY BOOK 80 PKT.(Best Quality)	Each			
147	DJ 120 CALCULATOR (Best Quality)	Each			
148	Dj 240 Calculator (Best Quality)	Each			

149	DUMPER (Best Quality)	Each			
150	DUPLICATE BOOK (S)(Best Quality)	Each			
151	DUPLICATE BOOK NO.2(Best Quality)	Each			
152	DUPLICATE BOOK(M)(Best Quality)	Each			
153	Dustbin Metal Big	Each			
154	Duster	Each			
155	DVD (R)(Best Quality)	Each			
156	DVD (R) Best Quality	Each			
157	DVD (RW)	Each			
158	ELECTRIC KETTLE (Best Quality)	Each			
159	EMERGENCY LIGHT (Best Quality)	Each			
160	ENGADGEMENT PAD (Best Quality)	Each			
161	ENVELOPE 6" X 4"	Each			
162	Envelope (A4)	Each			
163	Envelope (File size 16"x12")	Each			
164	ENVELOPE 10" X 14"	Each			
165	ENVELOPE 10"X 4.5" WINDOW	Each			
166	ENVELOPE 10"X4.5"	Each			
167	ENVELOPE 11" X 5"	Each			
168	ENVELOPE 11" X 5" LAMINATED	Each			
169	ENVELOPE 11"X5" (WHITE)	Each			
170	ENVELOPE 12"X5"	Each			
171	ENVELOPE 12"X6"	Each			
172	ENVELOPE 14"X6"	Each			
173	ENVELOPE 18"X14"	Each			
174	ENVELOPE 20"X14"	Each			
175	ENVELOPE 7" X 5"	Each			
176	ENVELOPE 7"X4"	Each			
177	ENVELOPE 8"X10" LAMINATED	Each			
178	ENVELOPE 8"X14"	Each			
179	ENVELOPE 8"X4"	Each			
180	ENVELOPE 9"X4"	Each			
181	Envelope Polynet	Each			
182	Erase (Fluid Eraz-Ex)	Each			
183	ERASER Non Dust	Each			
184	Eraser(Pen)	Each			
185	EVERYDAY (500gm)	Each			
186	EX- COPY(Long,ITC)	Each			

187	EXAM INK(Camel)	Each			
188	EXECUTIVE FOLDER (Best Quality)	Each			
189	EXECUTIVE FOLDER CLIP TYPE (Best Quality)	Each			
190	EXTENSION CORD (Best Quality)	Each			
191	F/C PAPER PLAIN	Per Pkt.			
192	F/C PAPER RULE	Per Pkt.			
193	F/S COPIER M.C 70GSM	Per Pkt.			
194	FAX ROLL (Best Quality)	Each			
195	FEVI KWIK (4gm)	Each			
196	FEVICOL(200gm)	Each			
197	FEVICOL TUBE (30gm)	Each			
198	FILE BOARD(Best Quality)	Each			
199	FILE COVER (Best Quality)	Each			
200	FILE FLAP	Each			
201	FILE SEPERATOR	Per Pkt.			
202	FILE TRAY	Each			
203	FILE TRAY 3 STEP	Each			
204	FL01H EXPANDING FILE (Best Quality)	Each			
205	FLAIR GEL PEN	Each			
206	FLASK(1Lit. Best Quality)	Each			
207	Flat File (Best Quality)	Each			
208	FLIP CHART (Best Quality)	Each			
209	FLOOR BRUSH (Best Quality)	Each			
210	FLOOR WIPER (Best Quality)	Each			
211	Flourscent Copier (100 Pcs. Best Quality)	Per Pkt.			
212	FLOWER VASE (Best Quality)	Each			
213	Fulscape Paper 75GSM Best Quality	Per Pkt.			
214	FX 82MS CALCULATOR (Best Quality)	Each			
215	FX100 MS SCIENTIFIC CALCULATOR (Best Quality)	Each			
216	FX991ES SCIENTIFIC CALCULATOR(Best Quality)	Each			
217	GEL PEN (Best Quality)	Each			
218	GEL REFILL (Best Quality)	Each			
219	GEMS CLIP PLASTIC Coated (Best Quality)	Per Box			
220	GEMS CLIP PLASTIC (Best Quality)	Per Box			
221	GENIUS GEL PEN (Best Quality)	Each			
222	GEOMETRY BOX (Best Quality)	Each			
223	GIFT ENVELOPE	Each			
224	Glossy Art Paper	Per Pkt.			

225	GLOSSY PAPER 130GSM(Best Quality)	Per Pkt.			
226	Glossy Paper 175gsm(Best Quality)	Per Pkt.			
227	Glossy Paper 185gsm(Best Quality)	Per Pkt.			
228	Godrej Lock 8lever	Each			
229	GOOD KNIGHT (MAT)	Each			
230	GOOD KNIGHT COIL	Per Pkt.			
231	GOODKNIGHT	Each			
232	Goodnight Refil	Each			
233	GRAPH BOOK	Each			
234	GREEN BOARD 6 X 4 (Best Quality)	Each			
235	Gum TUBE (Best Quality)	Each			
236	GUM 150 ML (Best Quality)	Each			
237	Gum 300ml(Best Quality)	Each			
238	GUM 700 ML(Best Quality)	Each			
239	HARPIC (500 ml.)	Each			
240	HI LIGHTER (Best Quality)	Each			
241	HIT (425ml.)	Each			
242	HL 122L CALCULATOR (Best Quality)	Each			
243	HOLDER PEN (Best Quality)	Each			
244	Tiffin HOT CASE (Best Quality)	Each			
245	I. CARD HOLDER WITH LACE A2	Each			
246	INDEX FILE	Each			
247	INDEX FILE (H) (Kite)	Each			
248	INDEX FILE AMBASSADOR	Each			
249	INDEX FILE WORLD ONE	Each			
250	InkPad (Best Quality)	Each			
251	Ivory Sheet A3	Per Pkt.			
252	J.K. Bond Paper (Demi)	Per Pkt.			
253	Jeams Clip	Per Box			
254	JETTER PEN	Each			
255	Jharu	Each			
256	JOTTER REFILL	Each			
257	Jotter Standard B.Pen Assorter	Each			
258	Key Purse	Each			
259	KNIFE (Best Quality)	Each			
260	L FOLDER A/4 (Best Quality)	Each			
261	L FOLDER F/S (Best Quality)	Each			
262	L3 NOTE PAD (Best Quality)	Each			

263	LACE FILE	Each			
265	LEAD PENCIL 0.7 MM	Each			
266	Ledger Book No. 10 (Best Quality)	Each			
267	LEDGER BOOK NO. 20 (Best Quality)	Each			
268	LEDGER BOOK NO. 30(Best Quality)	Each			
269	LEDGER BOOK NO.50(Best Quality)	Each			
270	LEDGER BOOK NO.8(Best Quality)	Each			
271	LEDGER COPY SIZE 300PGS(Best Quality)	Each			
272	LEDGER NO. 12(Best Quality)	Each			
273	LEDGER NO. 16(Best Quality)	Each			
274	LEDGER NO. 18(Best Quality)	Each			
275	LEDGER NO. 4(Best Quality)	Each			
276	LEDGER NO.24(Best Quality)	Each			
277	LEDGER NO.40(Best Quality)	Each			
278	Ledger Paper 70GSM	Per Pkt.			
279	Ledger Paper 80GSM	Per Pkt.			
280	LISER LIGHT	Each			
281	LIZOL(500ml)	Each			
282	LOG BOOK (Best Quality)	Each			
283	LONG BOOK NO. 50 (Best Quality)	Each			
284	LONG BOOK (BIG) (Best Quality)	Each			
285	LONG BOOK 288Pgs(Best Quality)	Each			
286	LONG BOOK NO. 14(Best Quality)	Each			
287	LONG BOOK NO. 18(Best Quality)	Each			
288	LONG BOOK NO. 22(Best Quality)	Each			
289	LONG BOOK NO. 26(Best Quality)	Each			
290	LONG BOOK NO. 28(Best Quality)	Each			
291	LONG BOOK NO. 30(Best Quality)	Each			
292	LONG BOOK NO. 60(Best Quality)	Each			
293	LONG BOOK NO. 8(Best Quality)	Each			
294	LONG BOOK NO.10(Best Quality)	Each			
295	LONG BOOK NO.12(Best Quality)	Each			
296	LONG BOOK NO.16(Best Quality)	Each			
297	LONG BOOK NO.20(Best Quality)	Each			
298	LONG BOOK NO.24(Best Quality)	Each			
299	LONG BOOK NO.4(Best Quality)	Each			
300	LONG BOOK NO.40(Best Quality)	Each			
301	LONG BOOK NO.5(Best Quality)	Each			

302	LONG BOOK NO.6(Best Quality)	Each			
303	LOOK PEN (Pieare Cardin)	Each			
304	LUXOR METAL PEN	Each			
305	M.C.BAG	Each			
306	MAGNET FOR NOTICE BOARD	Each			
307	MAGNIFYING GLASS	Each			
308	MAP	?			
309	MARATHON GEL PEN	Each			
310	MARBLE PAPER	Each			
311	MARKER Permanent (Best Quality)	Each			
312	Marker Pen(Best Quality)	Each			
313	Matt. Paper 90gsm	Each			
314	MAX WRITER REFILL	Per Pkt.			
315	Maxriter Ball Pen	Each			
316	METALLICA FX PEN	Each			
317	Mitsubishi Ball Pen	Each			
318	MJ120 CALCULATOR CASIO	Each			
319	MJ12D CASIO CALCULATOR	Each			
320	Mosquito Racket	Each			
321	MUG (1lit) (Best Quality)	Each			
322	MULTI COPY CARBON	Per Pkt.			
323	NAME PLATE 9"(Best Quality)	Each			
324	Napkin Stand	Each			
325	NATRAJ Ball PEN	Each			
326	NEPTHOLENE BALL (100gm)	Per Pkt.			
327	NOTE BOOK Spiral Luxor 20445	Each			
328	NOTE PAD B5	Each			
329	Note Sheet 80 Gsm Best Quality	Per Pkt.			
330	NOTICE BOARD 1 1/2 X 2 (Best Quality)	Each			
331	NOTICE BOARD 3 X 2 (Best Quality)	Each			
332	NOTICE BOARD 3X4 (Best Quality)	Each			
333	NOTICE BOARD 6X4 (Best Quality)	Each			
334	NOTICE BOARD 8X4 (Best Quality)	Each			
335	NR 10 Stapler (Best Quality)	Each			
336	NUMBERING INK (Best Quality)	Each			
337	NUMBERING MACHINE (Best Quality)	Each			
338	OCTANE GEL PEN	Each			
339	Octane Gel Reffil	Per Pkt.			

340	ODONIL	Each			
341	OHP MARKER (Best Quality)	Per Pkt.			
342	OHP SHEET (100Sheet Pack., Best Quality)	Per Pkt.			
343	Oil Pastel 12col. (Best Quality)	Per Pkt.			
344	Oil Pastel 50 Col. (Best Quality)	Per Pkt.			
345	OK SOAP	Each			
346	Organiser	Each			
347	PAGE MARKER (SMALL),B14	Per Pkt.			
348	Painting Brush No. 5	Each			
349	Painting Brush No. 6	Each			
350	PANASONIC TELEPHONE RECEIVER KSTX 500MX	Each			
351	PAPER SHEDDER (Best Quality)	Each			
352	PAPER WEIGHT (Best Quality)	Each			
353	PAPERSOFT PEN (Best Quality)	Each			
354	Parker B.P Refil	Each			
355	PARKER INK	Each			
356	PARKER ROLLER REFIL	Each			
357	PEARL PIN	Each			
358	PEN LOOK	Each			
359	PEN SAPPHIRE	Each			
360	PEN STAND (2Pens , Best Quality)	Each			
361	Pen Stand (4pens, Best Quality)	Each			
362	PEN STAND 114R (Best Quality)	Each			
363	PENCIL (Best Quality)	Per Pkt.			
364	PENCIL BOX	Each			
365	PEON BOOK	Each			
366	PHENILE 5 LTR.(Best Quality)	Per Pkt.			
367	PHENILE 500 ML (Best Quality)	Per Pkt.			
368	PHENYLE 1LTR	Per Pkt.			
369	PHINILE 500 ML BLACK	Per Pkt.			
370	PHOTO ALBUM (60Photos)	Each			
371	PILOT PEN (Best Quality)	Each			
372	PILOT PEN INK	Each			
373	PILOT PEN V5	Each			
374	PILOT V7 PEN	Each			
375	PIN CUSHION	Each			
376	PLASTIC CARRY BAG (J40Mic.)	Per Kg.			
377	PLASTIC COBRA FILE F/S	Each			

378	PLASTIC CONTAINER (2Kg capacity)	Each			
379	PLASTIC CRAYONS(Best Quality)	Each			
380	Plastic Folder Bag (Best Quality)	Each			
381	PLASTIC ROPE	Per Kg.			
382	Pocker steel	Each			
383	Pocker Wood	Each			
384	POCKET NOTE BOOK (Best Quality)	Each			
385	POINTEC GEL PEN (Best Quality)	Each			
386	POWER PEN (Best Quality)	Each			
387	POWER STRIP (Best Quality)	Each			
389	PUNCH 280(Best Quality)	Each			
390	PUNCH 480(Best Quality)	Each			
391	Punch 52(Best Quality)	Each			
392	PUNCH DP 700(Best Quality)	Each			
393	PUNCH DP 800(Best Quality)	Each			
394	PUNCH DP520(Best Quality)	Each			
395	PUNCH DP600(Best Quality)	Each			
396	PUNCH SINGLE HOLE	Each			
397	Push Pin	Per Box			
398	R/20 REFFIL	Per Pkt.			
399	Real Juice (1Lit.)	Each			
400	RECEIPT BOOK	Each			
401	RED CARBON	Per Pkt.			
402	REFIL TRIMEX	Per Pkt.			
403	REFILL PAPERSOFT	Per Pkt.			
404	REPORT FILE (Best Quality)	Each			
405	Report File F/s (Best Quality)	Each			
406	RING FILE F.S	Each			
407	Ring File A4	Each			
408	ROOM FRESHNER	Each			
409	ROOM HEATER	Each			
410	RUBBER BAND	KG			
411	SANITARY CUBE	Each			
412	SANITIZER (Best Quality)	Each			
413	SCALE 12 "(Glass)	Each			
414	SCALE 12 "(Wooden)	Each			
415	Scatch Pen	Per Pkt.			
416	SCISSOR 7"(Corporate)	Each			

417	SCISSOR 8.25"(Corporate)	Each			
418	SCISSOR 8.75"(Corporate)	Each			
419	SCOTCH BRITE	Each			
420	SCOTCH TAPE	Each			
421	SEALING WAX	Per Pkt.			
422	SHARPNER	Each			
423	SHEET PROTECTOR (Best Quality)	Per Pkt.			
424	SHEET PROTECTOR F/S (Best Quality)	Per Pkt.			
425	Short Hand Note book (Best Quality)	Each			
426	SIGN PEN (Best Quality)	Each			
427	SKETCH PEN (Best Quality)	Per Pkt.			
428	SOAP (Best Quality)	Each			
429	Soya Milk(1lit.)	Each			
430	SPECIAL COBRA FILE (Best Quality)	Each			
431	SPIRAL NOTE BOOK (Best Quality B5 160Pgs.)	Each			
432	SPIRAL RING	KG			
433	SPIRAL SHEET A/3	Each			
434	SPIRAL SHEET A4	Each			
435	SPOON (VIP)	Each			
436	SPRIAL BINDING MACHINE(Best Quality)	Each			
437	SQ. BOX	??			
438	Stabilo Pen	Each			
439	STAEDLER COLOUR PENCIL (12 COL.)	Per Pkt.			
440	STAEDLER COLOUR PENCIL (24 COL)	Per Pkt.			
441	STAMP PAD F/ TOUCH (Best Quality)	Each			
442	STAMP PAD HANDY (Best Quality)	Each			
443	STAMP PAD INK (100ml.Best Quality)	Each			
444	STAMP PAD INK 500 ML.	Each			
445	STAMP PAD LONGLIFE (B)	Each			
446	STAPLE PIN 24/6 (Best Quality)	Per Pkt.			
447	STAPLE PIN NO.10 (Best Quality)	Per Pkt.			
448	STAPLE PIN REMOVER (Best Quality)	Each			
449	STAPLER 999(Best Quality)	Each			
450	STAPLER GOLD 10(Best Quality)	Each			
451	STAPLER HD 10D(Best Quality)	Each			
452	STAPLER HD 1213(Best Quality)	Each			
453	STAPLER HD 1217(Best Quality)	Each			
454	STAPLER HD 45(Best Quality)	Each			

455	Stapler Hd23s24(Best Quality)	Each			
456	Stapler HDZ 45(Best Quality)	Each			
457	STAPLER HP 45(Best Quality)	Each			
458	STAPLER M 10(Best Quality)	Each			
459	STAPLER MACHINE 12 L20(Best Quality)	Each			
460	STAPLER MINI 10(Best Quality)	Each			
461	STAPLER PIN 23/12(Best Quality)	Each			
462	STAPLER PIN 23/15(Best Quality)	Each			
463	STAPLER PIN 23/17(Best Quality)	Each			
464	STAPLER PIN 23/8(Best Quality)	Each			
465	STAPLER STANDARD NO.10(Best Quality)	Each			
466	STEEL SCALE12"	Each			
467	STEEL SCALE 24"	Each			
468	STEEL WOOL	Each			
469	STENO PENCIL (Best Quality)	Each			
470	STICK FILE (A4,Best Quality)	Each			
471	STICK FILE B/Q (Best Quality)	Each			
472	STICK FILE F/S (Best Quality)	Each			
473	STICK ON PAD 2X3 (Best Quality)	Each			
474	STICK ON PAD 3X3(Best Quality)	Each			
475	STICK ON PAD 5X3(Best Quality)	Each			
476	STICK ON PAD 6X3(Best Quality)	Each			
477	STOCK BOOK NO. 10 (Best Quality)	Each			
478	STOCK BOOK NO. 12(Best Quality)	Each			
479	STOCK BOOK NO. 18(Best Quality)	Each			
480	STOCK BOOK NO. 20(Best Quality)	Each			
481	STOCK BOOK NO. 24(Best Quality)	Each			
482	Stock Book No. 30(Best Quality)	Each			
483	STOCK BOOK NO. 40(Best Quality)	Each			
484	STOCK BOOK NO. 50(Best Quality)	Each			
485	STOCK BOOK NO. 6(Best Quality)	Each			
486	Stock Book No. 8(Best Quality)	Each			
487	STOCK BOOK NO.16(Best Quality)	Each			
488	STOCK BOOK NO.28(Best Quality)	Each			
489	STOCK BOOK NO.4(Best Quality)	Each			
490	SUGAR	KG			
491	SUGAR FREE	Each			
492	SUPER GLUE	Each			

493	SURF (400Gm)	Each			
494	SUTLI	KG			
495	TABLE GLASS 30"X24"(8mm)	Each			
496	TABLE TOP	Each			
497	TAG FILE	Each			
498	TAG(IN BUNDLE)500pcs	Each			
499	TALLY BOOK	Each			
500	TAPE 3" (Wonder)	Each			
501	TAPE 3" 60 MTR.(Wonder)	Each			
502	TAPE 3" X 200(Wonder)	Each			
503	TAPE 4"(Wonder)	Each			
504	Tape Dispencer 2" (Best Quality)	Each			
505	TAPE DISPENSER(Best Quality)	Each			
506	Tape1"(Wonder)				
507	Tape1 1/2"(Wonder)				
508	TEA	KG			
509	TEA BAG	Per Pkt.			
510	Tea Set	Piece			
511	TELEPHONE INDEX	Each			
512	Thermacol 2'x4'	Each			
513	TIDE	??			
514	TISSUE PAPER	Per Pkt.			
515	TISSUE PAPER ROLL	Each			
516	TOILET BRUSH(Harpic)	Each			
517	TORCH LIGHT(2cell Best Quality)	Each			
518	Bath Towel(Best Quality)	Each			
519	Hand Towel(Best Quality)	Each			
520	TRACING PAPER A4 (Best Quality)	Per Pkt.			
521	TRACING PAPER ROLL 50/55 (Best Quality)	Each			
522	TRACING ROLL 60/65 (Best Quality)	Each			
523	Tracing Roll 85/90 (Best Quality)	Each			
524	TRIMAX PEN	Each			
525	TRIMAX REFILL	Each			
526	TRUNCK(4'x2'x1'6")	Each			
527	TYPE CARBON (Best Quality)	Per Pkt.			
528	TYPE RIBBON	Each			
529	UHU ADHESIVE	Each			
530	UMBERELLA	Each			

531	UNI PEN (Uni Ball Eye)	Each			
532	Usb Cord	Each			
533	Vim Bar (100gm)	Each			
534	VIM POWDER(500gm)	Per Pkt.			
535	VISITING CARD(100pc.)	Per Pkt.			
536	VISITING CARD HOLDER 240CARD (Best Quality)	Each			
537	VISITING CARD HOLDER 480 CARDS (Best Quality)	Each			
538	VISITOR BOOK (Best Quality)	Each			
539	VOUCHER BOOK (Best Quality)	Each			
540	VOUCHER FILE	Each			
541	VOUCHER STAND	Each			
542	W.B INK (Best Quality)	Each			
543	WALL CLOCK (Best Quality)	Each			
544	WATER BOTTLE(1lit Best Quality)	Each			
545	Water Colour Tube	Each			
546	WAX CRAYONS (Best Quality)	Per Pkt.			
547	WHITE BOARD 11/2 X 2 (Best Quality)	Each			
548	WHITE BOARD 2X2(Best Quality)	Each			
549	WHITE BOARD 2X3(Best Quality)	Each			
550	WHITE BOARD 3X3(Best Quality)	Each			
551	WHITE BOARD 3X4(Best Quality)	Each			
552	WHITE BOARD 3X4 MAGNETIC(Best Quality)	Each			
553	White Board 3x5(Best Quality)	Each			
554	WHITE BOARD 4X6(Best Quality)	Each			
555	WHITE BOARD 6X4 MAGNETIC(Best Quality)	Each			
556	White Board 8x4(Best Quality)	Each			
557	WHITE BOARD CLEANER	Each			
558	White board duster	Each			
559	WHITE BOARD MARKER	Each			
560	WHITE BOARD MARKER MAGNETIC	Each			
561	WHITE CLOTH (Markin)	Mtr.			
562	WRITO METER PEN	Each			
563	WRITO METER REFILL	Per Pkt.			
564	Conference Bag, Handicraft(Cane,Bamboo, Jute)	Each			
565	Conference Bag (Pure Leather)	Each			
566	Magazine Stand	Each			
567	Jute Bag, Basta (100kg capacity)	Each			
568	Plastic Bag (50kg capacity)	Each			

569	Empty Cartones(Paper Made)	Each			
570	Stick on Pad (Desmat) 3"x3"	Per Pkt.			
571	Stick on Pad (Desmat) 2"x3"	Per Pkt.			
572	Stick on Pad (Desmat) 5"x3"	Per Pkt.			
573	Stick on Pad (Desmat) 6"x4"	Per Pkt.			
574	PAGE MARKE	Per Pkt.			
575	Room Heater (Best Quality)	Each			
576	PUNCH	Each			
577	PUNCH 280	Each			
578	PUNCH 480	Each			
579	Punch 52	Each			
580	PUNCH DP 700	Each			
581	PUNCH DP 800	Each			
582	PUNCH DP520	Each			
583	PUNCH DP600	Each			
584	PUNCH PERFO 10	Each			
585	PUNCH SINGLE HOLE	Each			
586	PUNCHING MACHINE	Each			
587	Punching Plier	Each			
588	STAPLER MINI 10	Each			
589	STAPLER PIN 23/12	Each			
590	STAPLER PIN 23/15	Each			
591	STAPLER PIN 23/17	Each			
592	STAPLER PIN 23/8	Each			
593	STAPLER PIN 24/6	Each			
594	Stapler Pin(No-10)	Each			
595	PEN DRIVE 16 GB	Each			
596	PEN DRIVE 2 GB	Each			
597	PEN DRIVE 32 GB	Each			
598	PEN DRIVE 4 GB	Each			
599	PEN DRIVE 8 GB	Each			
600	Pen Holder	Each			
601	Image Class LBP7018C (Tonner Cartridge 329 Black)	Each			
602	Samsung Printer Cartridge (No.PLS101L)	Each			
603	Tonnors of Samsung Xpress M207	Each			
604	Cannon 4525(NPG-73)	Each			

(CHECK LIST OF TECHNICAL BID)

S.No.	Documents Name	Documents No.	Provided (Yes/No)
1.	Upto-date valid Trade license from Municipality/ Mahkuma Parishad/ Town Committee as applicable		
2.	Permanent Account No. (PAN) issued by Income Tax Department		
3.	GST Registration Certificate		
4.	Current Financial Soundness Certificate from recognized Bank or Institutions		
5.	Income Tax return for the last 3 years		
6.	Turnover Certificates for the last 3 years from Chartered Accountant		
7.	GST latest return (GSTR 3B)		
8.	Previous performance of executing supply of Stationary Articles in any Govt. Dept. A certificate to that effect or documents showing such supply should be submitted.		
9.	An upto date affidavit Non- Judicial Stamp paper from Public Notary, Copetent Legal authority regarding non black listing by GoA/Semi Govt./ and other Public Sector organisation.		
10.	Earnest money of Rs. 5000/- (Rupees Five Thousand) only in shape of Demand Draft duly pledge in favor of Chief Executive Officer, Atal Amrit Abhiyan Society along with their tender for supply of Stationery Articles for the Financial Year 2019-20.		
11.	Bank Solvency Certificate		