

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,
CHENNAI - 600 032

TENDER DOCUMENT NO.4

**Supply of All Stationery, Sanitary and other
Miscellaneous items for use of this University**

THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI

TENDER DOCUMENT

Terms and conditions for the supply of All Stationery, Sanitary and other Miscellaneous items Annexure III to V for the use of The Tamil Nadu Dr.M.G.R. Medical University, Guindy, Chennai – 600 032.

1. DUE DATE AND TIME:

The Sealed Tenders should reach the Registrar (FAC), Tamil Nadu Dr.M.G.R. Medical University, No.69, Anna Salai, Guindy, Chennai – 600 032. before 5.00 p.m. on 15.06.2011. Tenders received after the due date and time will be summarily rejected.

2. MODE OF DESPATCH OF TENDERS:

The Sealed Tenders should reach the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No.69, Anna Salai, Guindy, Chennai – 600 032, by designation and should be sent only in sealed covers by Speed Post / Registered Post with Acknowledgement due / or by Courier or In Person and the University shall not be responsible for any delay in transit in such cases. Tenders received in ordinary covers without duly sealed by sealing by wax and without superscription will not be considered. The tenderers should obtain the acknowledgment for having submitted the tender from the University.

3. SUPERSCRPTION:

The Sealed Tender cover should be superscripted as “Tender for the supply of All Stationery, Sanitary and other Miscellaneous items etc.,” for The Tamil Nadu Dr.M.G.R. Medical University. Due on 15.06.2011 the tender covers received without such superscription and seal will not be considered and be summarily rejected. Further the tenders submitted by Facsimile (Fax) or by Electronic Mail will not be accepted. The tenderer shall be responsible for proper superscribing and sealing the cover in which the tender is submitted and the University shall not be responsible for any rejection or accidental opening of the covers that are not properly superscribed sealed covers as required in the Tender documents before the time appointed for opening the tender.

4. EARNEST MONEY DEPOSIT AND COST OF TENDER SCHEDULE:

Each tender should be accompanied by an Earnest Money Deposit to the value of Rs.5,000/- (Rupees Five thousand only) of the quoted price for Supplying of All Stationery, Sanitary and Miscellaneous items etc., to this University by way of Demand Draft drawn in favour of the Registrar, Tamil Nadu Dr. M.G.R. Medical University, Chennai, Payable at Chennai. The Tender Documents received without the EMD will be summarily rejected. The above EMD amount will be held by this University till it is returned to the unsuccessful Tenderer will not earn any interest therefor the EMD of the unsuccessful tenderers will be returned after the acceptance of the successful Tenderer at the expenses of the successful Tenderers within 60 days of time from the date of awarded of the tender consistent with the rules and regulations in this behalf. The Earnest Money Deposit of the successful tenderers will be adjusted towards Security Deposit and will be returned only after the successful completion of the tender period.

The Small Scale Industrial Units in the State of Tamil Nadu registered with the SIDCO or anywhere in the country registered with the National Small Industries Corporation are exempted from payment of EMD / Security Deposit in respect of Tenders called for. The S.S.I Units in Tamil Nadu are also exempted from payment of E.M.D / S.D. subject to the submission of existence certificate and capacity certificate for the particular item of tender issued by the Director or the General Managers of District Industries Centers. SSI Units registered in other States except those registered with NSIC will however not be eligible for the aforesaid concessions of payment of E.M.D / Security Deposit.

5. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:

a) The Tenders should contain particulars like the name and addresses of the Tenderer, Basic cost of the All Stationery, Sanitary and other Miscellaneous items etc. and other levies that may be applicable, should be shown separately. The rates should be kept for two years at least from the date of opening of the Tenders for acceptance.

b) The rates should be quoted for each item of specifications and should be indicated clearly both in words and figures. The Tenderers should sign with full signature and attest any scoring or overwriting. The rate quoted should be free from erasures, overwriting, smudging etc., The rate quoted should be firm and should not be subjected to any variation clauses.

c) Being a Government Autonomous Body rendering Research & Education service to the student community, special price should be offered as applicable to these categories / Government Departments.

d) Audited annual accounts duly authenticated by Chartered Accountant showing the details of annual turnover exclusively in the Supply should be produced.

f) Evidence such as Registration Certificate issued by competent authority for the establishment of business as proof.

6. PRE – QUALIFICATION

The tenderers should satisfy the following qualification norms are alone eligible to participate in the tender.

a) The tenderer should have an experience of Supply of Stationery etc., atleast to one Government agencies (or) Departments of similar items.

b) The tenderers firm should have been commenced atleast 1 Year.

7. DEFICIENCY IN SERVICE

If the University finds any deficiency in the service by the successful tenderer during the tenure of the work, the tenderer will have to pay the University unliquidated damages which will be arrived at by the University at this point of time. In addition the University will black list the particular tenderer for their non performance and deficiency in service.

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8. OPENING OF TENDER:

The Tenders received upto 5.00 p.m. on 15.06.2011 will be opened by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, or any other Officer authorized by him on behalf of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 at 03.00 P.M. on 16.06.2011 in the presence of such of those tenderers or their authorized representatives who may present at the time of opening. The representatives of the tendering firms who are attending the opening of Tenders should bring a letter of authority to identify their representative.

9. AGREEMENT:

a. The successful tenderer should execute an Agreement as in the Annexure – II for the due fulfillment of the contract on the stamp paper of the value of Rs.20/- (Rupees Twenty only) within fifteen days from the date acceptance of tender, for the supply of goods specified in the supply order issued by this University.

b. The expenses incidental to the execution of agreement shall be borne by the successful tenderer.

c. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of the University and to recover any consequential loss from the successful tenderer.

10. SECURITY DEPOSITS:

a). The successful tenderer will be required to remit a Security Deposit equivalent to 5% (five) percent of the value of the work order within fifteen (15) days from the date of receipt of communication intimating the acceptance of the Tenders in the form of Demand Draft (or) Bankers Cheque (or) IOB Challan. If the accepted tenderer fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by him will be forfeited to the The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 and his tender will be held void. In that case the tender will be awarded to the next lowest tender. Supply order will released after execution of the above agreement by the successful tenderer and after the remittance of the Security Deposit.

b. The Security Deposit furnished by the tenderer in respect of his tender will be returned to him at the end of the second year subject to the condition that the tenderer has rendered service to the entire satisfaction of the The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 without any complaint from the user Departments. If the tenderer fails to fulfill the same, the supply will be carried out by the University by engaging third party and the expenses incurred therefor will be recovered / adjusted from the Security Deposit amount and balance if any shall alone is refundable.

c. In case of successful tenderer, the Earnest Money Deposit paid will be adjusted towards Security Deposit payable by him.

d. If the Tenderer fails to act up to the tender or backs out when his tender is accepted, his one percent(1%) E.M.D. mentioned above will be forfeited to the Tamil Nadu Dr. M.G.R. Medical University, Chennai 600 032.

11. SUPPLY OF STATIONERY, SANITARY, OTHER MISC. ITEMS ETC.,

a) The Supply of All Stationery, Sanitary other Miscellaneous items etc., should be made strictly in accordance with the specifications given in the Annexure – III,IV and V and shall be made as per the delivery schedule as sent by the Tamil Nadu Dr. M.G.R.,Medical University, Chennai 600 032 along with the placement of firm orders. The Tenderer shall be liable to make good the loss by replacing the Supply of All Stationery, Sanitary and other Miscellaneous items etc., found defective during the accepted period.

b. Supply of All Stationery, Sanitary other Miscellaneous items are not effected before the specified period from the date of supply order, the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 shall have the authority to cancel the order and to take any such action which will be deemed fit in the circumstance, to procure the Supply of All Stationery, Sanitary and other Miscellaneous items etc., from elsewhere and the loss sustained by the University on the above process will be collected from the tenderer.

12. PAYMENT OF COST:

Supplying of All Stationery, Sanitary and other Miscellaneous items etc., as follows:-

a. The supplier should furnish the bill of cost in triplicate on completion of one supply. After verification action will be taken for the payment of the bill of cost.

b. Cheques will be handed over on production of stamped receipt.

13. FORFEITURE OF EARNEST MONEY DEPOSIT:

If the accepted tenderer fails to act according to the tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit. will be forfeited to the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032.

14. ASSIGNING OF TENDER IN WHOLE OR IN PART:

The successful tenderer shall not assign or make over the contract, the benefit of burden thereof to any person or persons or body corporate. He shall not under let or sublet, give sub-contract to any person/s or body corporate the execution of the contract or any part thereof.

15. ACCEPTANCE AND WITHDRAWAL:

a. The final acceptance of the tender is entirely vested with the Registrar, The Tamil Nadu Dr.M.G.R. Medical University who reserves the right to accept or reject, any or all of the tenders without assigning any reason whatsoever. There is no obligation on the part of the The Tamil Nadu Dr.M.G.R. Medical University to communicate with rejected tenderers. After the acceptance of the Tender by The Tamil Nadu Dr.M.G.R. Medical University, the tenderer shall have no right to withdraw his tender or claim higher price.

b. Tenders with incomplete information will be summarily rejected.

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16. PENALTY FOR NON-FULFILMENT OF CONDTIONS:

The Supplier agrees that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the Supplier shall pay as penalty an amount equivalent to 10 (Ten) percent (%) of total value of the supply items or equal to the actual loss incurred by the supplier whichever is greater. This provision applied up to the end of the life cycle of the contract period.

17. MODIFICATION:

Any modification to the terms and conditions shall be made only with the mutual consent of both the parties to the agreement.

18. LEGAL JURISDICTION:

The Legal Jurisdiction shall be the Courts at Chennai only.

19. GENERAL:

The Tenderers while sending their tenders should enclose a copy of the condition stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them fully. Tenders received without the certified copy of the conditions shall be rejected summarily.

From

To

THE REGISTRAR,
THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI-32

I / We have gone through the terms and conditions of the tender as mentioned in tender documents from para 1 to 19 in the tender number _____ and will abide by them as laid down above.

TENDERER
WITH SEAL OF THE ORGANISATION

PLACE:

DATE:

ANNEXURE - I

TENDER SCHEDULE

THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI - 600 032
TENDER SCHEDULE FOR THE SUPPLY OF ALL STATIONERY, SANITARY &
OTHER MISCELLANEOUS ITEMS ETC.,

A. Profile of the Supplier:

The Supplier should furnish the following details:-

1. Name of the Organization :
2. Nature of the Organisation :
3. Address of the Registered Office of the firm :
4. Annual turnover for the previous three years :
5. Location of Office :
6. Maintenance of Branches with supplying facilities in Chennai City/other areas :
7. Names of the Government Agencies (Government/Private) to whom the Supply of similar items were made recently :
8. Year of establishment of the Firm/Business :
9. Sales Tax, Registration No., PAN No., & Service tax No. if any :

B. About the supply of All Stationery, Sanitary and other Miscellaneous items etc., and Prices should be quoted for each of the items Given below:

(Note: Basic Price, Sales Tax, Freight, Insurance, and such other services that may be applicable should be quoted separately and specifically)

C. E.M.D. PAYMENT PARTICULARS:

- i. Number of the Demand Draft enclosed
- ii. Demand Draft Particulars / IOB Challan Particulars

Sl.No.	D.D.No.& Date	Name of the Bank	Amount
1.
2.
3.

D. Indicate schedule delivery (in weeks):

TENDERER
With Seal of the Organization

We, M/S. _____ have

gone through the terms and conditions and will abide by them as laid down.

TENDERER
With Seal of the Organization

ANNEXURE – II

FORM OF CONTRACT / AGREEMENT

(To be executed by the Successful Tenderer for the supply of All Stationery, Sanitary and other Miscellaneous items etc., / without any problem in the supplying)

We, M/S.....
.....(hereinafter referred to as “ Supplier”)
hereby contract and agree on the acceptance of our tender by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032. (hereinafter referred to as “Purchaser”) in accordance with the conditions of contract stated below, the goods or materials hereunder named of the quality and of the sort and at the rate or price hereunder specified in the purchase orders attached in Annexure – I.

CONDITION OF CONTRACT

1. This document on having been signed by both the parties shall constitute a binding contract between the parties and shall remain in force during the contract period of 2 (Two) Years. But in the event of any breach of agreement at any time on the part of the supplier, the contract shall be determinable by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 upto giving seven (7) days notice to the Supplier.

2. The Supplier agrees to Supply of All Stationery, Sanitary and other Miscellaneous items etc., shown in the Annexure III to V of the Tender Document at all inclusive prices of Rs._____ to the Tamil Nadu Dr.M.G.R. Medical University before specified date. The price offered is not subject to enhancement on any ground.

3. The price of the said items as detailed in Annexures excludes, Sales tax, Surcharges, Freight, Octeroi, Insurance, Service Tax if any and such other levies that may be applicable.

4. The materials are to be supplied under this contract are to be of the quality and of the sort mentioned in the purchase orders of Annexure.

5. The materials are to be delivered at the Tamil Nadu Dr.M.G.R. Medical University premises without any extra cost in such quantities or numbers contained in the purchase order enclosed as Annexure-I to this contract. Any amendments to the orders in terms of quantities or delivery period etc., may be incorporated on a mutually agreed basis.

6. The materials supplied under this agreement shall not be taken back. However, the firms any replacement necessitates as part of the agreement shall be carried out by the Supplier and faulty materials that arise out of such replacement shall be taken back by the Supplier within a reasonable time at his cost.

7. If the execution not effected on or before the specified period as specified by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 shall have the full authority to cancel the order and to take any such action that will be deemed fit in the circumstances to procure the Materials and the loss sustained due to the above process by the University will be collected from the Tenderer adjusted against E.M.D./Security Deposit.

8. In case of failure by the Supplier to deliver materials demanded from them within the period specified for delivery or in case of materials delivered by them, not being of the stipulated quality, and specifications or in case of goods or materials being delivered without a correct invoice in triplicate, the Registrar or anyone duly authorized by him shall have power to reject any such goods or materials and to purchase others instead of any goods or materials so rejected or not delivered unless the supplier shall themselves forthwith supply others that shall be sufficient and satisfactory and any excess of cost so incurred by The Tamil Nadu Dr.M.G.R. Medical University over the contract price together with all charges and expenses attending the purchase shall be recoverable by The Tamil Nadu Dr.M.G.R. Medical University by the Supplier.

9. Penalty will be levied at the rate specified in Point No.16 of Tender Document i.e., 10% of the total value of the work or equal to the actual loss sustained which ever is grater if the delivery has not been completed in full within the stipulated period.. Subject to five major conditions besides, such performance may entail black listing of the Supplier.

10. The Supplier should furnish the bill of cost in triplicate on completion of one supply. After verification action will be taken for the payment of the bill of cost.

11. The Supplier hereby agrees to get the refund of Incentive, Excise Duty and Proportionate Sales Tax from concerned authorities and pass it on to the The Tamil Nadu Dr.M.G.R. Medical University if the Government or any other appropriate agency reduces the Excise Duty (or) Sales Tax or give incentive or any type retrospectively after supplying the materials, failing which action will be taken to recover the balance amount from the supplier.

12. The contract or any part share of interest in it, is not to be transferred or assigned by the Supplier directly or in directly or any person or persons whomsoever without the written consent of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032. This tender for Supplier and supply contract is not transferable to any third party.

13. The Medical University expressly resolves its right to terminate the contract if any of the conditions specified in the Tender. Purchase order on this contract is violated by the Supplier such costs or loss sustained by The Medical University shall be recoverable from the contractor.

In the beginning of the contract it may be stated that The Tamil Nadu Dr.M.G.R. Medical University (herein after called as The Medical University) is represented by its Registrar. Throughout the contract whenever the University is referred to it is referred as The Registrar, of the University. It may be changed as “The Medical University”.

14. Neither the University nor the Supplier shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:

(a) Natural Phenomena including but not limited to Earthquakes, Floods and Epidemics.

(b) Acts of any Government authority domestic or foreign including but not limited to war declared, or undeclared, priorities and guarantee restrictions.

(c) Accidents or disruptions including but not limited to breakdown of essential machinery or equipment, power and water shortages, fires and explosions.

15. The Tender Notice 004, Dated 19.05.2011 along with enclosures, the detailed final offer of the Supplier and the purchase order at Annexure respectively will form part of this contract. Wherever the offer conditions stipulated in the purchase order, the latter shall prevail over the offer conditions furnished by the Supplier.

16. Unless otherwise provided in the agreement any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by Registered Post, Postage prepaid, return of such other person or persons as may hereafter be designated by like notice hereunder and any such notice sent by Post shall be deemed to have been served on the date when in the ordinary course of Post, it would have been delivered at the address to which it was sent.

17. Any notice to the Supplier shall be deemed to be sufficiently served, if given or left in writing at their usual or last known place of abode or business.

18. Any modification to the terms and conditions shall be made only with the mutual consent of both parties to the agreement.

19. The Supplier agrees that he shall not divulge any part of the data transferred to him by the Medical University to any third parties and assures that he will take all necessary steps to prevent leakage, theft, accidental disclosure of data by or to any third parties. The Supplier also undertakes that the data transferred from the The Medical University shall not be duplicated unless it is necessary for execution of the supplier. It shall be the primary responsibility of the Supplier to maintain confidentiality. It is essence of the Supplier.

20. Both the parties will endeavor to settle any dispute arising out of this contract between them amicably among themselves. If the dispute is not resolved, then the dispute shall be referred to a sole arbitrator appointed by The Medical University and shall be governed by the "Arbitration and Conciliation Act 1996".

The Language of Arbitration shall be English and the place of Arbitration shall be Chennai. The Courts in Chennai alone will have jurisdiction over the disputes arising out of this contract.

21. The Contractor agrees that in the event of non-fulfillment / non observance of any of the conditions stipulated in the contract, the supplier shall pay as penalty an amount equivalent to 10 (ten) percent (%) of total value of the work or any amount equal to the actual loss incurred by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 whichever is greater. In addition the University reserves the right to black list the tenderer for future tenders.

For and on behalf of Supplier

(Name and Address if the Supplier with Official seal with date)

ACCEPTANCE

The Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai hereby accept the contract in accordance with the conditions of contract and supply order there into annexure.

REGISTRAR

For and on behalf of Purchaser

The Tamil Nadu Dr.M.G.R. Medical University, Chennai.-32

WITNESS:

1.

2.

INSTRUCTION TO FILL THE AGREEMENT

1. The Agreement should be executed on a Non-Judicial Stamp Paper of Government of Tamil Nadu worth Rs.20/- (Rupees Twenty only). If Non-Judicial Stamp Paper is not available, Special Adhesive Stamp to the value of Rs.20/- may be affixed to the Agreement.

2. The Agreement should be executed in bond paper or in thick papers which may last long and not in thin papers like manifolding sheets etc.,

3. The Agreement should be signed at the bottom of all pages with full signature and date and official seal by both the parties.

4. Signature of witnesses with their addresses should be obtained in the Agreement.

5. Any corrections made in the Agreement should be attested with full signature and date under official seal by both the parties.

6. If the Tenderer is the Partnership concern the copy of the Partnership Deed, Copy of the Certificate of Registration should be enclosed along with the Tender Document.

7. If the Tenderer is Private Limited or Public Limited Company, Copy of the Certificate of Incorporation, Copy of the Memorandum and Article of Association and Board Resolution the particular Director should sign in the Tender Documents

A.R. (STORES) / REGISTRAR (FAC) / L.O.(S)

F.O.

V.C.

ANNEXUR – III

LIST SHOWING THE DETAILS STATIONERY ITEMS TO BE PURCHASED

SL. NO.	NAME OF THE ITEMS	APPROX.ANNUAL REQUIREMENTS	RATE PER UNIT
1.	Box File Lever Type Big size (Double side calico)	50 Nos.	
2.	Box File Rexine or Deluxe Model	50 Nos.	
3.	Cover White (70 GSM) (size 10 ½. cm X 4 ½ cm) Printing University emblem and address	1,00,000 Nos.	
4.	Cover White (70 GSM) Window (size 10 ½. cm X 4 ½ cm) Printing with University address	1,00,000 Nos.	
5.	Cover White Plain 6X4 cm (80 G SM)	5,000 Nos.	
6.	Cover White Plain (80 GSM) 10 ½ X 4 ½ cm	10,000 Nos.	
7.	Cover Long size brown plain 38 cm X 16 cm (48 KG Mysore Kraft)	50,000 “	
8.	Cover cloth lined (green) 40 cm X 30 cm (Thick) with flap 4 cm	1,00,000 “	
9.	Cover Cloth lined (brown) 23” X 14 “ (Thick)	5,000 “	
10.	Chalk box white (Bull dog brand)	50 “	
11.	Chalk box Colour (Bull dog brand)	50 “	
12.	Candle (16 cm X 3 cm)	1,000 “	
13.	Cello Tape (White) 1” X 72 Yards (Wonder Make)	1,000 Rolls	
14.	Country Twine (Thick)	200 Kgs.	
15.	Duplicating Paper 9.2 Kg (Seshayee Paper Mill)	500 Reams *	
16.	Eraser – Pencil (Nataraj Brand)	5,000 Nos.	
17.	Folder “L”Type (Thick quality) (With University emblem and addresses printing)	5,000 “	
18.	Fevistick 15 gm	1,000 “	

19..	Gem Clip 26 mm Steel (Bell Brand)	500 Boxes	
20	Gem Clip 26 mm Plastic (Gold Seal)	500 Boxes	
21.	Gum Camel Paste 300 ml.	500 Nos.	
22.	Gum Tape Brown 2" X 72 yards (Wonder make brand)	500 Rolls	
23.	Gum Tape double side 1" (72 yards length)	500 "	
24.	Hi-tech pen Luxor (Blue, Red, Green & Black)	200 Nos	
25.	Hi-tech pen ink (Blue, Red, Green & Black)	200 "	
26.	ADD Gel PG 500 Gel ink pen	200 "	
27.	Highlighter Pen	50 "	
28.	Ink Blue Brill 60 ml.	500 "	
29.	Ink Red Brill 60 ml.	200 "	
30.	Ink Black Brill 60 ml.	100 "	
31.	Long size note book ruled 192 Pages	500 "	
32.	Long size note book ¾ size 2 Qr.	500 "	
33.	Leather Bound Register Calico 6 Qr	50 "	
34.	Leather Bound Register Calico 4 Qr.	50 "	
35.	Numbering Machine 5 Digit (No.607) Max Brand - Great Wall Brand	5 "	
36.	Numbering Machine Ink	100 "	
37.	Needle (Ordinary)	500 "	
38.	Note Sheet White 1/3 Margin in red colour 80 GSM Paper (Sample to be enclosed)	500 Reams *	
39.	File pad thick 48 02 Mill Board Rexine cloth Flap 3" (URGENT / ORDINARY) (Sample to be enclosed)	10,000 Nos	
40.	Paper Weight (Rubber)	500 "	
41.	Paper Weight (Glass)	100 "	
42.	Pocker (Plastic)	200 "	
43.	Permanent Marker Leaderart 70	200 "	
44.	Pin Cushion	100 "	
45.	Punching Plair Single (Big)	100 "	
46.	Punching Plair Double No. 280	100 "	
47.	Pin Box 26 mm (Bell Brand) 100 gm. Bright Plated Steel Pins (Export quality)	100 "	
48.	Pencil Apsara Platinum	10,000 "	
49.	Pen Ball Point Cello Finegrip	5,000 "	
50.	Paper Cutter Machine F/C size	100 "	

51.	Pencil Sharpner Plastic Nataraj Brand	1,000 Nos	
52.	Register Ordinary 4 Qr	500 “	
53..	Register Ordinary 2 Qr	500 “	
54.	Register Ordinary 1 Qr	500 “	
55.	Register Stock 6 Qr	5 “	
56.	Register Stock 4 Qr	5 “	
57.	Rubber Band Gold Seal Brand Big Size 100 gm. No.4	500 Boxes	
58.	Rubber Band Med. Size 100 gm No. 3	500 “	
59.	Rubber Band Small Size 100 gm No. 2	500 “	
60.	Rubber Band Assorted 100 gm	500 “	
61.	Shorthand Note Book	500 Nos.	
62.	Scripling Pad 1/8 size Essar Brand	500 “	
63.	Scripling Pad Spiral Model	500 “	
64.	Scripling Pad Executive No. 4	100 “	
65	Sketch Pen Thick (Four Colour) (Blue, Black, Red and Green)	10,000 “	
66.	Stamp Pad (Big) Ashoka	100 “	
67.	Stamp Pad ink 60 ml	500 “	
68.	Scale Plastic (Nataraj Brand)	500 “	
69.	Scissors 21.5 cm Wilson Brand	200 “	
70.	Sun Mica Pad (table Pad) (Size 60 cm X 45 cm)	500 “	
71.	Sponge Cup	500 “	
72.	Stapler Machine 12 S / 17” Big Max Japan	10 “	
73.	Stapler Machine HP 45 Medium Max Japan	100 “	
74.	Stapler Machine HD - 10 D Small Kangaro	1,000 “	
75.	Stapler Pin Big 23 /17 Max Japan (Heavy Duty 5/8”)	100 “	
76.	Stapler Pin Med. 24 / 6 Max Japan	500 “	
77.	Stapler Pin Small 10-1 M	1,000 “	
78.	Tag 8” Superior quality (Sample to be enclosed)	1.000 bunch	
79.	Tapal Pad (Rexine type)	100 Nos.	
80.	Thread No. 08 (250 gm)	1,000 Rolls	
81.	Table Bell (Calling Bell)	10 Nos.	
82.	Unibal Pen (All Colours)	500 “	
83.	Visiting Card Folder/Album	10 “	

84.	Wrapper Sheet (Brown) Long Size 46" X 36" (Mysore MGR Graft 48 Guage)	10,000 Sheets	
85.	Wrapper Sheet (Brown) 23 X 34 ¼ cm with inner cloth pasting duly printed with University Name & File No. / Subject	10,000 Sheets	
86.	White Board Marker Pen (Reynold Brand)	100 Nos.	
87.	White Board Marker Pen (Leaderat 500)	100 “	
88.	A4 size TNPL Copier paper	100 Reams	
89.	F/C size TNPL Copier paper	100 Reams	
90.	A3 Size TNPL Copier Paper	50 Reams	
91.	Covers Cloth Line Kraft Box Type Size 39 X 25 cms, Flag Size 12 cms. Box Type 7 cms. Gramage 90 GSM, Colour Brown.	20000 Nos.	

* One ream means 500 sheets. Lessor quantity if noticed recovery will be made.

** Purchase will be made if required.

*** **Unit / Nos. / Reams / Kgs. / Grams / Rolls/ Boxes / Packet etc., for example 20**

Nos. of Eraser contain treated as 1 Unit.

* * * * *

ANNEXURE – IV

LIST SHOWING THE DETAILS OF SANITARY ITEMS TO BE PURCHASED

SL. NO.	NAME OT THE ITEMS	APPROX.ANNUAL REQUIREMENTS	RATE PER UNIT
1.	Dettol	50 Litres	
2.	Lifeboy Soap 75 gms	100 Nos	
3.	Mysore Sandal Soap 75 gms	100 “	
4.	Napthlen Balls (500 gm)_	50 Kgs	
5.	Room Spray (Fragenance)	100 Nos	
6.	Vim Powder (500 gm)	100 Kgs	
7.	Vim Bar 75 gm	100 Nos.	
8.	Nylon Scrubber (Medium)	100 “	

** Purchase will be made if required.

*** **Unit / Nos. / Reams / Kgs. / Grams / Rolls/ Boxes / Packet etc., for example 20**

Nos. of Eraser contain treated as 1 Unit.

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ANNEXURE - V

LIST SHOWING THE MISCELLANIES TO BE PURCHASED

SL. NO.	NAME OT THE ITEMS	APPROX.ANNUAL REQUIREMENTS	RATE PER UNIT
1.	Battery Cell Eveready (Small)	200 Nos.	
2.	Battery Cell Eveready (Medium)	50 “	
3.	Battery Cell Eveready (Big)	100 “	
4.	Cups & Saucers	100 Sets	
5.	Flask (Eagle) – 1 Litre	100 Nos	
6.	Gunny Bags (100 Kgs)	100 “	
7.	Pad Lock Godrej 2 keys 5 Levers	50 “	
8.	Pad Lock Godrej 2 keys 7 Levers	50 “	
9.	Pad Lock Godrej 3 keys 5 Levers	50 “	
10.	Pad Lock Godrej 3 keys 7 Levers	50 “	
11.	Match Box	100 “	
12.	Plastic Water Jug (2 litres)	100 “	
13.	Plastic Water Mug (1 litre)	100 “	
14.	Plastic Soap Box	100 “	
15.	Plastic Bucket (small) 5 litres	100 “	
16.	Plastic Bucket (med) 10 litres	100 “	
17.	Plastic Bucket (big) 20 litres	100 “	
18.	Press Type Dust Bin	100 “	
19.	Refil of Flask (Eagle) 1 litre	50 “	
20.	Tissue Paper (1 roll)	100 “	
21.	Torch light (2 Big Batteries)	100 “	
22.	Torch light (3 Big Batteries)	100 “	
23.	Yellow Cleaning cloth (small) (For cleaning of Computer & Xerox Machine etc.,)	100 “	
24.	Duracell AA Battery	50 “	
25.	Duracell AAA Battery	50 “	

** Purchase will be made if required.

*** **Unit / Nos. / Reams / Kgs. / Grams / Rolls/ Boxes / Packet etc., for example 20**

Nos. of Eraser contain treated as 1 Unit.

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