Date: 04/12/2023

## TENDER DOCUMENT



For Award of Annual Rate Contract for Supply of Stationery Items & other items to Dibrugarh University, Dibrugarh

Dibrugarh University Dibrugarh -786004, Assam, India www.dibru.ac.in



# TENDER DOCUMENT FOR SUPPLY OF STATIONERY AND OTHER ITEMS TO DIBRUGARH UNIVERSITY

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### OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

Ref. No. DU/Admn/AR/Annual Rate Contract/Stationery 2019/30

Date: 04/12/2023

## NOTICE INVITING TENDER FOR SUPPLY OF STATIONERY AND OTHER ITEMS ON ANNUAL RATE CONTRACT

Sealed Tender are invited from registered Firms/wholesale dealers/agencies/suppliers with an annual Turnover of Rs. 50 Lakhs and above for supply of Stationery on Annual Rate Contract basis. The suppliers having experience of similar nature of works may participate in these job.

EARNEST MONEY : Rs.20,000/-

COST OF TENDER PAPER : Rs. 500/- (Non Refundable) in

the form of demand draft to be

made in favour of Registrar, Dibrugarh University)

DATE OF THE ISSUE OF TENDER PAPER : From 04/12/2023 to 26/12/2023

LAST DATE OF SUBMISSION : 26/12/2023 at 12.00 Noon DATE OF OPENING : 27/12/2023 at 3.30 P.M.

Sd/-

Registrar

Dibrugarh University Dibrugarh

#### **TERMS AND CONDITIONS:**

The following are the terms and conditions for supply of stationery and other items on Annual Rate Contract:

- 1. 'Technical Bid' must be sealed in Envelope 'A' and 'Financial Bid' in Envelope 'B' and both the envelopes shall have to be sealed in another Envelope marked as 'Master Envelope'.
- 2. The 'Master Envelope' should be superscribed as "Tender for Annual Rate Contract for supply of Stationery and other items".
- 3. The sealed quotations are to be dropped in the Tender Box kept in Registrar's Office, Dibrugarh University (D.U.) for the purpose or can be submitted by Registered / Speed Post as well in advance so as to reach positively on or before 12:00 Noon on 26/12/2023.
- 4. The Envelope 'A' shall be opened first which shall contain the basic documents specified as under:
  - i) Trade License
  - ii) Valid Sales Tax Registration Number/GST.
  - iii) PAN.
  - iv) Proof of experience as per NIT.
  - v) Last 3 Years Profit & Loss & Balance Sheet Certified by a C.A.
  - vi) Last Three Years turnover Certificate attested by a C.A.
  - vii) Proof of updated GST Clearance.

It should be ensured that tender document be completed in all respect and should be supported by documentary proofs wherever necessary. Incomplete documents will be summarily rejected.

- 5. Envelope 'B' shall be opened after scrutiny of basic documents of Envelope "A" which shall contain only "Price Bid" and no other documents.
- 6. Quotations received after due date and time will be rejected.
- 7. The list of stationery and other items required for supply is indicated in the BOQ *Annexure-I* enclosed for quoting the rates in financial bid.
- 8. SAMPLES: Bidder may be required to submit sample of stationery item(s) as and when required. The quotation is liable to be rejected in the absence of these documents/sample stationery item(s). The sample(s) may be inspected by a Committee of Dibrugarh University to assess their suitability for the University. Financial bids of bidders, whose sample will be found up to the mark by the Committee after inspection, will only be opened for further evaluation to ascertain the lowest bidder to consider placement of order.
- 9. Dibrugarh University reserves the right to forfeit the empanelled firm on account of (a) premature withdrawal from the tender (b) non-payment of security deposit. The decision of the Registrar, Dibrugarh University in such cases shall be final and binding.

- 10. Dibrugarh University reserves the right to forfeit the security deposit of the empanelled firm who fails to supply the required quantity of stationery items as per approved specifications within the stipulated time *etc.*, as per the terms indicated in the purchase order. The decision of the Registrar, DU shall be final in this regard.
- 11. Penalty as may be decided by the Registrar, Dibrugarh University is liable to be levied on the firm/agency who does not supply the stationery items according to quality/specification and time limit specified in the Purchase Order. The supply should be as per quantity/specifications/time period and sample provided by the University.
- 12. The University shall place purchase order from time to time for supply of stationery items on annual rate contract. The bidder should deliver the stationery items at the concerned Section/Branch/General Store of the University, in good conditions and in accordance with the Purchase Order.
- 13. The quotation should be sent in a sealed envelope superscribed as "quotation for supply of stationery and other items on annual rate contract" giving this enquiry reference.
- 14. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.
- 15. Full Payment shall be made on receipt of complete ordered quantity and acceptance of stationery and other items by the authorized representative of the University against submission of pre-receipted bill along with the list of stationery and other items supplied as per the purchase order. No advance amount will be paid. Statutory taxes as applicable at source will be deducted from the Bill. All payments will be made by way of RTGS.
- 16. Deduction will also be made from the bill of the manufacturer/distributor/wholesaler on account of supply of defective stationery items which are rejected after conducting inspection.
- 17. The University reserves the right to entrust the supply of stationery and other items to one or more suppliers.
- 18. The annual rate contract will be awarded for a period of 01 (one) year from the date of award, which may be extended another 1(one) or 2 (two) years, subject to satisfactory performance. The prices shall be fixed for the period of 01 (one) year as indicated above, and in no case request for increase in prices will be considered.
- 19. The time is the essence of the ARC and the empanelled firm is required to deliver the materials within the delivery period as indicated in the Purchase Order(s) which will be placed from time-to-time as per our requirement.
- 20. Fall Clause: The price charged for the stores/material supplied under the Rate Contract should in no case exceed the lowest price at which the supplier sells the stores of identical description and make to any other person/ organization during the currency of the contract.
- 21. Parallel rate contracts for similar items can be placed by the University at any time during the period of rate contract with one or more suppliers.

- 22. The quantity shown in the enquiry as referred above are approximate annual requirement and orders for actual requirement will be placed on you from time to time.
- 23. Any item supplied by the empanelled firm under ARC if found to be defective during use at Dibrugarh University has to be replaced free of cost within 07 (seven) days of communications of the same to the contractor.
- 24. Payment will be made through RTGS after delivery of the stationery items and on submission of invoice.
- 25. The Registrar, Dibrugarh University reserves the right to terminate the Annual Rate Contract at any time without assigning any reason thereof by giving 01 (one) month notice without prejudice to any other rights of Dibrugarh University.
- 26. Applicable Law: The contract shall be interpreted in accordance with Laws applicable in India and subject to jurisdiction of the court in Dibrugarh only.
- 27. Arbitration: In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Purchase order or in connection with this contract, the same shall be referred to the sole arbitration of the Registrar or some other person appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract.
- 28. The Registrar, Dibrugarh University reserves the right to reject any or all the quotations received without assigning any reasons whatsoever.
- 29. The date of opening of Financial Bid in Envelope 'B' of technically qualified bidders shall be notified separately.
- 30. Telegraphic/via mail quotations will not be entertained.

Sd/-Registrar Dibrugarh University Dibrugarh

## **QUOTATION**

То	COVER-A
The Registrar Dibrugarh University Dibrugarh	
Sir,	
Sub: Quotation for Supply of Stationery and o	ther items on Annual Rate Contract - Reg.
PART - I : COMM	IERCIAL DETAILS
1. Name and address of the bidder	:
2. Telephone Nos.	:
3. Fax No. Email.	: :
4. Month and year of establishment	:
5. Please indicate whether your firm is a Manufacturer/wholesale dealer or retailer	:
6. Names of three major customers preferable stationery items were supplied in the preceding (i) (ii) (iii) Please enclose a copy of the Purchase Order as 7. Trade License:	
8. Annual Turn Over during 2020-21, 2021-	22, 2022-23. three years <i>i.e.</i> , 2020-21, 2021-22 and 2022-23.

Date:

SIGNATURE OF THE BIDDER & STAMP

#### **COVER-B**

#### PART – II: FINANCIAL BID

Having examined the documents and requirement of stationery and other items of Dibrugarh University as indicated in *Annexure-I*, I/We the undersigned, offer to supply the stationery items on annual rate contract as quoted below:

Rate quoted as per the list attached at *Annexure-I*.

- 2. Further, we accept all the terms and conditions of the documents in bid form and this acceptance shall prevail over any other conditions, if any given in our bid.
- 3. We undertake to supply the stationery and other items on annual rate contract from time to time as per requirement within the stipulated time as indicated in purchase order. The rates quoted will be valid for one year.
- 4. Rates quoted are inclusive of all taxes, custom duties, excise duties, other taxes, packing, forwarding, transportation, insurance and other local costs incidental to delivery of the stationery items at the Stores Section, Dibrugarh University.
- 5. We have enclosed a sample of each of the stationery and other items proposed to be purchases along with the quotation.

Date: Place:

**Note:** Each page of the quotation as per **Annexure-I** should be signed by the bidder.

### **DECLARATION**

From

110111	
M/s	s
••••	
То	
Dik	e Registrar brugarh University brugarh, Assam
Sir,	
I/W	We have read and understood the contents of the Tender and agree to abide by the
terms and	conditions of this Tender.
2. I/We als	so confirm that in the event of my/our tender being accepted, I/we hereby undertake
to furnish l	Performance Security, as applicable, in the form of Demand Draft.
2 1/31/ 6	
3. I/We fu	rther undertake that none of the Proprietor/Partners/Directors of the firm was or is
Proprietor	or Partner or Director of any firm with whom the Government have blacklisted /
banned / s	suspended business dealing. I/We further undertake to report to the Registrar, DU

immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor / Partners / Directors are Proprietor or Partner or Director of such a firm which is

blacklisted / banned / suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tender)
Name:
Designation with Seal of the Firm
Date:

### SUPPLY OF STATIONERY AND OTHER ITEMS TO DIBRUGARH UNIVERSITY ON ANNUAL RATE CONTRACT BASIS

Tender No Dated	[
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LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING				
	the technical bid opening onand financial ender for procurement of the Stationery and other items.			
	orized to attend the bid opening for the tender mentioned(name of the bidder).			
Name	Specimen Signature			
Alternate representative				
Name	Specimen Signature			
Signature of the bidder or Officer authorized to sign the bid o	locuments on behalf of the bidder			
<b>N.B.</b> Permission will be denied in at the time of opening.	case the photocopy of the duly filled in form is not brought			

# SUPPLY OF STATIONERY AND OTHER ITEMS TO DIBRUGARH UNIVERSITY ON RATE CONTRACT BASIS

Tender No	
UNDERTAKING	
From	
M/s	
Го	
The Registrar Dibrugarh University Dibrugarh, Assam	
Sir,	
This is to inform that I / we have physically examine the items for which I/ we have quoted our rates. In case I/we agree to supply the items as per the samples examined make /weight/ size, etc.)  Yours faithfully,	of the tender going in our favour,
Date	(Signature of the Tender) Name: Designation with Seal of the Firm

## SUPPLY OF STATIONERY AND OTHER ITEMS TO DIBRUGARH UNIVERSITY ON RATE CONTRACT BASIS

#### **SPECIMEN AGREEMENT**

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the bidder for acknowledging that he/she has seen, read and understood the terms and conditions of the agreement.

### AGREEMENT

AGREENIENI
The agreement is made on this
Dibrugarh University herein after referred to as the other part whereas the said contractor has agreed with the Dibrugarh University, for supply of required Items in conformity with the requirements & specifications.
Now this indenture witnessed that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows.
1. The contractor agrees to undertake to supply the Stationery and other items <i>i.e.</i> as per the requirement as agreed to in their bid letter no
2. The supply of the Stationery and other items i.ewhich are not in conformity with the requirements/ specifications are liable to be rejected.
3. This contract shall be effective from

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- 4. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his/her part to be observed with full power. The Registrar, Dibrugarh University on behalf of the University will be entitled to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform /fulfil or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
- 5. The security deposit shall be released after 02 (two) months after successful completion of the work at the end of the contract period including the extended period, if any
- 6. That all disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Registrar, DU or any person nominated by him .The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.
- 7. The Security Deposit is liable to be forfeited to the Dibrugarh University without any prejudice to any other rights and remedies of Dibrugarh University in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period if any.
- 8. That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.

That the contractor acknowledges that he/she has fully acquainted himself/herself with all the terms and conditions and he/she shall not plead ignorance of the same. In witness whereof, the contractor has set his/her hand and the Dibrugarh University has caused for and on his/her behalf to set his/her hand, the day and the year first above written.

Signature of the authorized official Company/Firm

Signature of the authorized official of the of the Dibrugarh University

Signature : Signature : Name : Name : Address : Address :

WITNESSES

1. 2.

## **CERTIFICATE**

,

It is also certified that the firm has not been black listed/ debarred from any Government Organization in India.

Signature of the Tenderer (With date and stamp)

### Annexure-1

### **List of Stationary items:**

Sl. No.	Items	Brand	Unit	Rate (INR)	Rate (INR)
				(Excluding GST)	(Excluding GST)
1	Alpin, 'T' type	Bell / Globe	Rate per Pkt.		
2	Bag for sending material	Good Quality	Rate per each		
3	Ball Pen	Cello Maxriter	Rate per each		
4	Ball Pen	Natraj / Cello Mayfair	Rate per each		
5	Battery 9V 2pcs Per Pkt	Duracell	Rate per Pkt.		
6	Battery 9V Alkaline	Godrej GP / Eveready	Rate per each		
7	Battery Alkaline Size AA	Duracell	Rate per each		
8	Battery Alkaline Size AAA	Duracell	Rate per each		
9	Battery Torch Size 'D'	Nippo / Power Shakti	Rate per each		
10	Battery Zinc Cloride Size AA	Godrej GP / Nippo	Rate per each		
11	Battery Zinc Cloride Size AAA	Godrej GP / Nippo	Rate per each		
12	Binder Clip 19mm	Oddy	Rate per each		
13	Binder Clip 25mm	Oddy	Rate per Each		
14	Binder Clip 32mm	Oddy	Rate per Each		
15	Binder Clip 41mm	Oddy	Rate per Each		
16	Binder Clip 51mm	Oddy	Rate per Each		
17	Blotting Paper	Best Quality	Rate per Qr.		
18	Board Duster Plastic	Omega / Gemson / Kabica	Rate per each		
19	Board Green Chalk (6' x 4')	Alkosign	Rate per each		
20	Board Green Chalk (8' x 4')	Alkosign	Rate per each		
21	Board Notice - 3' x 4'	Alkosign	Rate per each		
22	Board Notice - 3' x 4' with Cover	Alkosign	Rate per each		
23	Board Notice - 6' x 4'	Alkosign	Rate per each		
24	Board Notice - 6' x 4' With Cover	Alkosign	Rate per each		
25	Board Notice - 8' x 4'	Alkosign	Rate per each		

26	Big size Stapler Pin (DS-12S/17)	Good Quality	Rate per each
27	Big size Stapler (DS-12S/17)	Good Quality	Rate per each
28	Board Pin	Globe Brand	Rate per Pkt.
29	Black Board 8' x 4'	Good Quality	Rate per each
30	Board Stand Metal	Good Quality	Rate per each
31	Board White (2' x 3')	Alkosign	Rate per each
32	Board White (3' x 4')	Alkosign	Rate per each
33	Board White (6' x 4')	Alkosign	Rate per each
34	Board White (8' x 4')	Alkosign	Rate per each
35	Bond Paper 100gsm (100 sheet per Pkt)	BILT Excel	Rate per Pkt.
36	Bond Paper 85 gsm (100 sheet per Pkt)	BILT Excel	Rate per Pkt.
37	ROYAL EXECUTIVE BOND PAPER	J K Excel	Rate per Pkt.
38	Brown Envelope 10" x 12"	Rachna 341 Red/Tajmahal	Rate per each
39	Brown Envelope 10" x 4½"	Rachna 341 Red/Tajmahal	Rate per each
40	Brown Envelope 11" x 5"	Rachna 341 Red/Tajmahal	Rate per each
41	Brown Envelope 12" x 16"	Rachna 341 Red/Tajmahal	Rate per each
42	Brown Envelope 12" x 5"	Rachna 341 Red/Tajmahal	Rate per each
43	Brown Envelope 8" x 10"	Rachna 341 Red/Tajmahal	Rate per each
44	Brown Envelope 9" x 4"	Rachna 341 Red/Tajmahal	Rate per each
45	Brown Envelope A4 size	Good Quality	Rate per each
46	Brown Envelope 14" x 10" (Legal)	Good Quality	Rate per each
47	Brown Envelope 18" x 14"	Good Quality	Rate per each
48	Brown Envelope A3 size	Good Quality	Rate per each
49	Brown Paper	Good Quality	Rate per Rim
50	Brown Tape 1" (50 mtr)	Seal Pack	Rate per Roll
51	Brown Tape 1½" (50 mtr)	Seal Pack	Rate per Roll
52	Brown Tape 2" (50 mtr)	Seal Pack	Rate per Roll
53	Brown Tape 3" (50 mtr)	Seal Pack	Rate per Roll
54	Button File (My Clear Bag)	Solo / Aerotix / Infinity	Rate per each
55	C.B. Register, No. 04, (80 pages)	Topper Choice	Rate per each

56	C.B. Register, No. 06 (120 pages)	Topper Choice	Rate per each
57	C.B. Register, No. 08 (160 pages)	Topper Choice	Rate per each
58	C.B. Register, No. 10, (200 pages)	Topper Choice	Rate per each
59	C.B. Register, No. 12, (240 pages)	Topper Choice	Rate per each
60	C.B. Register, No. 14, (280 pages)	Topper Choice	Rate per each
61	C.B. Register, No. 16, (320 pages)	Topper Choice	Rate per each
62	C.B. Register, No. 18, (360 pages)	Topper Choice	Rate per each
63	C.B. Register, No. 20, (400 pages)	Topper Choice	Rate per each
64	C.B. Register, No. 22, (440 pages)	Topper Choice	Rate per each
65	C.B. Register, No. 24, (480 pages)	Topper Choice	Rate per each
66	C.B. Register, No. 26, (520 pages)	Topper Choice	Rate per each
67	C.B. Register, No. 28, (560 pages)	Topper Choice	Rate per each
68	C.B. Register, No. 30, (600 pages)	Topper Choice	Rate per each
69	C.B. Register, No. 40, (800 pages)	Topper Choice	Rate per each
70	Calculator FC-450	Flair/Casio	Rate per each
71	Calling Bell	Sharp	Rate per each
72	Carbon Pencil, 100 Sheet per Pkt.	Kores / Camlin	Rate per Pkt.
73	Carbon Type 100 sheet per Pkt.	Kores / Camlin	Rate per Pkt.
74	Casio Calculator 12 Digit	Casio Model MJ120	Rate per each
75	Casio Calculator 8 Digit	Casio Model 815	Rate per each
76	Cello Tap 1" 50 mtr	Seal Pack	Rate per Roll
77	Cello Tap 1.5" 50 mtr	Seal Pack	Rate per Roll
78	Cello Tap 2" 50 mtr	Seal Pack	Rate per Roll
79	Cello Tap 3" 50 mtr	Seal Pack	Rate per Roll
80	Chair Cushion (Cotton)	Kurlon	Rate per each
81	Chair Cushion Good Quality	Good Quality	Rate per each
82	Chalk Pencil (Coloured) (Dustless) 50 Stick	(Kores) ISO's Quality	Rate per Pkt.
	Per Pkt		
83	Chalk Pencil White (Dustless) 50 Stick Per	(Kores) ISO's Quality	Rate per Pkt.
	Pkt		

84	Clip Board Plastic	Prime	Rate per each	
85	Cloth Line Envelope 10" x 12" (Good	Tajmahal New Cloth	Rate per each	
	Quality)			
86	Cloth Line Envelope 11" x 5" (Good	Tajmahal New Cloth	Rate per each	
	Quality)			
87	Cloth Line Envelope 12 <sup>"</sup> x 6 <sup>"</sup> (Good	Tajmahal New Cloth	Rate per each	
	Quality)			
88	Cloth Line Envelope 12" x 7" (Good Quality)	Tajmahal New Cloth	Rate per each	
89	Cloth Line Envelope 12" x 8" (Good Quality)	Tajmahal New Cloth	Rate per each	
90	Cloth Line Envelope 15" x 11" (Good	Tajmahal New Cloth	Rate per each	
	Quality)			
91	Cloth Line Envelope 16" x 12" (Good	Tajmahal New Cloth	Rate per each	
	Quality)			
92	Cloth Line Envelope 18" x 15" (Good	Tajmahal New Cloth	Rate per each	
	Quality)			
93	Cloth Line Envelope 14" x 10" (Good	Good Quality	Rate per each	
	Quality)			
94	Cloth Line Envelope 21" x 15" (Good	Tajmahal New Cloth	Rate per each	
	Quality)			
95	Computer File PVC 6" x12"	Prodot	Rate per each	
96	Computer File PVC 15" x12"	Prodot	Rate per each	
97	Computer Paper (Fan Fold Paper) 12 x 12 x		Rate per 1000	
	2 part (6" Perforated)	Shruti / Desmat		
98	Computer Paper (Fan Fold Paper 15x12x1)	Neelgagan	Rate per 1000	
99	Conference Pad 1/8th 20 Sheets per Pad	ITC / Camel	Rate per each	
100	Copier Paper Size A3 75gsm 500 sheet per	J.K. / Bindal /	Rate per Ream	
	Ream	Spectra/Max		
101	Copier Colour (A4 Size) 75 Gsm 500sheet	Desmat	Rate per Ream	
	per Ream			
102	Copier Paper Size: A4, 67/70 gsm, 500 sheet	JK Max / K-One	Rate per Ream	

	per Pkt.			
103	Copier Paper Size: A4, 75gsm, 500 sheet per Pkt.	J.K. / Bindal / Spectra	Rate per Ream	
104	Copier Paper Size: FS, 67/70 gsm, 500 sheet per Pkt.	JK Max / K-One	Rate per Ream	
105	Copier Paper Size: FS, 75gsm, 500 sheet per Pkt.	J.K. / Bindal / Spectra	Rate per Ream	
106	Correction Pen	Camlin / Flair / Kores	Rate per each	
107	Cotton Tape	Standard Brand	Rate per Roll	
108	Cotton Thread 100gms per Ball	Orbit	Rate per Roll	
109	Drawing Sheet	Good Quality	Rate per sheet	
110	Dug Book	Good Quality	Rate per each	
111	Dak Despatch Register No.08	Oxford / Neelgagan	Rate per each	
112	Date Stamp	Parnami	Rate per each	
113	Desk Top (Acrylic) Size: 21" x 15"	Wig / Kabica	Rate per each	
114	Die-cut Labels (DK 11209)	Good Quality	Rate per each	
115	Die-cut Labels (DK 11208)	Good Quality	Rate per each	
116	Die-cut Labels (DK 11201)	Good Quality	Rate per each	
117	Duplicating Paper 70gsm 2.3kg Per Pkt.	Rayan	Rate per Ream	
118	Duster Plastic	Omega	Rate per Each	
119	Both Side Tape 1"	Good Quality	Rate per Each	
120	Duster Wooden	Gripex	Rate per Each	
121	Eraser Non dust (small)	Natraj / Camel / Cello	Rate per each	
122	Executive Document Folder with Chain / 20Lvs and Clip	Aerotix/Solo	Rate per each	
123	F.C. Paper 54gsm 500 sheet per Ream	Nani / Ruchirar	Rate per Ream	
124	Fax Paper Roll 30 mtrs.	Desmat / Kores	Rate per Pkt.	
125	Fevicol (200 gm)	Fevicol	Rate per each	
126	Fevi Stick (8gms)	Good Quality	Rate per each	
127	File Auto Clip PVC	Solo / Aerotix	Rate per each	

128	File Board	Neelgagan no.31	Rate per each	
129	File Cobra	Neelgagan 888/CEA	Rate per each	
130	File Cobra Thick Board	Neelgagan No 1000	Rate per each	
131	File Cover (DU Printed)	Neelkamal Kraft	Rate per each	
132	File Tag, Size 8" (100 nos. per Bundle)	Standard Quality	Rate per Bundle	
133	File with Pockets (10 Leaves)	Solo	Rate per each	
134	File with Pockets (20 Leaves)	Solo	Rate per each	
135	File with Ring	Solo / Aerotix	Rate per each	
136	Flat File	Ambassador Cambric	Rate per each	
137	Four Cover File, (ambassador regular)	Ambassador Regular	Rate per each	
138	Four Cover File, (ambassador leather touch)	Ambassador Leather	Rate per each	
		Touch		
139	Guard (Paste) File 200 Leaves	Neelgagan / Oxford	Rate per each	
140	Guard file with metal lever (Best Quality)	Good Quality	Rate per each	
141	Gel Pen, Blue, Black, Red, Green (Cello)	Cello Flo gel	Rate per each	
142	Gel Refill	(Cello Flo Gel)	Rate per each	
143	Gems Clip (26 mm)	Oddy / Globe	Rate per Pkt.	
144	Gems Clip (35 mm)	Oddy / Globe	Rate per Pkt.	
145	Gems Clip (50 mm)	Oddy / Globe	Rate per Pkt.	
146	Glue Stick, 15gms	Pidilite / Camlin /Kores	Rate per each	
147	Glue Stick, 8gms	Pidilite / Camlin /Kores	Rate per each	
148	Godrej Lock 85mm	Good Quality	Rate per each	
149	Godrej Lock 65mm	Good Quality	Rate per each	
150	Godrej Lock 50mm	Good Quality	Rate per each	
151	Godrej Lock 40mm	Good Quality	Rate per each	
152	Graph Paper 22" x 28"	Neelgagan	Rate per Sheet	
153	Gum Paste 300ml	Camlin / Gripex /kores	Rate per bottle	
154	Gum Paste 700 ml	Camlin / Gripex /kores	Rate per bottle	
155	Gum 300 ml	Good Quality	Rate per bottle	
156	Hand Duster	Good Quality	Rate per each	

157	Highlighter Pen	Luxor / Camel	Rate per each	
158	I. Card Cover A2	Good Quality	Rate per each	
159	I. Card Cover B3	Good Quality	Rate per each	
160	I. Card Cover B4	Good Quality	Rate per each	
161	Ink Bottle Blue 60ml	Camel	Rate per Bottle	
162	Key holder Box 20 Key with Key ring	Alkosign	Rate per each	
163	Key holder Box 30 Key with Key ring	Alkosign	Rate per each	
164	Key holder Box 50 Key with Key ring	Alkosign	Rate per each	
165	Key Purse, Big	Good Quality	Rate per each	
166	Key Purse, Medium	Good Quality	Rate per each	
167	Label Sticker	Good Quality	Rate per sheet	
168	Label Paper	Good Quality	Rate per Pkt.	
169	Lever Arch File LA/512	Solo	Rate per each	
170	Liver Arch (Index) File	Ambassador Embassy	Rate per each	
171	Lock & Key 6 Lever (50 mm) Godrej	Godrej Navtal	Rate per each	
172	Lock & Key 7 Lever (65 mm) Godrej	Godrej Navtal	Rate per each	
173	Lock & Key 8 Lever (85 mm) Godrej	Godrej Navtal	Rate per each	
174	Lock & Key, 40 mm	Jyoti	Rate per each	
175	Lock & Key, 50 mm	Jyoti	Rate per each	
176	Lock & Key, 60 mm	Jyoti	Rate per each	
177	Lock & Key, 65 mm	Jyoti	Rate per each	
178	Lock & Key, 70 mm	Jyoti	Rate per each	
179	Lynlard ( Lace for ID Card)	Good Quality	Rate per each	
180	Markin Cloth (36 Mtrs per Than.),Thick	Good Quality	Rate per Than	
	Quality			
181	Note Pad 1/12 Size (80 sheet)	Neelgagan no.22	Rate per each	
182	Note Pad 1/8 th Size (80 sheet)	Neelgagan No.33	Rate per each	
183	Note Pad A4 Size (80 sheet)	Neelgagan no.55	Rate per each	
184	Note sheet Legal Size 500 Sheet per Pkt	BILT / J.K.	Rate per each	
185	Note Sheet Paper DFC size 70gsm (17 x 27	BILT / J.K.	Rate per Ream	

	inch)		
186	OHP Marker	Camlin / Luxor / Cello	Rate per each
187	Page Marker	Desmat / Oddy	Rate per each
188	Paper cutting knife (small)	Primier	Rate per each
189	Paper dustbin (Plastic)	Good Quality	Rate per each
190	Paper Tray, Plastic	Kabeca	Rate per each
191	Paper Weight (Glass Flowery)	Best Quality	Rate per each
192	Pen stand, Big size, Best Quality	Kabica / Wig / Raj	Rate per each
193	Pen stand, Medium size, Best Quality	Kabica / Wig / Raj	Rate per each
194	Peon Book No 4	Oxford / Classic	Rate per each
195	Permanent Marker Pen (Black / Blue / Red /	Luxor / Camel	Rate per each
	Green)		
196	Pilot Hitech Pen 801(Blue / Black/ Red /	Luxor Pilot	Rate per each
	Green)		
197	Pilot V-10 Pen (Blue / Black/ Red / Green)	Luxor Pilot	Rate per each
198	Pilot V-5 Pen (Blue / Black/ Red / Green)	Luxor Pilot	Rate per each
199	Pilot V-7 Pen (Blue / Black/ Red / Green)	Luxor Pilot	Rate per each
200	Pin Holder (Plastic)	Kabeca	Rate per each
201	Plastic Sutli (Thin)	Good Quality	Rate per roll
202	Poker Plastic Handle (Standard Quality)	Good Quality	Rate per Doz.
203	Polycoated Envelope 10" x 12"	Tajmahal	Rate per each
204	Polycoated Envelope 10" x 4½"	Tajmahal	Rate per each
205	Polycoated Envelope 11" x 5"	Tajmahal	Rate per each
206	Polycoated Envelope 11" x 5"	Tajmahal	Rate per each
207	Polycoated Envelope 12" x 10"	Tajmahal	Rate per each
208	Polycoated Envelope 12" x 16"	Tajmahal	Rate per each
209	Polycoated Envelope 12" x 5"	Tajmahal	Rate per each
210	Polycoated Envelope 12" x 6"	Tajmahal	Rate per each
211	Polycoated Envelope 12" x 7"	Tajmahal	Rate per each
212	Polycoated Envelope 8" x 10"	Tajmahal	Rate per each

213	Polycoated Envelope 9" x 4"	Tajmahal	Rate per each	
214	Polycoated Envelope 14" x 10"	Good Quality	Rate per each	
215	Pen	Cello/Unomax	Rate per each	
216	Polythene Transparent Pocket, 15" x 12"	Good Quality	Rate per Each	
217	Punching Machine (Big)	Kangaro	Rate per Each	
218	Punching Machine, Double Hole	Kangaro 280	Rate per each	
219	Punching Machine, Single Hole	Kangaro	Rate per each	
220	R.B. Register 08 (16 sheet per No.)	Oxford / Classic	Rate per each	
221	R.B. Register 10 (16 sheet per No.)	Oxford / Classic	Rate per each	
222	R.B. Register 12 (16 sheet per No.)	Oxford / Classic	Rate per each	
223	R.B. Register 14 (16 sheet per No.)	Oxford / Classic	Rate per each	
224	R.B. Register 16 (16 sheet per No.)	Oxford / Classic	Rate per each	
225	R.B. Register 18 (16 sheet per No.)	Oxford / Classic	Rate per each	
226	R.B. Register 20 (16 sheet per No.)	Oxford / Classic	Rate per each	
227	R.B. Register 22 (16 sheet per No.)	Oxford / Classic	Rate per each	
228	R.B. Register 24 (16 sheet per No.)	Oxford / Classic	Rate per each	
229	Rubber Band (500gms/Pkt.) Nylon	Good Quality	Rate per Pkt.	
230	Rubber Band 3 inch	Good Quality	Rate per Pkt.	
231	Ribbon Roll	Good Quality	Rate per Pkt.	
232	Rubber Stamp 1 line	Good Quality	Rate per each	
233	Rubber Stamp 2 line	Good Quality	Rate per each	
234	Rubber Stamp 3 line	Good Quality	Rate per each	
235	Rubber Stamp 5 line	Good Quality	Rate per each	
236	Rubber Stamp 7 line	Good Quality	Rate per each	
237	Scale Plastic 30cm	Camel / Kores	Rate per each	
238	Scale Steel 12"	Kabica Brand	Rate per each	
239	Scale Steel 1Mtr	Kebica / Elora	Rate per each	
240	Scissor, Big size, 8"	Kangaro/Infinity / Kabica	Rate per each	
241	Scissor, Medium size, 61/2"	Kangaro / Infinity/Kabica	Rate per each	
242	Sealing Wax 08 Stick per Pkt.	Gripex	Rate per Pkt.	

243	Sealing Wax 12 Stick per Pkt.	Gripex	Rate per Pkt.	
244	Sharpener Plastic	Camel / Natraj	Rate per each	
245	Sign Pen, Assorted Colour	Luxor	Rate per each	
246	Sketch Pen Set of 12 Colors	Camlin / Luxor	Rate per Set	
247	Solo ring Binder file	Good Quality	Rate per each	
248	Solo Punch-less File (FS)	Good Quality	Rate per each	
249	Stamp Auto Ink No. R-524	Shiny	Rate per each	
250	Stamp Auto Ink No. R-542	Shiny	Rate per each	
251	Stamp Auto Ink No. S - 530	Shiny	Rate per each	
252	Stamp Auto Ink No. S - 829	Shiny	Rate per each	
253	Stamp Auto Ink No. S 542	Shiny	Rate per each	
254	Stamp Auto Ink No. S- 842	Shiny	Rate per each	
255	Stamp Auto Ink No. S- 843	Shiny	Rate per each	
256	Stamp Auto Ink No. S- 844	Shiny	Rate per each	
257	Stamp Auto Ink No. S- 845	Shiny	Rate per each	
258	Stamp Auto Ink No. S-722	Shiny	Rate per each	
259	Stamp Auto Ink No. S-723	Shiny	Rate per each	
260	Stamp Pad Ink (Purple) 500 ml	Gripex /Kores / Faber		
		Castle		
261	Stamp Pad, Ink size 100ml	Gripex /Kores / Faber	Rate per Bottle	
		Castle		
262	Stamp Pad, Ink size 30ml	Gripex /Kores / Faber	Rate per Bottle	
		Castle		
263	Stamp Pad, Size 109 x 67 mm Plastic Body	Camlin / Gripex / kores	Rate per Each	
264	Stamp (Seal)	Good Quality	Rate per Each	
265	Stamp Pad, Size 159 x 95 mm Metal Body	Camlin / Gripex / kores	Rate per Each	
266	Stapler Machine DS-12S/17	Kangaro	Rate per each	
267	Stapler Machine, No. 10	Kangaroo NO. 10	Rate per each	
268	Stapler Machine, No. 24 / 6	Kangaroo No. 555	Rate per each	
269	Stapler Pin 23/15	Kangaro	Rate per each	

270	Stapler Pin, No. 24/6	Kangaroo / Kores	Rate per Pkt.
271	Stapler Pin, No.10	Kangaroo / Kores	Rate per Pkt.
272	Stapler, HD 10D (Kangaro)	Kangaro HD 10	Rate per each
273	Steel Wool	Good Quality	Rate per each
274	Stick file A4 size	Solo/Infinity	Rate per each
275	Stick file FS size	Solo/Infinity	Rate per each
276	Sticky Pad 2 x 3	Desmat / Oddy	Rate per each
277	Sticky Pad 3 x 3	Desmat / Oddy	Rate per each
278	Sticky Pad 3 x 4	Desmat / Oddy	Rate per each
279	Sticky Pad 3 x 5	Desmat / Oddy	Rate per each
280	Stock Register 08	Oxford / Classic	Rate per each
281	Stock Register 12	Oxford / Classic	Rate per each
282	Stock Register 18	Oxford / Classic	Rate per each
283	Stock Register 20	Oxford / Classic	Rate per each
284	Table Top Acrylic 21 x 15 Inch	Kabeica	Rate per each
285	Tape Dispenser Big	Omega / Polo	Rate per each
286	Tape Dispenser Small	Omega / Polo	Rate per each
287	Thermal Papers roll	Neelgagan / Desmat	Rate per each
	Size 79 x 25 for POS Machine		
288	Tissue Paper Toilet 2 Ply	Washi	Rate per each
289	Tracing Paper 60/65 gsm 18mtr per Roll	Oddy	Rate per Roll
290	Tracing Sheet A-4 size	Good Quality	Rate per Pkt
291	Type Paper 500sheet per Pkt.	JK Quality	Rate per Pkt.
292	Water Sponge/Damper	Gripex / Kabica	Rate per each
293	White Board Marker Pen	Luxor / Camel / Kores	Rate per each
	(Black / Blue / Red / Green)		
294	White Board Marker Pen Ink	Good Quality	Rate per each
295	White Envelope 10 x 4.5	Akasdeep	Rate per each
296	White Envelope 11 x 5	Akasdeep	Rate per each
297	White Envelope 9 x 4	Akasdeep	Rate per each

298	Wooden Pencil	Natraj / Camel / Cello	Rate per each		
299	Odomos Cream (To prevent from mosquito)	Odomos	Rate per each		
	50gm				
300	Zip Bag (5" x 6")	Good Quality	Rate per each		
301	177 centimeter cross section Graph Paper	Good Quality	Rate per pkt		
	(100 sheets per pkt)				
302	White Sticker Paper A4 Size (Gliter Paper)	Good Quality	Rate per pkt		
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\*SQ-Standard Quality \*GQ- Good Quality \*SP- Seal Pack \*TC- Topper Choice

## **CLEANING MATERIALS:**

Sl. No.	Items	Brand	Unit	Rate (INR)	Rate (INR)
				(Excluding GST)	(Excluding GST)
1	Auto Perfume Dispenser Machine	Rate per each	Air Wick / Euronic		
2	All-out Machine and Refill	Rate per each	Good Quality		
3	Auto Perfume Dispenser Refill	Rate per each	Air Wick / Euronic		
4	Belcha (Big size)	Rate per each	Good Quality		
5	Bleaching Powder (Big bag)	Rate per Pkt.	Good Quality		
6	Bleaching Powder, 500gms per pkt.	Rate per Pkt.	Good Quality		
7	Brasso / Daara Polish 100ml per Bottle	Rate per Bottle	Good Quality		
8	Broom (Bamboo)	Rate per each	Good Quality		
9	Broom (Phul Jharu)	Rate per each	Good Quality		
10	Broom Narikal Jharu (Standard size)	Rate per Kg.	Good Quality		
11	Car Perfume	Rate per each	Godrej Aer		
12	Ceiling Brush with bamboo handle	Rate per each	Good Quality		
13	Citronella 30 ml per Bottle	Rate per Bottle	Good Quality		
14	Cleaning Liquid Soap 500ml	Rate per each	VIM Liquid		
15	Cleaning Liquid Soap 750ml	Rate per each	VIM Liquid		
16	Cleaning Soap	Rate per Pkt.	VIM Bar		
17	Cloth Duster size 24 x 24 cm	Rate per each	Good Quality		
18	Cloth Duster with Handel	Rate per each	Good Quality		

19	Cockroach Repellent 225ml (Red Hit)	Rate per each	HIT Red
20	Cockroach Repellent 400ml (Red Hit)	Rate per each	HIT Red
21	Colin 250ml	Rate per each	Colin
22	Colgate (Small)	Rate per each	Colgate
23	Tooth Paste (Small)	Rate per each	Good Quality
24	Citronella	Rate per each	Good Quality
25	Comb	Rate per each	Good Quality
26	Colin 500ml	Rate per each	Colin
27	Dustbin (Big) 60Ltr with Cover	Rate per each	Neelkamal
28	Dustbin (Medium) 30 ltr with Cover	Rate per each	Neelkamal
29	Dustbin Large 180Ltr with Cover	Rate per each	Neelkamal
30	Dustbin Large 230Ltr with Cover	Rate per each	Neelkamal
31	Dustbin with swimming led (60lit)	Rate per each	Good Quality
32	Dustbin with Pedal (Medium)	Rate per each	Cello
33	Dustbin with Pedal (30 ltr)	Rate per each	Cello
34	Dustbin with Pedal (50 ltr)	Rate per each	Cello
35	Dustbin Small Size (Plastic)	Rate per each	Cello
36	Dust Cleaning Brush	Rate per each	Good Quality
37	First Aid kits with medicine	Rate per each	Good Quality
38	Floor Scrubber	Rate per each	Good Quality
39	Floor Cleaner 500ml	Rate per each	Lyzol
40	Garbage Bag (Small)	Rate per each	Good Quality
41	Garbage Bag (Medium)	Rate per each	Good Quality
42	Garbage Bag (Large)	Rate per each	Good Quality
43	Godrej Aer Pocket	Rate per each	Good Quality
44	Godrej Air Freshener (Battle)	Rate per each	Good Quality
45	Good Night Machine and Refill	Rate per each	Good Quality
46	Hand wash Refill Pack	Rate per each	Dettol
47	Hand Towel	Rate per each	Good Quality
48	Hand Wash 200ml	Rate per each	Dettol

49	Harpic Blue 200ml	Rate per each	Harpic	
50	Harpic Blue 500ml	Rate per each	Harpic	
51	Harpic Red 200ml	Rate per each	Harpic	
52	Harpic Red 500ml	Rate per each	Harpic	
53	Hit (Black)	Rate per each	Good Quality	
54	Hit (Red)	Rate per each	Good Quality	
55	Insect Trapper	Rate per each	Good Quality	
56	Iron Brush (Standard size)	Rate per each	Good Quality	
57	Lime (Big bag)	Rate per pkt.	Good Quality	
58	Lizol (Floor Cleaner)	Rate per each	Good Quality	
59	Mope	Rate per each	Good Quality	
60	Mosquito Bat	Rate per each	Good Quality	
61	Mosquito Repellent Liquid Refill 200ml	Rate per each	Mortein/ Goodnite	
62	Mosquito Repellent Machine	Rate per each	Mortein/ Goodnite	
63	Mosquito Repellent Spray 225ml	Rate per each	HIT Black	
64	Mosquito Repellent Spray 400ml	Rate per each	HIT Black	
65	Naphthalene Ball 100gms per Pkt	Rate per each	Diamond	
66	Odonil 50gm	Rate per each	Odonil	
67	Phenyl (450ml per Bottle) Black	Rate per Bottle	Cross / Suraksha	
68	Phenyl (500ml per Bottle) White	Rate per Bottle	Cross / Suraksha	
69	Room Spray (Premium Quality)	Rate per Bottle	Godrej	
70	Room Freshener	Rate per Bottle	Good Quality	
71	Scotch Brite	Rate per each	Good Quality	
72	Scrub Pad (Green/White)	Rate per each	Good Quality	
73	Scrubber	Rate per each	Good Quality	
74	Soap (Rs.5/per pc)	Rate per each	Good Quality	
75	Surf	Rate per each	Good Quality	
76	Soap 46gm	Rate per each	Dettol / Cinthol /	
			Godrej	
77	Table Brush (Standard size) Coconut	Rate per each	Good Quality	

78	Table Brush (Standard size) Plastic	Rate per each	Good Quality	
79	Toilet Brush (Best Quality)	Rate per each	Allwin	
80	Towel, Best Quality, Bath Towel	Rate per each	Bombay Dyeing	
81	Towel, Best Quality, Big Size	Rate per each	Bombay Dyeing	
82	Tooth Brush	Rate per each	Good Quality	
83	Toilet Roll	Rate per each	Good Quality	
84	Toilet Brass	Rate per each	Good Quality	
85	Towel, Best Quality, Medium size (Hand	Rate per each	Bombay Dyeing	
	Towel)			
86	Washing Powder (400gms per Pkt)	Rate per Pkt.	Nirma	
87	Waste Paper Basket	Rate per each	(Classic Quality)	
88	Wiper	Rate per each	Good Quality	
89	Coloured Dustbin (Yellow, Green, white,	Rate per each	Good Quality	
	Blue and Black)			

## COMPUTER PERIPHERALS:

Sl. No.	Items	Brand	Unit	Rate (INR)	Rate (INR)
				(Excluding GST)	(Excluding GST)
1	Brother DCP - L2520D (Printer Cartridge)	Brother	Rate per each		
2	Brother DR - 2365 (Printer Cartridge)	Brother	Rate per each		
3	Brother HL - L2320D (Printer Cartridge)	Brother	Rate per each		
4	Brother Toner Cartridge of L2321D Laser	Brother	Rate per each		
	Printer				
5	C.D. in Jewel Box (10pcs per Box)	Sony	Rate per Box		
6	Canon Xerox tonner 2002 N (NPG 59)	Good Quality	Rate per each		
7	Canon Tonner IR2318L NPG 28	Good Quality	Rate per each		
8	CANON TONER NPG-51	Canon	Rate per each		
9	Canon Copier Machine Tonner Model NPG-	Good Quality	Rate per each		
	28				
10	Cartridge (Web HQ 2600)	Good Quality	Rate per each		

11	Cartridge (Canon image Runner-2420L)	Canon	Rate per each
12	Cartridge (HP LaserJet M1005 MFP)	HP	Rate per each
13	NPG 59	Canon	Rate per each
14	C.D. Re-writable	Sony	Rate per Box
15	Compatible Cartridge (Imageking make) for	Good Quality	Rate per each
	Brother TN-2365 Laser Printer		
16	Compatible Cartridge for Brother HL-	Good Quality	Rate per each
	L2320D Laser Printer		
17	Compatible (Black Current make) Toner 287	Good Quality	Rate per each
	A for HP Laserjet Pro m501 Laser printer		
18	Computer Printer Ribbon(EPSON LQ-	Good Quality	Rate per each
	115011)		
19	Computer Printer Ribbon 'Epson LQ-1150-	Good Quality	Rate per each
	П'		
	(Preferably TVS-E)		
20	D.V.D. Blank	Sony	Rate per each
21	EPSON Model No. L220	Good Quality	Rate per each
22	Computer Paper 12 x 12 x 2 part (6"	Shruti / Desmat	Rate per 1000
	Perforated)		
23	Computer Paper 15 x 12 x 1 part	Neelgagan	Rate per 1000
24	High glossy photo paper 130gsm 50sheet per	Desmat	Rate per Pkt.
	Pkt		
25	High glossy photo paper 180gsm 20sheet per	desmat /Kodak	Rate per Pkt.
	Pkt		
26	High glossy photo paper 270gsm 25sheet per	desmat /Kodak	Rate per Pkt.
	Pkt		
27	HP Colour LaserJet CM2320fxiMFP	H.P.	Rate per each
	Cartridge CC530A		
28	HP Colour LaserJet CM2320fxiMFP	H.P.	Rate per each
	Cartridge CC531A		

29	HP Colour LaserJet CM2320fxiMFP Cartridge CC533A	H.P.	Rate per each
30	HP Colour LaserJet CM2320fxiMFP	H.P.	Rate per each
	Cartridge CC532A		
31	HP Laser Jet Enterprise M507 (289A) Printer	H.P.	
	Cartridge		
32	HP Ink Cartridge Black No. 703 (CD887AA)	H.P.	Rate per each
33	HP Ink Cartridge Colour No. 703	H.P.	Rate per each
	(CD888AA)		
34	HP Ink Cartridge Black No. 46 (CZ637AA)	H.P.	Rate per each
35	HP Ink Cartridge Colour No. 46 (CZ638AA)	H.P.	Rate per each
36	HP laser Jet Print Toner 5942A for	H.P.	Rate per each
	4250/4350 Series		
37	HP LaserJet Cartridge Model No.Pro	Good Quality	Rate per each
	MFPM427 dw		
38	HP Laser Jet Cartridge Pro M202n	H.P.	Rate per each
39	H.P.LESER JET TONNER 05A (BLACK)	H.P.	Rate per each
40	H.P.LESER JET TONNER 600,603 (90A)	H.P.	Rate per each
41	HP Laser jet Cartridge (05A)	H.P.	Rate per each
42	HP Laserjet M608 Printer	H.P.	Rate per each
43	HP Toner Cartridge 12A	H.P.	Rate per each
44	HP Toner Cartridge 88A	H.P.	Rate per each
45	HP Toner Cartridge 14A	H.P.	Rate per each
46	HP Toner Cartridge 53A	H.P.	Rate per each
47	HP Toner Cartridge 28A	H.P.	Rate per each
48	HP Toner Cartridge 42A	H.P.	Rate per each
49	HP Toner Cartridge 78A	H.P.	Rate per each
50	HP Toner Cartridge 90A	H.P.	Rate per each
51	HP Toner Cartridge 81A	H.P.	Rate per each
52	HP Toner Cartridge 64A	H.P.	Rate per each

53	HP Toner Cartridge 55A	H.P.	Rate per each
54	HP Toner Cartridge 80A	H.P.	Rate per each
55	HP Tonner Cartridge 18A	H.P.	Rate per each
56	HP Laser printer Cartridge Model. 87 A	H.P.	Rate per each
57	H.P.LESER JET TONNER CE 505	H.P.	Rate per each
	(BLACK)		
58	H.P.LESER JET TONNER MODEL-1105	H.P.	Rate per each
59	HP LASERJET PRINTER CARTRIDGE P2055D	H.P.	Rate per each
60	HP LaserJet Cartridge model 2520 hp	H.P.	Rate per each
61	HP Toner Cartridge 37A	H.P.	Rate per each
62	Ink Cartridge – CE320A, CE321A, CE322A,	Good Quality	Rate per each
	CE323APrinter (Model-LaserJet Pro		
	CM141fnColor MFP)		
63	Printer Cartridge 12A (Prodot)	Prodot	Rate per each
64	PRINTER CARTRIDGE No 88A	Prodot	Rate per each
65	PRINTER CARTRIDGE No 28A	Prodot	Rate per each
66	PRINTER CARTRIDGE No 55A	Prodot	Rate per each
67	PRINTER CARTRIDGE No 26A	Prodot	Rate per each
68	PRINTER CARTRIDGE No 12A	Prodot	Rate per each
68	PRINTER CARTRIDGE No (TN-2365)	Brother	Rate per each
70	PRINTER CARTRIDGE No (DCP-L2520D)	Brother	Rate per each
71	Printer Ink Cartridge1610	H.P.	Rate per each
72	Printer Cartridge(Web HQ 1600)	H.P.	Rate per each
73	Printer Cartridge HP Laser Jet P -1566	H.P.	Rate per each
74	Printer Cartridge Model-HP LaserJet P2035	H.P.	Rate per each
75	Printer Cartridge for HP Laser Jet P1566	H.P.	Rate per each
76	Printer Model-LaserJet Pro CM141fnColor	H.P.	Rate per each
	MFP		
77	Printonix ribbon (P-8000/7000)	TVS	Rate per each

78	Printronics Ultra Capacity Printer Ribbon – 7000	Printronics	Rate per each	
79	Printronics Cartridge Ribbon - P8000/P7000/N7000	Printronics	Rate per each	
80	Printer Ribbon MSP-240	TVS	Rate per each	
81	Printer Ribbon Model No. LQ DSI 5235	TVS	Rate per each	
82	Printronix RibbonP8000/P7000 Standard Life EC Cartridge	TVS	Rate per each	
83	Pen Drive (16 GB)	Sony	Rate per each	
84	Pen Drive (32 GB)	Sony	Rate per each	
85	Pen Drive (64 GB)	Sony	Rate per each	
86	Pen Drive (128 GB)	Sony	Rate per each	
87	Cordless Mouse	Logitech / Prodot	Rate per each	
88	Cordless Keyboard	Logitech / Prodot	Rate per each	
89	Mouse Pad	Good Quality	Rate per each	
90	Copier Machine Toner Konica Minolta Bizhub 164	Konica	Rate per each	
91	Copier Machine Toner Konica Minolta Bizhub 206	Konica	Rate per each	
92	Copier Machine Toner Konica Minolta Bizhub 215	Konica	Rate per each	
93	Copier Machine Toner Konica Minolta Bizhub 226	Konica	Rate per each	
94	Copier Machine Toner Richo MP 2501S	Richo	Rate per each	
95	Copier Machine Toner Canon 28	Canon	Rate per each	
96	Copier Machine Toner Canon 51	Canon	Rate per each	
97	Copier Machine Toner Canon 59	Canon	Rate per each	
98	DMP Printer Ribbon LQ-DSI 5235	TVS / Prodot	Rate per each	
99	205i Konica Bizhub	Konica	Rate per each	
100	TVS – E Computer Printer Ribbon	TVS	Rate per each	

101	TN 222 for Konica Minolta Photocopier	Konica	Rate per each	
	bizhut 266			
102	Xerox Tonner – Cannon 2525	Canon	Rate per each	
103	Toner 118 for Konica Minolta Photocopier	Konica	Rate per each	
104	Toner for Xerox Machine Canon Model No IR2016	Canon	Rate per each	
105	Toner Cartridge for Canon Image Runner 2520	Canon	Rate per each	
106	Toner Cartridge for Canon Printer LBP 6030W	Canon	Rate per each	
107	Toner Cartridge for Canon Image 4820d (Laser Printer)	Canon	Rate per each	
108	Kyocera Taskalfa 180 Toner Cartridge	Kyocera	Rate per each	

### HOSTEL ITEMS:

Sl. No.	Items	Brand	Unit	Rate (INR)	Rate (INR)
				(Excluding GST)	(Excluding GST)
1	Aluminium Items (Best Quality) All types of	Good Quality	Rate per Kg.		
2	Aluminium khorahi (Strainer) (10 kg)	Good Quality	Rate per each		
3	Aluminium khorahi (Strainer) (medium)	Good Quality	Rate per each		
4	Aluminium Mug (1 Ltr. Cap) (Standard	Good Quality	Rate per each		
	Quality)				
5	Aluminium Saucepan (5 ltr)	Good Quality	Rate per each		
6	Aluminium Saucepan (Medium)	Good Quality	Rate per each		
7	Aluminium Trolley	Good Quality	Rate per each		
8	Bati (Big) (Standard Size)	Good Quality	Rate per each		
9	Bati (Medium) (Standard Size)	Good Quality	Rate per each		
10	Blender Machine	Good Quality	Rate per each		
11	Brass Bell (Medium)	Good Quality	Rate per each		
12	Bell Metal (Best Quality)	Good Quality	Rate per each		

13	Belna Chakla (Big) (Best Quality)	Good Quality	Rate per Pair	
14	Bonalona (Iron)	Good Quality	Rate per each	
15	Borosil Tea Pot (1.5 ltrs)	Good Quality	Rate per each	
16	Bowl	Good Quality	Rate per each	
17	Bottle Brush	Good Quality	Rate per each	
18	Bucket, Size: 14 <sup>"</sup> G.I. (Best Quality)	Good Quality	Rate per each	
19	Bucket, Size : 16 <sup>//</sup> G.I. (Best Quality)	Good Quality	Rate per each	
20	Bucket, Big size	Good Quality	Rate per each	
21	Bucket, Size: 18" G.I. (Best Quality)	Good Quality	Rate per each	
22	Burner Top	Good Quality	Rate per each	
23	Chekoni (Tea Strainer) (Large) (SS)	Good Quality	Rate per each	
24	Chekoni (Tea Strainer) (Small) (SS)	Good Quality	Rate per each	
25	Classic Jar (Tero glassware)	Good Quality	Rate per each	
26	Cooker (5 lit)	Good Quality	Rate per each	
27	Cooker (7 ltr)	Good Quality	Rate per each	
28	Cooker (15 lit)	Good Quality	Rate per each	
29	Coffee Cup	Good Quality	Rate per each	
30	Commercial Gas Burner Top	Good Quality	Rate per each	
31	Cooker (18 lit)	Good Quality	Rate per each	
32	Cooker (12 lit)	Good Quality	Rate per each	
33	Cooker (22 lit)	Good Quality	Rate per each	
34	Cooker (10 lit)	Good Quality	Rate per each	
35	Cooking Pan (Non-sticky)	Good Quality	Rate per each	
36	Cutting Board	Good Quality	Rate per each	
37	Dabbu Hata (Big size) (Iron)	Good Quality	Rate per each	
38	Fibre Bowl	Good Quality	Rate per each	
39	Fibre Plate (Quarter size)	Good Quality	Rate per each	
40	Fibre Plate (Big size)	Good Quality	Rate per each	
41	Food Heater	Good Quality	Rate per each	
42	Floor Rubber mat	Good Quality	Rate per each	

43	Frying Pan (Non stick) (Big size)	Good Quality	Rate per each	
44	Frying Pan (Aluminum) (Best Quality)	Good Quality	Rate per each	
45	Frying Jarli (Roti Maker)	Good Quality	Rate per each	
46	Gamla, Steel (medium Size)	Good Quality	Rate per each	
47	Gamla (Big Size)	Good Quality	Rate per each	
48	Grinder	Good Quality	Rate per each	
49	Gas Lighter	Good Quality	Rate per each	
50	Gas Stove (3 burner)	Good Quality	Rate per each	
51	Ghutani for Dal (Best Quality) Steel	Good Quality	Rate per each	
52	Handi (Big)	Good Quality	Rate per each	
53	Handi (Medium)	Good Quality	Rate per each	
54	Handi (15 kg capacity) with cover	Good Quality	Rate per each	
	(Alluminium)			
55	Handi (30 kg capacity) with cover	Good Quality	Rate per each	
	(Alluminium)			
56	Handi (20 kg capacity) with cover	Good Quality	Rate per each	
	(Alluminium)			
57	Handi (10 kg capacity) with cover	Good Quality	Rate per each	
	(Alluminium)			
58	Handi (8 kg capacity) with cover	Good Quality	Rate per each	
	(Alluminium)			
59	Handi (7 kg capacity) with cover	Good Quality	Rate per each	
	(Alluminium)			
60	Hata (Brass) (Best Quality)	Good Quality	Rate per each	
61	Heta (Large) (Iron)	Good Quality	Rate per each	
62	Heta (medium) (Iron)	Good Quality	Rate per each	
63	Heta (small) (SS)	Good Quality	Rate per each	
64	Hot Case (20 ltr) (SS)	Good Quality	Rate per each	
65	Hot Case (15 ltr)	Good Quality	Rate per each	
66	Inverter Trolley	Good Quality	Rate per each	

67	Inverter Box	Good Quality	Rate per each
68	Iron Khonti (Large size)	Good Quality	Rate per each
69	Iron Khonti (small size)	Good Quality	Rate per each
70	Iron Square Tawa (Flat) (size 3 x 2)	Good Quality	Rate per each
71	Iron Jhara (Big Size)	Good Quality	Rate per each
72	Jhanjira (Large) (Best Quality) (Iron)	Good Quality	Rate per each
73	Jhanjira (Medium) (Best Quality) (Iron)	Good Quality	Rate per each
74	Jhanjira (Small) (Best Quality) (SS)	Good Quality	Rate per each
75	Kerahi Cast Iron (Big) (Standard Quality) Dia	Good Quality	Rate per each
76	Kerahi Cast Iron (Medium) (Standard Quality) Dia:	Good Quality	Rate per each
77	Kerahi (50 kg)	Good Quality	Rate per each
78	Kerahi (20 kg)	Good Quality	Rate per each
79	Kerahi (30 kg)	Good Quality	Rate per each
80	Kerahi Cast Iron (Small) (Standard Quality) Dia	Good Quality	Rate per each
81	Kerahi with lid (Big size)	Good Quality	Rate per each
82	Kerahi with lid (Medium size)	Good Quality	Rate per each
83	Kettle, 4lit (Alumnium)	Good Quality	Rate per each
84	Kettle (10 lit) (Aluminium)	Good Quality	Rate per each
85	Khanti (Iron)	Good Quality	Rate per each
86	Khanti (Large) (Best Quality) (Iron)	Good Quality	Rate per each
87	Khanti (Medium) (Best Quality) (Iron)	Good Quality	Rate per each
88	Khanti (Small) (Best Quality) (SS)	Good Quality	Rate per each
89	Knife (Stainless Steel) Big (Best Quality)	Good Quality	Rate per each
90	Knife (Iron) (Medium)	Good Quality	Rate per each
91	Knife (Stainless Steel) Medium (Standard Quality)	Good Quality	Rate per each
92	Knife (Big for cutting fish/Chicken) (SS)	Good Quality	Rate per each

93	Khurpi	Good Quality	Rate per each
94	Laddle (Size-5)	Good Quality	Rate per each
95	Ladle for Rice (Big Size)	Good Quality	Rate per each
96	Ladle for Rice (Medium Size)	Good Quality	Rate per each
97	Ladle for puri (Big Size)	Good Quality	Rate per each
98	Ladle for Puri (Medium Size)	Good Quality	Rate per each
99	Looking Glass (5' x 2' x 5 mm )	Good Quality	Rate per each
100	LPG Gas Pipe	Good Quality	Rate per each
101	Masala Container (500 ml) (Plastic)	Good Quality	Rate per each
102	Milton Bucket (18 Lit)	Good Quality	Rate per each
103	Milton Plastic Stool for bathroom	Good Quality	Rate per each
104	Milton Mug	Good Quality	Rate per each
105	Milton water Bottle	Good Quality	Rate per each
106	Mirror for wash room	Good Quality	Rate per each
107	Mirror (Long Size)	Good Quality	Rate per each
108	Non stick Tawa	Good Quality	Rate per each
109	Oil Strainer (SS)	Good Quality	Rate per each
110	Palta (Wooden Handle Big size)	Good Quality	Rate per each
111	Patila (Large)	Good Quality	Rate per each
112	Pipe of gas cylinder	Good Quality	Rate per each
113	Plastic Bucket (Big) (Best Quality)	Milton / Cello	Rate per each
114	Plastic Bucket (Medium) (Best Quality)	Milton / Cello	Rate per each
115	Plastic Bucket, Medium	Ordinary	Rate per each
116	Plastic Container for storage(2000 ml)	Good Quality	Rate per each
117	Plastic Jar (Big) (Best Quality)	Milton / Cello	Rate per each
118	Plastic Jar (Medium) (Best Quality)	Milton / Cello	Rate per each
119	Plastic Mug (General)	Good Quality	Rate per each
120	Plastic Mug (Milton)	Good Quality	Rate per each
121	Pota	Good Quality	Rate per each
122	Quarter Plate	Good Quality	Rate per each

123	Regulator of gas cylinder	Good Quality	Rate per each
124	Regulator of gas (High Speed)	Good Quality	Rate per each
125	Knife	Good Quality	Rate per each
126	Rice Strainer (10 kg size)	Good Quality	Rate per each
127	Ring Bowl (Big) (Alluminium)	Good Quality	Rate per each
128	Ring Bowl (Small) (Alluminium)	Good Quality	Rate per each
129	Rack Hoe	Good Quality	Rate per each
130	Roller + pin	Good Quality	Rate Per Set
131	Sugar Bowl	Good Quality	Rate per each
132	Silpata with Lodhi (Big) (Best Quality)	Good Quality	Rate per Pair
133	Spoon (Stainless Steel) Tea (Lazan Quality)	Good Quality	Rate per each
134	Spoon (Table / Table Fork) (Lazan Quality)	Good Quality	Rate per each
135	Stainless Steel Items (Best Quality) All types of	Good Quality	Rate per Kg.
136	Steel Bowel	Good Quality	Rate per each
137	Steel Glass (Medium)	Good Quality	Rate per each
138	Steel Jar (Big)	Good Quality	Rate per each
139	Steel Jar (Medium)	Good Quality	Rate per each
140	Steel Bucket (18 lit)	Good Quality	Rate per each
141	Steel Dish (Big Size)	Good Quality	Rate per each
142	Steel Dish (Medium Size)	Good Quality	Rate per each
143	Steel Glass (Medium)	Good Quality	Rate per each
144	Steel Glass (small)	Good Quality	Rate per each
145	Steel Palta	Good Quality	Rate per each
146	Steel Bowl	Good Quality	Rate per each
147	Steel Hot case (15 ltr)	Good Quality	Rate per each
148	Steel Mug (750 ml)	Good Quality	Rate per each
149	Serving Spoon (SS) (Big)	Good Quality	Rate per each
150	Serving Spoon (SS) (small)	Good Quality	Rate per each
151	Tally (Log) Book, No. 6	Topper Choice	Rate per each

152	Tawa (Big) (Iron)	Good Quality	Rate per each
153	Tea Container (20 lit)	Good Quality	Rate per each
154	Tea Container (10 lit)	Good Quality	Rate per each
155	Tea Container (5 lit)	Good Quality	Rate per each
156	Tea Dispenser (steel)	Good Quality	Rate per each
157	Tea Tray, Best Quality, Big (Fancy Quality)	Good Quality	Rate per each
158	Tall water drinking glass (Delux)	Good Quality	Rate per each
159	Tawa (square) (Flat)	Good Quality	Rate per each
160	4 slice Toaster	Good Quality	Rate per each
161	Tall water drinking glass (Delux)	Good Quality	Rate per each
162	Tawa (square) (Flat)	Good Quality	Rate per each
163	Toaster	Good Quality	Rate per each
164	Vegetable Cutter (Bothi)	Good Quality	Rate per each
165	Vegetable peeler	Good Quality	Rate per each
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### \*SS - Stainless steel

### **OTHERS:**

Sl. No.	Items	Brand	Unit	Rate (INR)	Rate (INR)
				(Excluding GST)	(Excluding GST)
1	Aluminium ladder	Good Quality	Rate per each		
2	Axe (Big) (Best Quality)	Good Quality	Rate per each		
3	Axe (Medium) (Best Quality)	Good Quality	Rate per each		
4	Bed Sheet (Plain)	Good Quality	Rate per each		
5	Blanket (double Ply single)	Good Quality	Rate per each		
6	Bed Sheet (Stripe)	Good Quality	Rate per each		
7	Bed Sheet (White Colour)	Good Quality	Rate per each		
8	Bed Sheet (Green Colour)	Good Quality	Rate per each		
9	Belcha	Good Quality	Rate per each		
10	Candle (Big) 6 stick per Pkt.	Ujjala	Rate per Pkt.		
11	Cloth Hanger	Good Quality	Rate per each		

12	Cordless Calling Bell	Good Quality	Rate per each	
13	Cup & Saucers (Bone China)	Lilly / Bharat	Rate per Pair	
14	Dao (Big) (Best Quality)	Good Quality	Rate per each	
15	Dao (Medium) (Best Quality)	Good Quality	Rate per each	
16	Dark film Lamination	Good Quality	Rate per each	
17	Door Curtain, Fancy Quality)	Good Quality	Rate per Mtr.	
18	Doormat (Coconut) (3' x 2')	Good Quality	Rate per each	
19	Doormat (Coconut) (4' x 2')	Good Quality	Rate per each	
20	Doormat (Grass) (4' x 2')	Durotuff	Rate per each	
21	Doormat (Grass) (3' x 2')	Durotuff	Rate per each	
22	Doormat (Grass) (5' x 3')	Durotuff	Rate per each	
23	Doormat (Grass) (8' x 4')	Bajaj / Orpat	Rate per each	
24	Electric Heater (Best Quality)	Usha / Bajaj/ Pejon	Rate per each	
25	Electric Iron (Best Quality)	Good Quality	Rate per each	
26	Electric Heater (Best Quality)	Good Quality	Rate per each	
27	Electric Kettle 1.0 Ltr	Usha / Bajaj/ Pejon	Rate Per Each	
28	Extension Board	Good Quality	Rate Per Each	
29	Electric Kettle 1.5 Ltr	Usha / Bajaj/ Pejon	Rate Per Each	
30	Examination Gloves	Good Quality	Rate Per Pkt.	
31	Flask 1 Ltr	Milton	Rate per each	
32	Feed Back Book (For Guest house)	Good Quality	Rate per each	
33	Flower Tub Plastic Big	Good Quality	Rate per Each	
34	Floor Sanitizer (5 ltr Gallon)	Good Quality	Rate per Gallon	
35	Face Mask	Good Quality	Rate per Each	
36	Face Shield	Good Quality	Rate per each	
37	Flower Tub Plastic Medium	Good Quality	Rate per Each	
38	Flower Tub Plastic Small	Good Quality	Rate per Each	
39	Garden Umbrela	Mohendra Dutta	Rate per Each	
40	Grass cutter nylon trimmer lines	Good Quality	Rate per Each	
41	Green Tea	Good Quality	Rate per Pkt.	

42	Hand gloves	Good Quality	Rate per Each	
43	Hand Sanitizer (100 ml)	Good Quality	Rate per btl	
44	Hand Sanitizer (200 ml)	Good Quality	Rate per btl	
45	Hand Sanitizer (5 ltr Gallon)	Good Quality	Rate per Gallon	
46	Hassain Sutlee,	Standard Quality	Rate per Kg.	
47	Hedge Cutting scissor	Good Quality	Rate per each	
48	Hessian Cloth (Thick & Best Quality)	Good Quality	Rate per Mtr.	
49	Ное	Good Quality	Rate per each	
50	Hose pipe (1")	Good Quality	Rate per each	
51	Mosquito net (single)	Good Quality	Rate per each	
52	Milk Sachet	Good Quality	Rate per each	
53	N-95 Mask	Good Quality	Rate per each	
54	Needle (Big) (Best Quality)	Good Quality	Rate per each	
55	Nylon Rope for Honda Grass Cutter	Honda	Rate per each	
56	Oximeter	Good Quality	Rate per each	
57	Plastic Chair with handle	Neelkamal	Rates per Each	
58	Plastic Chair without Handle	Neelkamal	Rates per Each	
59	Plastic Plate for Flower Tub	Good Quality	Rates per Each	
60	Plastic Rope (per kg)	Good Quality	Rate per each	
61	Pilo (Fiber filling)	Good Quality	Rate per each	
62	Pilo ( cotton filling)	Good Quality	Rate per each	
63	Plates for flower tub	Good Quality	Rate per each	
64	Plastic thread	Good Quality	Rate per each	
65	Polythene	Good Quality		
66	PVC Water Pipe 30 mtr/roll	Good Quality	Rate Per Roll	
67	Sipling	Good Quality	Rate per each	
68	Slipper (9/10)	Good Quality	Rate Per pair	
69	Shoe Brush	Good Quality	Rate Per each	
70	Shoe Polish	Good Quality	Rate Per each	
71	Sugar Cubes	Good Quality	Rate per Pkt.	

72	Suttle thread	Good Quality	Rate per each
73	Tea Bag	Good Quality	Rate per Pkt.
74	Table Coaster Set of 6	Good Quality	Rate per Set
75	Table Top Glass (6 mm Quality)	Good Quality	Rate per Sqr Ft.
76	TV and AC Remote	Good Quality	Rate per each
77	Tea Bags	Good Quality	Rate per each
78	Tea Tray, Best Quality, Big (Fancy Quality)	Good Quality	Rate per each
79	Tea Tray, Best Quality, Big (Fancy Quality)	Good Quality	Rate per Each
80	Tea Tray, Best Quality, Medium (Fancy	Good Quality	Rate per Each
	Quality)		
81	Torch	Good Quality	Rate per Each
82	Thermometer	Good Quality	Rate per Each
83	Umbrella Big Size	Mohindra Dutta	Rate per Each
84	Wall Clock	Orpat / Ajanta	Rate per each
85	Water Bottle 1Ltr	Cello / Milton	Rate per each
86	Water Bottle 500ml	Cello / Milton	Rate per each
87	Water Filter (Stainless Steel) 13 Ltrs.	Milton	Rate per each
88	Water Filter Candle	(Milton)	Rate per each
89	Water Filter, S/Steel, 16 Ltrs. (Milton)	Milton	Rate per each
90	Water Filter, S/Steel, 27 Ltrs. (Milton)	Milton	Rate per each
91	Water Glass, Thin Quality	Year / Lazor	Rate per each
92	Watering Cane	Good Quality	Rate per each
93	Window Curtain, (Fancy Quality)/Blind	Good Quality	Rate per Mtr.
94	Wooden Podium Size 3' 11" x 1'10" x 1'10"	Wooden	Rate per Each
95	Multi Plug 3 pin		Good Quality
96	3 ply Mask	Good Quality	Rate per Each
97	Curtain	Good Quality	Rate per Each
98	Pillow Cover	Good Quality	Rate per Each
99	Blanket (Single)	Good Quality	Rate per Each
100	Blanket (Double)	Good Quality	Rate per Each

101	Pillow	Good Quality	Rate per Each	
102	Mattress (Single)	Good Quality	Rate per Each	
103	Mattress (Double)	Good Quality	Rate per Each	
104	Rexine/Rubber cloth	Good Quality	Rate per Each	

**Registrar**Dibrugarh University
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