



**GOVERNMENT OF WEST BENGAL  
BY THE OFFICE OF THE MSVP,  
SCHOOL OF TROPICAL MEDICINE, KOLKATA-700073  
Email- msvp.stm@gmail.com, Phone: 033-22123697/98**

**NIT No: STM/DT/01/E-TENDER-12/431/2022**

**Dated: 18.11.2022**

**E-TENDER NOTICE FOR SUPPLY OF STATIONARY & MISCELLANEOUS ITEMS FOR THE PERIOD OF  
ONE YEAR BY SCHOOL OF TROPICAL MEDICINE, KOLKATA**

(Through Pre-qualification) (Submission of Bid through NIC e- tender portal)

The Medical Superintendent Cum Vice Principal, School of Tropical Medicine, Kolkata invites e-tender from reputed companies / Co-operative Societies /Authorized distributors /firm for **SUPPLY OF STATIONERY & MISCELLANEOUS ITEMS** at School of Tropical Medicine, Kolkata.

In the event of e-filling, intending bidder may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and make Payment of earnest money through online portal. Technical Bid in Technical (Statutory & Non-Statutory) folder and Financial Bid in Financial folder both duly digitally signed are to be submitted concurrently in the website <https://wbtenders.gov.in>.

The Financial Bid of the prospective Bidder will be considered only if the Technical Documents (Statutory & Non-Statutory) of the Bidder found qualified by the Tender Selection Committee of School of Tropical Medicine, Kolkata.

MSMEs registered in West Bengal are exempted from submission of EMD as per Finance Department, Go WB Notification 10500-F dated 19/11/2004, but their selection would be subject to the provisions of Notification No. 6142-F(Y) dated 10/10/2017 of the Finance Department, Government of West Bengal.

The decision of the Tender Selection Committee will be the final and absolute in this respect.

## 1. Important information

### DATE & TIME SCHEDULE OF IMPORTANT EVENTS

Sl. No.	Particulars	Date & Time (on working days only excluding Sundays and Holidays)
1	Date of publishing N.I.T. & other Documents online	24/11/2022, 10 am
2	Online documents download start date	24/11/2022, 10 am
3	Online documents download end date	9/12/2022, 6 pm
4	Online Bid submission start date	24/11/2022, 10 am
5	Dates for submission of Earnest Money Deposit online.	24/11/2022 onwards
6	Online Bid Submission closing date	9/12/2022, 6 pm
7	Online Bid opening date for Technical Proposals	12/12/2022, 10 am onwards
8	Date of online uploading list for Technically Qualified Bidders	To be notified later
9	Date of online opening of Financial Proposal	To be notified later

**Any subsequent notice regarding this tender shall be uploaded on the website only.**

2. In the event of any of the above-mentioned dates being declared as a holiday for the STM/ Kolkata, the tenders will be opened on the next working day at the appointed time.

**Medical Superintendent Cum Vice Principal  
School of Tropical Medicine, Kolkata**

## **Introduction**

Before formulating the bid and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

### **General Guidance for e-Tendering: -**

Instruction /Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participating in e-Tendering.

#### **1. Registration of Bidder: -**

Any Bidder willing to take part in the process of e-Tendering will have to enrolled and Register with the Government e-procurement system and they can do so by visiting <https://wbtenders.gov.in> (herein after mentioned as the „prescribed website“ or „website“ or „e-tender website“) and following link on e-tendering site (herein mentioned as „the Prescribed web portal „or„web portal“ or „e-tender web portal“).

#### **2. Digital Signature Certificate (DSC): -**

Each bidder is required to obtain Class –II or Class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service providers of the National Informatics Centre (NIC) on payment of requisite amount; the details of which are available at the web site as stated above. The DSC is given as a USB e-Token.

3. The bidder can search and download NIT & Bid Document electronically from the above website once he/she/they log(s) on to the website mentioned in clause using the Digital signature Certificate. This is the only mode of collection of Tender/Bid Document.

#### **4. Submission of bids.**

Both Technical bid and Financial Bid, duly signed digitally signed, are to be submitted Concurrently in the „prescribed website“. All the documents, to be scanned and uploaded in the web portal must be in English language.

The Bids are to be submitted online in the website/web portal in two folders at a time, one each for Technical Bid and for Financial Bid, before the prescribed date & time using the Digital Signature Certificate (DSC).The documents to be uploaded are to be scanned for viruses are and are to be duly digitally signed. The documents will get encrypted (transformed into non readable formats). The technical proposal should contain scanned of the following further two covers (folders)

#### **5. Statutory Cover: -**

An **Earnest Money (EMD)** Payment only through NET BANKING/RTGS/NEFT Tender items Schedule Properly Filled & uploaded the same Digitally Signed except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in others paper the Bid liable to summarily rejected.

**SUBMISSION OF THE TENDERS:** The tender is to be submitted in a two Bid System.

**Technical Proposal:**

**(A). Statutory Cover Containing the following documents:**

**“BID A”:** (SINGLE FILE MULTIPLE PAGES SCANNED)

A	CHECK LIST in the prescribed format
B	Scanned copy of EMD amounting to Rs.10,000.00 (Rupees Ten Thousand only) OR Documents in support of exemption/relaxation claimed for EMD for the whole tender.
C	Application in the prescribed format given in Annexure I
D	No Conviction Certificate in the prescribed format given in Annexure II
E	Tender Condition Acceptance on Tenderer Letter Head in Annexure III
F	Copies of documentary evidence of experience having successfully completed similar works should be submitted.
G	Quoted Item List as per specification

**(B) Non-Statutory Cover:**

1. Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non-Statutory Documents” to send the selected documents to Non-Statutory folder.
2. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents using: (a) multiple scan (b) black and white scan (c) scan resolution should be within 250.

**6. Non Statutory Cover will contain following documents:**

Sn	Category	Sub Category	Sub Category Description
A	Certificates	Certificates	PAN Card of the Bidder/Authorized Signatory (who will upload the BID)
			Professional Tax Registration certificate with latest depositing challan /return.
			GST Registration certificate
B	Company Details	Company Details	Valid Trade License/Enlistment (Specific Nature of Business)
			Registration with Registrar of Companies (If APPLICABLE)
			Power of Attorney (if applicable)
C	Credential	Credential	Affidavit About No Conviction from Notary Public/Judicial Magistrate/Executive Magistrate.
			Order copies of documentary evidence of experience having successfully completed similar works should be submitted

E	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2021-22 or 2022-23
			Copy of latest GST Returns for the year 2022-23 [any one month] to be submitted.
		Payment Certificate 2	Audited Balance Sheet & Profit & Loss A/c of any <b>one</b> of the last 2 financial years, 2020-21 and 2021-22 with due certification of a CA firm containing Membership No. and UDIN

## 7. FINANCIAL COVER

The folder as “Financial Bid” shall contain:

Base Rate per accounting unit Supply of stationary & miscellaneous items inclusive Entry Tax, Customs Duty (if applicable), Transportation Charges, Insurance, Delivery Charges, Incidental Charges Freight Charges, etc. and exclusive of GST to be quoted.

## 8. PROCEDURE FOR DEPOSIT OF EMD/BID SECURITY RELATED TO e- PROCUREMENT OF THE STATE GOVERNMENT DEPARTMENTS: -

1) Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government office/PSU/Autonomous body/Local Body/PRI s, etc shall login to the e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments mode:-
  - i) Net banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment Gateway;
  - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

## 9. PAYMENT PROCEDURE:

a) Payment by net Banking (any listed bank) through ICICI Bank payment Gate way:

- i) On selection of net banking as the pay as the payment mode, the bidder will be directed to ICICI Bank payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government office/PSU/Autonomous body/Local Body/PRIs,etc maintained with the focal point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) If the transaction fails, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre- filled challan having the details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv) If verification is successful, the fund will get credited to the respective Pooling account of the State Government office/PSU/Autonomous body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) Hereafter, the bidder will go to e-procurement portal for submission of his bid.
- vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3) Refund /Settlement Process: -

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-procurement portal through web services.
- ii) On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank accounts from which they made the payment transaction .Such refund will take place within T+2
- iii) Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.

- iv) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L 1 and L 2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI Process is successful
  
- v) If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract(AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.
  
- vi) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal -
  - a) EMD of the L1 bidder for tender of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L1 bidder.
  - b) EMD of the L1 bidder for tenders of the State PSU/Autonomous body/Local Body/PRI; etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In both the above cases, such transfer will take place within T+1 bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

vi) The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the e-Procurement portal for up-gradation.

vii) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous body/Local Body/PRI, etc tenders

viii) All refunds will be made mandatorily to the Bank A/c from which the payments of EMD were initiated.

#### **10. Refund of EMD :**

The EMD will be returned after expiry of contract period on satisfactory completion of the job/contract. No interest is payable on EMD.

#### **11. RATE:**

- a. Rates quoted in respect of items shall not exceed the controlled price and/or M.R.P.(maximum retail price) fixed by GOI wherever it is applicable.
- b. THE BASIC RATE PER ACCOUNTING UNIT should be furnished inclusive of Entry Tax, Customs Duty (if applicable), Transportation Cost, Insurance, Freight, Incidental Charges etc. but excluding of GST, which shall be quoted separately in the template for Bill of Quantities.
- c. Percentage of GST to be mentioned in the appropriate Column of the template for Bill of Quantities.

#### **12. ELIGIBILITY FOR QUOTING:**

- a) The Firm/Experienced Agency/ Co-operative Societies of the item or items who are able to supply the assured quantities as per requirement of the STM,KOL are only eligible for quoting. Failure of submission of declaration of full assured supply to the Government of West Bengal will lead to cancellation of tender. The Vendors who have been blacklisted by any Govt. Concern/health Institutions in the Country for particular item(s) are also not eligible for apply.
- b) The Firm/ Agency/ Co-operative Societies must have capability to control his appointed manpower and the STM authority in no circumstances will bear the responsibilities of the manpower to be engaged for this purpose.
- c) The Firm/Experienced Agency/ Co-operative Societies should be competent enough to deal with the business of Stationary & Miscellaneous Items etc.

#### **13. OPENING OF TENDER**

- a) The Tender selection committee will open the bids after the specified date and time as indicated in the NIT.
- b) Authorized representatives of the bidders may attend the tender opening.
- c) The EMD of goods to be supplied shall be evaluated first. Then the Online Technical bids of EMD- qualified bidders shall be opened and evaluated with reference to parameters prescribed in the TE document. After this, the Online Price Bids of only the technically qualified bidders shall be opened for further evaluation.



- d) **Opening of Technical Proposals:** Technical proposals will be opened by members of the Tender Selection Committee electronically from the website using their Digital Signature Certificate (DSC).
- e) In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened.
- f) IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

#### **14. Evaluation of the tenders**

- (a) At the level of technical evaluation of technical bids, the bidders whose were qualified in Statutory Documents & Non-Statutory Documents, shall be bound to arrange for physical verification on their own cost before the authority as and when required at a specified site by the STM authority, failing which the tender shall be technically disqualified and no representation in this regard shall be entertained. Those Bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements of participating in the tender, financial bid will not be opened and be rejected. Final selection of the lowest bidders in respect of Financial Bid is subject to further verification. The Tenderer quoting the lowest rate will be considered as successful.
- (b) Acceptance of the lowest tender is not obligatory.
- (c) In case of tie, a process of lottery will identify the qualified bidder.

THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

15. Before submission of the Tender, Tenderer shall sign each page of all of its relevant papers mentioned in check list with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the tenderer.

#### **16. ORDER & SUPPLY:**

- I. Orders for the supply of the approved products will be placed with the successful Tenderer after the execution of the agreements in phases as and when required by the procuring authorities. The successful Tenderer will have to supply within the specified time schedule that had been assured as prescribed.
- II. No delivery will be taken of any goods if the date of manufacture and the date of expiry are not written on each and every unit supplied (if applicable).

## **17. AGREEMENT:**

The successful tenderer shall sign an agreement within 14 days from date of “acceptance of the tender” by the Tender selection committee STM, KOL-73 in the prescribed form on a non judicial stamp paper. All legal expenses, incidental thereto shall be borne by the contractor. If the tenderer fails to sign the agreement within the stipulated time. Tender selection committee reserves the right to forfeit the Earnest money deposit submitted by the contractor.

## **18. VALIDITY OF CONTRACT:**

The period of contract shall be for a period of 1 (One year) from the date of start of contract. However, the contract may be extended every Six months for a period of maximum one year on mutual consent. Tender selection committee reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

19. The work should commence within a week from the date of receipt of our order, or as intimated to the Tenderer.

## **20. PAYMENT TERMS:**

Payment will be made through e payment system, subject to:

- a) Supply of the materials as per specification as provided in the tender documents and the catalogue.
- b) Supply of the materials within the supplied period as specified in the work orders
- c) On being selected, the successful vendors will have to submit one application stating the name of the payee/ recipient, Bank account no. with MICR code, IFSC of the payee/recipient to the procuring authorities for making e payment. No manual payment will be made.

## **21. WITHDRAWAL /CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:**

- i) The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled.
- ii) The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.
- iii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.
- iv) The tendering authority reserves the right to purchase any item of the Catalogue at the approved rate from any outsider (non-Tenderer) during the tender period in case of emergency, if the Tenderer fails to supply such items on short notice.

## **22. NO- CONVICTION CERTIFICATE:**

The Tenderer will also submit an affidavit in the prescribed Pro-forma attached herewith from Notary/first class Judicial Magistrate/Executive Magistrate (**Annexure II**).

## **23. PENALTY CLAUSES:**

A) In case of supply of defective item found in respect of packaging or labelling, Tenderer will be asked to replace the same at no extra cost from the purchaser.

B) The tender selection committee reserves the right to declare a reputed companies / Co-operative Societies /Authorized distributors /firm blacklisted for three (03) years due to the following reasons:

- i) If the supplier withdraws from agreement after achieving the “Lowest Quoted Tenderer”
- ii) In consequence of submission of false or fabricated documents by any Firm/Co-Operative Societies/Experienced Agency for participating in the tender, if proved later on.

C) Financial Penalties for deficiencies in services/supplies during the period of the tender and its subsequent extensions:

- a. **For delay in the supply of items ordered beyond the stipulated date or part supply will not be considered. If the supplies are not made within the stipulated period of placing the order, 0.5% of the basic cost will be deducted from the existing / pending bills of the supplier per days delay up to 30 days.**
- b. For delays beyond 30(Thirty) days, the work order for the non- supplied portion will be considered as cancelled straightaway.
- c. However, if the stipulated period ends on Saturday, Sunday or Govt holidays, Supply should be made on the next working day and in that case, no penalty would be chargeable.
- d. The provision of penalty is system generated and cannot be waived in any case except on natural disturbance.

## **24. PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/ MISLEADING DOCUMENTS:**

If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in whatsoever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those Tenderer who have submitted false/ misleading/ fraudulent documents or made incorrect declarations.

The penal measure will be-

- i) Forfeiture of Earnest Money
- ii) Cancellation from the approved list of suppliers.

## **25. Cost of bidding**

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Institution will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

## **26. Power of Attorney:**

In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the „Indian Partnership Act”.

## **27. Notification of Award**

- a) The Tender Selection Committee may be notifying the list of successful bidder(s) online. In addition, each successful bidder shall be notified in writing, by registered/ speed post or by fax/ telex/ cable/ email (to be confirmed by registered / speed post) that its bid have been selected by the Tender Selection Committee.
- b) The successful Bidder shall also physically submit original documents (uploaded by him online at the time of bidding) for verification before issue of contract.

**1. The selected agency must provide a performance Bank guarantee/ security deposit in form of FDR/ BG amounting of Rs. 300/- per item from any nationalized bank for each item selected for supply in the BOQ.**

28. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

## **29. AMENDMENT OF THE TENDER/BID DOCUMENT**

29.1 At any time prior to the deadline for submission of Bids, the Institution may, for any reason, whether at its own initiative, or in response to clarifications, requested by a Bidder, modify this Tender/Bid Document by the issuance of Addenda.

29.2 Any addendum thus issued, will be uploaded in the website of the Department of Health & Family Welfare, Government of West Bengal [[www.wbhealth.gov.in](http://www.wbhealth.gov.in)] and [wbtenders.gov.in](http://wbtenders.gov.in)

29.3 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Institution may, at its own discretion, extend Due Dates of Bid.

30. Regarding Cost of stationary items, Abnormal Low Rate or Abnormal High Rate (In Comparison to the market Rate) will not be considered.

31. Physical verification of samples and /or Physical demonstration may be done at the discretion of the hospital authority by a team of expert to adjudge the applicability or suitability of the product or products and the technical evaluation will be done accordingly in close observation of the product or products.

**32. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.**

**Medical Superintendent Cum Vice Principal  
School of Tropical Medicine, Kolkata**

**Annexure I**  
**APPLICATION FORMAT**

**(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)**

To  
Medical Superintendent Cum Vice Principal,  
School of Tropical Medicine,  
108, Chittaranjan Avenue, Kolkata – 700 073

Sub: NIT for supply of stationery and miscellaneous items at School of Tropical Medicine, Kolkata for the period of one year

Ref: - STM, N.I.T. No .....dated .....

Sir,

1. Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:
2. That the application is made by me / us on behalf of.....In the Capacity of.....duly authorized to submit the offer.
3. We accept the terms and conditions as lay down in the NIT mentioned above and declare That we shall abide by it for throughout the tender period.
4. We are offering rate for the stationery and miscellaneous item /items for School of Tropical Medicine, Kolkata.

a. We propose that the order and bill should be raised in our name. We have appointed M/S ..... Having its office at ....., Mobile No ..... E mail address ..... (Address, contact no and e mail address)

OR

b. We propose that order and bill should be raised in favour of our authorized distributor. For that purpose, we have appointed M/S ..... having its office at.....Mobile no .....E mail address .....(Address with contact no and e mail address) as authorized Distributor who will receive order and payment in his name on our behalf.

5. We are the existing vendors in the STM / we are not the existing vendor in the STM (strike out whichever is not applicable).

6. In the event of being selected, I will supply the materials within the stipulated period excepting the condition which is beyond our control.

7. We understand that:

(a) Tender Selection Committee can amend the scope & value of the contract bid under this project.

(b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Signature of applicant

Date: -

Contact no :

**ANNEXURE II**

**Draft Affidavit Proforma**

I, Sri/Smt. ....

The Managing Director /Proprietor (etc.) of the Firm.

,..... (Name of the firm) At

(address)..... P.O. ....

P.S.....Dist..... do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to business of .....to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to business of .....to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States ( If any case is pending, state the details ).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent (s).

**Annexure III**

**ON TENDERER'S LETTER HEAD CERTIFICATE**

To,  
Medical Superintendent Cum Vice Principal,  
School of Tropical Medicine,  
108, Chittaranjan Avenue, Kolkata – 700 073

Sir,

It is certified that I/we have studied and understood the terms and conditions of the tender for supply of Stationary& Miscellaneous items at School of Tropical Medicine, 108, Chittaranjan Avenue, Kolkata – 700 073and hereby agree to abide by the said conditions. I / We will be liable for forfeiture of my / our "EMD "to School of Tropical Medicine, 108, Chittaranjan Avenue, Kolkata – 700 073, in case I/ We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are bound to undertake work within 1 week from the date of issue of letter of award.

AUTHORISED SIGNATORY COMPANY SEAL.

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### FORMAT FOR CHECK LIST

Name of the Tenderer: -

Full Address of the Tenderer:

E-Mail: -

Contact person relating to vendor & Mob. No.:-

Tendering as: Firm /Experienced Agency (Strike out which is not applicable)

Sl. No	Items	Pl mark✓		Remarks
		Yes	No	
1	CHECK LIST in the prescribed format	Yes	No	
2	Application in the prescribed format given in Annexure I	Yes	No	
3	No Conviction Certificate in the prescribed format given in Annexure	Yes	No	
4	Tender Condition Acceptance on Tenderer Letter Head in Annexure III	Yes	No	
5	Copies of documentary evidence of experience having successfully completed similar works should be submitted.	Yes	No	
6	Quoted Item List as per specification	Yes	No	
7	PAN Card of the Bidder/Authorized Signatory (who will upload the BID)	Yes	No	
8	GST Registration certificate	Yes	No	
9	Valid Trade License/Enlistment (Specific Nature of Business)	Yes	No	
10	Registration with Registrar of Companies (If APPLICABLE)	Yes	No	
11	Power of Attorney (if applicable)	Yes	No	
12	Affidavit About No Conviction from Notary Public/Judicial Magistrate/Executive Magistrate.	Yes	No	
13	Order copies of documentary evidence of experience having successfully completed similar works should be submitted	Yes	No	
14	Income Tax Returns submitted for the Assessment year 2021-22 or 2022-23	Yes	No	
15	Copy of latest GST Returns for the year 2022-23 [any one month] to be submitted.	Yes	No	
16	<b>Audited Balance Sheet &amp; Profit &amp; Loss A/c of any one of the last 2 financial years,2020-21 and 2021-22 with due certification of a CA firm containing Membership No. and UDIN</b>	Yes	No	

### Item List with Specifications

Sl No	Name of the Items	Size of the Items	Specification, if Any	Make	Unit of measurement	Brand Name
1	9 volt battery charger			(Make - Best Quality)	each	
2	A3 Paper - 297mm X 420mm, 75 GSM			(Make - Copy Power/ J.K)	Ream (500 pages)	
3	A4 Paper - 210mm X 297mm, 75 GSM			(Make - Copy Power/ J.K)	Ream (500 pages)	
4	A5 Paper - 148mm X 210mm, 75 GSM			(Make - Copy Power/ J.K)	Ream (500 pages)	
5	A6 Paper - 105mm X 148mm, 75 GSM			(Make - Copy Power/ J.K)	Ream (500 pages)	
6	A7 Paper - 74mm X 105mm, 75 GSM			(Make - Copy Power/ J.K)	Ream (500 pages)	
7	A8 Paper - 52mm X 74mm, 75 GSM			(Make - Copy Power/ J.K)	Ream (500 pages)	
8	Alpin T-Shape		100 gm/ Pkt (2.8 cm)	(Make -King)	100 gm/ Pkt (2.8 cm)	
9	Arch File			(Make - Best Quality)	each	
10	Attendance Register		<b>As per sample</b>	(Make - Good Quality)	1 Book x 100 pages	
11	Banner	To be quoted per sq.ft	Normal Flex	(Make - Best Quality)	each	
12	Banner	To be quoted per sq.ft	ECO Flex	(Make - Best Quality)	each	
13	Banner	To be quoted per sq.ft	Acrylic	(Make - Best Quality)	each	
14	Battery ( Button)		1.5 V (LR41)	(Make - Maxell)	each	
15	Battery (Button)		3V(CR2032)	(Make - Maxell (Lithium))	each	
16	Battery (Pencil) AA		AA	(Make - Eveready/Duracell)	each	
17	Battery (Pencil) AAA		AAA	(Make - Duracell/Eveready)	each	
18	Battery Big		1.5V	(Make - Eveready/Duracell)	each	
19	Battery for Glucometer Machine		<b>As per sample</b>	(Make - Eveready)	each	
20	Battery Pencil AAA			(Make - Eveready)	each	
21	Bed Pan			(Make - Plastic)	each	
22	BHT Cover File		<b>As per sample</b>	(Make - Plastic)	each	
23	BHT Cover File		<b>As per sample</b>	(Make - Card Board)	each	
24	Big Binding Book (Page number mention)		No. 12	(Make - Good Quality)	each	
25	Big Binding Book (Page number mention)		No. 20	(Make - Good Quality)	each	
26	Big Binding Book (Page number mention)		No. 8	(Make - Good Quality)	each	

27	Big Binding Book no 12 (Page number 305)		Good Quality	(Make - Best Quality)	each	
28	Big Binding Book no 20 (Page number 513)		Good Quality	(Make - Best Quality)	each	
29	Big Binding Book no 8 (Page number 180)		Good Quality	(Make - Best Quality)	each	
30	Blade			(Make - Metal)	1 Box	
31	Bleaching Powder		In drum	(Make - Good Quality)	Per Kg	
32	Broom Stick		3.5 ft	(Make - Good Quality)	each	
33	Calculator		12 Digit Dual Power	(Make - Orpat/Casio)	each	
34	Candle		(1 x 6 Pcs) 9"*1/2"	(Make - Good Quality)	per pack	
35	Carbon Paper			(Make - Kores/Faber Cast)	Box of 100 sheet	
36	CCU Gate Pass		<b>As per sample</b>	(Make - Card Paper)	each	
37	CD (Blank)			(Make - Good Quality)	each	
38	Cello tape		2" Transparent 60 metre	(Make - Good Quality)	per roll	
39	Cello tape		3" Transparent 60 metre	(Make - Good Quality)	per roll	
40	Cello tape dispensor		small size	(Make - Good Quality)	each	
41	Cello tape dispensor		Big size	(Make - Good Quality)	each	
42	Chalk White		White	(Make - Good Quality)	each box	
43	Chanel File			(Make - Good Quality)	each	
44	Clip Binder		small size	(Make - Good Quality)	each	
45	Clip Binder		Medium Size	(Make - Good Quality)	each	
46	Clip Binder		Big size	(Make - Good Quality)	each	
47	Clip Board (Examination Board)		Jumbo Clip, PVC	(Make - Good Quality)	each	
48	Clock (Wall) Big size		<b>As per sample</b>	(Make - Ajanta/Orpat/Titan)	each	
49	Cloth Marking ink		Assorted Colour	(Make - Good Quality)	each bottle	
50	Cockroaches Repellant Spray		400 ml	(Make - HIT/MORTEIN/NEEM/GOOD KNIGHT)	each	
51	Computer printer ink riffiling	Epson 774	for m -100 Epson printer 140 ml	(Make - Best Quality)	each	
52	Container (Plastic)			(Make - Good Quality)	each	
53	Cover File (four fold)	Laminate with Institutional name & logo	<b>As per sample</b>	(Make - Good Quality)	each	
54	Cover File (two fold)		<b>As per sample</b>	(Make - Good Quality)	each	
55	Date Rubber Stamp	10 Years	To be quoted per cm	(Make - Good Quality)	each	
56	Date Rubber Stamp	10 Years	To be quoted per inch	(Make - Good Quality)	each	
57	Detergent Powder		200 gm	(Make - Wheel)	per 200 gm pack	
58	Detergent Powder		250 gm	(Make - Wheel)	per 250 gm pack	
59	Detergent Powder		450 gm	(Make - Wheel)	per 450 gmpack	
60	Detergent Powder		500 gm	(Make - Wheel)	per 500 gm pack	

61	Detergent Powder		200 gm	(Make - Vim)	per 200 gm pack	
62	Detergent Powder		250 gm	(Make - Vim)	per 250 gm pack	
63	Detergent Powder		450 gm	(Make - Vim)	per 450 gmpack	
64	Detergent Powder		500 gm	(Make - Vim)	per 500 gm pack	
65	Detergent Powder		200 gm	(Make - Sunlight)	per 200 gm pack	
66	Detergent Powder		250 gm	(Make - Sunlight)	per 250 gm pack	
67	Detergent Powder		450 gm	(Make - Sunlight)	per 450 gmpack	
68	Detergent Powder		500 gm	(Make - Sunlight)	per 500 gm pack	
69	Diet sheet		<b>As per sample</b>	(Make - Best Quality)	1 Pad x 100 pcs	
70	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A3 Paper 70 GSM	both side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
71	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A3 Paper 70 GSM	single side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
72	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A3 Paper 70 GSM	Quarter page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
73	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A3 Paper 70 GSM	Half Page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
74	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A3 Paper 70 GSM	compresed	(Make - JK/Copy Power)	1 Pad x 100 pcs	
75	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A3 Paper 70 GSM	upside	(Make - JK/Copy Power)	1 Pad x 100 pcs	
76	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A4 Paper 70 GSM	both side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
77	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A4 Paper 70 GSM	single side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
78	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A4 Paper 70 GSM	Quarter page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
79	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A4 Paper 70 GSM	Half Page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
80	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A4 Paper 70 GSM	compresed	(Make - JK/Copy Power)	1 Pad x 100 pcs	
81	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A4 Paper 70 GSM	upside	(Make - JK/Copy Power)	1 Pad x 100 pcs	
82	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A5 Paper 70 GSM	both side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
83	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A5 Paper 70 GSM	single side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
84	Different type of	A5 Paper 70	Quarter page	(Make - JK/Copy Power)	1 Pad x 100 pcs	

	<b>FORMS &amp; REPORTS, Slips</b> - as per sample	GSM				
85	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A5 Paper 70 GSM	Half Page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
86	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A5 Paper 70 GSM	compresed	(Make - JK/Copy Power)	1 Pad x 100 pcs	
87	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A5 Paper 70 GSM	upside	(Make - JK/Copy Power)	1 Pad x 100 pcs	
88	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A6 Paper 70 GSM	both side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
89	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A6 Paper 70 GSM	single side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
90	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A6 Paper 70 GSM	Quarter page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
91	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A6 Paper 70 GSM	Half page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
92	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A6 Paper 70 GSM	compresed	(Make - JK/Copy Power)	1 Pad x 100 pcs	
93	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A6 Paper 70 GSM	upside	(Make - JK/Copy Power)	1 Pad x 100 pcs	
94	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A7 Paper 70 GSM	both side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
95	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A7 Paper 70 GSM	single side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
96	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A7 Paper 70 GSM	Quarter page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
97	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A7 Paper 70 GSM	Half Page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
98	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A7 Paper 70 GSM	compresed	(Make - JK/Copy Power)	1 Pad x 100 pcs	
99	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A7 Paper 70 GSM	upside	(Make - JK/Copy Power)	1 Pad x 100 pcs	
100	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A8 Paper 70 GSM	both side	(Make - JK/Copy Power)	1 Pad x 100 pcs	
101	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A8 Paper 70 GSM	single side	(Make - JK/Copy Power)	1 Pad x 100 pcs	

102	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A8 Paper 70 GSM	Quarter page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
103	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A8 Paper 70 GSM	Half Page	(Make - JK/Copy Power)	1 Pad x 100 pcs	
104	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A8 Paper 70 GSM	compresed	(Make - JK/Copy Power)	1 Pad x 100 pcs	
105	Different type of <b>FORMS &amp; REPORTS, Slips</b> - as per sample	A8 Paper 70 GSM	upside	(Make - JK/Copy Power)	1 Pad x 100 pcs	
106	Dish Washing Liquid Gel		100 ml	(Make - Vim)	100 ml	
107	Dish Washing Liquid Gel		200 ml	(Make - Vim)	200 ml	
108	Dish Washing Liquid Gel		100 ml	(Make - Pril)	100 ml	
109	Dish Washing Liquid Gel		200 ml	(Make - Pril)	200 ml	
110	Dish washing scrub			(Make - Best Quality)	each	
111	Doormat		16 inch *24 inches	(Make - Best Quality)	each	
112	Doormat		3' x 2'	(Make - Best Quality)	each	
113	Dust- Bin (Plastic)		16 Ltr	(Make - Best Quality)	each	
114	DVD (Blank)			(Make - Good Quality)	each	
115	Electric Kettle		1 lit	(Make - Best Quality)	each	
116	Envelope		(11.5/5.5 inch) Brown	(Make - Best Quality)	each	
117	Envelope		(11.5/5.5 inch) White	(Make - Best Quality)	each	
118	Envelope		Service Book	(Make - Best Quality)	each	
119	Eraser (Rubber)			(Make - Best Quality)	each	
120	Exercise Book		(No-8)	(Make - Best Quality)	each	
121	Exercise Book no 8		pioneer/classmate page 256	(Make - Best Quality)	each	
122	Extension Cord			(Make - Best Quality)	each	
123	Fabric Roll On		8 ml	(Make - Good Knight/ Odomos/Mama Earth)	each	
124	Feather Duster		(1.5) ft	(Make - Best Quality)	each	
125	Fevi stick		Super (15 gm) Non- Toxic	(Make - Best Quality)	each	
126	Flat File		Colour	(Make - Best Quality)	each	
127	Floor Cleaner			(Make - Best Quality)	each	
128	Floor Washing Brush			(Make - Best Quality)	each	
129	Floor Wiper			(Make - Best Quality)	each	
130	Gems clip (Metal)		¾"	(Make - Best Quality)	100pcs Box	
131	Gems clip (Plastic Big)		1.5 " As per Sample - 35	(Make - Best Quality)	Dozen	
132	Gems clip (Plastic)		¾ "	(Make - Best Quality)	100pcs Box	
133	Glass & Household Cleaner		(500 ml) bottle	(Make - Colin / Trishul Sparkle)	each	

134	Glow Sign Board		To be quoted per sq.ft	(Make - Best Quality)	each	
135	Gum Tube		(100 ml)	(Make - Best Quality)	each	
136	Hand Soap		75 gm	(Make - Lifeboy)	each	
137	Hand Soap		65 gm	(Make - Lifeboy)	each	
138	Hand Soap		50 gm	(Make - Lifeboy)	each	
139	Hand Soap		75 gm	(Make - Savlon)	each	
140	Hand Soap		65 gm	(Make - Savlon)	each	
141	Hand Soap		50 gm	(Make - Savlon)	each	
142	Hand Soap		75 gm	(Make - Dettol)	each	
143	Hand Soap		65 gm	(Make - Dettol)	each	
144	Hand Soap		50 gm	(Make - Dettol)	each	
145	Hard Disk (External)		1 TB	(Make - Best Quality)	each	
146	Highlighter Pen		Colour	(Make - Best Quality)	each	
147	Hospital Gate Pass		<b>As per sample</b>	(Make - Card Paper)	each	
148	Ink for stamp pad		(200 ml)	(Make - Best Quality)	each	
149	Jhool Jharu			(Make - Best Quality)	each	
150	Jute Thread			(Make - Best Quality)	per kg	
151	Kidney Dish		S.S	(Make - Best Quality)	each	
152	Knife			(Make - Best Quality)	each	
153	Knife Dish		S.S	(Make - Best Quality)	each	
154	Liquid Hand Wash			(Make - Dettol/ Savlon/Lifebuoy/ Santoor)	200ml bottle	
155	Lock and Key		(8 Lever)	(Make - Godrej / Harrison / Link)	each	
156	Lock and Key		(5 Lever)	(Make - Godrej / Harrison / Link)	each	
157	Lock and Key		(7 Lever)	(Make - Godrej / Harrison / Link)	each	
158	Magnifying Glass			(Make - Best Quality)	each	
159	Marker Pen Bold			(Make - Best Quality)	each	
160	Marker Pen Thin			(Make - Best Quality)	each	
161	Match Box		Wooden stick (4.2 cm)	(Make - Best Quality)	each	
162	Measuring Tape			(Make - Best Quality)	each	
163	Medicine Box			(Make - Best Quality)	each	
164	Mosquito oil repellent with machine			(Make - HIT/MORTEIN/GOOD KNIGHT/ALL OUT)	each	
165	Mosquito oil repellent without machine			(Make - HIT/MORTEIN/GOOD KNIGHT/ ALL OUT)	each	
166	Mosquito Repellent Cream		50 gm	(Make - Odomos/Good Knight/ Bodyguard/Mama Earth)	each	
167	Mosquito Repellent Lotion		120 ml	(Make - Odomos/Good Knight/Mama Earth)	each	

168	Mosquito Repellant Spray		400 ml	(Make - HIT/MORTEIN/NEEM/GOOD KNIGHT)	each	
169	Mosquito Repellant Spray			(Make - HIT/MORTEIN/GOOD KNIGHT/ALL OUT/Baygon)	each	
170	Multi Colour Tagging Sticker			(Make - Best Quality)	each bundle	
171	Name plate		vinyle acrylic signage	(Make - Best Quality)	per inch	
172	Naphthalene			(Make - Bengal Chemical / Trishul / Presto)	250gm packet	
173	Normal Board Duster			(Make - Best Quality)	each	
174	Paper ( Brown )			(Make - Best Quality)	each	
175	Paper Weight		Glass	(Make - Best Quality)	each	
176	Pedal Bin		(15ltr)	(Make - Best Quality)	each	
177	Pen ( disposable)		Black,Blue,Red	(Make - Agni)	per 10 pcs box	
178	Pen (Glass Marking)			(Make - Best Quality)	per 10 pcs box	
179	Pencil ( Wooden )		172 mm	(Make - Best Quality)	per 10 pcs box	
180	Peon Book			<b>As per sample</b>	(100 pg)	
181	Phool Jharu			(Make - Best Quality)	each	
182	Phore			(Make - Best Quality)	each	
183	Pin Cushion			(Make - Best Quality)	each	
184	Plastic Bed side Gumla			(Make - Best Quality)	each	
185	Plastic Belcha			(Make - Best Quality)	each	
186	Plastic Biowaste Carry Bag (Black)		120 Ltr	(Make - Best Quality)	each	
187	Plastic Biowaste Carry Bag (Red)		120 Ltr	(Make - Best Quality)	each	
188	Plastic Biowaste Carry Bag (Yellow)		120 Ltr	(Make - Best Quality)	each	
189	Plastic Bowl			(Make - Best Quality)	each	
190	Plastic Bucket		15 litre with Handle	(Make - Best Quality)		
191	Plastic Mug			(Make - Best Quality)	each	
192	Plastic Pedal Bin (Yellow / Red / Black)		50 Ltr	(Make - Best Quality)	each	
193	Plastic Pedal Bin (Yellow / Red / Black)		60 Ltr	(Make - Best Quality)	each	
194	Plastic Pedal Bin (Yellow / Red / Black)		80 Ltr	(Make - Best Quality)	each	
195	Plastic Pedal Bin (Yellow / Red / Black)		90 Ltr	(Make - Best Quality)	each	
196	Plastic Pedal Bin (Yellow / Red / Black)		120 Ltr	(Make - Best Quality)	each	
197	Printer Cartridge Refilling		Cannon 925	(Make - Canon)	each	
198	Printer Cartridge Refilling		HP12A	(Make - HP)	each	
199	Printer Cartridge Refilling		HP 79A Laserjet	(Make - HP)	each	
200	Printer Cartridge		HP 802	(Make - HP)	each	



	Refilling					
201	Printer Cartridge Refilling		HP 88A	(Make - HP)	each	
202	Printer Cartridge Refilling		Canon 330	(Make - Canon)	each	
203	Printer Cartridge Refilling		HP 680 Colour & Black	(Make - HP)	each	
204	Printer Cartridge Refilling		HP 36A	(Make - HP)	each	
205	Printer Cartridge Toner Drum		Cannon 925	(Make - Canon)	each	
206	Printer Cartridge Toner Drum		HP12A	(Make - HP)	each	
207	Printer Cartridge Toner Drum		HP 79A Laserjet	(Make - HP)	each	
208	Printer Cartridge Toner Drum		HP 802	(Make - HP)	each	
209	Printer Cartridge Toner Drum		HP 88A	(Make - HP)	each	
210	Printer Cartridge Toner Drum		Canon 330	(Make - Canon)	each	
211	Printer Cartridge Toner Drum		HP 680 Colour & Black	(Make - HP)	each	
212	Printer Cartridge Toner Drum		HP 36A	(Make - HP)	each	
213	Printer Cartridge Toner Drum		EPSON BOTTLE	(Make - EPSON)	each	
214	Printer Cartridge Toner Drum		Epson BK T7741 Pigment	(Make - EPSON)	each	
215	Punching Machine (Big)			(Make - Kangaro-DP-600)	each	
216	Punching Machine (Small)			(Make - Kangaro-DP-280)	each	
217	Puncture proof Container		(5ltr)	(Make - Best Quality)	each	
218	Room Freshener		(300 ml), (Rose/lavender/sandal/ Fragrance)	(Make - Odonil/ Sai Corporation /Ambipure)	each	
219	Rubber Cloth			(Make - Best Quality)	per mtr	
220	Rubber stamp			(Make - Best Quality)	per inch	
221	Scale Steel		12"	(Make - Best Quality)	each	
222	Scissor		Stainless steel with Plastic Handle	(Make - Best Quality)	each	
223	Sealing Wax			(Make - Best Quality)	(8pcs/Pkt)	
224	Self Inking Rubber Stamp			(Make - Best Quality)	per sq.inch	
225	Shaving Razor			(Make - Gillette/Pearl)	each	
226	Signboard	To be quoted per sq inch/per sq.ft	Sun Board	(Make - Best Quality)	each	
227	Signboard	To be quoted per sq	Poly Board	(Make - Best Quality)	each	

		inch/per sq.ft				
228	Signboard	To be quoted per sq inch/per sq.ft		(Make - Best Quality)	each	
229	Slippers		Adult size OT Slippers	(Make - Best Quality)	each pair	
230	Stamp Pad (Big)		167 X 96 mm	(Make - Feber Castle/Eleganza/Camel)	each	
231	Stamp Pad (Small)		110X70mm	(Make - Feber Castle/Eleganza/Camel)	each	
232	Stapler machine (Big)			(Make - Kangaro/Kaymo/Deli)	each	
233	Stapler machine (small)			(Make - Kangaro/Kaymo/Deli)	each	
234	Stapler Pin (Big)			(Make - Kangaro/Kaymo/Deli)	each box	
235	Stapler Pin (Small)			(Make - Kangaro/Kaymo/Deli)	each box	
236	Stock Ledger Book (500pgs)			<b>As per sample</b>	each book	
237	Stool/Urine collection pot		Sterilized (50 ml)	(Make - Tarson/High Media)	each	
238	Swab		Good Quality	(Make - Best Quality)	each	
239	Tag (Bunch of 50 Pcs)			<b>As per sample</b>	each bunch	
240	Telephone Set		<b>Intercom facility</b>	(Make - Beetel/Panasonic/Motorola)	each	
241	Three Bucket Cleaning System			(Make - Best Quality)	each	
242	Tin Cutter			(Make - Best Quality)	each	
243	Tissue paper (Roll)		42 Mtrs	(Make - Safex (21 Mtrs X 2 Ply)	each roll	
244	Toilet Cleaning Brush		Plastic	(Make - Best Quality)	each	
245	Torch Light		Two cell	(Make - Eveready/Lumintop)	each	
246	Tourniquet (Rubber)			(Make - Best Quality)	per metre	
247	Urinal (Plastic) Male/Female			(Make - Best Quality)	each	
248	Waste paper Bucket Plastic			(Make - Best Quality)	each	
249	Water Bottle		Made of Plastic	(Make - Best Quality)	each set (6)	
250	White Board marker Pen		RED, BLUE, BLACK	(Make - Best Quality)	each	
251	White Board with fittings			(Make - Best Quality)	Per sq ft.	
252	White Thread			(Make - Best Quality)	each roll	
253	Whitener pen		08-10 ml	(Make - Faber castle /Camling/Camel)	each	