



Maharashtra National Law University Mumbai

Invitation for Expression of Interest (EOI) for Annual Rate Contract for supply of Stationery Items (2023-2024).

Annual Rate Contract Period: 1 Year

Application Fees: 2000/- (Non-Refundable)

EOI Opening Date: 03.02.2023

EOI Closing Date: 15.02.2023

Interested suppliers may visit the Website www.mnlumumbai.edu.in and download the RESPONSE FORM [*Annexure A*]. Filled in form complete in all respects may be forwarded by Email: eoimnlumumbai.edu.in and Registered Post to **The Registrar, Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076**. The envelope containing the documents should clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed **EOI FOR STATIONERY ITEMS**. Please read General Instructions carefully. Documents must reach on or before 17:00 hours of Friday, **February 15 2023**. No hand delivery.

REGISTRAR,

MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

Maharashtra National Law University Mumbai

**2nd Floor, CETTM MTNL, Hiranandani Gardens, Technology Street,
Powai, Mumbai - 400 076.**

INVITATION FOR EXPRESSION OF INTEREST FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS (2023-2024)

1. INTRODUCTION

Maharashtra National Law University Mumbai was established under Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Professor (Dr.) Dilip Ukey is the Vice-Chancellor.

Currently, Maharashtra National Law University Mumbai is operating from 2ndFloor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai - 400 076.

The University invites expression of interest (EOI) from eligible stationers for supply of office stationery items of routine and non-routine nature including printing and supply of office stationery items such as letter heads, visiting cards, envelopes, files of various types. For this, the University will enter into annual rate contract with selected supplier(s) for various items. Agencies, which are located in Mumbai and regularly supply office stationery items and carry out printing of office stationery items for Government offices, Public Sector Units (PSUs), banks and higher educational institutions are requested to respond.

2. ELIGIBILITY

The agency should satisfy the following eligibility conditions:

- a) Should have supplied stationery items including computer cartridges / toners etc. during last three years [2020, 2021 and 2022] worth at least
 - (i) Rs. 5.00 lakhs per annum to any one organisation, OR
 - (ii) Rs. 3.00 lakhs per annum each to any two organisations, OR
 - (iii) Rs. 2.00 Lakhs per annum each to more than two organisations.

- b. The applicant agency should be a bonafide supplier / vendor of stationery Items. Applicant should submit proof in support of the same.

- c. Agency should have retail or wholesale shop or godown in Mumbai having established facility for supply of goods at client's premises in short notice and in uninterrupted manner.

- d. Agency shall have following statutory valid registration certificates and licenses:
 - i. GST(Goods and Services Tax) Registration
 - ii. Shop Establishment License
 - iii. Permanent Account Number (PAN)
 - iv. Any other registration that is required as per statutory / local norms for supply of stationery items.

3. HOW TO APPLY

Interested suppliers may visit the Website www.nlumumbai.edu.in and download the RESPONSE FORM [*Annexure A*]. Filled in form complete in all respects may be forwarded by Email: eoimn@nmlumumbai.edu.in and registered Speed post/Courier to the Registrar, Maharashtra National Law University Mumbai, 2nd Floor, CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076 . The envelope containing the documents will

clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed RESPONSE TO EOI FOR STATIONERY ITEMS. Please read General Instructions below carefully. **Documents must reach on or before 17:00 hours of Friday, February 15 2023.. HAND DELIVERY IS NOT ACCEPTABLE AND WILL BE LIABLE TO BE REJECTED.**

GENERAL INSTRUCTIONS

1. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove, (Ref.2 Eligibility)
2. Maharashtra National Law University Mumbai reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the agency prior to selection.
3. The decision of Maharashtra National Law University Mumbai regarding the selection of the Agency shall be final and binding on all concerned.
4. Agency should submit the Application Fees of Rs. 2000/- (Rupees Two Thousand Only) (non-refundable) in the form of demand draft in favour of Maharashtra National Law University Mumbai.
5. List of items [**Annexure B**] likely to be supplied is only tentative and not exhaustive. Rates per unit are to be quoted both in figures and words. The quotations should be sealed in a separate smaller envelope and superscribed PRICE BID. This envelope will be kept in the main large envelope containing other documents and Response form.
6. Accepted rates shall be valid for one year for any quantity supplied from **1st March 2023 to 28th February 2024**. No interim change of rate will be permitted.
7. The Agency shall undertake to supply items not included in the schedule of rates on emergency at competitive market rate.
8. Selected agency shall undertake to supply the items indented generally within three days or such other time span as may be indicted in the P.O.

9. Aggregate value of supply under the proposed rate contract is estimated to be around Rs. 3.00 lakhs per annum.
10. Selected agency shall enter into a Rate Contract valid for one year and furnish security deposit of Rs. 10,000 (Rupees Ten Thousand Only) in the form of DD in favour of Maharashtra National Law University Mumbai.
11. Strictly no CC/BCC to be marked to any other mail Id. Violation will lead to disqualification and cancellation.
12. Canvassing in any manner at any stage will be a disqualification and may lead to Black listing of the Vendor.

For further details, **Please contact (022) 25703187**

APPLICATION TO BID FOR SUPPLY OF STATIONERY ITEMS
(2023-2024)

Name of the Firm _____

The Registrar,
Maharashtra National Law University Mumbai,
2nd Floor, CETTM MTNL Building,
Hiranandani Gardens, Technology Street,
Powai, Mumbai - 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for Annual Rate Contract for Supply of Stationery Items and hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ are correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Seal of the Agency.

RESPONSE SHEET

Information to be furnished by the Agency

1	Name of the Agency	
2	Address	
3	Contact details: Mobile E-Mail and website	
4	Type of the Organization (Whether Sole/Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	
5	Whether registered with the Registrar of Companies / Registrar of firms. If so, furnish full details and copies of valid I. GST Number II. Permanent Account Number (PAN) of the Firm III. Any other registration that is required as per statutory/local norms for supply of stationery items	
6	Name and PAN of Proprietor/ Partners / Directors of the Organization/ Firm	

	a) b) c) d) e) f)	
7	Year of Establishment	
8	Length of business in the field of Office Stationery Supplies	_____ Years
9	Similar supplies carried out during last 3 years by the firm	Details to be furnished in the prescribed Proforma (Statement I)
10	Details of similar supplies on which the firm is engaged at present.	Details to be furnished in the prescribed Proforma (statement II)
11	The average annual turnover of the Agency for the last three years.	
12	Yearly turnover of the firm during last 3 years. Please attach certified copies of accounts statements.	A) 2020 B) 2021 C) 2022
13	Details of Earnest Money Deposit (DD in the favour of Maharashtra National Law University Mumbai)	Draft No. _____ Date _____ Bank Name. _____ Rs.10000/-
14	<ul style="list-style-type: none"> • Whether any civil suit / litigation in the contracts executed during the last 3 years has arisen and pending in any court of law. If so, please furnish full details. • Have you been disqualified by you any Entity/ Institution? 	

Place

Date

AUTHORISED SIGNATORY

Statement - I

**Statement of similar supplies undertaken by the Agency during last three years
(Supplies to Universities, Colleges and other reputed Institutions)**

Each costing Rs.2.00 lakhs and above (2020, 2021 and 2022)

Sr. No	Name of Client, location and contact details	Nature of supplies & work involved	Whether Central Govt./ State Govt./ Public Sector Undertaking/ Autonomous Body/ Educational Institute	Annual value of supply of stationery items 2020 2021 2022	Period of Contract	Details of litigation/ Premature termination on of contract
1	2	3	4	5	6	7

PLEASE ENCLOSE ONE COPY OF SUPPLY ORDER OF EACH CLIENT

Signature of the Applicant

Statement of On-going stationery supply contract each costing Rs.2.00lakhs and above

Sr. No	Name of supplies and location	Nature of supplies involved in the contract	Name of client whether Central Govt./ State Govt./ Public Sector Undertaking/ Auto nomous Body/ Educational Institute with address & name of the official from the client's side (with phone no.)	Supply/ contract amount	Period of the contract	Any other relevant information

Please enclose one copy of supply order of each client

Place

Date

Signature of the applicant

PRICE BID FOR CONSIDERATION OF STATIONERY ITEMS UNDER RATE CONTRACT**I – STATIONERY & PRINTING ITEMS**

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
1	Binding					
	A: Spiral Binding Charges	50/100/150/200/300 pages	Per/Pkt			
	B: Hard Cover Binding Charges	50/100/150/200/300 pages	Per/Pkt			
	C: Perfect Binding Charges	50/100/150/200/300 pages	Per/Pkt			
	D: A/4 Binding Sheet Transparent and Blue		Per/Pkt			
2	Calculator					
	A: Calculator - CT-512	Citizen	Per/Pcs			
	B: Calculator - MJ-120T	Casio	Per/Pcs			
3	Card Holder					
	A: Visiting Card Holder -Big	Plastic 240	Per/Pcs			
	B: Visiting Card Holder -Small	Plastic 120	Per/Pcs			
4	New Cartridge					
	A: Samsung Multi-express Copier cum Printer	Model No. Xpress K2200ND	Per/Pcs			
	B: Samsung Printer	Model No. Xpress M2876ND	Per/Pcs			
	C: HP Laser Jet Printer	1020 Plus	Per/Pcs			
	D: HP Inkjet Printer	Model No. 3545	Per/Pcs			

Name of Firm:

Signature of authorized signatories:

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
5	CD & CD Cover					
	A: CD Cover Bag		Per/Pcs			
	B: CD Cover Plastic	(Round type)	Per/Pcs			
	C: CD Cover Plastic	(Square type)	Per/Pcs			
	D: CD Mailer		Per/Pcs			
	E: CD 700 Mb	Moser Baer/ Sony	Per/Pcs			
	F: DVD 4.7 Gb	Moser Baer/ Sony	Per/Pcs			
6	Cello Tapes					
	A: Cello Tapes	1" Transparent	Per/Pcs			
	B: Cello Tapes	1.5" Transparent	Per/Pcs			
	C: Cello Tapes	2" Transparent	Per/Pcs			
	D: Cello Tapes	2" Brown	Per/Pcs			
	E: Cello Tapes	2" Black	Per/Pcs			
	F: Cello Tapes	2" Blue	Per/Pcs			
	G: Cello Double Side White Tape (Foam)	1"	Per/Pcs			
	H: Masking Tape White	2"	Per/Pcs			
7	Clips					
	A: Binder Clip 19 mm		Per/Pcs			
	B: Binder Clip 25 mm		Per/Pcs			

Name of Firm:

Signature of authorized signatories:

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
	C: Binder Clip 32 mm		Per/Pcs			
	D: Binder Clip 41 mm		Per/Pcs			
	E: Binder Clip 51 mm		Per/Pcs			
	F: Bell Clip (U-Pin) 30mm		Per/Pcs			
	G: Bell Clip (U-Pin) 35mm		Per/Pcs			
	H: Thumb Pins	Notice Board Pins	Per/Pcs			
	I: Tachni-Pin	Paper Pin	Per/Pcs			
8	Correction Pen					
	Correction Pen	(Camlin)	Per/Pcs			
9	Board Duster					
	A: Normal Board Duster		Per/Pcs			
	B: Magnetic Board Duster		Per/Pcs			
10	Envelopes with Printing University Logo, Name & Address Data					
	A: Envelopes 10 x 4.5	White/Brown	Per/Pcs			
	B: Envelopes 14 x 10	White	Per/Pcs			
	C: Envelopes 16 x 12	White	Per/Pcs			
	D: Cloth Cover Envelopes	(14 x 10) Green	Per/Pcs			
	E: Cloth Cover Envelopes	(16 x 12) Green	Per/Pcs			
	F: Cloth Cover Envelopes	(16 x 18) Green	Per/Pcs			
	G: Cloth Cover Envelopes	(18 x 20) Green	Per/Pcs			

Name of Firm:

Signature of authorized signatories:

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
	I: Cloth Cover Box Envelopes	(16 x 12) Green	Per/Pcs			
11	Files & Folders					
	A: Box File (Hard Bound Cover)	A/4 Size	Per/Pcs			
	B: Half Box File (Hard Bound Cover)		Per/Pcs			
	C: Spring File Hard Cover	(Model No.1585) A/4 Size	Per/Pcs			
	D: Plastic Patti File	A/4 Size	Per/Pcs			
	E: 4 - Flap Folder	A/4 Size	Per/Pcs			
	F: 2 - Flap Folder	A/4 Size	Per/Pcs			
	G: File Divider		Per/Pkt			
12	File Tag					
	A: Cloth File Tags Good Quality	Red/White	Per/Pkt			
13	Glue Sticks					
	A: Glue Stick (Kores/Camlin)	15Gm	Per/Pcs			
14	Marker Pens					
	A: Bolt Marker pen		Per/Pkt			
	B: CD Marker Pen	All Colours	Per/Pkt			
	C: Highlighter Pen (Camlin /Faber Castle)	All Colours	Per/Pkt			
	D: Permanent Marker Pen	All Colours	Per/Pkt			
	E: White Board Marker Pen	All Colours	Per/Pcs			
	F: Paint Marker Pen	All Colours	Per/Pcs			

Name of Firm:

Signature of authorized signatories:

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
15	Name Plates					
	A: Plastic Name Plate (Tringle)	8 Inch	Per/Pkt			
	B: Plastic Name Plate (Tringle)	12 Inch	Per/Pkt			
16	Office Pens					
	A: Lexi/Montex /Natraj Pens	Blue	Per/Pkt			
	B: Lexi/Montex/Natraj Pens	Black	Per/Pkt			
	C: Lexi/Montex/Natraj Pens	Red	Per/Pkt			
	D: AddGel Achiever Gel Pen/ Ball Pen	Green	Per/Pkt			
	E: Pilot V-7 Pen/Cello Griper	All Colours	Per/Pkt			
	F: Gel Pen	All Colour	Per/Pkt			
17	Notebooks & Note Pads					
	A: Note Pad : 25/50/75/100 Pages	(with Printing & Without Printing)	Per/Pcs			
	B: Shorthand Note Pad		Per/Pcs			
	C: Section Book		Per/Pcs			
	D: Vehicle Log Book		Per/Pcs			
	E: Visitor Book	200 Pages (Hard Cover) (with Printing)	Per/Pcs			
18	Note Sheet & Letter Head					
	A: A/4 size Note Sheet	-Green	Per/Pkt			
	B: Letter Head	100gsm High Quality Bond Paper- (with Printing)	Per/Pcs			

Name of Firm:

Signature of authorized signatories:

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
19	Papers					
	A: A/4 White Paper	- 70gsm (Good Quality Copier Paper)	Per/Pkt			
	B: A/4 Paper All Colour	70gsm (Good Quality Copier Paper)	Per/Pkt			
	C: A/3 White Paper	- 70gsm (Good Quality Copier Paper)	Per/Pkt			
	D: Legal White & Green Paper	- 70gsm & 100gsm (Good Quality Copier Paper)	Per/Pkt			
	E: Full-scale Rulled White Paper		Per/Pkt			
	F: A/4 White Bond Paper	(100gsm) (JK Copier Paper)	Per/Pkt			
	G: Ledger Paper		Per/Pkt			
	H: Chart Paper-	300 gsm	Per/Pkt			
20	Paper Weight					
	A: Round Paper Weight- Glass		Per/Pcs			
	B: Square Paper Weight- Plastic		Per/Pcs			
21	Punch Machine					
	A: Kangaroo Punch	DP 280	Per/Pcs			
	B: Kangaroo Punch	DP 600	Per/Pcs			
	C: Kangaroo Punch	DP 800	Per/Pcs			
	D: Kangaroo Single Hole Punch	FP 20	Per/Pcs			
22	Sharpener					
	A: Sharpener -Apsara		Per/Pkt			

Name of Firm:

Signature of authorized signatories:

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
23	Register					
	A: Inward Register with Printing	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	B: Outward Register With Printing	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	C: Stock Register with Printing	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	D: Attendance Register with Printing (Hard/Soft Cover)	25/50/75/100 pages 1/2/3/4/5 Quire	Per/Pcs Per/Pcs			
	E: Plain Register	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	F: Account Register	3/4/5 Quire Hard bound	Per/Pcs			
24	Ruler					
	A: Plastic Ruler	12 Inch	Per/Pkt			
	B: Steel Ruler	12 Inch	Per/Pkt			
25	Scissors					
	A: Multiple Scissors	8 Inch	Per/Pcs			
	B: Scissors	8.25 Inch (210 mm)	Per/Pcs			
26	Eraser					
	A: Non Dust Eraser	-Apsara	Per/Pkt			
27	Pencil					
	A: Pencil Dark (178mm)	-Apsara	Per/Pkt			
28	Stamp Pad & Ink					
	A: Stamp Pad (110 x 70 mm)	Faber Castell	Per/Pkt			
	B: Stamp Pad Liquid (Ink)	Faber Castell	Per/Pkt			

Name of Firm:

Signature of authorized signatories:

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
29	Sketch Pen					
	A: Sketch Pen -Small	Luxor	Per/Pkt			
	B: Sketch Pen medium	Luxor	Per/Pkt			
30	Stapler and Staples Pins					
	A: Kangaroo Stapler	HD-10D	Per/Pkt			
	B: Kangaroo Stapler mini		Per/Pkt			
	C: Kangaroo Stapler	HP 45	Per/Pkt			
	D: Kangaroo Stapler	HD 1217	Per/Pkt			
	E: Kangaroo Heavy Stapler	HD 23 S13	Per/Pkt			
	F: Kangaroo Stapler Pin	No.10-1m	Per/Pkt			
	G: Kangaroo Stapler Pin	No. HD 45	Per/Pkt			
	H: Kangaroo Stapler Pin	No. HD1217	Per/Pkt			
	I: Kangaroo Stapler Pin	No. HD23 S13	Per/Pkt			
31	Sticky Pad					
	A: Stick on Pad	(1.5 x 2 Inch)	Per/Pkt			
	B: Stick on Pad	(50 x 75 mm)	Per/Pkt			
	C: Stick on Pad	(3 x 3 Inch)	Per/Pkt			
	D: Plastic Stick on Pad	(3 x 1 Inch)	Per/Pkt			
	E: A/4 White Sticker Sheet	Nova Jet MPL	Per/Pkt			
	F: Stick on Pad	(15 x 76 x 250 mm) Sheet (1" x 3")	Per/Pkt			

Name of Firm:

Signature of authorized signatories:

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
32	Tape Dispenser 2 Inch	Omega	Per/Pkt			
33	Gum					
	A: Gum Bottle	All Size up to 500ml	- Per/Pkt			
	B: Fevicol Bottle	All Size up to 500ml	Per/Pkt			
34	Paper Cutter					
	A: Paper Cutter	18 mm	Per/Pkt			
	B: Paper Cutter Ikon		Per/Pkt			
35	Rubber Band					
	A: Rubber Band	-Small	Per/Pkt			
	B: Rubber Band	-Medium	Per/Pkt			
	C: Rubber Band	- Big	Per/Pkt			
36	Plastic Folder					
	A: A/4 Plastic Folder with Printing		Per/Pkt			
	B: CH -114 solo		Per/Pkt			
37	Pen-drive					
	A: Pen Drive 8GB	Transcend/Moser baer	Per/Pkt			
	A: Pen Drive 16GB	Transcend/Moser baer	Per/Pkt			
	A: Pen Drive 64GB	Transcend/Moser baer	Per/Pkt			
38	Cash Voucher Book with Printing	50/100/150 pages	Per/Pkt			

Name of Firm:

Signature of authorized signatories:

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
39	Photocopier Consumable					
	A: Samsung Drum Change	Xpress K2200ND MLTK220	Per/Pkt			
	B: Samsung Drum Change	Xpress M2876ND MLT-R116/XIP	Per/Pkt			
	C: HP Laser Jet 1020 Plus Drum Change		Per/Pkt			
	D: Samsung Cartridge Refilling Xpress M2876ND	D116S/D116L	Per/Pkt			
	E: Samsung Cartridge Refilling	Xpress K2200ND	Per/Pkt			
	F: Cartridge Refilling	HP1020 Plus	Per/Pkt			
	G: Samsung Chip Change	Xpress M2876ND MLTK220/MLT-R116/XIP	Per/Pkt			
	H: Samsung Chip Change	Xpress K2200ND	Per/Pkt			
40	Flex Printing					
	A: Normal Flex Printing	6x4/ 8x4/8x6/10x5/ 15x5 with Design Charges	Per/Pkt			
	B: Star Flex Printing	6x4/ 8x4/8x6/ 10x5/ 15x5 With Design Charges	Per/Pkt			
	C: Standee Normal Flex Printing	6x3/6x2 Fitting With Design Charges	Per/Pkt			
	D: Standee Star Flex Printing	6x3/6x2 Fitting With Design Charges	Per/Pkt			
41	HI Watt 9Volt Battery	Eveready/ Duracell AAA/AA	Per/Pkt			
42	Pencil Cell -Battery	Eveready/LR6 Duracell LR6	Per/Pkt			
43	White Board Marker Pen Ink	All Colour & Sizes	Per/Pkt			

Name of Firm:

Signature of authorized signatories:

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
44	Visiting Card with Printing					
	A: Visiting Card (Single /Double side)	Mat finishing	Per/Pkt			
	B: Visiting Card (Single /Double side)	Logo & Name Golden Embossing	Per/Pkt			
45	Certificate Printing					
	A: Certificate Printing A4 size	300gsm Glossy/ Mat finishing	Per/Pkt			
	B: Certificate Printing A4 size	400gsm Glossy/ Mat finishing	Per/Pkt			
46	Rubber Stamps					
	A: Big Size	(Round/ Square)	Per/Pkt			
	B: Medium Size	(Round/ Square)	Per/Pkt			
	C: Small Size	(Round/ Square)	Per/Pkt			
	D: Self Ink Stamp	(Signature Stamp)	Per/Pkt			
47	Scanned Doc.		Per/Pkt			
	A: Book Scanning	All sizes	Per/Pkt			
48	Paper Bags with Printing		Per/Pkt			
	A: Big (gsm)	All Colours	Per/Pkt			
	B: Medium (gsm)	All Colours	Per/Pkt			
49	Table Bell	(Round/Square)	Per/Pkt			
50	Uniball Pen	All Colours				
51	Hauser XO /Gel	All Colours				

Name of Firm:

Signature of authorized signatories:

II - List of Housekeeping Materials

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
1	Wiper Set	70 Cm x 40 Cm	Per/Pkt			
2	Wiper-Refill		Per/Pkt			
3	Dry Mop		Per/Pkt			
4	Dry Mop Refill		Per/Pkt			
5	Toilet Brush best quality		Per/Pkt			
6	Dustbin Garbage plastic bag	Cello 19 x 21 Inch	Per/Pkt			
7	Dustbin Garbage plastic bag	Cello 30 x 37 Inch	Per/Pkt			
8	Harpic 500ml		Per/Pkt			
9	Lizol 500 ml		Per/Pkt			
10	Phenyl 500 ml		Per/Pkt			
11	Pril Liquid Dish Washer	500ml	Per/Pkt			
12	Colin 250 ml		Per/Pkt			
13	Hand Wash Liquid Soap	Dettol 200ml	Per/Pkt			
14	Roll Tissue Paper good quality		Per/Pkt			
15	Dust Pan Polyset		Per/Pkt			
16	Mug unbreakable	900ml	Per/Pkt			
17	Bucket 18 Ltr unbreakable for use of dustbin		Per/Pkt			
18	Soft Broom		Per/Pkt			

Name of Firm:

Signature of authorized signatories:

II - List of Housekeeping Materials

Sr. No	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
19	Hard Broom		Per/Pkt			
20	Hand Gloves -Rubber		Per/Pkt			
21	Naphthalene Ball Coloured		Per/Pkt			
22	Naphthalene Ball white	1Kg pack	Per/Pkt			
23	Bleaching Powder	500gm	Per/Pkt			
24	Hand Towel	White	Per/Pkt			
25	Tissue Paper with Box	With Good Quality	Per/Pkt			
26	Tissue Paper Packet	With Good Quality	Per/Pkt			
27	Odonil Pack		Per/Pkt			
28	Room Air-freshener		Per/Pkt			
29	Automatic Room Air-freshener Machine		Per/Pkt			
30	Air-Wick 250ml Cartridge/Riffle bottle					
31	Pedal Dustbin plastic		Per/Pkt			
32	Pocket Air Wick	Godrej	Per/Pkt			
33	Scrub Pad	Scotch Brite	Per/Pkt			
34	Multipurpose Scrub Sponge	Scotch Brite	Per/Pkt			
35	Dusting Cloth Orange		Per/Pkt			
36	Cotton Duster Checks					
37	Sanitizer	5Ltr	Per/Pkt			

Name of Firm:

Signature of authorized signatories: