



Maharashtra National Law University Mumbai

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

Sr.No	Item	Specification	Unit	GST	Rate quote per unit(INR)	
				%	In figures	In words
1	Binding Sheet	For Spiral Binding A4	Per /Pkt			
	Perfect Binding Charges	50/100/150/200 Pages				
	Hard Cover Binding Charges	100/150/200 Pages				
	Spiral Binding Charges	50/100/150/200 Pages				
2	Calculator					
		Citizen CT-512/	Per / Pcs			
	Electronic Calculator	Casio MJ 100DA	Per / Pcs			
3	Card Holder					
	Business Card Holder	Plastic 240 (Big)	Per / Pcs			
	Business Card Holder	Plastic 120(Small)	Per / Pcs			
4	Cartridge					
	Samsung Multixpress Copier cum Printer Cartridge (707)	Model No.XpressK2200ND	Per / Pcs			
	Samsung Printer Cartridge(116)	Model No.XpressM2876ND	Per / Pcs			
	HP Laserjet Printer 88A/12A	Model No 1020 Plus	Per / Pcs			
	Inkjet Printers HP 678	Model No .3545	Per / Pcs			
	HP Laser Jet	Model No M128FW	Per Pcs			

Sr.No	Item	Specification	Unit	GST %	Rate quote per unit(INR)	
					In figures	In words
5	CD & Misc					
	CD Cover Bag		Per / Pcs			
	CD Cover	Plastic (Round Type)	Per / Pcs			
	CD Cover Plastic	(Square Type)	Per / Pcs			
	CD Mailer		Per / Pcs			
	CDR 700MB/80Min CD Disc		Per / Pcs			
	DVD (Moser Baer / Sony)	4.7 GB(100pcs)	Per / Pcs			
6	Cello Tapes					
	Cello Tapes	1" (Transparent)	Per/Pcs			
	Cello Tapes	1/2 "(Transparent)	Per/Pcs			
	Cello Tapes	2" (Transparent)	Per/Pcs			
	Cello Tapes	2" (Brown)	Per/Pcs			
	Cello Tapes	2"(Black)	Per/Pcs			
	Cello Tapes	2"(Blue)	Per/Pcs			
	Double Sided Tape White	1"	Per/Pcs			
	Masking Tape-White	2"	Per/Pcs			
7	Clips					
	Bell Clip 30mm		Per/Pkt			
	Bell Clip 35 mm		Per/Pkt			

Sr.No	Item	Specification	Unit	GST %	Rate quote per unit(INR)	
					In figures	In words
	Binder Clip 19 mm		Per/Pkt			
	Binder Clip 25 mm		Per/Pkt			
	Binder Clip 32 mm		Per/Pkt			
	Binder Clip 41 mm		Per/Pkt			
	Binder Clip 51 mm		Per/Pkt			
	Pin (Thumb Pin)	Notice Board Pin	Per/Pkt			
	Pin (Tachni)	Paper Pin	Per/Pkt			
8	Correction Pen					
	Correction Pen	(Camlin)	Per/Pcs			
9	Duster(Non Magnetic)OMAX	White Board	Per/Pcs			
10	Envelopes					
	Envelopes 10X 4.5 with printing	White/ Brown	Per/Pcs			
	Envelopes 14X 10 with printing	White	Per/Pcs			
	Envelopes 16 X 12 with printing	White	Per/Pcs			
	Cloth Cover Envelope 14 X 10 with printing	Green	Per/Pcs			
	Cloth Cover Envelope 16 X 12 with printing	Green	Per/Pcs			
	Cloth Cover Envelope 16 X 18 (14 x 18) with printing	Green	Per/Pcs			
	Cloth Cover Envelope 18x 20 (16 x 20)with printing	Green	Per/Pcs			
11	File Cover					
	Box File Hard Cover	A/4 Size	Per/Pcs			
	Box File Hard Cover (Half)		Per/Pcs			
	Plastic Folder	A/4 Size	Per/Pcs			

Sr.No	Item	Specification	Unit	GST %	Rate quote per unit(INR)	
					In figures	In words
	Spring File	A/4 Size	Per/pcs			
	4 Flap Folder		Per/pcs			
	2 Flap Folder		Per/pcs			
	Plastic Patti File	A/4 Size	Per/Pcs			
	File Divider					
12	Tag File	File Tag	Per/Pkt			
13	Glue Stick					
	Glue Stick (Kores) / Fevi Stick	15 Gms	Per/Pcs			
14	Marker Pen					
	Bolt Marker Pen		Per/Pcs			
	CD Marker Pen	Colored	Per/Pcs			
	Highlighter Pen (Camlin)		Per/Pcs			
	Highlighter Pen (Faber Castel)		Per/Pcs			
	Permanent Marker Pen	Colored	Per/Pcs			
	White Board Marker Pen	Colored	Per/Pcs			
15	Name Plate (Triangle)	8/12 Inch	Per/Pcs			
16	Normal Office Pen					
	Blue	Lexi/Montex	Per/Pcs			
	Green	Lexi/Montex	Per/Pcs			
	Red	Lexi/Montex	Per/Pcs			
	V-7 Pen	Blue,Black, Red,Green	Per/Pcs			
	Gel Pen	Blue,Black, Red,Green	Per/Pcs			
17	Note Book					
	100 Pages	Sundaram	Per/Pcs			
	200 Pages	Sundaram	Per/Pcs			

Sr.No	Item	Specification	Unit	GST %	Rate quote per unit(INR)	
					In figures	In words
	Note Pad	25/50/100 Pages with Printing	Per/Pcs			
	Note Pad	For Shorthand	Per/Pcs			
	Vehicle Log Book		Per/Pcs			
	Visitor Book		Per/Pcs			
	Section Book		Per/Pcs			
18	Letter Head With Printing	100GSM A4	Per/1000			
19	Paper					
	A3 Paper	70 GSM	Per Ream			
	A4 Paper (JK Copiers) White	70 GSM	Per Ream			
	JK Full Scape Easy	75 GSM	Per Ream			
	A4 Paper Color	75 GSM	Per Ream			
	Ledger Paper	A4 70GSM	Per Ream			
	Bond Paper	100 GSM				
	Chart Paper	300 GSM				
20	Paper weight					
	Glass (Round)		Per/Pcs			
	Plastic (Square)		Per/Pcs			
21	Photocopier Consumable					
	Drum	MLTK 220/MLT-R116/XIP	Per/Pcs			
	Toner Samsung	D116S/D116L	Per/Pcs			
	Chip Change	MLTK 220/MLT-R116/XIP	Per/Pcs			

Sr.No	Item	Specification	Unit	GST %	Rate quote per unit(INR)	
					In figures	In words
	Ink Cartridge Sponge Change	MLTK 220/MLT-R116/XIP	Per/Pcs			
	Drum Change	MLTK 220/MLT-R116/XIP	Per/Pcs			
	Cartridge Refilling	Model No.XpressK2200ND(707)	Per/Pcs			
	Cartridge Refilling	Model No.XpressM2876ND(116)	Per/Pcs			
	Cartridge Refilling	1020 Plus	Per/Pcs			
	Cartridge Refilling	Model No3545	Per/Pcs			
	Cartridge Refilling	HP Laser Jet M128FW	Per/Pcs			
22	Punch Machine					
	Kangaroo Punch 600		Per/Pcs			
	Kangaroo Punch DP 800		Per/Pcs			
	Punch Kangaroo DP 280		Per/Pcs			
	Kangaroo FP - 20	(Single Hole)	Per/Pcs			
23	Register					
	Account Register	(3Quire, 4 Quire)	Per / Pcs			
	Inward Register with printing	Hardcover 100/200Page	Per / Pcs			

Sr.No	Item	Specification	Unit	GST %	Rate quote per unit(INR)	
					In figures	In words
	Outward Register with printing	(1 Quire, 2 Quire)	Per / Pcs			
	Stock Register	(1 Quire, 2 Quire, 3 Quire, 4 Quire)	Per / Pcs			
	Plain Register	(1 Quire, 2 Quire, 3 Quire, 4 Quire)	Per / Pcs			
	Attendance Register Printing (Soft Cover)	25,50,75,100 pages	Per / Pcs			
24	Ruler	Plastic 12 Inch	Per / Pcs			
	Ruler	Steel 12 Inch	Per / Pcs			
25	Scissors					
	Multipurpose Scissors	8 Inch	Per / Pcs			
	Scissors	8.25 Inch (210 mm)	Per / Pcs			
26	Sharpener					
		Natraj	Per / Pcs			
		Apsara	Per / Pcs			
27	Eraser	Non Dust Eraser (Apsara)	Per / Pcs			
28	Pencil					
		Apsara	Per / Pkt			
		Natraj				
29	Sketch pen	Luxor/Camlin	Per / Pkt			
30	Stamp Pad & Ink					

Sr.No	Item	Specification	Unit	GST %	Rate quote per unit(INR)	
					In figures	In words
	Stamp Pad (110mm X 70mm)	Faber Castell & Camlin	Per / Pcs			
	Stamp pad Liquid	Faber Castell & Camlin	Per/Bot tle			
31	Staples & Stapler					
	Kangaroo Stapler HP 45		Per / Pcs			
	Kangaroo Stapler HD-10D		Per / Pcs			
	Kangaroo Stapler HD 1217		Per / Pcs			
	Stapler Kangaroo Mini		Per / Pcs			
	Kangaroo HD23S13 Heavy Duty		Per / Pcs			
	Staples No. 10 (Kangaroo)	Stapler Pins	Per / Pcs			
	Staples for HP 45, HD 1217 & HD23S13 (Kangaroo)	Stapler Pins	Per / Pcs			
32	Sticky Pad					
	Stick on Pad (1.5X 2 inch)		Per / Pkt			
	Stick on Pad (50 mm X 75 mm)		Per / Pkt			
	Stick on Pad Best Note 3/3"		Per / Pkt			
	Stick on Pad Self Flag 3/1"		Per / Pkt			
	Stick on Pad Self Flag 3X1 (Plastic)		Per / Pkt			
	Stick on Pad (15 mm X 76 mm X 250 Sheet(1" X 3"))		Per / Pkt			

Sr.No	Item	Specification	Unit	GST %	Rate quote per unit(INR)	
					In figures	In words
	Sticker Paper(NOVAJET MPL)	A4 Size	Per / Pkt			
33	Tape Dispensers	2" Omega	Per / Pcs			
34	Gum					
	Gum Bottle	All sizes500ml	Per/ Bottle			
	Fevicol Bottle	All sizes500ml	Per/ Bottle			
35	Cutter					
	Paper Cutter	18 mm	Per / Pcs			
	Paper Cutter Ikon		Per / Pcs			
	Cutter Blades	18 mm	Per / Pkt			
36	Spiral Ring	Diameter 6.4mm-50.8mm	Per / Pkt			
37	Rubber Band	Big/ Medium/ Small	Per/Kg			
38	Pen drive (Transcend)	8/16/32/64 GB	Per/Pcs			
39	Plastic Folders	CH-114 Solo Printing	1000			
40	Cash Voucher Book		Per/Pcs			
41	Star Flex printing	6X4 /8X4 /8X6	Per/Pcs			
	Stand Flex(Star) with stand	Size 6x3/6x2	Per/ Pcs			
	Stand Flex(Star) without stand	Size 6x3/6x2	Per/Pcs			
42	Pencil Cell(Battery) HI Watt 9 Volt Battery	Eveready/ LR6 DuracellLR6	Per/pkt			

II - LIST OF TOILETRY ITEMS

Sr.No	Item	Specification	Unit	GST %	Rate quote per unit(INR)	
					In figures	In words
1	Wiper Set	70 cm X 40 cm	Nos.			
	Wiper -Refill					
2	Dry Mop		Nos.			
	Dry Mop - Refill					
3	Toilet Brush best quality		Nos.			
4	Dustbin garbage bags - Cello	19x21 inches	pkt			
	Dustbin garbage bags	30x37 inches	pkt			
5	Dusting Cloth		Nos.			
6	Harpic 500 ml	(Big)	Bottle			
7	Lizol 500 ml	(Small)	Bottle			
8	Phenyl Cross 500 ml		Bottle			
9	Pril Liquid Dish wash-	500ml				
10	Colin	small 250ml	Bottle			
11	Hand wash soap liquid	Dettol 200 ml	Bottle			
12	Tissue Paper good Quality		Roll			
13	Dust Pan Polyset		Nos.			
14	MUG Unbreakable	900 ml	Nos.			
15	Bucket 18Ltrs Unbreakable for use of Dustbin		Nos.			
17	Soft Broom		Nos.			
18	Hard Broom		Nos.			
19	Hand Gloves- Rubber		Nos.			
20	Naphthalene balls colored		Pkt			
21	Hand Towel		Nos.			
22	Bleaching Powder 500gm		Pkt			
23	Tissue Paper with Box		Box			
24	Odonil pack					
25	Room Air freshener	Air-wick 250ml	Bottle			
26	Pedal Dustbin- Plastic	Medium				
27	Dustbin -Plastic	Big				
28	Automatic air freshener					

Name of Firm:-

Signature of Authorised Signatories:-