

**THE PLANTATION CORPORATION OF KERALA LIMITED**  
**CIN: U01119KL1962SGC001997**  
**(A Government of Kerala Undertaking)**  
**ISO 9001: 2008 Certified Company**  
**(Registered Office: Kottayam – 4.)**

**TENDER CONDITIONS FOR THE SUPPLY OF STATIONERY ITEMS-**  
**(Printed) 2018 YEAR**

SEALED competitive tenders are invited in the form attached to these conditions for the supply of **Stationery Items (Printed)**. The supply should be effected within the period specified in the Purchase Order. The tender should accompany Earnest Money Deposit equivalent to 1% of total cost of materials quoted.

1. The quantity mentioned in the schedule is only approximate and the supplier will have to effect the supply of entire quantity mentioned in the Purchase Order according to the same rate approved in the tender and supply should be made within the time specified.
2. The rate to be quoted by the tenderer should be for the Unit shown in the Schedule. The rate should include all GST (including all charges) for the supply of the items at the Head Office of the Corporation at Kottayam. The rate should be firm till the supplies are over. No price variation clause will be entertained. The conditions printed or otherwise added to the tender will not be binding on the Corporation unless it is expressly admitted in the purchase order.
3. The period for supply of the materials should be strictly adhered to. No extension of period will allow in the ordinary courses. For delayed supply, if any; penalty at the rate of ½% of the cost of the material to be supplied can be realized for every seven days of extension upto a period of maximum one month. For less than seven days, proportionate penalty will be realized.
4. If the tenderer withdraws from his offer before the expiry period of supply, the Corporation may arrange purchase of the item as a whole or part thereof at any rate and the loss incurred on this account will be realised from the tenderer apart from forfeiting the EMD/Security Deposit.
5. The acceptance of the tender rests with the Managing Director who does not bind himself to accept the lowest rate or any other rate. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders may be allotted to him as per the purchase order.
6. As this is a sealed competitive tender, normally negotiation will be held with the lowest quoted party. But if the company felt that the rate quoted by the lowest party is not reasonable or if the company desires to have a contract with more than one supplier the company has the right to negotiate with any of the other parties participated in the tender.

7. Communication of acceptance of the tender normally constitutes a conducted contract. Nevertheless the successful tenderer shall also execute an agreement, with the Corporation. A security Deposit equivalent to 5% of the contract (including EMD) should be made before executing the agreement. Time is the essence of the contract and the contractor should strictly adhered to this.

8. The Contract shall not assign or transfer make over, underlet or sublet or otherwise part with the benefits of the contract to any person or interest therein.

9. In case the contractor fails to make the supply of the entire quantity of the material or after having supplied part of the quantity, fails to fulfil the contract in full, all or any of the material not supplied may, at the discretion of the Managing Director be purchased by means of another tender, quotation or by negotiation or from the next highest tenderers, and the resultant losses and expenses, if any, sustained to the Corporation together with such amount as may be fixed by the Corporation towards the cost of damages be realized from the defaulting contractor and or from him assets. Even in the case where no alternate purchases are arranged for the materials not supplied, the EMD/Security Deposit of the contractor can be forfeited.

10. Payment Terms: (a) All payments to the contractor will be made by cheque only. (b) 70 % of the payment shall be released within a week on receipt of the items in satisfactory condition at our stores. (c) 30% of the value shall be released within 30 days of completion of the supply of entire quantity. The contractor will send the original invoice to Head Office. The following certificate is to be furnished in the invoices.

“Certified that the goods on which Sales Tax has been charged have not been exempted under the Central Sales Tax Act or the State Sales Tax Act or the Rules made thereunder and the charges on account of Sales Tax on these goods are correct under the provisions of the relevant Act or the Rules made thereunder. Certified further that we .....  
.....  
.....(address) are registered as dealers in the State of ..... under Registration No. .... for the purpose.”

11. The EMD and Security Deposit (rounded to the nearest next rupee) should be in the form of Demand Draft drawn in favour of the Plantation Corporation of Kerala Ltd., payable at Kottayam only.

12. The EMD of the unsuccessful tenderers will be refunded within 30 days of the finalization of the tender. The Security Deposit of the contractor will be refunded within 60 days of the completion of the contract.

13. No interest will be given for EMD/Security Deposit.

14. In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Courts having jurisdiction at Kottayam only.

15. Sample should be produced wherever it is required in the Schedule. The value of the sample, if any, can be claimed by the tenderer along with the cost of the supply of the material.

16. The Corporation will have the discretion to distribute the quantity among two or more suppliers, if so found necessary.

17. Time is the essence of the contract and the contractor should strictly adhered to this.

18. The printed items, a sample should be submitted and get approval before printing.

19. Printed Items should supply as per the approved sample given by the Corporation. If there is any change noticed, the party has to replace such materials. If the party fails to replace the material in time; the Corporation will procure the materials from any other sources at the risk and cost of party and the resultant losses and expenses incurred to the Corporation on this account will be recovered from any amount due to him from the Corporation or from his assets.

20. Before quoting the rate, tenderer shall collect/inspect and verify the samples of all printed items from the Purchase Department during the working hours. The supply shall be done strictly in conformity with the samples.

21. The cost of tender form is Rs. 840/-(including GST).

22. The Tender should be given in sealed cover superscribing **“Tender for the printing and supply of Stationery Items (Printed)”** due on **06.08.2018** to reach Managing Director, The Plantation Corporation of Kerala Ltd., Kottayam-686 004, Kerala State on or before **1 p.m.** on **06.08.2018**.

The tender should accompany the following:

- i. Offer showing the rate for supply of material.
- ii. EMD equivalent to 1% of the total amount.
- iii. Tender conditions duly signed in all pages in token of having accepted the same.
- iv. Sample as per the schedule.

The tenders will be opened at 2.30 p.m. on the same day, in the presence of intending tenderers, if present.

KOTTAYAM,  
19.07.2018

sd/-  
MANAGING DIRECTOR

## Schedule for Printed Items

| Sl. No | Item  | Unit | Qty.  | Basic Rate/<br>unit (Rs.) | Amount<br>(Rs.) |
|--------|---|------|-------|---------------------------|-----------------|
| 1      | Abstract of Pocket Check Roll -100 pages- 75 GSM ( as per sample  | Pad  | 40    |                           |                 |
| 2      | Accident Register (200 pgs. – 70 GSM)   | Nos. | 10    |                           |                 |
| 3      | Accident Report (100 pgs. – 54 GSM)   | Nos. | 10    |                           |                 |
| 4      | Advance Register - Pgs 200 ( 70 GSM) (Length 35 cm- Width 22 cm)  | Nos. | 20    |                           |                 |
| 5      | Adult Register – 100 pages – 70 GSM   | Nos. | 10    |                           |                 |
| 6      | Attendance Card - ( 120 GSM- as per sample) (Length 11 cm- Width 14.5 cm)   | Nos. | 10750 |                           |                 |
| 7      | Attendance Register - Pgs 50 ( 80 GSM- Length - 29 cm - Width- 22 (44) cm – A3 paper) as per sample                                     | Nos. | 61    |                           |                 |
| 8      | Barrel Despatch Slip (as per sample)  | Pad  | 10    |                           |                 |
| 9      | Blank DPS (1+2) Paper Colour 1 <sup>st</sup> - white, 2 <sup>nd</sup> Pink and 3 <sup>rd</sup> green (70-.GSM) as per sample – 150 page | Pad  | 500   |                           |                 |
| 10     | Cash Book – (1+1) as per sample – 100 pages- Ledger paper (90 GSM)  | Nos. | 40    |                           |                 |
| 11     | Cash Memo for the sale of vegetables (1+1) (As per sample) 100 pages -  | Pad  | 60    |                           |                 |
| 12     | Certificate of Sickness – 100 pages – 70 GSM – as per sample  | Pad  | 19    |                           |                 |
| 13     | Check List – I Sale of cenex – SAL – R- 305 (100 pgs. 80 GSM) (Length 22 cm- Width 28 cm) as per sample                                 | Pad  | 20    |                           |                 |
| 14     | Check list II – Execution of Order SAL – R- 136 (100 pgs - 80 GSM) (Length 22 cm- Width 28 cm) as per sample                            | Pad  | 20    |                           |                 |
| 15     | Copying sheet (large)- 100 pages- 80 GSM As per sample  | Pad  | 16    |                           |                 |
| 16     | Daily Report (PRODN) – 100 P (80 GSM) A4 paper - Length -29cm-Width – 22.50 cm  | Pad  | 146   |                           |                 |
| 17     | Delivery Advice - 100 P (54 GSM) Length- 18 cm - Width -12.5 cm)  | Nos. | 750   |                           |                 |
| 18     | Divisional Crop Book – as per sample (80 GSM) As per sample   | Nos. | 23    |                           |                 |
| 19     | Envelope (Extra Large) Size (Length - 16cm- Width 35 cm- (5 cm holding) with PCK Address and Emblem (in one box- 500 Nos.) 120 GSM      | pkt  | 20    |                           |                 |

|    |  |      |      |  |  |
|----|--|------|------|--|--|
| 20 | Envelope (L) Size (Length - 16cm- Width 35 cm- (5 cm holding) with PCK Address and Emblem (in one box-500 Nos.) 120 GSM                              | Box  | 8    |  |  |
| 21 | Envelope (Medium Size (Length - 16cm- Width 35 cm- (5 cm holding) with PCK Address and Emblem (in one box-500 Nos.) 120 GSM                          | Box  | 108  |  |  |
| 22 | Envelope(S) Size (Length 10 cm- width- 26cm) with PCK Address and Emblem (in one box-500 Nos.) (as per sample) 120 GSM                               | Box  | 75   |  |  |
| 23 | Envelope (Window cover-) (Length – 12 cm - Width - 26 cm ) (as per sample) with PCK Address and Emblem (in one box-500 Nos.) (as per sample) 120 GSM | Box  | 63   |  |  |
| 24 | Envelop with cotton lining ( Length – 31 cm – Width – 42.5cm) as per sample  | Nos. | 370  |  |  |
| 25 | Factory Production Register (200 pgs. – 70 GSM) as per sample – Ledger paper   | Nos. | 13   |  |  |
| 26 | Fitness Certificate- 100 pages – 75 GSM ( as per sample)   | Pad  | 40   |  |  |
| 27 | File Board with PCK Name & Emblem (Length- 36cm - width-25 cm) as per sample   | Nos. | 593  |  |  |
| 28 | File Folder with PCK Name & Emblem ( Legal size - Length – 32 cm - Width – 22.5 cm. - 120 GSM  | Nos. | 620  |  |  |
| 29 | Flat File with PCK Name & Emblem (Length 35.5cm X 25cm) Size as per sample   | Nos. | 1295 |  |  |
| 30 | Gratuity Form - F (100 pgs - 80 GSM) White paper - length - 29 cm - width - 22 cm with covering  | Pad  | 6    |  |  |
| 31 | Internal Correspondence (large) 100 – pages 80 GSM (as per sample)   | Pad  | 48   |  |  |
| 32 | Invoice - Room - ( 70 GSM) A4 paper- Length - 21- Width -27cm) as per sample   | Pad  | 20   |  |  |
| 33 | Inward Register 200 P (70 GSM) Length - 22 cm - Width -33.5 cm)  | Nos. | 15   |  |  |
| 34 | Inpatient Register -100 pages- (as per sample)   | Nos. | 9    |  |  |
| 35 | Leave A/c Book (80 GSM)white paper- Length -19.5cm - width - 30.5 cm) as per sample - with covering  | Pad  | 18   |  |  |
| 36 | Leave Encashment Form (100 pgs - 75GSM) white paper - length - 28 cm - width – 21.5 cm with covering   | Pad  | 13   |  |  |
| 37 | Leave with wages Register – 400 P (70 SM)Ledger paper ( Length - 21cm - width -33 .5 cm) as per sample   | Nos. | 70   |  |  |
| 38 | Letter Head Green – 100 pages- 80 GSM ( as per sample)   | Pad  | 22   |  |  |
| 39 | Maternity Benefit Form – C – 100 Pages 75 GSM - as per sample  | Pad  | 7    |  |  |

|    |  |      |      |  |  |
|----|--|------|------|--|--|
| 40 | Medical Bill Re-imburement working sheet (70 GSM) (white paper) 100 pages - as per sample                                | Pad  | 33   |  |  |
| 41 | Maternity Benefit Register- 100 pages- as per sample   | Nos. | 5    |  |  |
| 42 | Mechanical Reading Register- (200 pgs – 70 GSM) (as per sample)  | Nos. | 9    |  |  |
| 43 | Monthly M/Expenditure statement vehicles as per sample- 100 pages – 75 GSM   | Nos. | 15   |  |  |
| 44 | Muster Roll Register – Pgs 400 (70 GSM) Ledger paper - Length -34 cm - width - 22 cm)                                    | Nos. | 85   |  |  |
| 45 | Other Advance Settlement Form -100 Pgs (80 GSM) A4 paper Length -29 cm - Width 21 cm)                                    | Pad  | 11   |  |  |
| 46 | OP Register -200 pages(70 GSM)Length - 22 cm - width - 15 cm)  | Nos. | 14   |  |  |
| 47 | Outward Register - 200 pgs - (70 GSM) Ledger paper Length -34 cm -width - 22 cm)   | Nos. | 29   |  |  |
| 48 | Postage Register (200 pgs. – 70 GSM ) (as per sample) ledger paper   | Nos. | 12   |  |  |
| 49 | Pre-audit of medical bill (100 pgs. 75 GSM) with covering – length – 30 cm – width – 21 cm                               | Pad  | 24   |  |  |
| 50 | Register Book (200pge) with PCK Name and Emblem in all pages. ( 70 GSM)Length - 34 cm - width - 22 cm) Ledger paper      | Nos. | 200  |  |  |
| 51 | Register Book (400pge) with PCK Name and Emblem in all pages. ( 70 GSM)Length - 34 cm - width - 22 cm) Ledger paper      | Nos. | 30   |  |  |
| 52 | Register Book (100 pgs.) with PCK Name and Emblem in all pages. ( 75 GSM) Length - 34 cm - width - 22 cm)Ledger paper    | Nos. | 41   |  |  |
| 53 | Ruled Note Book (S) 200 Pgs. with PCK Name and Emblem in all pages. 75 GSM) Length - 20 cm - width - 16 cm) Ledger paper | Nos. | 300  |  |  |
| 54 | Ruled Note Book (S) 100 Pgs. with PCK Name and Emblem in all pages. 75 GSM) Length - 20 cm - width - 16 cm) Ledger paper | Nos. | 170  |  |  |
| 55 | Ruled Note Book (L) 100 Pgs. with PCK Name and Emblem in all pages. 75 GSM) Length – 30 cm - width - 21 cm) Ledger paper | Nos. | 31   |  |  |
| 56 | Sample slip (100 sheet) as per sample  | Pad  | 7500 |  |  |
| 57 | Stationery Annual Indent and distribution Register – 400 pgs. 75 GSM - Ledger paper - Length - 22 cm -width 34 cm)       | Nos. | 4    |  |  |

|    |   |      |     |              |  |
|----|---|------|-----|--------------|--|
| 58 | Stock Register ( 200 Pgs) ( 70 GSM)<br>Ledger paper - Length-22 cm -width - 33 cm)  | Nos. | 117 |              |  |
| 59 | Stock Register – Cashew)( 200 Pgs) ( 70 GSM) Ledger paper - Length-22 cm - width - 33 cm)   | Nos. | 3   |              |  |
| 60 | Store Issue Book ( As per sample) (70 GSM) as per sample  | Nos. | 25  |              |  |
| 61 | Stores Issue Note ( As per sample) (60 GSM)(1+2) Paper colour- white, Orange and pink - Length - 18 - Width-12 cm) 50 pages         | Nos. | 80  |              |  |
| 62 | Store Receipt Note - ( As per sample) (60 GSM)(1+2) Paper colour - Sky Blue, pink and yellow- Length -12.5 x Width -19 cm) 50 pages | Nos. | 82  |              |  |
| 63 | Stores Requisition & Confirmation Slip (100 pgs. 80 GSM – A4 paper Length - 28 cm – width - 22.5 cm                                 | Pad  | 8   |              |  |
| 64 | T A Bill form -100 pages - white paper (70GSM) Length -29 - Width - 21 cm)  | Pad  | 22  |              |  |
| 65 | Tapper’s Check roll (Size as per Sample) (80 GSM) Length -28 cm - width - 42 cm   | Book | 50  |              |  |
| 66 | Tender Register - 200 pgs (70 GSM) Ledger paper Length -22 cm - width -34 cm)   | Nos. | 9   |              |  |
| 67 | Tender Approval Form 400 pgs (54 GSM) A4 size - Length -28 cm - width - 21 cm   | Pad  | 2   |              |  |
| 68 | Visitors slip(1+1) as per sample (100 pgs-75 GSM)   | Pad  | 150 |              |  |
|    |   |      |     | Total amount |  |
|    |   |      |     | GST % (Rs.)  |  |
|    |   |      |     | Grand Total  |  |

1. Details of E M D :

2. Remarks :

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The tenders are accepted and attached with duly signed in all pages.

Signature of the tenderer :

Name and Address (with Village,  
Taluk, District and Pin Code :

GST Number of the party :

Telephone No. & Fax No. :

Date :

E.mail ID :



**THE PLANTATION CORPORATION OF KERALA LIMITED**  
**CIN: U01119KL1962SGC001997**  
**(A Government of Kerala Undertaking)**  
**ISO 9001: 2008 Certified Company**  
**(Registered Office: Kottayam – 4.)**

TENDER CONDITIONS FOR THE SUPPLY OF STATIONERY ITEMS-  
(Non-Printed) 2018

SEALED competitive tenders are invited in the form attached to these conditions for the supply of **Stationery Items (Non-Printed)**. The supply should be effected within the period specified in the Purchase Order. The tender should accompany Earnest Money Deposit equivalent to 1% of total cost of materials quoted.

1. The quantity mentioned in the schedule is only approximate and the supplier will have to effect the supply of entire quantity as shown in the Purchase Order according to the same rate approved in the tender and supply should be made within the time specified.
2. The rate to be quoted by the tenderer should include all GST (including all charges) for the supply of the items at the Head Office of the Corporation at Kottayam. The rate should be firm till the supplies are over. No price variation clause will be entertained. The conditions printed or otherwise added to the tender will not be binding on the Corporation unless it is expressly admitted in the purchase order.
3. The period for supply of the materials should be strictly adhered to. No extension of period will allow in the ordinary courses. For delayed supply, if any; penalty at the rate of ½% of the cost of the material to be supplied can be realized for every seven days of extension upto a period of maximum one month. For less than seven days, proportionate penalty will be realized.
4. If the tenderer withdraws from his offer before the expiry period of supply, the Corporation may arrange purchase of the item as a whole or part thereof at any rate and the loss incurred on this account will be realised from the tenderer apart from forfeiting the EMD/Security Deposit.
5. The acceptance of the tender rests with the Managing Director who does not bind himself to accept the lowest rate or any other rate. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders may be allotted to him as per the purchase order.
6. As this is a sealed competitive tender, normally negotiation will be held with the lowest quoted party. But if the company felt that the rate quoted by the lowest party is not reasonable or if the company desires to have a contract with more than one supplier the company has the right to negotiate with any of the other parties participated in the tender.

7. Communication of acceptance of the tender normally constitutes a conducted contract. Nevertheless the successful tenderer shall also execute an agreement, with the corporation. A security Deposit equivalent to 5% of the contract (including EMD) should be made before executing the agreement. Time is the essence of the contract and the contractor should strictly adhered to this.

8. The Contract shall not assign or transfer make over, underlet or sublet or otherwise part with the benefits of the contract to any person or interest therein.

9. In case the contractor fails to make the supply of the entire quantity of the material or after having supplied part of the quantity, fails to fulfil the contract in full, all or any of the material not supplied may, at the discretion of the Managing Director be purchased by means of another tender, quotation or by negotiation or from the next highest tenderers, and the resultant losses and expenses, if any, sustained to the Corporation together with such amount as may be fixed by the Corporation towards the cost of damages be realized from the defaulting contractor and or from him assets. Even in the case where no alternate purchases are arranged for the materials not supplied, the EMD/Security Deposit of the contractor can be forfeited.

10. Payment Terms: (a) All payments to the contractor will be made by cheque only. (b) 70 % of the payment shall be released within a week on receipt of the items in satisfactory condition at our stores. (c) 30% of the value will be released within 30 days of completion of the supply of entire quantity. The contractor shall send the original invoice to Head Office. The following certificate is to be furnished in the invoices.

“Certified that the goods on which Sales Tax has been charged have not been exempted under the Central Sales Tax Act or the State Sales Tax Act or the Rules made thereunder and the charges on account of Sales Tax on these goods are correct under the provisions of the relevant Act or the Rules made thereunder. Certified further that we .....  
.....  
.....  
(address) are registered as dealers in the State of .....  
under Registration No. ....  
for the purpose.”

11. The EMD and Security Deposit (rounded to the nearest next rupee) should be in the form of Demand Draft drawn in favour of the Plantation Corporation of Kerala Ltd., payable at Kottayam only.

12. The EMD of the unsuccessful tenderers will be refunded within 30 days of the finalization of the tender. The Security Deposit of the contractor will be refunded within 60 days of the completion of the contract.

13. No interest will be given for EMD/Security Deposit.

14. In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Courts having jurisdiction at Kottayam only.

15. The Corporation will have the discretion to distribute the quantity among two or more suppliers, if so found necessary.

16. Time is the essence of the contract and the contractor should strictly adhere to this.

17. Before quoting the rate, the tenderer shall collect and verify the samples of non-printed items from the Purchase Department during the working hours. The supply shall be done in conformity with the samples.

18. The cost of tender form is Rs.630/- (including GST).

19. The Tender should be given in sealed cover superscribing **“Tender for the supply of Stationery Items (Non-Printed)”** due on **06.08.2018** to reach Managing Director, The Plantation Corporation of Kerala Ltd., Kottayam- 686 004, Kerala State on or before **1 p.m.** on **06.08.2018**.

The tender should accompany the following:

- i. Offer showing the rate for supply of material.
- ii. EMD equivalent to 1% of the total amount.
- iii. Tender conditions duly signed in all pages in token of having accepted the same.
- iv. Sample as per the schedule.

The tenders will be opened at 2.30 p.m. on the same day, in the presence of intending tenderers, if present.

KOTTAYAM,  
19.07.2018

sd/-  
MANAGING DIRECTOR

## **SCHEDULE FOR NON- PRINTED STATIONERY ITEMS**

| <b>Sl. No.</b> | <b>Item</b>  | <b>Unit</b> | <b>Qty</b> | <b>Basic Rate/ unit (Rs.)</b> | <b>Amount (Rs.)</b> |
|----------------|--|-------------|------------|-------------------------------|---------------------|
| 1              | A3 size paper 80 GSM (TNPL)  | Pkt.        | 50         |                               |                     |
| 2              | A4 Size paper 80 GSM (TNPL)  | Pkt.        | 770        |                               |                     |
| 3              | A4 size paper - Yellow 75 GSM  | Pkt.        | 50         |                               |                     |
| 4              | A4 size paper - Green 75 GSM   | Pkt.        | 50         |                               |                     |
| 5              | A4 size Voucher paper - Rose 75 GSM  | Pkt.        | 130        |                               |                     |
| 6              | A3 cloth cover -   | Pkt.        | 10         |                               |                     |
| 7              | A4 cloth cover - Length - 25.5cm & width- 35 cm ( as per sample - 120 GSM)         | Pkt.        | 10         |                               |                     |
| 8              | Binder Clip (S) 25 mm  | Pkt.        | 20         |                               |                     |
| 9              | Box file with PCK Address & Emblem (Steel Clip)(in one pkt. 4 Nos.) good quality - | Pkt.        | 140        |                               |                     |
| 10             | Colour Card Chart Paper (Dys) As per sample)                                       | Nos.        | 100        |                               |                     |
| 11             | Correction Pen (7ml)   | Nos.        | 70         |                               |                     |
| 12             | Double Punch - Kangaroo (R) 280  | Nos.        | 30         |                               |                     |
| 13             | Double Punch (Heavy) Kangaroo (R) DP - 800   | Nos.        | 10         |                               |                     |
| 14             | Gem clip (Large)   | Pkt.        | 40         |                               |                     |
| 15             | Gum (300 ml.)- Camel   | Bottle      | 10         |                               |                     |
| 16             | Gum (20ml)   | Tube        | 10         |                               |                     |
| 17             | Legal Paper (White) 80 GSM   | Pkt.        | 70         |                               |                     |
| 18             | Legal Paper (light green) 80 GSM   | Pkt.        | 10         |                               |                     |
| 19             | Marker Pen (Black)   | Nos.        | 10         |                               |                     |
| 20             | Marker Pen (Blue)  | Nos.        | 20         |                               |                     |
| 21             | Paper Weight (glass - standard size)   | Nos.        | 30         |                               |                     |
| 22             | Permanent marker pen (Black)   | Nos.        | 30         |                               |                     |
| 23             | Permanent marker pen (Blue)  | Nos.        | 20         |                               |                     |

|    |   |        |     |              |  |
|----|---|--------|-----|--------------|--|
| 24 | Ruled Paper (54 GSM)(34*43 cm -in one pkt. containing 500 nos.)       | Pkt.   | 40  |              |  |
| 25 | Scale (Length -30cm)  | Nos.   | 20  |              |  |
| 26 | Separation Sheet- 100 pages - as per sample                           | Nos.   | 70  |              |  |
| 27 | Single Punch ( As per sample)   | Nos.   | 10  |              |  |
| 28 | Single Punch ( Large)   | Nos.   | 9   |              |  |
| 29 | Stamp pad   | Nos.   | 20  |              |  |
| 30 | Stamp pad ink (Black) 60 ml.  | Btle.  | 20  |              |  |
| 31 | Stamp pad ink (Blue) 60 ml.   | Btle.  | 10  |              |  |
| 32 | Stapler Machine-(Kangaroo ® - 10)                                     | Nos.   | 40  |              |  |
| 33 | Stapler Machine-(Kangaroo ® - 10) Large                               | Nos.   | 10  |              |  |
| 34 | Stapler Pin-(Kangaroo ® - 10)   | Nos.   | 160 |              |  |
| 35 | Tag (small) (in one bundle - 50 nos. (10-small bundle )Length -20 cm) | bundle | 160 |              |  |
| 36 | Tag (Large (in one bundle - 50 nos. (10-small bundle                  | bundle | 70  |              |  |
| 37 | Twin ( as per sample)   | Bundle | 20  |              |  |
| 38 | White paper – 75 GSM (35x22) (TNPL)                                   | Pkt.   | 70  |              |  |
|    |   |        |     | Total amount |  |
|    |   |        |     | GST % (Rs.)  |  |
|    |   |        |     | Grand Total  |  |

1. Details of E M D :

2. Remarks :

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The tenders are accepted and attached with duly signed in all pages.

Signature of the tenderer :

Name and Address (with Village,  
Taluk, District and Pin Code :

GST Number of the party :

Telephone No. & Fax No. :

Date :

E.mail ID :