Ref No.: NITANP/SMMD/TENDER/2026-27/08 **DATE:16.06.2026**

Expression of Interest - Inviting Proposals

(SEEKING LICENSE TO RUN GENERAL STORES & STATIONERY BUSINESS IN CONTAINER BOX AT NIT ANDHRA PRADESH)

National Institute of Technology Andhra Pradesh,
Near National Highway No. 216A, Kadakatla,
Tadepalligudem – 534101
West Godavari District, Andhra Pradesh
www.nitandhra.ac.in/main/tender

INVITATION of PROPOSALS for EXPRESSION OF INTEREST

SEEKING LICENSES TO RUN GENERAL STORES AND STATIONERY BUSINESS IN CONTAINER BOX AT NIT ANDHRA PRADESH

Proprietary & Confidential:

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Contents:

Description	Page No.
TIME SCHEDULE	3
CLARIFICATIONS	4
Expression of Interest (EoI)	5
STATEMENT RELATED TO EoI	6
SCOPE OF LICENSE & ELIGIBILITY CRITERIA	7
CRITERIA FOR SELECTING THE PROPOSAL	8
TERMS AND CONDITIONS	9
EVALUATION PROCEDURE	13
DECLARATION	14
ITEMS – PRICE LIST	15

TIME SCHEDULE OF VARIOUS TENDER RELATED EVENTS

EoI Document downloading Start date/ Time	**16.06.2026 at 05.00PM**
EoI Document downloading End date/ Time	**07.07.2026 at 03.00PM**
Last Date and Time for receipt of proposals	**07.07.2026 at 03.00PM**
Contact Person	Registrar I/c, NIT Andhra Pradesh, Tadepalligudem. Email: registrar@nitandhra.ac.in
Reference No:	**NITANP/SMMD/TENDER/2026-27/08** **Date: 16.06.2026**

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to **registrar@nitandhra.ac.in** and cc to **purchase@nitandhra.ac.in**. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (TenderRef.)	Clause (Tender Ref.)	Description (TenderRef.)	Query

If there is any addendum/corrigendum related to tenders, it shall only be published on NIT-Andhra Pradesh website (www.nitandhra.ac.in) and https://eprocure.gov.in. The Bidders are advised to check NIT-Andhra Pradesh website and Central Public procurement portal regularly. No other mode of notice will be given.

The Bidders are requested to submit the proposals after issue of clarifications duly considering thechanges made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during pre-bid meeting in their proposals.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

The bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of bid only shall be considered.

Sd/-
Associate Dean, P&D (SMMD)
NIT ANDHRA PRADESH

Expression of Interest (EoI)

File No: NITANP/SMMD/TENDER/2026-27/08 **Date: 16.06.2026**

Sub: SEEKING LICENSES TO RUN GENERAL STORES AND STATIONERY BUSINESS IN CONTAINER BOX AT NIT ANDHRA PRADESH:

Sir/Madam,

Proposals are invited from reputed registered Firms/Agencies/Contractors/Suppliers for seeking license to run General stores and stationery business in container box at NIT Andhra Pradesh. The details of the tender conditions and other terms can be downloaded from the NIT Andhra Pradesh website and Central Public procurement Portal.

The attested copies of all the documents of bid, signed undertaking of Bidder should be submitted offline mode only

Addressed to:
Tender Box
Material Management Disposal Section,
Sardar Vallabhbhai Patel Administrative Vista Building,
NIT Andhra Pradesh, Near National Highway No.216A,
Kadakatla, Tadepalligudem-534101
West Godavari District, Andhra Pradesh

The participating Bidder/s shall have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to EoI, in the form of DD drawn in favor of the Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish Performance Guarantee as specified in the Statement related to bids, to be paid in the form of BG as mentioned in the Tender Schedule.

The EMD in full will be refunded to all the participants (except to successful bidder). The EMD of the successful bidder/contractor/firm will be released after receiving the performance guarantee which will not carry any interest.

NIT Andhra Pradesh, Tadepalligudem, will not accept the proposals from blacklisted companies or firm/contractor/Private Limited, whose past performance with NIT-Andhra Pradesh wasfound poor due to delay in similar nature of experience and those with failures, and also against whom there have been adverse reports of sub-standard quality, as defined in the other parts of the bidding documents.

Signature of the Bidder with stamp

STATEMENT RELATED TO EOI

Bid Document Fee/ Tender Processing Fee (Non-refundable)	**Rs. 500/-** by way of RTGS/NEFT/DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem. **Account Name:** Director NIT Andhra Pradesh **A/C No:** 35579546371 **IFSC Code:** SBIN0016305 Submit the payment Receipt for evidence.
EMD	**Rs.25,000/-** by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem. • EMD of unsuccessful bidders will be refunded.
Bid Validity Period	90 days from the date of opening of proposals
EMD Validity Period	90 days from the date of opening of proposals
License Period	The license shall be valid for 03 years, initially for one year, extendable annually subject to satisfactory performance and approval of the Competent Authority.
Period of furnishing Performance Guarantee	Within 7days from date of receipt of LOA
Performance Guarantee Value	**Rs. 25,000/-** to be paid in the form of BG
Period for signing the contract agreement	Within 15 days from the date of receipt of Contract Order

TENDER SCHEDULE

PREMEABLE:

National Institute of Technology, Andhra Pradesh is the 31st NIT among the chain of NITs startedby the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

I. SCOPE OF LICENSE:

Proposals are invited seeking License to run **GENERAL STORES AND STATIONERY** Business in Container Box **(20ft x 10ft)** inside the campus of NIT Andhra Pradesh, Tadepalligudem.

II. ELIGIBILITY CRITERIA:

1. The bidder must be a firm or proprietor.
2. The bidder should possess a valid GST Registration Certificate.
3. The bidder should possess a valid PAN.
4. The average annual turnover for FY 2022–23, 2023–24 & 2024–25 shall be at least ₹10 Lakhs. certified by a Chartered Accountant with UDIN.
5. Audited financial statements (Balance Sheets) for FY 2022–23 to 2024–25 along with relevant Income Tax Returns for AY 2023–24 to AY 2025–26 shall be submitted.

III. CRITERIA FOR SELECTING THE PROPOSAL:

The following selection criteria shall be considered in chronological order when multiple bidders satisfy the eligibility criteria and fall under the tie. While the assessment in chronological order is made to finalize the bidder and if multiple bidders fall under the tie and the subsequent criteria is assessed at every stage among respective bidders who are under the tie.

1. The bidder must have the same type of ongoing commercial business anywhere in India commenced on or before 01.04.2025.

2. Preference shall be given to bidders operating similar business within premises of Central/State Government/Autonomous Organizations/Deemed Universities/MNCs, commenced on or before 01.04.2025 and duly certified by the competent authority.

3. Among such bidders, preference shall be given to those having greater number of such certified commercial establishments as on or before 01.04.2025.

4. The bidder having the highest average annual turnover for FY 2022–23, 2023–24 & 2024–25 (certified by a Chartered Accountant with UDIN).

IV. TERMS AND CONDITIONS:

a. A flat discount of 6% on MRP should be offered on all items.

b. The brands of all such sales should be approved by licensing committee once the license is granted

c. License Fee per month **Rs.5,750/-** with a non-compounded 5% rate of increase every year. The taxes whichever is applicable are extra as per prevailing statutory regulations imposed by governments.

d. Total licensing period shall be for a period of **03 years** but on a renewal basis for each year upon satisfactory performance. Hence, the firms do not have any right to claim for all three years of licensing periods at a time.

e. Electricity and water charges as per institute norms.

f. Minimum Opening Timings:

Monday to Friday: 04.00PM to 10.00PM
Saturday & Sunday: 10.00AM to 04.00PM
May also extend services as per convenience.

g. Institute shall provide Electricity (on a chargeable basis) for the purpose of running the facilities.

h. Every effort must be exercised by the Licensee to minimize electricity and water usage and desist from unnecessary usage.

i. The shop / Canteen which holds the license for the operation of the facility, shall fulfill the following responsibilities regarding cleanliness and sanitation:

i. Hygiene and sanitation standards should be strictly compliant with FSSAI regulations and/or prevalent norms. Compliance with the hygiene standards will be checked periodically. Noncompliance with hygiene standards will be sufficient reason to terminate the contract.

ii. Keeping the premises and surroundings neat, clean, and hygienic.

iii. Periodic fumigation as per laid down norms.

j. The licensee's performance will be monitored on a regular basis.

k. The rates stipulated during the award of the license may be changed according to the mutual agreement after negotiations.

l. The licensee shall not assign, sublet, or part with the possession of the licensed premises

and properties of the Institute therein or any part thereof under any circumstances.

m. On expiry/termination/withdrawal of the license, the licensee must vacate the allotted premises promptly. All fixtures, furniture, etc. which are properties of the institute, Tadepalligudem, should be handed over to the Institute in good and tenable condition. The cost of repair charges incurred following mishandling and/or willful damage (except normal wear and tear) will be deducted from the caution deposit.

n. The licensee shall not construct or make any structural/electrical alterations or install additional fittings inside the premises of the workplace without prior approval from the Institute.

o. Employment of child labor, defined as per relevant laws is strictly prohibited. The contract will be terminated with immediate effect if those laws are violated.

p. The licensee shall be responsible for the proper conduct and behavior of the employees engaged by them.

q. Smoking, consumption/ distribution of alcohol, use of pan and gutka, and drug/substance abuse by the employees are strictly prohibited.

r. All expenses related to the employees engaged by the licensee shall be borne by the Contractor/ Licensee. In case of any accident or mishap to any employee of the licensee, the Institute and its functionaries shall not be held responsible/liable in any manner whatsoever.

s. The prices of the items given in the Institute, shall not be more than the local market rate and shall be approved by licensing committee, from time to time. The licensee shall display the approved rate list/ minimum discount at a prominent location within the allotted premises.

t. There should be complete adherence to the approved menu, price, and quantity. In case the Licensee is to supply extra items on demand, they may do so, provided the request is placed by the customer(s) for a bulk order. The Licensee shall promptly inform the competent authority if anyone from outside or inside the campus uses compulsion or coerce them or in any way obstructs the functioning of the facility.

u. All the approved items (of the respective licensee) should be made available during open hours of the shop. Else, the license shall be penalized.

v. Institute authority, shall have free access to inspect the shop and items/ services provided by the licensee at any time during the working hours of the facility and beyond if needed. If

any substandard or unauthorized items/services are found to be provided, the licensee shall be penalized by the institute. The licensee shall have to abide by the corresponding rules.

w. Complaints and Suggestions Books must be kept at the billing counter/ at an accessible location, visible to all the customers, so that the customers may record comments about any item. A copy of the complaint/suggestion should be given to the customer after obtaining a signature from the canteen in charge. Institute shall have the right to check the complaint book at any time.

x. While accepting the offer, the licensee shall execute a bond accepting the terms and conditions for serving the general facilities, as listed in the schedules given here. The agreement can be terminated by either side with a notice of one month. NIT Andhra Pradesh, Tadepalligudem reserves the right to review and modify the terms and conditions, periodically.

y. The licensee shall not employ any person suffering from any contagious or infectious disease on the premises in any capacity.

z. It is the responsibility of licensee to maintain the floors, walls, tables and chairs clean ever and hygiene all the time.

aa. On sufficient advance notice from the Institute Administration, the Licensee shall prepare and make available any item or items in sufficient quantity/quantities for a particular occasion/purpose of a group of persons as per agreed rates.

bb. The licensee shall maintain a neat and hygienic environment in and outside the premises and the Institute authorities will check periodically. If the committee feels that the premises are not neatly maintained by the licensee, a penalty to the tune of Rs.10,000/- may be levied on the licensee.

cc. In the event of unsatisfactory services rendered by the Contractor/licensee, a monetary fine as penalty @Rs. 1000/- per day will be imposed for every default during the period of the contract. If the services do not improve subsequently, a monetary fine as the penalty of Rs. 2000/- per day will be imposed for the defaults this will have to be paid by the Contractor within a week of communication from the Institute failing which it will be adjusted against the Security Deposit.

dd. If any shortfall or misconduct, the licensee/tender will be terminated and SD also forfeited.

ee. In the event of refusal to carry out work by the successful Licensee on any grounds during

the license period, its Security deposit shall be forfeited.

ff. All statutory taxes which are applicable from time to time by the Govt. of Andhra Pradesh/ Government of India are applicable at no additional cost to the institute.

gg. The LC will monitor the rates displayed and the quality of services provided by the contractor and submit reports to the administration.

hh. The proposals are not transferable under any circumstances. Telegraphic, conditional, or incomplete proposals shall not be accepted. Canvassing of any kind, director indirect shall lead to disqualification of the Bidder.

ii. Institute reserves the right to reject any or all the proposals at any stage or accept them in part or reject without assigning any reason thereof and the decision of the Institute in this respect shall be final.

jj. The Institute reserves the right to cancel the call of EOI at any stage without assigning any reason.

kk. While accepting the offer, the licensee shall execute a bond accepting the terms and conditions for serving the general facilities, as listed in the schedules given here. The agreement can be terminated by either side with a notice of one month. NIT Andhra Pradesh, Tadepalligudem reserves the right to review and modify the terms and conditions, periodically.

*Legal disputes, if any, shall be subject to the jurisdiction of the High Court of Andhra Pradesh, Amaravati only.

V. EVALUATION PROCEDURE

1. At the first stage, the sealed proposals shall be opened in **Licensing Committee (LC)** of NIT Andhra Pradesh, Tadepalligudem.
2. LC would evaluate the proposals submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each proposal to the Expression of Interest (EOI) document. A substantially responsive proposal is one which conforms to all the terms and conditions of the EOI document. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract, etc. will be deemed to be deviations.
4. If the proposal is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose proposals have been found to be substantially responsive would be evaluated.
6. The bidders (one or more) who satisfy the minimum eligibility criteria will be qualified technically.
7. In case more than one proposal qualifies as per above clause (6), the tie-breaking clause(s) shall be applied sequentially (failing which one after one) using criteria for selecting the proposal as mentioned in the section (III).

VI. DECLARATION

(To be provided on letter head of the Bidder and submit along with technical bid)

I / We _____ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the tender with File No:

NITANP/SMMD/TENDER/2026-27/08, Date: 16.06.2026

"SEEKING LICENSE TO RUND GENERAL STORES AND STATIONERY BUSINESS IN CONTAINER BOX AT NIT ANDHRA PRADESH", are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (NIT Andhra Pradesh, Tadepalligudem) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Name, Signature & Stamp of the Vendor/ Bidder / Contractor:

Date :

Place :

Email :

Address with phone nos.:

_____

_____

_____

ANNEXURE – A

Book stall & Stationery Items-Price List

S.No.	Description of the Item & Quantity	Price
1	All Pin (Stainless Steel)	A flat discount of 6% on MRP
2	Binder Clip 25mm	
3	Binder Clip 32mm	
4	Binder Clip 41mm	
5	Board File white with side cloth	
6	Board Pin (Fiber Top)	
7	Calculator 12-digit Big Screen Type	
8	Calculator Scientific Type Standard size	
9	Candle 1" (Thick) x 6"(Long) 12 Nos. in 1 Packet	
10	Carbon Paper (Blue A-4 Size)	
11	Carbon Paper Box Multi Copy	
12	Card Sheet Different Colours (Chart Papers) Thick	
13	Cello tape (big) tixc-12 mm 65 mtr.	
14	Cello tape (Small) Tixo- 12mm x 9 mtr.	
15	Cello Tape ½ inch (15 Mtr)	
16	Cello Tape 1 inch (15 Mtr)	
17	Cello Tape 2 inch (30 Mtr)	
18	Cello Tape 2"65 Mtr	
19	Cello Tape Dispenser (Deluxe)	
20	Cello Tape Dispenser (Small)	
21	Chalk -Colour (Dust free)	
22	Chalk White (Dust free)	
23	Clip Board Plastic	
24	Clip Folder	
25	Cloth binding envelops 11x5 (Pack of 100)	
26	Cobra File	
27	Computer CD Mailer (Pack of 50)	
28	Computer CD Re-writable (Pack of 50)	
29	Computer CD with plastic case (Pack of 50)	
30	Computer DVD (Pack of 50 Nos.)	
31	Computer DVD-R with cover (Pack of 50 Nos.)	
32	Computer Pen Drive 02 GB	
33	Computer Pen Drive 04 GB	
34	Computer Pen Drive 08 GB	

35	Computer Pen Drive 16 GB	
36	Computer Pen Drive 32 GB	
37	Computer External Hard Disc 500 GB	
38	Computer External Hard Disc 1 TB	
39	Computer Power Strip 4 Socket Single Switch with 10 Mtr.extension cord	
40	Dak Pad	
41	Desk Calendars	
42	Display File A-4 size - 20 Pocket	
43	Display File A-4 size - 40 Pocket	
44	Double Sided Tape 1" width X 15 Mtr.	
45	Double Sided Tape 2" width X 15 Mtr.	
46	Drawing Sheet, A-0 Size (Pack of 50 Sheets)	
47	Drawing Sheet, A-3 Size (Pack of 50 Sheets)	
48	Envelope 10” x 12” Laminated (Pack of 100 Nos.)	
49	Envelope 4½” x 3” (Pack of 100 Nos.)	
50	Envelope 6” x 3½” (Pack of 100 Nos.)	
51	Envelope 9” x 4” Self-Stick Tape (Pack of 100 Nos.)	
52	Envelope 9” x 4” window (Pack of 100 Nos.)	
53	Envelope cloth lined 10" x 8" Laminated (Pack of 100 Nos.)	
54	Envelope Plain 9” x 4” (Pack of 100 Nos.)	
55	Eraser (Pencil) (Pack of 20 Nos.)	
56	Executive Bond Paper 70 GSM (Pack of 500 Sheets)	
57	Fevi stick 15 gm.	
58	Fevicol 30gm	
59	Flap File	
60	File Pad (Standard type with file papers holding arrangement)	
61	Gem Clip (Plastic coated)	
62	Gems Clip (Stainless Steel)	
63	Glossy Paper (A-4 Size)- 120 GSM (Pack of 50 Sheets)	
64	Glue Stick 8 Gram	
65	Glue sticks -15 Gram	
66	Gum Bottle 150 ml	
67	Gum Bottle 300 ml	
68	Gum Bottle 700 ml	
69	Lamination Roll A-4 Size	
70	Lamination Roll A-3 Size	

71	Leaf Folder	
72	Scissor 6"	
73	Scissor 8"	
74	Scissor 9"	
75	Scissor Heavy Duty	
76	Note sheet pad (Green Ledger Paper) 100 sheet75gsm (Size 12½" x8 ½")	
77	Note Sheet Pad (Green Ledger Paper) F/S Size 100 Sheet	
78	Officer's Pen Stand with 2 Socket without Pen	
79	Officer's Pen Stand with 4 Socket without Pen	
80	Officer's Pen Stand with four holder (Popali) with paper roller	
81	Officer's Pen Stand spl. Quality with Four pens	
82	Officer's Pen Stand with two pens	
83	Outline map of India	
84	Outline map of World	
85	Page Markers (1"X3") 50X3 Colour	
86	Paper Clip Medium	
87	Paper Clip Small	
88	Paper Cutter Blade of 1.8 Cm	
89	Paper Cutter Plastic with 1.8 cm wide Blade push button one Touch	
90	Paper Cutter Steel with 1.8 cm wide Blade push button one Touch	
91	Paper Tray	
92	Paper Tray 2-tier (plastic net)	
93	Paper Tray 3-tier (plastic net)	
94	Paper weight square Shape	
95	Paper weight (Cube type)	
96	Pen (Blue/Black/Green/Red) (Good Quality Gel Type) (Pack of 10 Nos.)	
97	Pen Ball Pen (Black/Blue/Green/Red) (Pack of 10 Nos.)	
98	Pen Board Pen Fiber Top	
99	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 15 ml	
100	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 20 ml	
101	Pen High Lighter Pen set (Different Colours) (Pack of 5 Pens)	
102	Pen Refill for Ball Pen	
103	Pen Refill for Ball Pen	

104	Pen Refill for Ball Pen Ordinary (Pack of 12	
105	Pen Refill for Gel Pen (Pack of 12 Nos.)	
106	Pen Refill Jotter pen (Pack of 12 Nos.)	
107	Pen Sketch pen (Set of 12 Colors Sketch Pen in 1 Packets.)	
108	Pencil	
109	Pencil H.B. Black (10 Nos. in 1 Packets)	
110	Pencil H.B. 10 Nos. in 1 Packets)	
111	Pencil Sharpener (20 Nos. in 1 Packets)	
112	Pencil Shorthand (10 Nos. in 1 Packets)	
113	Pencil Soft/ Assorted H.B. (10 Nos. in 1 Packets)	
114	Peon cum Dak book - 60 Gsm (Orient paper) 4 Quire	
115	Permanent Marker (General Type)	
116	Permanent Marker (OHP & CD) BP-30	
117	Permanent Marker Pen Bold Fibre Tip	
118	Photo Stat Paper (A-4 Size) - 75 Gsm	
119	Photo Stat Paper (F/S Size) - 75 Gsm	
120	Photocopy Paper (A-3 Size) -75 Gsm	
121	Pilot Pen (Hi-tech 0.5) (Blue, Black, Green & Red) (Pack of 10 Pens)	
122	Pilot pen ink (Blue, Black, Green & Red) 10 ml.	
123	Pin Cushion	
124	Plastic cover for keeping A-4 Size Envelope	
125	Plastic File folder (Transparent, L- type)	
126	Plastic String folder (F/S Size) Coloured with corner	
127	Plastic Suttee Bundle (100 Mtr.)	
128	Post It Pad 1” x 3” (Tricolour)	
129	Post It Pad 3”x3” (Tricolour)	
130	Post It Pad (Single Colour 75 mm X75 mm)	
131	Premium Note Book (22.20 cm X 14 cm, Pages 200)	
132	Punch Machine DP 480 (Double Hole punch)	
133	Punch Machine DP 600 (Double Hole Punch)	
134	Punching Machine SHP 20 (Single Hole)	
135	Refillable ink for marker (50 ml)	
136	Ring Binder folder	

137	Rubber Band (Big size) Pack of 500 Gram	
138	Rubber Band (Medium Size) Pack of 500 Gram	
139	Rubber Bands (Small Size) Pack of 500 Gram	
140	Scale (Plastic) 12"	
141	Scale (Steel) 12"	
142	Scale (Plastic) 24"	
143	Scale (Wooden) 24"	
144	Self-Ink pad	
145	Separator (Paper - A-4 Size) - Set of 1-10 Different Coloured Sheets	
146	Separator (Plastic sheet - A-4 Size) - Set of 1-10 Different Coloured Sheets	
147	Short Hand Note Book (60 Gsm) (144 Pages)	
148	Short Hand Note book (60 Gsm) (72 Pages)	
149	Spiral Type Writing Pad (Size 5½"x 8½") (100 Pages)	
150	Spiral Type Writing Pad A-4 size Pad (40 pages)	
151	Stamp Pad	
152	Stamp Pad Ink (50 ml)	
153	Stapler (Kangaroo) HD- 10 small size	
154	Stapler (Kangaroo) HD- 45 Big size	
155	Stapler Machine Large No. 555	
156	Stapler Pin (heavy duty) (No.23/15)	
157	Stapler Pin 10 No.	
158	Stapler Pin 24/6 No	
159	Tag (Big) Nilon-24” (100 Nos.in 1 bundle)	
160	Tag (Small) Nilon-8” (100 Nos. in 1 bundle)	
161	Tag Bundle 12” (Green) (100 Nos. in 1 bundle)	
162	Tag Bundle 8” (White) (100 Nos. in 1 bundle)	
163	Tag File Cover	
164	Thermocol Sheet (Standard Size)	
165	Tissue paper (100 X 100 mm, 100 pulls x 2 Ply, 200 Sheets in one	
166	Tissue Paper (200 X 200 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets)	
167	Trace paper roll	
168	Transparency - 100 Micron OHP Transparency Sheet A-4 size (Pack of 100 Sheet)	
169	Transparency – 175 Micron OHP Transparency Sheet A-4 size (Pack of 100 Sheet)	
170	Transparent Sheet Roll (Big Size)	

171	Transparent Tape 25 mm	
172	U- Clips Plastic Coated	
173	U-Clips Stainless Steel	
174	Waste Paper Basket (Without net)	
175	White Board Marker	
176	Wrapping Paper (Pack of 12 Nos. of Sheets in Different Colours)	
177	Writing Pad (15x23 cm) 60 Gsm(100 Pages)	
178	Writing Pad (Size 5½"x 8½") 60 GSM (100 Pages)	
179	Writing Pad (Spiral Type) A-4 Size 60 GSM (100 Pages)	

XEROX/PHOTO COPYING			
S.No.	**Description of the Item & Quantity**	**Quantity (No's)**	**Price**
1	Photostat on 75 GSM Paper	1	**2/-**
2	Photostat on 80 GSM Paper	1	**2/-**
3	Colour Photostat on 75 GSM Paper	1	**10/-**
4	Colour Photostat on 80 GSM Paper	1	**10/-**
5	Laser Printing on 75 GSM Paper	1	**15/-**
6	Laser Printing on 80 GSM Paper	1	**15/-**
7	Spiral Binding (One side paper)	1	**20/-**
8	Spiral Binding (Two side paper)	1	**20/-**
9	Spiral Binding (Thick Binding) Glossy finish	1	**20/-**
10	Lamination Hard Binding	1	**25/-**
11	Simple tape Binding	1	**10/-**
12	D.M.C Special laminate & I Card Pouch Laminate	1	**10/-**
13	Paper A4 single Side	1	**2/-**
14	Paper A4 Double Side (Rate of printing)	1	**3/-**
15	Paper 42 cm X 29cm thick (Card Type) (Rate of printing)	1	**5/-**
16	Paper 22 cm x 13.5cm single side (Rate of printing)	1	**2/-**
17	Paper 22 cm x 13.5cm Double side (Rate of printing)	1	**2/-**
18	Paper A3 single side (Rate of printing)	1	**3/-**
19	Paper A3 double side (Rate of printing)	1	**5/-**