**Commercial Bid**

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| **Sr. No.** | **Item** | **Make / Quality** | Specification | Approx. yearly consumption | Order Quantity Lot | Unit Quantity | Unit price in INR |
| 1 | Cloth Cover Envelop A4 |  | 10 " X 12 " With 3 colour printing | 5000 | 500 | 100 |  |
| 2 | Cloth Cover Envelop A3 |  | 16 " X 12 " With 3 colour printing | 3000 | 500 | 100 |  |
| 3 | White Envelop | Deluxe paper | 10.5 " X 4.5 " With 3 colour printing, 80 GSM | 10000 | 1000 | 100 |  |
| 4 | Window Envelop | Deluxe paper | 10.5 " X 4.5 " With 3 colour printing, 80 GSM | 10000 | 1000 | 100 |  |
| 5 | 16 " X 18 " Brown Envelop | Damer paper | 280 gsm damer paper and 2 inch fold With 3 colour printing | 10000 | 1000 | 100 |  |
| 6 | Letter head | Deluxe paper | A4,With 3 colour printing, 80 GSM | 30000 | 10000 | 500 |  |
| 7 | Visiting card | Ivory KT | Both side With 3 colour printing, 350 GSM | 20000 | 200 | 200 |  |
| 8 | A/4 Copier Paper 70 GSM | JK Easy | 500 pages/packet | 1500 pkt | 10 pkt | 500 |  |
| 9 | A/4 Copier Paper 70 GSM | B2B | 500 pages/packet | 1500 pkt | 10 pkt | 500 |  |
| 10 | A/4 Bond Paper 100 GSM | JK Easy | 500 pages/packet | 100 pkt | 2 pkt | 500 |  |
| 11 | A/4 Bond Paper 100 GSM | B2B | 500 pages/packet | 100 pkt | 2 pkt | 500 |  |
| 12 | A4 Colour Paper 80 GSM | JK Easy | 500 pages/packet | 100 pkt | 2 pkt | 500 |  |
| 13 | A4 Colour Paper 80 GSM | B2B | 500 pages/packet | 100 pkt | 2 pkt | 500 |  |
| 14 | Legal Paper 80 GSM | JK Easy | 500 pages/packet | 50 pkt | 2 pkt | 500 |  |
| 15 | Legal Paper 80 GSM | B2B | 500 pages/packet | 50 pkt | 2 pkt | 500 |  |
| 16 | Binder Clip 15 mm | 555 | 12 dozen | 10 Box | 2 Box | 1 box |  |
| 17 | Binder Clip 19 mm | 555 | 12 dozen | 20 Box | 2 Box | 1 box |  |
| 18 | Binder Clip 25 mm | 555 | 12 dozen | 20 Box | 2 Box | 1 box |  |
| 19 | Binder Clip 32 mm | 555 | 12 dozen | 20 Box | 2 Box | 1 box |  |
| 20 | Binder Clip 41 mm | 555 | 1 dozen | 10 Box | 2 Box | 1 box |  |
| 21 | U Pin Box 35mm | Rolex | 10 pcs./Box | 20 Box | 2 Box | 1 box |  |
| 22 | U Pin Box 26mm | Rolex | 10 pcs./Box | 20 Box | 2 Box | 1 box |  |
| 23 | Post It Pad 3" X 4 " | Post it | Yellow stick Pad | 50 | 5 | Per unit |  |
| 24 | Post it Prompt | Camel | 3 Colour | 80 | 5 | Per unit |  |
| 25 | Post it Prompt | Camel | 5 Colour | 80 | 5 | Per unit |  |
| 26 | 1 " Cello Tape | 555 | 30 meter | 50 | 5 | Per Dozen |  |
| 27 | 2 " Cello Tape | 555 | 30 meter | 200 | 12 | Per Dozen |  |
| 28 | 2" Brown Tape | 555 | 30 meter | 1500 | 12 | Per Dozen |  |
| 29 | Spiral Note Pad | Ajanta | 40 pages | 300 | 12 | Per unit |  |
| 30 | Spiral Note Pad | Ajanta | 80 pages | 300 | 12 | Per unit |  |
| 31 | Spiral Note Pad | Ajanta | 120 pages | 300 | 12 | Per unit |  |
| 32 | Registers – per quire | Ajanta | 2Q | 50 | 5 | Per Quire |  |
| 33 | Registers – per quire | Ajanta | 3Q | 50 | 5 | Per Quire |  |
| 34 | Registers – per quire | Ajanta | 4Q | 50 | 5 | Per Quire |  |
| 35 | Stapler Machine No. - 10 (Big) | Kangaroo |  | 30 | 2 | Per unit |  |
| 36 | Stapler Machine No. - 10 D | Kangaroo |  | 30 | 2 | Per unit |  |
| 37 | Stapler Machine HD 45 | Kangaroo |  | 20 | 2 | Per unit |  |
| 38 | Stapler Pin No - 10 | Kangaroo | packs of 20 | 100 | 3 | per box |  |
| 39 | Stapler Pin 24/6 | Kangaroo | packs of 20 | 100 | 3 | per box |  |
| 40 | Ball Pen - Blue | Lexi | 10 pcs./packet | 200 | 10 | Per unit |  |
| 41 | Ball Pen - Black | Lexi | 10 pcs./packet | 200 | 10 | Per unit |  |
| 42 | Ball Pen - Red | Lexi | 10 pcs./packet | 200 | 10 | Per unit |  |
| 43 | Pencil | Natraj | 10 pcs./packet | 100 | 5 | Per unit |  |
| 44 | Eraser | Natraj | 20 pcs./packet | 50 | 2 | Per unit |  |
| 45 | Eraser | Camlin | 20 pcs./packet | 50 | 2 | Per unit |  |
| 46 | Sharpner | Natraj | 20 pcs./packet | 50 | 2 | Per unit |  |
| 47 | Sharpner | Camlin | 20 pcs./packet | 50 | 2 | Per unit |  |
| 48 | Steel Scale 12" | 555 | 10 pcs./packet | 10 | 1 | Per unit |  |
| 49 | Plastic Scale 12" | Camlin | 10 pcs./packet | 10 | 1 | Per unit |  |
| 50 | Glu Stick 15 gms | Fevi Stick | 20 pcs./packet | 20 | 2 | per packet |  |
| 51 | Highlighter | Camel | 10 pcs./packet | 20 | 2 | per packet |  |
| 52 | Paper Pin | Rolex | 50 gm / Packet | 20 | 2 | per packet |  |
| 53 | Board Pins | Rolex | 50 pin /packet | 20 | 2 | per packet |  |
| 54 | Punch Machine Dp260 | Kangaroo | Dp260 | 25 | 2 | Per unit |  |
| 55 | Punch Machine Dp 600 | Kangaroo | Dp 600 | 25 | 2 | Per unit |  |
| 56 | Punch Machine Dp 800 | Kangaroo | Dp 800 | 10 | 2 | Per unit |  |
| 57 | Scissor Small | Kangaroo |  | 20 | 2 | Per unit |  |
| 58 | Scissor Medium | Kangaroo |  | 30 | 2 | Per unit |  |
| 59 | Scissor Big | Kangaroo |  | 20 | 2 | Per unit |  |
| 60 | Stamp Pad Medium | camlin | 11\*7 cm | 25 | 2 | Per unit |  |
| 61 | Stamp Pad Big | camlin | 15.7\*9.6 cm | 20 | 2 | Per unit |  |
| 62 | Stamp Pad ink | camlin | 100 ml | 30 | 2 | Per unit |  |
| 63 | White Board Marker | Camel | 10 pcs./packet | 50 | 2 | Per unit |  |
| 64 | Permanent Marker | Camel | 10 pcs./packet | 20 | 2 | Per unit |  |
| 65 | OHP Marker (CD Marker) | Camel | 10 pcs./packet | 20 | 2 | Per unit |  |
| 66 | White Board Duster |  |  | 50 | 2 | Per unit |  |
| 67 | White Board Duster Magnetic |  |  | 20 | 2 | Per unit |  |
| 68 | Correction Pen | Camel |  | 50 | 5 | Per unit |  |
| 69 | AA Cell | Duracell | 10X Power | 600 | 10 | Per unit |  |
| 70 | AAA cell | Duracell | 10X Power | 300 | 10 | Per unit |  |
| 71 | Calculator CT-512 | Citizen | No.512 | 200 | 5 | Per unit |  |
| 72 | Box File Clip SPl (Steel Clip) | Kangaroo | 4 pcs./pack | 250 | 12 | Per unit |  |
| 73 | Ring Binder File 403 1" Plastic | SVS |  | 200 | 12 | Per unit |  |
| 74 | Spring File | SVS | 24 pcs./pack | 500 | 24 | Per unit |  |
| 75 | Patti File | SVS |  | 200 | 10 | Per unit |  |
| 76 | L Folder A4 Transparent | SVS |  | 200 | 10 | Per unit |  |
| 77 | Visiting Card Holder 110 CARD | SVS |  | 50 | 5 | Per unit |  |
| 78 | Nylon Rubber Stamp |  |  | 30 | 1 | Per unit |  |
| 79 | Self Ink Stamp |  |  | 20 | 1 | Per unit |  |
| 80 | Mouse Pad |  |  | 100 | 10 | Per unit |  |
| 81 | Pen Drive (32 GB) | HP |  | 20 | 1 | Per unit |  |
| 82 | Pen Drive (64 GB) | HP |  | 20 | 1 | Per unit |  |
| 83 | Executive Tray | Omega | 3 Tier | 30 | 1 | Per unit |  |
| 84 | Self Adhesive Label |  | 64 x 34mm | 20 | 2 | Per Packet |  |
| 85 | Bisleri 250ml | Bisleri | 48 bottles per box | 60 | 1 | per box |  |
| 86 | Water bottle |  | 1 ltr (Plastic) | 200 | 10 | Per unit |  |
| 87 | Nylon Rubber bands (per kg) |  | 19 no. | 100 | 5 | Per Kg |  |
| 88 | Garbage bag |  | pack of 30 pieces (48 cm X 53 Cm) | 100 | 5 | per packet |  |
| 89 | Garbage bag |  | pack of 10 pieces (108 cm X 122 Cm) | 100 | 5 | per packet |  |
| 90 | Carton Box |  | 24" X 12" X 6” (9 ply thickness) | 600 | 50 | Per unit |  |
| 91 | Goti pad (Paper Blocks) |  |  | 200 | 20 | Per unit |  |
| 92 | Puppy Gum |  | 1 kg/pack | 60 | 5 | Per Kg |  |
| 93 | Toner Refilling (Fill 80-gram cartridge powder) | HP/Canon/ Brother | HP 12A, 88A | 100 | 5 | Per unit |  |
| 94 | Brother 4420 | 20 | 1 | Per unit |  |
| 95 | Canon 337 | 30 | 1 | Per unit |  |
| 96 | New Cartridge Toner (12A) | HP |  | 25 | 1 | Per unit |  |
| 97 | New Cartridge Toner (88A) | HP |  | 25 | 1 | Per unit |  |
| 98 | New Cartridge Toner 955 xl | HP |  | 25 | 1 | Per unit |  |
| 99 | New Cartridge Toner (canon 337) | Canon |  | 10 | 1 | Per unit |  |
| 100 | New Cartridge Toner (Brother 4420) | Brother |  | 5 | 1 | Per unit |  |
| 101 | Printer Ribbon | Epson | Epson LQ590 | 60 | 5 | per packet |  |
| 102 | Dust Bin small |  | Medium size | 30 | 2 | Per unit |  |
| 103 | Dust Bin with Leg Handle |  | Medium size | 30 | 2 | Per unit |  |
| 104 | WIPER BIG |  |  | 10 | 1 | Per unit |  |
| 105 | Glass Cleaner | Colin | 500 ml | 10 | 1 | Per unit |  |
| 106 | WET MOP SET | Gala |  | 10 | 1 | Per unit |  |
| 107 | Room FRESHNER | Godrej |  | 50 | 2 | Per unit |  |
| 108 | DETTOL HAND WASH PUMP | Dettol | 500 ml | 50 | 2 | Per unit |  |
| 109 | HIT SPREY | Hit | 500 ml | 20 | 2 | Per unit |  |
| 110 | Toilet Cleaner | Harpic | 5 Ltr | 10 | 1 | Per unit |  |
| 111 | Bathroom Air Freshner | Godrej |  | 50 | 2 | Per unit |  |
| 112 | Maruti Tissue | Maruti |  | 50 | 2 | Per Packet |  |
| 113 | Toilet Roll | Maruti |  | 500 | 12 | Per unit |  |
| 114 | Party Tissue | Maruti | 100 tissue / packet | 500 | 12 | Per Packet |  |
| 115 | Urine Pad |  |  | 100 | 10 | Per unit |  |
| 116 | Washing Powder | Surf | 1 kg/pack | 20 | 2 | Per unit |  |
| 117 | Floor Cleaner | Lizol | 5 ltr | 20 | 2 | Per unit |  |
| 118 | Sunny Phenyl | Sunny | 1Ltr | 20 | 2 | Per unit |  |
| 119 | Liquid Hand Wash | Dettol | 5 ltr | 50 | 2 | Per unit |  |
| 120 | 15 digit numbering machine | Bambalio |  |  |  | Per unit |  |
| 121 | Tk-7220 Tonner cartridge | Kyocera |  |  |  | Per unit |  |
| 121 | Stainless Steel Pedal dustbin |  |  |  |  | Per unit |  |
| 122 | Binder Clip 51MM | Music 555 |  |  |  | Per box |  |
| 123 | Pen Stand Round | Omax |  |  |  | Per unit |  |
| 124 | Pen Holder | Omax |  |  |  | Per unit |  |
| 125 | USB Mouse | Logitech |  |  |  | Per unit |  |
| 126 | Wire Mouse | Logitech |  |  |  | Per unit |  |
| 127 | Bubble Roll heavy duty 100 meter | 1040 | 100 meter |  |  | Per unit |  |
| 128 | Facial Tissue | premier | Per box |  |  | Per unit |  |
| 129 | Spin Mop Bucket | Gala |  |  |  | Per unit |  |
| 130 | Plastic Dumper |  |  |  |  | Per unit |  |
| 131 | Gel Pen | Achiever |  |  |  | Per unit |  |
| 132 | Cutter | Music 555 |  |  |  | Per unit |  |
| 133 | 905 XL Colour cartridge | HP |  |  |  | Per unit |  |
| 134 | 905 XL Black cartridge | HP |  |  |  | Per unit |  |
| 135 | Paper Cups | 200 GSM |  |  |  | Per unit |  |
| 136 | Taski R-1 ( 5 ltr.) | Diversey | 5 ltr |  |  | Per unit |  |
| 137 | Taski R-2 1 ( 5 ltr.) | Diversey | 5 ltr |  |  | Per unit |  |
| 138 | Microfiber Cloth |  |  |  |  | Per unit |  |
| 139 | Hand sanitizer Liquid 5Ltr | Life boy | 5 ltr |  |  | Per unit |  |
| 140 | Floor Wiper | Gala |  |  |  | Per unit |  |
| 141 | Cloth Duster |  |  |  |  | Per unit |  |
| 142 | Dry Mop 24 inch | Gala | 24 inch |  |  | Per unit |  |
| 143 | Air pocket | Godrej |  |  |  | Per unit |  |
| 144 | Bleaching Powder (per Kg) |  | Per kg |  |  | Per unit |  |
| 145 | Steel Scrubber | Scotch |  |  |  | Per unit |  |
| 146 | Hand Gloves Heavy Dutty |  |  |  |  | Per unit |  |
| 147 | Urinal Cube big | Sunny | Per packet |  |  | Per unit |  |
| 148 | Garbage Roll Bag | Scotch brite |  |  |  | Per unit |  |
| 149 | Broom | Gala |  |  |  | Per unit |  |
| 150 | Carpet Brush | Gala |  |  |  | Per unit |  |
| 151 | Toilet Brush | Gala |  |  |  | Per unit |  |
| 152 | P C Brush | Gala |  |  |  | Per unit |  |
| 153 | Steel Glass Wiper | Gala |  |  |  | Per unit |  |
| 154 | Steel Scarpper | Gala |  |  |  | Per unit |  |
| 155 | Lemon Grass Liquid ( 5 Ltr) | Wavex | 5 ltr |  |  | Per unit |  |