**Commercial Bid**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |   |