

Tender: Stationary/ Computer Consumables 2015-16

Tender-Form

UDYOG BANDHU
12-C, MALL AVENUE,
Lucknow-226 001

SUBJECT : Tender for the Office-Stationary/Computer-Consumables.

Dear Sir(s),

With reference to your tender notice, published in the Lucknow Edition of "Hindustan & Danik Jagran" on February 22.01.2015 we express our interest in supply of Office-Stationary/Computer-Consumables to 'Udyog Bandhu'. We are enclosing here with required information / documents as under :-

I. Sealed envelop super scribed "Bidders Details" containing the following:

- ✓ Name, address and phone nos. of our firm / Company :-
- ✓ Constitution of the Firm / Company :-
- ✓ Year of setting up the Firm / Company :-
- ✓ Name and address of promoters / Partners / Directors :-
- ✓ Name of Government customers :-
- ✓ Photocopy of Commercial Tax registration certificates :-
- ✓ Photocopy of PAN :-
- ✓ Annual turn-over for the last financial year more than Rs. 20 lacs (Twenty lac). Year turnover Rs. lacs.
- ✓ Bank-Draft of Rs.10,000/(Rupees Ten Thousand) only drawn in favor of "Udyog Bandhu, Lucknow" towards Earnest-Money and original receipt Rs.300/-(Three Hundred) or DD of Rs. 300/- (Three Hundred) in case of tender form downloaded from web site, towards cost of tender.

II. Sealed envelop Superscript "Financial Bid for Stationary / Computer Consumables – 2015-16" containing the rates quoted by us for each of the listed items. The rates quoted have been mentioned in figures as well as in words.

We also understand / agree / undertake, as below :

1. The envelop Superscript "Financial Bid for Stationary / Computer Consumables – 2015-16" would be eligible to be open only if the conditions of Trade-Tax Registration and stipulated Annual Turnover should not less than 20 Lacs.

2. All Rates are inclusive of all taxes & charges etc. and shall be valid for the period up to 31.03.2016 from the date of finalization of Tender" by 'Udyog Bandhu'. The supplies as requisitioned by 'Udyog Bandhu' from time to time would by delivered at the Office of 'Udyog Bandhu', within 24 hours.

3. In case our tender is approved, the bank-draft of Earnest-Money, being deposited will be returned only after the satisfactory performance i.e. after 31.03.2016. However, no interest shall be payable to us, thereon. In case our performance is not found satisfactory by 'Udyog Bandhu', the Earnest-Money would be liable to be forfeited.

4. Rates are being quoted on the prescribed format contained in the "Tender Form" purchased from 'Udyog Bandhu'.

5. In the event of our tender being declared unsuccessful, the earnest-money will be returned to us within 30 days from the date of finalization of tender. However, no interest shall be payable to us thereon.

6. Decision of "Udyog Bandhu" in respect of tender would be final & binding on us and it shall not be challengeable by us, in any-manner.

7. After the approval of our tender, if the concern fails to supply items(s) of the same brand for which we have quoted the rates, it would be bound to supply all those items of equal quality/brand, as approved by 'Udyog Bandhu' at the originally quoted rates.

8. 'Udyog Bandhu' reserves the right to cancel, any-one or all the Tenders, without assigning any reason.

Signatory's Full Name & Designation : _____

NAME OF THE CONCERN(in Block Letters): _____

Complete Address of the Concern : _____

Contact Person's Name & Designation in the firm:-----

Phone /Fax Nos:------(Office)

Phone/Fax Nos:------(Resi.)

Mobile Nos:------(User's Name)

ENCLOSUREs:Two duly-sealed envelops with contents as mentioned above.

Dated :-----

(Signature, with stamp)

Rates OF STATIONARY ITEMS

<u>SL</u>	<u>Name of the Item</u>	<u>Description</u>	<u>Quantity For Rates</u>	<u>Rates in Figure</u>	<u>Rates in words</u>
1.	Photo Copy Paper(A-4,Size)	J.K.(Red Packaging)	Per Rim		
		Bilt Blue (Blue Packing)	Per Rim		
		Century	Per Rim		
2.	Photo-Copy Paper(A3-size)				
		J.K.(Red Packaging)	Per Rim		
		Bill (Blue Packaging)	Per Rim		
		Century	Per Rim		
3.	Ball Pen	Raynolds	Pkt of 10		
4.	Pen-Refills	Raynolds	Pkt of 10		
5.	Pilot-Pens	Pilot	Pkt of 10		
6..	Pen V-5	Pen V-5	Each		
7.	Pen V-7	Pen V-5	Each		
8.	Add-Gel Pen	Different Col.	Pkt of 10		
9.	Add Gel Refil	Different Col.	Pkt of 10		
10.	Sketch Pen	Mix.Col.	Pkt of 10		
11.	High Lighte	Different Col.	Pkt of 05		
12.	H.B.Pencil	Kohinoor/Natraj	Pkt of 10		
13.	Short Hand pencil.	Kohinoor/Natraj	Pkt of 10		
14.	Short Hand Copy	VIP-200 Pages	Pkt of 10		
15.	Jems Clips	Ashoka	Pkt of 10		
16.	All Pins	Ashoka 100 gsm	Each		
17.	Staples (No.10)	Kangaroo/Kores	Per Pkt.		
18.	Staples(No.24/6)	Kangaroo/Kores	Per Pkt.		
19.	White-Fluide'With Dil'	Kores	Per Dozen		
20.	Fax Rolls(30 mtr.)	Modi	Per Roll		
21.	Plain Envelops (9" x 4")	Taj Mahal	Per Thousand		

SL	Name of the Items					
22.	Window En.(9"x4")	Taj Mahal	Per Thousand			
23.	Brown Paper envelop(A-4 size)	Without Cloth	Per Hundred			
24.	Brown Paper Envelop(A-4 size)	With Cloth	Per Hundred			
25.	Brown Paper Envelop(File size)	With Cloth	Per Hundred			
26.	Brown Paper Envelop(File size)	Without Cloth	Per Hundred			
27.	Peon-Book	Ordinary Paper	Each			
28.	Log Book	Ordinary Paper	Each			
29.	File Board	With Blue-C/Mounted	Each			
30.	Transparency Sheets	125,150,175,200,225 &250 Micron	Pkt of 50			
31.	Supporting Seets	Only White Col.	Per 100			
32.	Binding Comb	8,10,12,14,16 &18	Per 100			
33.	Bind Strip	Blue & Black Col.	Per 100			
34.	Stapler	Large Size	Each			
35.	Stapler	Medium Size	Each			
36.	Stapler	Small Size	Each			
37.	Glue-Stick	Big Size	Each			
38.	Glue-Stick	Small Size	Each			
39.	Punching Machine	Small/Medium& Large Size	Each			
40.	Knife	P.Cutter	Each			
41.	Cello Tap	Small/Medium/Large Size	Each			
42.	Brown Tap	Small/Medium& Large Size	Each			
43.	Plastic Folder	As a Sample	Each			
44.	Plastic Folder White Col.A/4 Size	As a Sample	Each			
45.	Post It	Small Different Col.	Each			
46.	Post it	Medium Different Col.	Each			
47.	Post It	Big Different Col.	Each			
48.	Binding Clips	Small Size	Per Pkt.			
49.	Binding Clips	Medium Size	Per Pkt.			
50.	Binding Clips	Big Size	Per Pkt.			
51.	CD-Marker Pen		Each			

SL	Name of the Items					
52.	Stamp Pad	Camlin	Each			
53.	Dak Pad	No.112 Sangam	Each			
54.	Uniball Pen		Each			
55-	Engagement Pad	Trust/Sangam	Each			
56.	Scissors	Medium Size	Each			
57.	Glossy Paper 137 GSM	HP	Each			
58.	Ragister (1 Quire)	VIP/Ledger Paper17x27	Each			
59.	Ragister (2 Quire)	VIP/Ledger Paper17x27	Each			
60.	Ragister (4 Quire)	VIP/Ledger Paper17x27	Each			
61.	Scale 6" and 12"	Camlin	Each			
62.	Attendance Register2Q D/P	Sony	Each			
63.	Dak Dispatch Register (4 Quire)		Each			
64.	Gum Tube	Camel	Each			

Rates OF COMPUTER CONSUMABLES

Sl.N.	Toner/Cartridge(Each Piece)	Rates in Figure	Rates in words	Lipi Rates in figure
1.	Samsung Toner- ML-2010			
2.	HP 49-A,Toner			
3.	Cartridge for Leser JET Toner 1710			
4.	HP-Color Laseserjet CP-1515 N CB-540, CB-541, CB-542, CB-543			
5.	HP Laser Jet-36 -A			
6.	C.D R Box of 10) - Moser Bear Spindl			
7.	C.D R Box of 10) - Moser Bear Jewel Case			
8.	C.D.R- Box of 50) -Moser Bear Spindle/Jewel Case			
9.	C.D.R Box of 100-Moser Bear Spindle			
10.	C.D.R Box of 100-Moser Bear Jewel Case			
11.	CD Envelops			
12.	CD Mailer			
13.	DVD Box of 10 - Moser bear Spindle			
14.	DVD Box of 10 - Moser bear Jewel Case			
15.	DVD Box of 50 - Moser bear Spindle			
16.	DVD Box of 100 - Moser bear Spindle			
17.	H.P 05-A Toner			
18.	HP 27-A Cart.			
19.	H.P. Laser jet 1020 (Toner 12-A)			
20.	HP-1825-A Toner			
21.	USB Optical Scroll Mouse Logitech/ iBall			
22.	USB Keyboard Logitech/ iBall			

SL.	Toner/Cartridge(Each Piece)			
23.	HP-Color LaserJet1600 Q-6000A, Q-6001A, Q-6002A, Q-6003A			
24.	External HDD 500 GB			
25.	External HDD 1 TB			
26.	External HDD 2 TB			
27.	Samsung ML-1610 TONER-1610			
28.	M-1522 NF, TONER N.36A			
29.	HP LJ P 1008 TONER 88A-Toner			
30.	Pen Drive 4 GB			
31.	Pen Drive 8 GB			
32.	Pen Drive 16 GB			
33.	Pen Drive 32 GB			
34.	Pen Drive 64 GB			
35.	Hybrid Pen Drive 16 GB			
36.	Hybrid Pen Drive 32 GB			
37.	HP-Office Jet 5610 All in One 22-Col. 56-Black, 57-Col., 58- Cart Photo smart			
38.	HP-28 A-Cartridge			
39.	HP-Toner 80-A			

SL.	Toner/Cartridge(Each Piece)			
40.	HP-Toner 53-A			
41.	HP 1566 Printer (78-toner)			
42.	HP Laserjet 177 Black and Colors			
43	Toner Cart.310, 311,312, 313			
44.	Color Leserjet Toner 177			
45.	Cordless Mouse --- Logitech & Ibail			
46.	Cordless Keyboard---Logitech & Ibail			
47.	Cordless Keyboard +Mouse-Logitech & Ibai			
48	Mouse Pad			
49.	Laptop Cleaning Kid			

Rates OF COMPUTER CONSUMABLES (Lipi Company)

Sl.N.	Toner/Cartridge(Each Piece)			
1.	Lipi Toner- ML-2010			
2.	Lipi 49-A,Toner			
3.	Cartridge for Leser JET Toner 1710 Lipi			
4.	Lipi Color Lasaserjet CP-1515 N CB-540, CB-541, CB-542, CB-543			
5.	HP Laser Jet-36 -A Lipi			
6.	C.D R Box of 10) - Moser Bear Spindl			
7.	C.D R Box of 10) - Moser Bear Jewel Case			
8.	C.D.R- Box of 50) -Moser Bear Spindle/Jewel Case			
9.	C.D.R Box of 100-Moser Bear Spindle			
10.	C.D.R Box of 100-Moser Bear Jewel Case			
11.	CD Envelops			
12.	CD Mailer			
13.	DVD Box of 10 - Moser bear Spindle			
14.	DVD Box of 10 - Moser bear Jewel Case			
15.	DVD Box of 50 - Moser bear Spindle			
16.	DVD Box of 100 - Moser bear Spindle			
17.	Lipi 05-A Toner			
18.	Lipi 27-A Cart.			
19.	Lipi 1020 (Toner 12-A)			
20.	Lipi -1825-A Toner			
21.	USB Optical Scroll Mouse Logitech/ iBall			
22.	USB Keyboard Logitech/ iBall			

SL.	Toner/Cartridge(Each Piece)			
23.	Lipi -Color LaserJet1600 Q-6000A, Q-6001A, Q-6002A, Q-6003A			
24.	External HDD 500 GB Lipi			
25.	External HDD 1 TB Lipi			
26.	External HDD 2 TB Lipi			
27.	Samsung ML-1610 Lipi TONER-1610			
28.	M-1522 NF, TONER N.36A Lipi			
29.	Lipi LJ P 1008 TONER 88A-Toner			
30.	Pen Drive 4 GB			
31.	Pen Drive 8 GB			
32.	Pen Drive 16 GB			
33.	Pen Drive 32 GB			
34.	Pen Drive 64 GB			
35.	Hybrid Pen Drive 16 GB			
36.	Hybrid Pen Drive 32B			
37.	Lipi -Office Jet 5610 All in One 22-Col. 56-Black, 57-Col., 58- Cart Photo smart			
38.	Lipi -28 A-Cartridge			
39.	Lipi -Toner 80-A			

SL.	Toner/Cartridge(Each Piece)\			
40.	Lipi -Toner 53-A			
41.	Lipi 1566 Printer (78-toner)			
42.	laserjet 177 Black and Colors o			
43	Toner Cart.310, 311,312, 313			
44.	Color Leserjet Toner 177			
45.	Cordless Mouse --- Logitech & Ibail			
46.	Cordless Keyboard---Logitech & Ibail			
47.	Cordless Keyboard +Mouse-Logitech & Ibai			
48	Mouse Pad			