

Tender: Stationary/ Computer Consumables 2016-17

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 18.2.2016 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 envelope 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 envelope Superscript "**Financial Bid for Stationary / Computer Consumables – 2016-17**" 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 – 2016-17" 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 31.03.2017 from the date of finalization of Tender” by 'Udyog Bandhu'. The supplies as requisitioned by 'Udyog Bandhu' from time to time would be 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 31.03.2017. 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 envelope with contents as mentioned above.

Dated :-----

(Signature, with stamp)

Rates OF STATIONARY ITEMS

S. No.	Name of the Item	Description	Quantity	Rates in Figures	Rates in Words
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/Rorito	Pkt of 10		
4.	Pen-Refills	Raynolds/Rorito	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		
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		

S. No.	Name of the Item	Description	Quantity	Rates in Figures	Rates in Words
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 Kengro	Large Size	Each		
35.	Stapler Kengro	Medium Size	Each		
36.	Stapler Kengro	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	Yello Colours Big Size	Each		
46.	Post It	Yello Colours Medium Size	Each		
47.	Post it	Medium Different Col.	Each		
48.	Post It	Big Different Col.	Each		
49.	Binding Clips	Small Size	Per Pkt.		

S. No.	Name of the Item	Description	Quantity	Rates in Figures	Rates in Words
50	Binding Clips	Medium Size	Per Pkt.		
51.	Binding Clips	Big Size	Per Pkt.		
52.	CD-Marker Pen		Each		
53.	Stamp Pad	Camlin	Each		
54.	Dak Pad	No.112 Sangam	Each		
55.	Uniball Pen		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 Register 2Q D/P	Sony	Each		
63.	Dak Dispatch Register (4 Quire)		Each		
64.	Gum Tube	Camel	Each		

RATES OF COMPUTER CONSUMABLES

S. No.	Name of the Item	Rates in Figures	Rates in Words
1.	Samsung Toner- ML-2010		
2.	HP 49-A,Toner		
3.	Cartridge for Laser jet Toner 1710		
4.	HP-Color Laserjet 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 Spindle		
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.	H.P. Laser jet 1020 (Toner 12-A)		
19.	HP-1825-A Toner		
20.	USB Optical Scroll Mouse Logitech/ iBall		
21.	USB Keyboard Logitech/ iBall		
22.	HP-Color LaserJet1600 Q-6000A, Q-6001A, Q-6002A, Q-6003A		
23.	External HDD 500 GB		
24.	External HDD 1 TB		
25.	External HDD 2 TB		

S. No.	Name of the Item	Rates in Figures	Rates in Words
26.	Samsung ML-1610 TONER-1610		
27.	M-1522 NF, TONER N.36A		
28.	HP LJ P 1008 TONER 88A-Toner		
29.	Pen Drive 8 GB- Moser bear		
30.	Pen Drive 16 GB- Moser bear		
31.	Pen Drive 32 GB- Moser bear		
32.	Pen Drive 8 GB - SanDisk		
33.	Pen Drive 16 GB - SanDisk		
34.	Pen Drive 32 GB - SanDisk		
35.	Pen Drive 8 GB- HP		
36.	Pen Drive 16 GB-HP		
37.	Pen Drive 32 GB-HP		
38.	Hybrid Pen Drive 16GB, 32GB, 64GB.		
39.	USB Pen Drive 8 GB & 16 GB		
40.	HP-28 A-Cartridge		
41.	HP-Toner 80-A		
42.	HP-Toner 53-A		
43.	HP 1566 Printer (78-toner)		
44.	Toner Cart.310, 311,312, 313		
45.	Cordless Mouse --- Logitech & Ibail		
46.	Cordless Keyboard---Logitech & Ibail		
47.	Cordless Keyboard +Mouse-Logitech & Ibai		
48.	Mouse Pad		
49.	Laptop Cleaning Kit		