



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: :: NAGAON
(NAZARAT BRANCH)
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QUOTATION NOTICE

Sealed quotation are invited affixing non-refundable Court Fee Stamps of Rs. 8.25 (Rs. Eight and Paise Twenty Five) only from reputed Registered Firm for supply of stationery & other materials/Printing/Refreshment/Hiring of various items/Videography and still photography for the year 2024-2025 (as per list enclosed at Annexure A- Stationary, B-Refreshment,C-Hiring Items, D-Videography and still photography, E- Printing) on the following terms and conditions and will be received at the District Commissioner's Office- Room No-41, Nagaon upto 3.00 P.M on 21/08/2024 and will be opened on the same day at 4:00 P.M. The Quotationers or their authorized agents may be present at the time of opening of tenders.

TERMS AND CONDITIONS

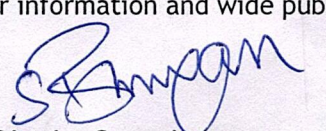
1. Registered and reputed Firms having the capacity to execute urgent works at short notice and the capacity to provide standard service only will apply.
2. Rates must be quoted legibly, both in figures and words (type only) inclusive of all taxes. Over writing, cancellation etc., if any, must be initialed. (Both soft and hard copy should be submitted). TDS will be applicable at the time of payment of bills.
3. The incomplete and conditional quotations will be rejected. Quoting unrealistic rates will be treated as disqualification.
4. The Quotationer to whom works will be allotted will have to execute a bond / agreement as per Rules.
5. Required articles/items must be supplied by successful quotationers within the stipulated time as per specifications, at his own cost. Otherwise, the order may be cancelled.
6. Quotationers must submit copies of Trade License, GST No. (the firm should clearly mention about the GST whether Regular or Composite etc.). The PAN Card and Income Tax Return acknowledgment for the Assessment year 2024-25 along with quotation.
7. Quotationer will have to furnish sample of items, specification if and when necessary. The sample article will be verified by the authorized officer of the District Commissioner, Nagaon, after verification the same should be delivered within stipulated time only. Otherwise, the order may be canceled.
8. Payment will be made on getting fund from Govt. from time to time as per state Govt. procedures. The undersigned shall not be responsible for any delay in payment of bill for reasons beyond his control and authority.
9. Items list may be collected from Room No.41 D.C's office, Nagaon
10. The under signed is not bound to accept the lowest quoted rates and reserves the right to accept or reject any tender without assigning any reason thereof.


Addl. District Commissioner,
Cum Chairperson, Purchase Committee
DC's Office, Nagaon

Dtd- 03/08/2024

Memo No. NRN 08/2023/ 19 -A
Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur for kind information.
2. The Commissioner & Secretary to the Govt. Of Assam, Finance Department, Dispur for kind information.
3. All the Members of Purchase Committee, DC Office, Nagaon.
4. The DIO, NIC, Nagaon for informaton and necessary action. He is requested to in the District Website
5. District Information and Public Relation Officer, Nagaon for information and wide publicity etc.
6. Notice Board of District Commissioner's Office, Nagaon.


Addl. District Commissioner,
Cum Chairperson, Purchase Committee
DC's Office, Nagaon

Stationary

Annexure-A

Sl. No.	Item	Unit/size	Amount in rupees
1	Allout machine /Good Night with liquid	Per No.	
2	Allout/Good Night refill	Per No.	
3	Alpin (KORES) 26 mm. (50 Gms.-500 Pins.)	Per Box	
4	Alumn. Tower bolt (10mm)	Per no.	
5	Aluminium Paint	Per ltr.	
6	Amonia liquid	Per Bottle	
7	Antivirus T/S (1 user)	Per unit	
8	Antivirus T/S (2 user)	Per unit	
9	Angle Holder	Per piece	
10	Attendance Register	Per number	
11	Acid Cleaner	500 ml	
12	Axe	Per No.	
13	A.C Socket	100 mm	
14	A.C Pipe	100 mm	
15	A.C Tee	100 mm	
16	A.C Bond	100 mm	
17	A.C offset Band	100 mm	
18	A.C Claim Bet	100 mm	
19	Ball Pen	Per No.	
20	Bathroom Brush	Per piece	
21	Barrel fuse	Per piece	
22	Barbed wire	Per KG.	
23	Bhaluka Bamboo (Standard size)	Per piece	
24	Bamboo (Jati)	Per piece	
25	Bamboo Mate	Per sqft.	
26	Black putty	Per KG.	
27	Black Tape	Per No.	
28	Brown Tape	Per No.	
29	Bricks	Per 100 nos.	
30	Bed sheet double (White)	Per No.	
31	B-Fuse	Per No.	
32	Bindhana	Per No.	
33	Blade	Per No.	
34	Blanket (single/double)	Per No.	
35	Bleaching Powder	Per KG.	
36	BTC Wire (10 mm)	Per coil	
37	BTC Wire (4 mm)	Per Coil	
38	Copper Wire (4 mm)	Per Coil	
39	Board 4x4 (PVC)	Per No.	
40	Board 4x7 (PVC)	Per No.	
41	Board 6x8 (PVC)	Per No.	
42	Borocil Drinking Glass	Per Piece.	
43	Bucket Plastic (100 ltr.)	Per piece	
44	Bucket Plastic (20 ltr.)	Per piece	
45	Bucket Plastic(50) ltr.	Per piece	
46	Calculator (12 Digit) Citizen / Flayer / Orpat	Per Piece.	
47	Calling Bell	Per piece	
48	Calling Bell (cordless)	Per piece	
49	Calling Bell (Electric)	Per piece	
50	Candle (big size) Best quality	Per Packet 6 Pieces	
51	Candle (Stand) Best quality	Per No.	
52	Car Scent (Box Type)	Per Piece.	
53	Car Scent Bottle	Per Piece.	
54	Car Towel	Per Piece.	
55	Carpet brush	Per No.	
56	Cash book Register	200 pages.	
57	Casing capping	1"	
58	Casing capping	¾ "	
59	Capacitor	Per piece	
60	Clipping Tool	Per piece	
61	Cushion with cover	Per Piece	
62	Carbon paper (pencil)-10mmx330mm	Per Pkt.	
63	Carbon paper (pencil)-330mmx420mm	Per Pkt.	
64	CD (Sony/Moserbear) Pkts. of 10 with Crystal Covers	Per Pkt.	
65	CD (Sony/Moserbear) Pkts. of 50	Per Pkt.	
66	CD Marker	Per piece	
67	Ceiling Fan	36"	

68	Ceiling Fan	48"	
69	Ceiling Fan	56"	
70	Cello tap (brown)	Per No.	
71	Cello tap (medium)	Per No.	
72	Cello tap (small)	Per No.	
73	CFL Bulb 09 watt	Per No.	
74	CFL Bulb 10 watt	Per No.	
75	CFL Bulb 15 watt	Per No.	
76	CFL Bulb 18 watt	Per No.	
77	CFL Bulb 20 watt	Per No.	
78	CFL Bulb 25 watt	Per No.	
79	CFI Bulb 40 watt	Per No.	
80	CFL Bulb 60 watt	Per No.	
81	CFL Bulb 80 watt	Per No.	
82	Chitranaala (Big)	Per Bottle	
83	Clip Board (Plastic)	Per No.	
84	Clip file (Ambassador)	Per No.	
85	Cloth Banner	Per Mtr.	
86	Cloth or Rag (12/12)	Per piece	
87	Clamp for water Pipe	Per piece	
88	Clamp for Ceiling Fan	Per piece	
89	Correction Pen	Per No.	
90	Cotton Ribbon	Per Roll	
91	Colin Spray	Big	
92	Colin Spray	Small	
93	Computer Speaker	Per set	
94	Curtain spring	Per No.	
95	Curtain ring	Per No.	
96	Cup-Plate Set Bone china (6 Pairs)	Per Set.	
97	Cup-Plate Set Bone china(best quality) (6 Pairs) with Tea Pot etc.	Per set	
98	Cut-out (16 amp)	Per Piece	
99	Cut-out (32 amp)	Per Piece	
100	Cut-out (63 amp)	Per Piece	
101	Change over (16 amps)	Per Piece	
102	Change over (32 amps)	Per Piece	
103	Change over (63 amps)	Per Piece	
104	Curtains for door	Per Piece.	
105	Curtains for window	Per Piece.	
106	C.P. Piller cock	1 ½"	
107	C.P. Piller cock	1"	
108	C.P. Piller cock	¾"	
109	C.P. Piller cock	½"	
110	C.P. toilet shower	Per No.	
111	C.P Shower (Steel)	Std. Size "	
112	C.P Shower (Brass)	Std. Size "	
113	C.P Waste	1 1/2"	
114	C.P Waste	1 "	
115	C.P Waste	¾"	
116	C.P Waste	½"	
117	Coupling	Std. Size "	
118	Chitkani (Aluminum)	Per No.	
119	Chitkani (Iron)	Per No.	
120	Data Cable	Per Piece.	
121	Dongle	Per Piece.	
122	Dendrite / Feviquick etc.Tube (100 ML.)	Per tube	
123	DFC Paper	Per Ream	
124	Disposable Glass	Per 100	
125	Disposable cofee cup	Per 100	
126	Dinner Set Best Quality	Per Set	
127	Door /window screen stiching & fitting	Per set	
128	Door Mat	Big	
129	Door Mat	Small	
130	Door/window screen	Per Mtr.	
131	Door Handle (Aluminum) best quality	Per No.	
132	Drawing Sheet	Per Sheet	
133	Drinking Glass	Per piece	
134	Duster for white board	Per No.	
135	DVD (Sony)	Per Piece.	
136	Drinking Glass	Standard size	

137	Dettol liquid	500 ml	
138	Dettol Hand Wash (small/medium/medium)	Per No.	
139	Dettol Hand Wash Refill (small/medium/medium)	Per pkt.	
140	Dettol Soap (medium)	Per No.	
141	Dendrite	Per kg	
142	Dish (Plate) big (6no./set)	Per set.	
143	Dish (Plate) small (6no./set)	Per set.	
144	Distemper	Per kg	
145	Durisium	Per kg	
146	Dustbin (Big/Medium)	Per No.	
147	Dove soap (Small/Medium)	Per No.	
148	Electric bulb 100 watt	Per No.	
149	Electric Kettle good quality	Per piece	
150	Electrical Extension Board 4 Socket	Per piece	
151	Emergency Charger light (philips/Bajaj)	Per Piece.	
152	Empty Cement Bag	Per No.	
153	Empty Gallon (20 Lts.)	Per No.	
154	Empty Tin	Each	
155	Envelope -A4 Size	Per Piece.	
156	Envelope -Legal Size	Per Piece.	
157	Envelope	A3 size	
158	Envelope	11x5	
159	Envelope	10x4	
160	Envelope	9x4	
161	Enamel paint (All colour)	Per Ltr.	
162	Earth	Per truck	
163	Eraser	Per No.	
164	Executive file	Per No.	
165	Ethernet Switch	5 port	
166	Ethernet Switch	8 port	
167	Ethernet Switch	16 port	
168	Extension cord 5 mtr.	Per piece	
169	Extension cord 10 mtr.	Per piece	
170	Extension cord 20 mtr.	Per piece	
171	External Hard Disc (Segate) 1 TB	Per piece	
172	Executive Diary (Small/Medium/Big)	Per piece	
173	Fan bearing	Per piece	
174	Fan capacitor	Per piece	
175	Fan clamp (Iron)	Per piece	
176	Fan Regulator	Per piece	
177	FC Paper	Per Dista.	
178	Fevicol Tube (50 gms)	Per No.	
179	File Cover & Board	Per Pair.	
180	File for Dak	Per No.	
181	Fire Extinguisher	Per no.	
182	Fire Extinguisher Refilling	Per No.	
183	Flap Files 4	Per piece	
184	Flask Milton (2 ltr.)	Per piece	
185	Flask Milton (1 ltr.)	Per piece	
186	Flask Milton (1/2 ltr.)	Per piece	
187	Flask thermosteel Milton (1 ltr)	Per piece	
188	Flask thermosteel Milton (1/2 ltr)	per piece	
189	Flexible wire (23/76 mm)		
190	Flexible wire (40/76 mm)		
191	Folder Bag	Per piece	
192	Folder File	Per piece	
193	Four Folder File	Per piece	
194	Floor Mop	Per piece	
195	Floor Wiper	Per piece	
196	Flower Pot (medium/big)	Per piece	
197	Foot Mat	Per piece	
198	Foot Step for Latrine	Std. Size "	
199	Godrej Air Matic Car Perfume (Small/Medium/Big)	Per no.	
200	Goodnight coil	Per piece	
201	Gell Pen	Per No.	
202	Gems clip (Plastic coated)	Per Pkt.	
203	Gimoxcine	Per KG.	
204	Glossy Paper	Per sheet	
205	Glue Stick	Per piece	

206	Gum (150ml)	Per Bottle	
207	Gum (700 ml)	Per Bottle	
208	G.I. Screw	63mm	
209	G.I. Screw	75mm	
210	G.I. Wire	Per KG.	
211	G.I. Pipe	3"	
212	G.I. Pipe	2"	
213	G.I. Pipe	1 1/2"	
214	G.I. Pipe	1"	
215	G.I. Pipe	3/4"	
216	G.I. Pipe	1/2"	
217	G.I. Socket	3"	
218	G.I. Socket	2"	
219	G.I. Socket	1 1/2"	
220	G.I. Socket	1"	
221	G.I. Socket	3/4"	
222	G.I. Socket	1/2"	
223	G.I Tee	3"	
224	G.I. Tee	2"	
225	G.I. Tee	1 1/2"	
226	G.I. Tee	1"	
227	G.I. Tee	3/4"	
228	G.I. Tee	1/2"	
229	G.I Bend	3"	
230	G.I Bend	2"	
231	G.I Bend	1 1/2"	
232	G.I Bend	1"	
233	G.I Bend	3/4"	
234	G.I Bend	1/2"	
235	G.I. Union Socket	3"	
236	G.I. Union Socket	2"	
237	G.I. Union Socket	1 1/2"	
238	G.I. Union Socket	1"	
239	G.I. Union Socket	3/4"	
240	G.I. Union Socket	1/2"	
241	G.I. Nipple	3"	
242	G.I. Nipple	2"	
243	G.I. Nipple	1 1/2"	
244	G.I. Nipple	1"	
245	G.I. Nipple	3/4"	
246	G.I. Nipple	1/2"	
247	G.I. Reducing Socket	3"	
248	G.I. Reducing Socket	2"	
249	G.I. Reducing Socket	1"	
250	G.I. Reducing Socket	3/4"	
251	G.I. Reducing Socket	1/2"	
252	G.I. Reducing Tee	40x50mm	
253	G.I Elbow	3"	
254	G.I Elbow	2"	
255	G.I Elbow	1 1/2"	
256	G.I Elbow	1"	
257	G.I Elbow	3/4"	
258	G.I Elbow	3"	
259	G.I Plug	3"	
260	G.I Plug	2"	
261	G.I Plug	1 1/2"	
262	G.I Plug	1"	
263	G.I Plug	3/4"	
264	G.I Plug	1/2"	
265	G.I. Reducing L-bow	40x50mm	
266	G.M. Full way Valve	40mm	
267	Glass Panes (Plain) (6mm)	Per sqft.	
268	Gas Pipe length 6"	4"	
269	Gas Pipe length 6"	2"	
270	GCI Sheet	10"	
271	GCI Sheet	9"	
272	GCI Sheet	8"	
273	GCI Sheet	7"	
274	GCI Sheet	6"	

275	Hanger	Per piece	
276	Hard Board (Big)	Per No.	
277	Hard Board (small size)	100 Nos.	
278	Harpic ½ ltr.	Per Bottle	
279	Hard Disk for computer (500 GB)	Per piece	
280	Hard Disk for computer (1 TB)	Per piece	
281	Hit Spray	Per piece	
282	Hi-tech Pen	Per No.	
283	Holder	Per No.	
284	Hot Case (6 Bati)	Per piece	
285	Hammer	Per No.	
286	Isilator 10-16	Per piece	
287	Iron L-drop	200mm	
288	Iron L-drop	250mm	
289	Iron L-drop	300mm	
290	Iron L-drop	100mm	
291	Iron Primer (Best Quality)	Per ltr	
292	Iron Paint (Best Quality)	Per ltr	
293	James clip	Per Pkt.	
294	Jharu (Coconut)	Per piece	
295	Jharu (Bamboo)	Per piece	
296	Jharu (Ceiling)	Per piece	
297	Jharu (phool)	Per piece	
298	Jug Plastic (Steel)	Per No.	
299	Jug Plastic (Good quality)	Per piece	
300	Jute rope	Per KG.	
301	Kabza for Door/Window best quality	Per No.	
302	Key Case	Per piece	
303	Keyboard (Logitech) USB	Per piece	
304	Knife (small)	Per No.	
305	LAN cable 300m coil	Per coil	
306	LAN Switch (D-Link) 16 port	Per piece	
307	LAN Switch (D-Link) 8 port	Per piece	
308	Laptop Bag	Per piece	
309	Laptop Cooling Pad	Per piece	
310	Laser Printer (HP Laser Jet P2035)	Per piece	
311	Laser Printer (HP Laser Jet 1020 Plus)	Per piece	
312	Laser Printer Cartidge(HP Geniune cart.05A)	Per piece	
313	Laser Printer Cartidge(HP Geniune cart.12A)	Per piece	
314	Laser Printer Cartidge(HP Geniune cart.45A)	Per piece	
315	Laser Printer Cartidge(HP Geniune cart.53A)	Per piece	
316	Laser Printer Cartidge(HP Geniune cart.88A)	Per piece	
317	Laser Printer Cartidge(HP Geniune cart.278A)	Per piece	
318	Laser Printer Cartidge(HP Geniune cart. 88U)	Per piece	
319	LED Automatic Toni set	Per Unit	
320	Lime powder	Per KG.	
321	Lime Brush	Per No.	
322	Liquid soap (Dettol/savlon)	Per bottle	
323	Lizol	500 ml	
324	Lock & Key (45mm) (Nayer's)	Per Piece.	
325	Lock & Key (6 liver)(Godrej)	Per Piece.	
326	Lock & Key (8 livers) (Godrej)	Per Piece.	
327	Long cloth (white) (best quality)	Per Mtr.	
328	Latrine Pan (Hindustan)	Std. Size "	
329	Nut Bolt	Std. Size "	
330	Magnifying glass (Big size)	Per piece	
331	Marker Highlight	Per No.	
332	Marker Pen	Per No.	
333	Markin cloth	Per mtr.	
334	Match Box	Per Box	
335	Memory Card	8 GB	
336	Memory Card	16 GB	
337	Memory Card	32 GB	
338	Motherboard	Per piece	
339	MCB	Per Piece.	
340	MCB	10 amp	
341	MCB	6 amp	
342	MCB	16 amp	
343	MCB	32 amp	

344	Mosquito Coil (small)	Per Pkt.	
345	Mosquito net double	Per No.	
346	Mouse (Logitech) USB	Per piece	
347	Mouse combo (Logitech) wireless	Per piece	
348	Mug Plastic (Steel)	Per No.	
349	Mug Plastic (best Quality)	Per No.	
350	Multi stand wire	1 mm/coil	
351	Multi stand wire	15 mm/coil	
352	Multi stand wire	2.4 mm/coil	
353	Multi stand wire	4 mm/coil	
354	Nepthalin (12 nos. in 1 Pkt.)	Per Pkt.	
355	Note Book	Per No.	
356	Note sheet	Per Pkt.	
357	Odonil (Big Size)	Per No.	
358	Odomos	Per Tube	
359	Packing paper	Per sheet	
360	Page marker (desmat) (2/5 inch)	Per No.	
361	Paint Brush (2' or 2 ½)	Per No.	
362	Pen Stand (big)	Per piece	
363	Pen Stand (small)	Per piece	
364	Paper Cutter	Per No.	
365	Paper slip Holder	Per No.	
366	Paper weight	Per No.	
367	Parker Pen	Per No.	
368	Pencil	Per piece	
369	Pencil Carbon (F.S. Size)	Per Box	
370	Pencil cutter	Per No.	
371	Pencil Battery	Per No.	
372	Pendrive 2 GB (Good Quality)	Per piece	
373	Pendrive 4 GB (Good Quality)	Per piece	
374	Pendrive 8 GB (Good Quality)	Per piece	
375	Pendrive 16 GB (Good Quality)	Per piece	
376	Pendrive 32 GB (Good Quality)	Per piece	
377	Phenyl (General) 1/2 ltr.	Per Bottle	
378	Phenyl (White) 1/2 ltr.	Per Bottle	
379	Philips Dvd(usb system)	Per set	
380	Pillow	Per No.	
381	Pillow Cover (White)	Per No.	
382	Pilot Pen	Per No.	
383	Pin Box	Per No.	
384	Peon book/dak book	Per piece	
385	Plastic quote Auto clip file	Each	
386	Plastic (Polythin) (18 mts.)	Per Piece.	
387	Plastic carry bag (size 1 KG)	Per Piece.	
388	Plastic carry bag (size 2 KG)	Per Piece.	
389	Plastic carry bag (size 5 KG)	Per Piece.	
390	Plastic Clip File	Per No.	
391	Plastic file tray	Per piece	
392	Plastic Folder File	Per No.	
393	Plastic Index File (A4 Size)	Per No.	
394	Plastic Index File (Legal Size)	Per No.	
395	Plastic leaf file	Per no.	
396	Plastic Rope (Good Quality)	Per KG.	
397	Plastic Stick File A4 Size	Per No.	
398	Plastic Stick File Legal Size	Per No.	
399	Porcelain kit	Per No.	
400	Porcelain kit	Per No.	
401	Porcelain kit	Per No.	
402	Porcelain kit	Per No.	
403	Pin Plug Top	Per No.	
404	Printer Teflon	Per No.	
405	Plus	Per piece	
406	Port folio bag	Per piece	
407	Projector Cable (10m best quality)	Per coil	
408	Punching machine	Per no.	
409	Punching machine (single)	Per no.	
410	Pusher	Per No.	
411	PVC Coil (10 mm)	Per Coil	
412	PVC ware	Per coil	

413	PVC Flush bend	75cm	
414	PVC Tee	50mm	
415	PVC Tee	75mm	
416	PVC Tee	100mm	
417	PVC Band	50mm	
418	PVC Band	100mm	
419	PVC connection pipe	Std. size	
420	PVC Water Pipe	4"	
421	PVC Water Pipe	3"	
422	PVC Water Pipe	1 1/2"	
423	PVC Water Pipe	1 "	
424	PVC Water Pipe	3/4"	
425	PVC Water Pipe	1/2"	
426	PVC Nylon Pipe	4"	
427	PVC Nylon Pipe	3"	
428	PVC Nylon Pipe	1 1/2"	
429	PVC Nylon Pipe	1 "	
430	PVC Nylon Pipe	3/4"	
431	PVC Nylon Pipe	1/2"	
432	PVC Elbow	Std. Size "	
433	PVC Socket	Std. Size "	
434	PVC Bond	Std. Size "	
435	PVC Tee	Std. Size "	
436	Plain sheet	22" Gaji	
437	Plain sheet	20" Gaji	
438	Plain sheet	18 Gaji	
439	Plain sheet	16" Gaji	
440	Ply Board	3 mm	
441	Ply Board	4 mm	
442	Ply Board	5 mm	
443	Ply Board	6 mm	
444	Ply Board	7 mm	
445	Ply Board	8 mm	
446	Ply Board	9 mm	
447	Ply Board	10 mm	
448	Plain Rod	All size	
449	Plain Glass	3 mm	
450	Plain Glass	4 mm	
451	Plain Glass	6"	
452	Plain Glass	8"	
453	Plain Glass	10"	
454	Quarter Plate Bone China	Per set	
455	Quarter Plate Bone China (Best quality)	Per set	
456	Register (Per no.)	Per Register	
457	Redding	6"	
458	Rj 45 Connector (rj45 brown)	Per piece	
459	Room Spray	Per No.	
460	Room Heater Single Rod	Per piece	
461	Room Heater Double Rod	Per piece	
462	Rubber band	Per KG.	
463	Rubber band 15 gram	Per pkt.	
464	Rubber band 25 gram	Per pkt.	
465	Rubber band 50 gram	Per Packet	
466	Rubber band(big size)	250 gram	
467	Rubber band(big size)	500 gram	
468	Rubber door mat (Big)	Per No.	
469	Router (modem)		
470	Safety Pin	Per 100	
471	Sand for construction	Per Cft.	
472	Signbord / Name Plate of the VIPs vehicle with making & fitting	Per piece	
473	Silver paints	Per ltr	
474	Sis tan Handle	1 1/2"	
475	Sis tan Handle	1 "	
476	Sis tan Handle	3/4"	
477	Sis tan Handle	1/2"	
478	Sanmaika best quality	Per sqft	
479	Scissor	Per Piece.	
480	Scissor (small)	Per No.	
481	Screw 1"	Per kg.	

482	Sealing wax	Per Box	
483	Sketch Pen (good quality)	Per Packet	
484	Slip Book	Per No.	
485	Small Board (1x1 ½)	Per No.	
486	Socket F/T,B/L (5 amp)	Per No.	
487	Socket F/T,B/L (2 pin)	Per No.	
488	Socket F/T,B/L (3 pin)	Per No.	
489	Solvent Cement	Per kg.	
490	Stamp pad (110 mm × 69 mm)	Per No.	
491	Stamp pad(Faber Castell / Camel) (Size 110 mm × 69 mm)	Per No.	
492	Stamp-Pad Ink (Purple) Kores 50 ml.	Per bottle	
493	Staple pin (555)(Kangaro)	Per Pkt.	
494	Staple pin No 10(Kangaro)	Per Pkt.	
495	Staple (Kangaro) HP-45(384556)	Per piece	
496	Staple Machine (555)(Kangaro)	Per No.	
497	Staple Machine No 10(Kangaro)	Per No.	
498	Staple pin jumbo (Kangaro)	Per Pkt.	
499	Steel Trunk (24×8) (Best quality)	Per No.	
500	Steel Trunk (36×18) (Best quality)	Per No.	
501	Steel Tender Box (12×18) (Best quality)	Per No.	
502	Sticker Paper	Per Sheet	
503	Stickey Pad	Per Pad.	
504	Switch	Per piece	
505	Switch/Socket combined (6 amp)	Per piece	
506	Stabilizer (4 KVA)	Per piece	
507	Stabilizer (5 KVA)	Per piece	
508	Such putty	Per Kg	
509	Syntax Water Tank	1000 Ltr	
510	Syntax Water Tank	500 Ltr.	
511	Table Cloth	Per Mtr.	
512	Table cover (Rexin)	Per mtr.	
513	Table top glass	Per No.	
514	Tag	Per bundle	
515	Tap (Plastic/Steel/Brass)	Per No.	
516	Tape dispenser	Per No.	
517	Tank nipple (15mm)	Per No.	
518	Tarraza Wall(Outer side)	Per sqft.	
519	Thatching Grass (10mm)	Per kg	
520	Tea spoon	Per dozom	
521	Tea Tray (milton) (Standard size)	Per piece	
522	Tea Tray (Standard size)	Per piece	
523	Technical Pen	Per No.	
524	Terpolin (Plastic) (12×12)	Per Piece.	
525	Tester	Per No.	
526	Tharmocol glass (good quality)	100 Nos.	
527	Thinner (Duluxe)	Per Ltr.	
528	Three Pin Plug	Per No.	
529	Three Pin Tap	Per No.	
530	Three Pin Top	Per No.	
531	Tissue Paper	Per Roll	
532	Toilet Brass	Per No.	
533	Toilet Paper	Per Roll	
534	Toner for xerox(cannon)	Per piece	
535	Toner for xerox(Richo)	Per piece	
536	Toner for xerox(Kyocera)	Per piece	
537	Toner for xerox(Konika)	Per piece	
538	Torch Light 2 Cell (with Cell) Eveready	Per No.	
539	Torch Light 3 Cell (with Cell) Eveready	Per No.	
540	Torch Light battery (Eveready)	Per piece	
541	Torch Light battery pencil (Eveready)	Per piece	
542	Towel white Both Side (DCM)	Per No.	
543	Towel white small (white) (DCM)	Per No.	
544	T-Pin	Per box	
545	Traching Paper	Per Roll	
546	Transparent file	Per No.	
547	Transparent file (large size)	Per No.	
548	Trasparent Polythin	100 No.	
549	Tube Light (40 watt)	Per No.	
550	Tube Light (20 watt)	Per No.	

551	Tube chock (Aluminium) 40 watt	Per No.	
552	Tube chock (copper) 40 watt	Per No.	
553	Tube Holder	Per No.	
554	Tube Light Complete Set (40 watt)	Per No.	
555	Tube well complete set	per piece	
556	Tarpin oil best quality	Per Ltr.	
557	Type Peper	Per Pkt.	
558	Tea spoon	Per piece	
559	Tea Jug pot	Per piece	
560	Tea container (80 cup capacity)	80 cup capacity	
561	Tea container (50 cup capacity)	50 cup capacity	
562	Tea container (25 cup capacity)	25 cup capacity	
563	Tea Flash (20 cup capacity)	20 cup capacity	
564	Tea Flash (10 cup capacity)	10 cup capacity	
565	Tea Flash (5 cup capacity)	5 cup capacity	
566	Tray	Big size	
567	UPS (APC) 600 va	per piece	
568	USB Hub (I Ball) (1 to 4)	per piece	
569	USB Cable	per piece	
570	VGA Cable (15 pin)	Per metre	
571	Vim Powder 250 gram	Per Pkt.	
572	VIP light for vehicle	Per Piece	
573	Wall Fan (Best quality)	Per Piece	
574	Wall Map	Per No.	
575	Wall clock	Per piece	
576	Waste Paper Basket	Per No.	
577	Water dispenser	Per No.	
578	Water filter (Plastic) 20 Ltr. With candle	Per No.	
579	Water filter candle	Per No.	
580	Water pipe plastic	Per mtr.	
581	Water Sponge	Per No.	
582	Web Cam	Per No.	
583	White board	Per No.	
584	Wifi receiver	Per No.	
585	Wire (Copper) (6 mts)	Per Mtr.	
586	wire 1.5	Per coil	
587	wire 2.5	Per coil	
588	Wire Cutter	Per piece	
589	Wireless Keyboard (Logitech) wireless	Per piece	
590	Wire net best quality	Per mtr.	
591	Wood Primer (Best Quality)	Per ltr	
592	Wood Paint (Best Quality)	Per ltr	
593	Wood Oil	Per ltr	
594	Wooden / Plastic Scale / 24"	Per No.	
595	Wooden / Plastic Scale / 12"	Per No.	
596	Wooden name plate	Per No.	
597	Wooden sign board	Per No.	
598	Wooden switch board (12×14)	Per No.	
599	Writing Pad	Per Piece.	
600	Xerox Paper (DFC)	Per Pkt.	
601	Xerox Paper A4 (JK)	Per Pkt.	
602	Xerox Paper FS (JK)	Per Pkt.	
603	Plain T-shirt	Per Piece.	
604	Plain cap	Per Piece.	
605	Xerox Machine Drum	Per no.	
606	Xerox machine Developer	Per no.	
607	Xerox machine roller	Per no.	
608	Gamusa	Per No.	
609	Sorai - big/medium/small	Per No.	
610	Flower decoration (fresh/artificial flower)	Per Sq. Ft	
611	Umbrella (Medium/Big)	Per Piece.	

Refreshment

Annexure- B

Sl. No.	Item	Unit	Amount in Rs.
1	Tea with two nos. (sweeten/salted) biscuits	Per cup	
2	Coffee (Milk)	Per cup	
3	Coffee (black)	Per cup	
4	Red Tea	Per cup	
5	Tea with milk	Per cup	
6	Samosa/kachori	Per piece	
7	Sweets		
	a. Kalakand	Per piece	
	b. Lalmohan	Per piece	
	c. Kajubarfi	Per piece	
	d. Rosgolla	Per piece	
8	Rolls		
	a. Veg	Per piece	
	b. Egg	Per piece	
	c. Chicken	Per piece	
9	Chowmein		
	a. Veg	Half plate Full plate	
	b. Egg	Half plate Full plate	
	c. Chicken	Half plate Full plate	
	d. Paneer	Half plate Full plate	
10	Fried Rice		
	a. Veg	Half plate Full plate	
	b. Egg	Half plate Full plate	
	c. Chicken	Half plate Full plate	
	d. Paneer	Half plate Full plate	
11	Pulau		
	a. Veg	Half plate Full plate	
	b. Egg	Half plate Full plate	
	c. Chicken	Half plate Full plate	
	d. Paneer	Half plate Full plate	
12	Biriyani		
	a. Veg	Half plate Full plate	
	b. Egg	Half plate Full plate	
	c. Chicken	Half plate Full plate	
	d. Mutton	Half plate Full plate	
13	Paratha & Sabji	Per plate	
14	Puri – 4 pieces & sabji	Per plate	
15	Roti – 4 pieces & sabji	Per plate	
16	Packet breakfast (2 pieces bread with butter, one boiled egg, one banana, one sweet)	Per Packet	
17	Chicken dry fry/chicken butter masala/chilly chicken	Per plate	
18	Mutton fry/masala	Per plate	
19	Fish fry (medium size/ small fish fry)	Per plate	
20	Naan plain/butter	Per No.	
21	Tandori Roti	Per No.	

22	Matar paneer/paneer masala/kadai paneer	Per plate	
(B) For Meal			
1	Vegetable meal – Rice, Dal, Dry Sabji, One liquid sabji, Papad, Salad, Brinjal fry/pitika	Per meal	
2	Vegetable meal (Paneer) – Rice, Dal, Dry Sabji, One liquid sabji, Papad, Salad, Brinjal fry/pitika		
3	Non-Vegetable meal (Fish) – Rice, Dal, Dry Sabji, One liquid sabji, Papad, Salad, Brinjal fry/pitika, Fish curry	Per meal	
4	Non-Vegetable meal (Chicken) – Rice, Dal, Dry Sabji, One liquid sabji, Papad, Salad, Brinjal fry/pitika, Chicken curry (minimum four pieces medium size)	Per meal	
5	Non-Vegetable meal (Mutton) – Rice, Dal, Dry Sabji, One liquid sabji, Papad, Salad, Brinjal fry/pitika, Mutton curry (minimum four pieces medium size)	Per meal	
6	Non-Vegetable meal (Egg) – Rice, Dal, Dry Sabji, One liquid sabji, Papad, Salad, Brinjal fry/pitika, egg curry (minimum 2 pieces)	Per meal	
(C) Packaged bottled			
1	Packaged drinking water 200 ml	Per bottle	
2	Packaged drinking water 500 ml	Per bottle	
3	Packaged drinking water 1 litre	Per bottle	
4	Packaged drinking water 2 litre	Per bottle	
5	Packaged drinking water 5 litre	Per bottle	
6	Mineral water jar with dispenser 20 ltrs	Per jar	
(D) Miscellaneous Items			
1	Disposable Glass (Standard)	Per 1000 pcs	
2	Disposable Plate (Standard)	Per 1000 pcs	
3	Disposable Glass (Best quality)	Per 1000 pcs	
4	Disposable Plate (Best quality)	Per 1000 pcs	
5	Chop - Veg/Chicken/Egg	Per piece	
6	Pattice - Veg/Chicken/Egg	Per piece	
7	Pitha - Borpitha/Til pitha/Laddoo	Per piece	
8	Burger - Veg/Chicken	Per piece	
9	Sandwich - Veg/paneer/chicken	Per Piece	
10	Bhujia - 100gms/250gms/500 gms	Per piece	
11	Kaju - salted/normal/fried (100gms/250gms)	Per Pkt.	
12	Pastry	Per piece	
13	Cake	Per piece	
14	Banana	Per piece	
15	Bread - butter/jam	Per piece	
16	Boil egg	per piece	
17	Biscuit bakery	per piece	

Hiring of Items

Annexure-C

Sl No.	Item Name	Quantity	Amount in Rs.
1	Hiring of LCD T.V. 32 "	Per No. / Per Day	
2	Hiring of LCD T.V. 36 "	Per No. / Per Day	
3	Hiring of LED TV 6X8 ft	Per No. / Per Day	
4	Hiring of LCD T.V. 36 "	Per No. / Per Day	
5	Computer Set (Key Board, CPU, UPS, Mouse, Monitor)	Per No. / Per Day	
6	Projector (with operator)	Per No. / Per Day	
7	Projector (without operator)	Per No. / Per Day	
8	Projector screen	Per No. / Per Day	
9	Laptop	Per No. / Per Day	
10	Plastic Chair with handle	Per No. / Per Day	
11	Plastic Chair without handle	Per No. / Per Day	
12	Plastic Table	Per No. / Per Day	
13	Computer Table (Standard size)	Per No. / Per Day	
14	Secretary Table	Per No. / Per Day	
15	Stand Fan	Per No. / Per Day	
16	Ceiling Fan	Per No. / Per Day	
17	Centre table	Per No. / Per Day	
18	Xerox Machine without tonner	Per No. / Per Day	
19	Printer without tonner	Per No. / Per Day	
20	Scanner	Per No. / Per Day	
21	Fax Machine	Per No. / Per Day	
22	VIP Chair	Per No. / Per Day	
23	Wooden Table (Standard size)	Per No. / Per Day	
24	Sony/Panasonic DVD hiring	Per No. / Per Day	
25	Microphone set with Battery (mini) with other necessary accessories, with operator	Per set / Per Day	
26	Cord less Microphone with accessories	Per No. / Per Day	
27	Screen / Samiyana	Per Mtr./ Per Day	
28	Screen / Samiyana with fitting	Per sq. ft/ Per Day	
29	Recording of TV News (with TV set, computer operator etc.)	Per Day 24 Hours	
30	Hiring of Fire Extingeusher (Foam)	Per No. / Per Day	
31	Hiring of Fire Extingeusher (liquid)	Per No. / Per Day	
32	Hire charge of DG set with operator (sound less without POL)	Per / KVA / Per Day	
33	Hire charge of DG set with operator (without POL)	Per / KVA / Per Day	
34	Air Conditioner	Per No. / Per Day	
35	Fridge	Per No. / Per Day	
36	Steel Almirah	Per No. / Per Day	
37	GPS System including installation	Per No. / Per Day	
38	Sound System with High desibel	Per No. / Per Day	
39	Web Cam	Per No. / Per Day	
40	PA system with Operator	Per No. / Per Day	
41	Dias	Per Sq. ft /per day	
42	Carpet	Per Sq. ft/per day	
43	Bamboo Baricade	Per Sqr ft/ Per Day	
44	Cooler	Per No. / Per Day	
45	Mist fan	Per No. / Per Day	
46	Sofa set (5 seater)	Per set. / Per Day	
47	Live streaming of events (1.Projector 2. LED)	Per No. / Per Day	

Videography and Photography

Annexure - D

Sl. No.	Particulars	Amount in Rs.
1	Hires charges of Videography (including cost of capturing alongwith charges of operator) Per day	
2	Hire charges of videography with drone camera	
3	Cost of additional CD/DVD/Memory card in respect of Item No. - 1	
4	Hire charges of Still photographs (including capturing) - 4 x 6 size	

Printing

Annexure-E

Sl. No.	Item	Quantity
(A) Categories of Forms to be printed.		
1	Form of 1/4 th size of D.F.C. Paper	Rate per 1000 for One side printing.
2	Form of 1/4 th size of D.F.C. Paper	Rate per 1000 for Both side printing.
3	Form of 1/8 th size of D.F.C. Paper	Rate per 1000 for One side printing.
4	Form of 1/8 th size of D.F.C. Paper	Rate per 1000 for Both side printing.
5	Form of Fulscope size of Paper	Rate per 1000 for One side printing.
6	Form of Fulscope size of Paper	Rate per 1000 for Both side printing.
7	Form of 1/4 th size of D.F.C. Paper	Rate per 100 for One side printing.
8	Form of 1/4 th size of D.F.C. Paper	Rate per 1000 for Both side printing.
9	Form of 1/8 th size of D.F.C. Paper	Rate per 100 for One side printing.
10	Form of 1/8 th size of D.F.C. Paper	Rate per 100 for Both side printing
11	Form of Fulscope size of Paper	Rate per 100 for One side printing.
12	Form of Fulscope size of Paper	Rate per 100 for Both side printing.
(B) Other than covers.		
1	Identity Card (Best Quality) for Officers with Cover, Ribbon etc. Per No (PVC Card)	8.5 cm x 5.3 cm
2	Bedge/Identity Card (Multi Colour) 250 GSM A2 size (with cover & ribbon)	Rate Per 100
3	Bedge (Single Colour) 250 GSM (2.5" X 4") (without cover)	Rate Per 100
4	Identity Cards with Jacket, Ribbon etc. Per No. (B2/ B4)	Per Piece.
5	Multicolour sticker printing A4	Per Piece.
6	Multicolour sticker printing A3	Per Piece.
7	Letterhead with Ashok stambh (Ambosed)	per no
8	Visitor Slip	Rate per 100
9	Visiting Cards with Ashok stambh	Rate per 100
(C) Sign Boards.		
1	Banner (Flex Printing minimum 240 GSM)	Per Sq. Ft
2	Banner (Flex Printing minimum 240 GSM with iron frame and fitting)	Per Sq. Ft
3	Banner (Flex Printing minimum 240 GSM with wooden frame and fitting)	Per Sq. Ft
4	Hoarding (Flex iron framing and installation), making, fitting and installation / Standee	Per Sq. Ft
5	Vinyl printing	Per Sq. Ft
6	Vinyl with Sign board pasting	Per Sq. Ft
7	Name Plate (Acrylic)	per no
8	Glowsign Board with installation	Per Sq. Ft
(D) DTP		
1	Legal Size	Per Page
2	A4 Size	Per Page
(E) Register Binding.		
1	Register Binding Upto 50 Page FC	Per No
2	Register Binding Upto 100 Page FC	Per No

3	Register Binding Upto 150 Page FC	Per No
4	Register Binding Upto 200 Page FC	Per No
5	Spiral binding Upto 50 Pages	Per No
6	Spiral binding Upto 100 Pages	Per No
7	Spiral binding Upto 150 Pages	Per No
8	Spiral binding Upto 200 Pages	Per No
9	File cover & Board with Printing (Best Quality)	Per No
(F) Poster Printing.		
1	Poster printing ½ Demy	Per 1000 Nos
2	Poster printing full Demy	Per 1000 Nos
3	Poster printing ¼ Double Crown	Per 1000 Nos
4	Poster printing ½ Double Crown	Per 1000 Nos
5	Poster printing ¼ DFC	Per 1000 Nos
6	Poster printing ½ DFC	Per 1000 Nos
7	Poster "Magistrate"	12 Inch x 04 Inch
(G) Other Printing Materials.		
1	Indent Book (50 Pages each in triplicate)	Per 50 Nos
2	POL Coupon Book (50 Pages each in triplicate)	Per 50 Nos
3	Coupon Book (100 Pages per book in duplicate)	Per Book
4	Requisition form for vehicle with binding 100 pages in duplicate	Per sheet (Legal Size)
6	Polymer Seal (Per line)	Per Piece.
7	Polymer Round Seal 1.5 "	per no
8	Polymer Signature Seal 1.5"	per no
9	Cap with Printing	per number
10	T-Shirt with Printing	per number
11	Invitation card (7 x 5 inch) Multy Colour	per 100 no
12	Envelope with printing (7 x 5 inch)	per 100 no
13	Invitation card (8 x 5 inch) Multy Colour	per 100 no
14	Envelope with printing (8 x 5 inch)	per 100 no
15	Invitation card A4 Multy Colour (Folding)	per 100 no
16	Certificate A4 Multi colour, 250 GSM	per no
17	Certificate A4 Multi colour with framing	per no
18	Sambardhana Patra (Size : 12" x 18")	per no
19	Sambardhana Patra (Size : 12" x 18") with framing	per no
20	Pla card	per no
(H) Xerox		
1	Xerox A4 size	Per copy
2	Xerox Legal size	Per copy
3	Xerox A4 size with pacca binding	100 sheets
4	Xerox Legal size with pacca binding	100 sheets