

PRICE BID FORMAT: SCOPE OF SUPPLY & SPECIFICATIONS

Bidder must quote against each and every Item (Material Description) & Brand cited below, for due evaluation. Omission to quote against any Item (material description) & Brand will result in rejection of the bid.

The bidders will not indicate separate discount. Discount if any should be merged in the quoted rates. Discount of any type indicated separately will not be taken into account for evaluation purpose. In case, however the bidder is evaluated as lowest bidder (without considering its discount) and contract is awarded by BIRAC, in that case BIRAC will place LOA considering the quoted discount and will avail the discount while actually paying for the rendered services.

SECTION 1 : Scope of Supply, Specifications & Price Format for Stationery Items					
Sl. No.	ITEM : Material Description	Unit	Brand Required	Unit Rate (Rs)	Estimated Annual Requirement
a	b	c	d	e	g
1	Attendance Register side cloth (with complete day-wise pages)	No.	Shipra Neelgagan		5
2	Pen- Reynold Fastline Blue Pen	No.	Reynold		144
3	Pen – Cello Butterflow	No.	Cello		144
4	Pen – Cello Pinpoint	No.	Cello		144
5	Pen – Cello Zipper	No.	Cello		144
6	Binder clips 12 MM	Box (12 clips per box)	Infinity Worldone		36
7	Binder clips - 15 MM	Box (12 clips per box)	Infinity Worldone		36
8	Binder clips - 19 MM	Box (12 clips per box)	Infinity Worldone		36
9	Binder clips - 25 MM	Box (12 clips per box)	Infinity Worldone		36

10	Binder clips - 32 MM	Box (12 clips per box)	Infinity		36
			Worldone		
11	Binder Clip - 41MM	Box (12 clips per box)	Infinity		36
			Worldone		
12	Brown Tape – 2” – 65 mtr	No.	Apex		50
			Scotch		
			Wonder		
13	Cello Tape Dispenser, Small	No.	Omega		10
			Kepica		
14	Cellotape – 1” – 65 mtr.	Roll	Apex		36
			Premier		
			Wonder		
15	Cellotape - 1/2" – 65 mtr	Roll	Apex		96
			Premier		
			Wonder		
16	Colour Flags - 15mm X 75mm x 5 colors	Pad	STIC On		120
			Pos It		
			3M		
17	Coloured Separator 1-10	Packet (10 set of 10 sheet each of various colours)	Worldone		12
			Solo		
			Diplomate		
18	Copier Paper - A4 Size 75 GSM	Ream	JK		360
			Power		
19	Copier Paper –A3 Size 75 GSM	Ream	JK		24
			Power		
20	Correction fluid Pen / White Fluid Pen	No.	Kores		24
			Camlin		

21	Paper Cutter big size (14cm)	No.	Natraj		12
22	Calculator original 12 digit (equivalent to CT 512)	No.	Casio		12
			Citizen		
23	Calculator (MJ-120D) 12 Digit	No.	Casio		
24	DO Paper - 80 GSM	Ream	German Make or equivalent		5
25	Double Sided Self Adhesive Tape - 1.1/2" (Foam)	No.	Deer Brand		5
			Premier		
			Wonder		
26	Double Sided Self Adhesive Tape - 1" (Foam)	No.	Deer Brand		5
			Premier		
			Wonder		
27	Duster size 24x"24" (Cloth)	No.	Good Quality		96
28	Pencil Eraser (33mm X 17mm x 10mm)	No.	Apsara		60
29	File Board No. 31	No.	Neelgagan		60
30	CD envelope	No.	Good Quality		60
31	CD box	No.	Good Quality		48
32	Gem Clips of OFICLIP-30 mm	Box (10 Packet per Box)	Vikram		120
33	Examination Board	No.	Lotus		48
34	Gem Clips of OFICLIP-36 mm	Box (10 Packet per Box)	Vikram		60
35	Cell (Battery) AAA	No.	Duracell		60
36	Cell (Battery) AA	No.	Duracell		36

37	Magazine Rack	No.	Solo		12
38	Paper – File Tray (3 Trays)	No.	Solo		12
39	Desk Organizer (5 Sections – Small) (Pen/Pencil holder)	No.	Solo		24
40	Report File (A4 Size)	No.	Worldone		60
			Lotus		
41	Glu Stick – 15 gms	No.	Fevi Stik- Pidilite		60
			Amox		
42	Highlighter	Packet (Set of 5 highlighter)	Luxor		60
43	Index File	No.	Omega		48
			Sona		
			Diplomate		
44	Long size Tags (Green)	Bundle	Tiger or any good quality		12
45	Magic Tape	No.	3m		10
			Scotch		
			Wonder		
46	Permanent Marker Pen	Packet. (10 pen per Packet)	Luxor		36
			Reynolds		
47	Paper cutter (small)	No.	Premier		240
48	Paper Punching Machine NO. 600 (Double Punch)	No.	Kangaroo		48
49	Action Case DC217	No.	Worldone		12
50	Action Case DC214	No.	Worldone		12
51	Document Case	No.	Worldone		24

52	CD	No.	Moser Baer		24
53	Pilot HI-Tec Point Pen V5 (Blue/Black/Red)	No.	Pilot		24
54	Pen (Ball) (blue/Black/Red)	No.	Reynold Fastline		12
55	Pencil	Box (10 pencils)	Natraj		120
			Apsara		
56	Pencil Sharpener (Box of 20)	Box	Apsara		24
			Natraj		
57	Plastic Foot ruler 12" size	No.	Camlin		60
			Star		
58	Plastic Foot ruler 24" size	No.	Camlin		60
			Star		
59	Plastic Packing Sutli	Bundle of 500 gms	Good Quality (Specify Brand)		12
60	Post it slip 2'x3' (pack of 100 sheets)	No.	Post it		48
			3M		
			Claro		
61	Post it slip 3'x3' (pack of 100 sheets)	No.	Post it		60
			3M		
			Claro		
62	Post it slip 3'x5' (pack of 100 sheets)	No.	Post it		48
			3M		
			Claro		
63	Spiral Notebook (70 GSM paper) No.5 (white and coloured pages)	No.	Lotus		144
			Matrix		

64	Spiral Notebook (70 GSM paper) A4 Size (white and coloured pages)	No.	Lotus		144
			Matrix		
65	Lever Arch File (LA 512)	No.	Solo		48
66	Delux Clip File (A4) DC 101	No.	Solo		120
67	Index File (MK 405)	No.	Solo		120
68	Ring Binder (A4) RB 402	No.	Solo		120
69	Ring Binder (A4)	No.	SecureX		120
70	Ring Binder 25mm File RB 400	No.	Worldone		120
71	PVC A4 Sheets (pack of 100 sheets)	No.	Solo		2
72	Display File (40 Leafs)	No.	Worldone		36
			Solo		
73	Board Pins (Push Pins) (pack of 50 pins)	No.	Oddy		12
			Claro		
			Omax		
74	Paper Pins (pack of 100 pins)	No.	Oddy		12
			Claro		
			Omax		
75	Conference Folders	No.	Worldone		12
			Solo		
			Lotus		
76	Register-Dispatch (250 pages) Cloth Bound	No.	Shipra		6
			Neelgagan		
			Amrit		
77	Register- Stock (250 pages) Cloth Bound	No.	Shipra		4
			Neelgagan		
			Amrit		
78	Register- Letter Dispatch (250 pages)	No.	Shipra		4

	Cloth Bound		Neelgagan		
			Amrit		
79	Gate / Visitor Register Cloth Bound	No.	Shipra		24
			Neelgagan		
80	Ledger Register (250 pages) Cloth Bound	No.	Shipra		4
			Neelgagan		
			Amrit		
81	Diary Register Ruled side cloth Bound	No	Shipra		12
			Neelgagan		
			Amrit		
82	Feedback Register	No	Shipra		4
			Neelgagan		
83	Rubber Bands - 100 gms / Packet	Packet.	Swastik		6
84	Clear Folder (Plastic folders)	Packet. Of 10	Solo		36
85	Stapler HD-45	No	Kangaroo		24
86	Stapler HD- IO D	No	Kangaroo		36
87	Stapler Pins (24/6) ¼" (6mm) leg length	Box (20 Packet per Box)	Kangaroo		60
			Max		
88	Stapler Pins (leg length 5mm)	Box (20 Packet per Box)	Kangaroo		60
			Max		
89	Sketch Pen No. 950 (Set of 12)	Set	Faber		24
			Camlin		
			Castle		
90	Scissors Size – 7"	No	Worldone		12
91	Single Punch (FP-20)	No	Kangaroo		72

92	Stapler Pin remover (SR 300)	No	Kangaroo Max		12
93	White Board Marker	No	Camlin Luxor Reynolds		24
94	White Tag (20 tag per bundle)	Bundle	Tiger or good quality		8
95	Photo paper glossy	Ream (50 Sheets)	Neelgagan		2
96	Cobra File	No	Neelgagan		24
97	Legal Size Paper	Ream	JK Power		6
SUB TOTAL (A)					

SECTION 2 : Scope of Supply, Specifications & Price Format for Printing Items					
Sl. No.	Items	Specification	Unit	Estimated Annual Requirement	Unit Rate (Rs.)
a	b	c	d	e	f
1	Letter Head (BIRAC)	Executive Bond Paper with Printing BILT - A4 Sheets on 100 GSM paper (Loose Sheets) 100 sheets on each Pad Sample if required, can be checked from BIRAC Office	Pad	50	
2	File Covers (colour : pink, yellow, green, blue)	(Printing with BIRAC Logo) with double hole on cover & end page each Sample can be checked in BIRAC Office	No	120	
3	Envelope (White)	Screen printing, 10" X 4.5" size, with window (per packet of 250 nos.) Sun Shine 100GSM (Printing with BIRAC Logo and Address) Sample can be checked in BIRAC Office	Packet	36	
4	Envelope (White-with window)	Screen printing, 10" X 4.5" size, with window (per packet of 250 nos.) Sun Shine 100GSM (Printing with BIRAC Logo and Address) Sample can be checked in BIRAC Office	Packet	36	
5	Envelope (Yellow) Laminated	Screen printing, 12" X 10" size, (per packet of 250 nos.) Sun Shine 100GSM (Printing with BIRAC Logo and Address) Sample can be checked in BIRAC Office	Packet	36	
6	Envelope (Yellow) Laminated	Screen printing, 16" X 12" size, (per Packet of 250 nos.) Sun Shine 100GSM (Printing with BIRAC Logo and Address) Sample can be checked in BIRAC Office	Packet	36	
7	Note Sheets	Notesheet (70 GSM Paper) (with Printing with BIRAC Logo) 100 sheets on each Pad Sample can be checked in BIRAC Office	Pad	1200	
8	Meeting Pad	Sunshine Super Paper 5.5" by 8.5" size pad of 15 ruled sheets with printed cover sheet with BIRAC Logo Sample can be checked in BIRAC Office	Pad	5600	
9	Notepad Spiral with BIRAC Logo.	Cover- 170 GSM Imported Art Paper Gloss + 90 GSM Super Print of 50 inside sheets (Size: 22.8 x 17.78 cms)	Pad	500	

10	Plastic Folder for papers with BIRAC name and LOGO Solo LF 101 107 with printing	Size: A-4 Sample if required, can be checked in BIRAC Office Packet of 10(ten)	Packet	120	
SUB TOTAL (B)					

TOTAL (A) + (B) : _____
Amount in Words : _____

NOTE:-

1. Estimate should be given for all items/material enlisted above. Even if a single column is left un-filled the Price Bid may not be considered for evaluation, as unit price of all items is material information.
2. Estimated annual requirements mentioned are purely tentative and may vary and are meant for evaluation purpose only.
3. All duties, taxes and other levies payable as per the statute should not be included in the bid. The price shall be quoted exclusive of all taxes & duties.
4. Prices quotes should be inclusive of packing & forwarding charges for ON door delivery at BIRAC, NEW DELHI office for ALL ITEMS.
5. Sample can be seen / inspected by prospective bidders at the office of BIRAC, NEW DELHI, on any working day, before the Bid Closing date.
6. Successful bidder has to arrange supplies as per the samples available with BIRAC, wherever applicable.
7. Any Stationery item apart from the Scope of Work given at Annexure III will have to be supplied on need basis by the agency/firm selected by virtue of result of this tender at competitive price.

Authorised Person's Signature: _____

Name: _____

Designation: _____

Date: _____

Seal of the Bidder: