



**PANDIT RAGHUNATH MURMU  
MEDICAL COLLEGE & HOSPITAL,  
BARIPADA, MAYURBHANJ**

**Tender Reference No.**.....<sup>528</sup> PRM MCH/2026-27 **Dt.**.....<sup>10/09/2026</sup>

**TENDER DOCUMENT  
FOR  
"SUPPLY OF MISCELLANEOUS STATIONARY ITEMS"**

**Address for correspondence – The Office of the  
Superintendent, PRM MCH, Baripada  
At/Po- Baripada, Dist- Mayurbhanj, Odisha  
Pin- 757001**

**Address for Communication:**

Office of the  
Superintendent, PRM MCH, Baripada  
At/Po- Baripada, Dist- Mayurbhanj, Odisha, Pin- 757001  
Email: [superintendentprmmch@gmail.com](mailto:superintendentprmmch@gmail.com)/[suptdt@gmail.com](mailto:suptdt@gmail.com),

  
**Medical Superintendent  
PRMMCH, Baripada**

**OFFICE OF THE SUPERINTENDENT  
PANDIT RAGHUNATH MURMU MEDICAL COLLEGE & HOSPITAL  
BARIPADA, MAYURBHANJ, 757001**

Email Id: [superintendentprmmch@gmail.com](mailto:superintendentprmmch@gmail.com), Landline Phone No. 06792257013

**TENDER DOCUMENT FOR PROCUREMENT OF MISCELLANEOUS  
STATIONARY ITEMS ON ANNUAL RATE CONTRACT BASIS**

Sealed tenders are invited from interested agencies having adequate experience in taking up the "Supply of Miscellaneous Stationary Items" Interested Bidders can obtain the tender document containing detailed terms and conditions, scope and eligibility criteria by downloading the same from the district website [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in). The cost of the tender document **Rs.2360.00 (2000+18% GST)** (Rupees Two Thousand Three Hundred Sixty) only shall be submitted along with the proposal (Technical) in the form of Demand Draft in favor of SUPERINTENDENT, PRM MCH, Baripada payable at Baripada.

The proposals (both technical and financial) by eligible Bidders shall reach the Office of the under signed within due date and time (**i.e. Dt. 05.03.2026 till 5.30 PM**) in the prescribed format and manner. Proposals received after due date and time shall be rejected. There is no system of receipt of proposal through drop box or by hand. Proposals shall be received only through registered post/ speed post/ courier service only.

**Key Information:**

Sl. No.	Particulars	Information
1	Start Date of availability of tender document in the official website of Mayurbhanj district	12.02.2026
2	Pre bid discussion	19.02.2026 at 11 AM At- Committee Hall of PRM MCH, Baripada.
3	Closing Date of availability of tender document in the official website & Last date and time for receipt of proposal	05.03.2026 (till 5.30 P.M)
4	Cost of tender Document (Non-refundable)	Rs.2,360.00
5	Opening of Bid	Dt. 06.03.2026 at 11.30 AM
6	EMD in form of demand draft Receipt in favour of SUPERINTENDENT, PRM MCH, Baripada	Rs.10,000.00
7	Address for submission of Tender	OFFICE OF THE SUPERINTENDENT, PRM MCH, Baripada, Mayurbhanj Pin No:757001, Odisha
8	Address for opening of Tender	Committee Hall, PRM MCH, Baripada

**Note:** In case the closing date / last date for receipt of proposal happens to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place.

The Authority reserves the right to reject any or all tenders without assigning any reasons thereof.

SUPERINTENDENT  
PRM MCH, Baripada

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**Terms and Conditions**

**1. Sale of Tender Papers/ Bid Documents:**

The prospective bidder may download the complete sets of tender documents directly from the district website available at [mayurbhanj.odisha.gov.in](http://mayurbhanj.odisha.gov.in) and submit the same to the Superintendent, PRM MCH, Baripada along with the Tender Paper cost (Application fees) for Rs.2360.00(2000+ 18% GST) (Non-refundable) (Rupees Two Thousand Three Hundred Sixty Only) should be submitted in shape of Demand Draft issued from a Nationalized Bank in favour of Superintendent, PRM MCH, Baripada payable at Baripada and EMD amount of Rs.10,000.00 (Rupees Ten Thousand) only in shape of Demand Draft issued from a Nationalized Bank in favour of Superintendent, PRM MCH, Baripada payable at Baripada. The cost of Tender paper and EMD amount should be submitted separately in separate Demad Draft.

2. The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid, Financial Bid contains only the price bid and scheduled of requirement as per Annexure- VI and Technical Bid contain all other documents as per the tender terms & conditions. Tender paper cost and all other documents as per eligibility criteria except price format. The Technical Bid & Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as "Technical Bid for Supply of Miscellaneous Stationary articles to the Superintendent, PRM MCH, Baripada" and "Financial Bid for Supply of Miscellaneous Stationary articles to the Superintendent, PRM MCH, Baripada" these two tender papers should be covered in a big envelop writing in the top that "Tender for Supply of Miscellaneous Stationary articles to the Superintendent, PRM MCH, Baripada with reference to Advertisement No. \_\_\_\_\_ & Date. \_\_\_\_\_.
3. Rates inclusive of customs duty, packing, forwarding, insurance, transportation charges, door delivery and exclusive of GST should be quoted for the Miscellaneous Stationary Items separately on door step delivery basis. (Annexure- VI)
4. The bidders have to submitted the "Bid Security Declaration" as per Format at Annexure-V.
5. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it. The EMD amount of the successful agency will return without interest only after successful completion of the work as per order along with financial invoice payment.
6. Bidders shall furnish the following documents in Bid:
  - a) Required Tender/ Bid processing fees (Rs.2360.00).
  - b) EMD amount of Rs.10,000.00 (Rupees Ten Thousand).
  - c) The supplier or manufacturer should submit declaration for of not being blacklisted by any Govt. Agencies during the last 3 financial years.

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- Affidavit in Non-Judicial Stamp Paper with appropriate value (Rs. 20/) duly certified by Notary shall be produced along with the bid document (Annexure-IV).
- d) Self-attested copy of PAN Card.
  - e) Self-Attested copy of Valid GST registration certificate.
  - f) Self-attested copy of up-to-date GST return of last three financial years (2022-23, 2023-24 & 2024-25)
  - g) The quotation should be as per price format at Annexure-VI
  - h) Past performance certificate as per Annexure-II for the financial years 2022-23, 2023-24, and 2024-25.
  - i) Copy of Income Tax Return for the years (i.e 2022-23, 2023-24 & 2024-25).
  - j) Bid Security Declaration as per Annexure- V
  - k) Average annual turnover should not be less than ₹.35.00 lakh for last 3 financial years. [i.e 2022-23, 2023-24 & 2024-25] as per Annexure-III
7. The bidder shall submit all the above-required documents along with the tender paper cost in the Technical Bid, failing which the Technical Bid shall be liable for rejection
  8. Price bid of the items must be accompanied with soft copy in the excel format as per the exact tender serial no- Annexure-VI.
  9. This rate shall be applicable for the purchase of stationery items for one year on an annual rate contract basis.
  10. The date and time for opening of the price bid of the technically qualified bidders will be intimated later.
  11. The lowest price quoted for each item shall be selected L1 and the bidder quoting such price shall be awarded contract for supplying that particular article.
  12. In case more than one agency quote the same price, then the bidder having the highest average annual turnover of the last three years will be selected L1.
  13. Any effort by a bidder to influence the purchase in its decision on bid evaluation or replacement of purchase order may result rejection of the bidder's offer.
  14. All the queries & doubts will be sorted out in the Pre-Bid Meeting, after which no further suggestion, objection & changes will be entertained and the authority will not be responsible thereafter.
  15. It would be the responsibility of the Bidder's representative (only one person per bidder) to be present at the venue of opening of Bids. In case of absence of any bidder then bid document will be opened by the committee members.
  16. The tender will be of composite in nature. The Firms/Agencies who don't quote the rates of at least 50% of all items mentioned in Annexure VI are liable to be rejected.
  17. The tender document will not be received/entertained after due date & time fixed for in the advertisement and will be rejected summarily.
  18. The goods should be supplied to the destination and no extra charge for freight should be claimed.
  19. The delivery should be completed within 15 days from the date of receipt of supply order falling which the supply order will be issued to the L2 bidders in L1 price without further intimation to the L1 bidder.

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20. The supply of Miscellaneous Stationary articles should be completed within the allowed time as per order. Any delay by the supplier in the delivery of the items shall render the supplier liable to be charged liquidated damages @0.5% per week or part thereof, subject to maximum of 10% of purchase order value which will be deducted from the total payment due.
21. The payment will be made after delivery of Miscellaneous Stationary materials as per supply order.
22. Payment shall be made as per the availability of funds. Under no circumstances the supply should be interrupted as regards to payment.
23. All documents and pages shall be computerized, serially numbered and duly full signature and sealed by the bidder.
24. the bidder should quote single /unit rate for the items as per specification. the bidder who will quote multiple rates for the single item will lead it rejection of the tender.
25. If the selected firm fails to execute the agreement within 07 days of receipt of the work order/letter of acceptance, the EMD shall be forfeited, and the firm shall be debarred from supplying materials to PRM MCH, Baripada for a period of three (03) years.
26. The bidder should submit copy of original tender book with signature in full & seal for proof of acceptance of tender.
27. If any information or documents furnished by the bidders are found to be incorrect or misleading at any stage, the said bid of the tender will be rejected and the bidder will be blacklisted for three years.
28. The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.
29. Bidders/ their representative may remain present during the opening of tender at time 11.30 AM on Date. 06.03.2026. In case the day will be a Govt. Holiday the tender will be opened in the next working day at same time at mentioned venue. No request for change of time, date or venue will be entertained on any ground from bidders. It would be the responsibility of the Bidder's representative (only one person per bidder) to be present at the venue of opening of Bids. In case of absence of any bidder then bid document will be opened by the committee members.
30. The decision of tender committee will be final on tender matter. The bids which are not as per terms & condition will not be considered & will be rejected.
31. The bidder should submit copy of original tender book with signature in full & seal for proof of acceptance of tender.
32. Any legal dispute arising out of this, said matter will be confined to jurisdiction of Mayurbhanj district only.
33. The authority reserves the right to accept/reject, cancel or modify all the bids or any part thereof without assigning any reason thereof.

Superintendent  
PRM MCH, Baripada

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**ANNEXURE-I**

**CHECK LIST**

**Firm Name: -** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Number** \_\_\_\_\_

**e-mail:** \_\_\_\_\_

Sl. No.	Name of Document	Submitted (Yes/ No)	Page No.
01	Tender Paper Cost Rs.2360.00.00		
02	EMD Amount Rs.10,000.00		
03	Self-attested copy of GST Registration certificate		
04	Self-attested copy of up-to-date GST return of last three financial years.		
05	Self-attested copy of PAN Card		
06	Price sheet as per price format as per Annexure-VI		
07	Proof copy of past experience i.e. 2022-23, 2023-24 & 2024-25 as per Annexure - II		
08	Average annual turnover should not be less than ₹.35.00 lakhs for last 3 financial years. [i.e 2022-23, 2023-24 & 2024-25] Annexure-III		
09	Copy of Income Tax Return for the years (i.e 2022-23, 2023-24 & 2024-25)		
10	Bid Security declaration as per Annexure - V		
11	The supplier or manufacturer should submit declaration for of not being blacklisted by any Govt. Agencies during the last 3 financial years. Affidavit in Non-Judicial Stamp Paper with appropriate value (Rs. 20/) duly certified by Notary shall be produced along with the bid document (Annexure-IV).		
12	Copy of Downloaded Tender Book duly full signed by the bidder		
13	All pages are serially in order and securely tied with seal and signature in full of the bidder.		

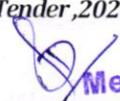
**DECLARATION**

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement at any state, the Firm/Agency will be blacklisted and will not have any dealing with in future.

Place:

Date:

(Signature and seal of the authorized signature)

  
**Medical Superintendent  
PRMMCH, Baripada**

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**Annexure-II**

**Format for submission of past performance**

Sl. No.	Year	Order No. & Date	Order Value (Rs.)	Name of the Organization	Order copy Page Ref. No.

**Date:**

**Place:**

**Signature of the Bidder  
Name & Business Address**

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**ANNEXURE – III**

(To be submitted in **Cover A -Technical Bid**)  
(To be furnished in the **letter head** of the Auditor/ Chartered Accountant)

**ANNUAL TURN OVER STATEMENT**

The Annual Average Turnover for the 2022-23, 2023-24 & 2024-25 of M/s \_\_\_\_\_ who is a Manufacturer /Distributor/supplier (Pl. tick whichever is applicable) are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2022 – 2023 (FY)	-
2.	2023 - 2024 (FY)	-
3.	2024 - 2025 (FY)	-

**Average Annual Turnover** (for the above three years) in (Rs.) \_\_\_\_\_

Date:  
Place:

Signature of Auditor/ Chartered Accountant  
(Name in Capital)

Seal

Membership No.-  
Registration No. of Firm

**Note:**

- a) To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the Membership no.

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**Annexure-IV**

**(To be submitted in Technical Bid)  
(In Non-Judicial Stamp Paper)  
UNDERTAKING/ DECLARATION FORM**

I/ We ..... Having my/  
our ..... office at  
..... Do declare that I/We have carefully read all the  
terms & condition of the tender of the Superintendent, PRM Medical  
College & Hospital, Baripada for Supply of Miscellaneous Stationary  
Items. The approved rate will remain valid for a period of One Year from  
the date of approval. I will abide with all the terms & conditions set forth  
in the Tender reference No. \_\_\_\_\_ Date  
\_\_\_\_\_/\_\_\_\_\_/2026.

I do hereby declare I/ We have been de-recognized/ black listed by  
any state Govt./ Union Territory/ Govt. of India/ Govt. organization /  
Govt. Health Institutions for supply of inferior quality materials/ non-  
supply.

I/We agree that the Tender inviting Authority can forfeit the  
Earnest money deposit and or performance security Deposit and  
blacklisted me/ us for a period of 03 years if, any information furnished  
by us proved to be false at the time of inspection/ verification and not  
complying with the tender terms & conditions.

I/ We ..... Do hereby declare that I/We  
will supply the Miscellaneous Stationary Items to Superintendent, PRM  
MC&H, Baripada as per the specification as well as Terms & Conditions  
of the above Tender document.

Date:

Place:

Seal with signature of the bidder

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**Annexure-V**

**Bid Security Declaration Format**

(On letter Head of the Bidder)

This is to inform you that M/s \_\_\_\_\_  
(Agency Name) shall not withdraw or modify its bid till the validity period of 180days as mentioned in tender notice advertisement No. \_\_\_\_\_  
Date \_\_\_\_\_. We may debar from being considered/ to participate in future for a period of 03 years at "Superintendent, PRM Medical College & Hospital, Baripada from the date of debarred notice in the following circumstances: (a) If withdraw the bid during the bid validity period of 180 days. (b) If do not respond to request for clarification of the bid submitted by us. (c) If fail to cooperate in bid evaluation process and in case being successful bidder, if fails to sign the agreement in time to furnished performance security/ guarantee.

Name of the Authorized signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Official Seal: \_\_\_\_\_

Seal with signature of the bidder

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**Annexure-VI**

**List of Miscellaneous Stationary Items**

Sl. No.	Name of Items Sanitary Items	Specification	Unit Quantity	Unit price inclusive of customs duty, packing, forwarding, insurance, transportation charges, door delivery and exclusive of GST
1.	Hand Wash	200 ml	Per Bottle	
2.	Phenyl	1 Liter	Per Bottle	
3.	Room Freshener	200 ml	Per Bottle	
4.	Detergent powder	100 gm	Per Packet	
5.	Dettol	100 ml	Per Bottle	
6.	Odonil	100 gms	Per Packet	
7.	Colin Spray	500 ML	Per Bottle	
8.	Hand Sanitizer	120 ml	Per Bottle	
9.	Karpoor Goli	1 kg	Per Packet	
10.	Plastic Bucket Big	20 liters	Per Piece	
11.	Plastic Bucket Medium	16 Liters	Per Piece	
12.	Papoch (Big)	6 feet	Per Piece	
13.	Papoch (Medium)	4 feet	Per Piece	
14.	Papoch (Small)	3 feet	Per Piece	
15.	Mosquito Liquid	50 ml	Per Piece	
16.	Mosquito Hit Spray	120 ml	Per Bottle	
17.	Mopper Dry Big	2 feet	Per Piece	
18.	Mopper Dry Medium	1.5 feet	Per Piece	
19.	Mopper Wet	1.5 feet	Per Piece	
20.	Soap Small	Small size	Per Piece	
21.	PhulaJhadu	Steel Handle	Per Piece	
22.	Slipper	Size No. 06, 07, 08, 09 & 10	Per Piece	
23.	Turkish Towel	Normal Size	Per Piece	
24.	Napkin	Normal Size	Per Piece	
25.	Toilet Cleaner	500 ml	Per Bottle	
26.	Plastic Mug	Big Size	Per Piece	
27.	Basin Brush	Normal Size	Per Piece	
28.	Steel Drum	50 Liters	Per Piece	
29.	Khadika Jhadu	(1 mt) Normal Size	Per Piece	
30.	Wiper	(1.2 ft) Normal Size	Per Piece	
31.	Toilet Brush	Normal Size	Per Piece	
32.	Dustbin Big Size	60 Liters	Per Piece	
33.	Dustbin Small Size	25 Liters	Per Piece	
34.	Dustbin Big Size	120 Liters	Per Piece	
35.	Plastic Tray	Big Size	Per Piece	
36.	Plastic Tray	Small Size	Per Piece	
37.	Boric Powder	250 gm	Per Bottle	
38.	Jala Jhadu	Normal Size	Per Piece	
39.	Plastic Apron	Free size	Per Piece	
40.	Disposable Poly	25GSM	Per Piece	

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	Apron			
41.	Acid Bottle	1 Liter	Per Piece	
42.	Black Phenyl	1 Liter	Per Piece	
43.	Steel Bucket	18 Liter	Per Piece	
44.	Mosquito Liquid with Machine	45 ml	Per Piece	
45.	Mosquito Coil	10 coil per Packet	Per Packet	
46.	Dish Washing Liquid	500 ml	Per Bottle	
47.	Plastic Spray Bottle	1 Liter	Per Piece	
48.	Sodium Hypo Chloride Solution	5 Liter	Per Bottle/ Jar	
49.	GlutalDehyde Solution	5 Liter	Per Bottle/ Jar	
50.	Hand Wash Big	750 ml	Per Bottle	
51.	Glass Jar for Post-Mortem Centre	2000 ml	Per Bottle	
52.	Lyzol	1 Liter	Per Bottle	
53.	Black Polythine for Dustbin	19 X 21 inches	Per Kg	
54.	Foot Pedal Dustbin Small	30 Liter	Per Piece	
55.	Foot Pedal Dustbin Big	60 Liter	Per Piece	
56.	Plastic Tub	40 Liter	Per Piece	
57.	Bleaching Powder	01 Kg	Per Kg	
58.	Floor Cleaner Liquid	05 Kg	Per Bottle/Jar	
59.	Sponges for Cleaning	05 inch	Per Kg	
60.	Scrubbing Brush Hard	10 cm length	Per Piece	
61.	Kata Brush	10 cm length	Per Piece	
62.	Nylon Scrubber	05 inch length	Per Piece	
63.	Glass Wiper	Small Handle	Per Piece	
64.	Glass Wiper	Long Handle	Per Piece	
65.	Kentucky Mop	Material (Cotton/Microfiber), Weight (350g-500g), Handle (Alum/Plastic), and Head Construction (Looped-End)	Per Piece	
66.	Disinfectant Floor Cleaner Liquid	01 Liter	Per Bottle	
67.	Scrub Pad	6X4 inch, 600-800 GSM	Per Piece	
68.	Dust Pan	Plastic	Per Piece	
69.	Fan Cleaner	Long Handle	Per Piece	
70.	Urinal Cubes	80 gm	Per Piece	
71.	Use & Throw Dot Pen	Black, Blue, Red & Green	Per Piece	
72.	Register (Long)ruled	50 pages	Per Piece	

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73.	Register (Long) un ruled	50 Pages	Per Piece	
74.	Register (Long) ruled	100 Pages	Per Piece	
75.	Register (Long) un ruled	100 Pages	Per Piece	
76.	Register (Long) ruled	200 Pages	Per Piece	
77.	Register (Long) un ruled	200 Pages	Per Piece	
78.	Register (Cloth Binding, Long) ruled	500 Pages	Per Piece	
79.	Register (Cloth Binding, Long) un ruled	500 Pages	Per Piece	
80.	Register (Cloth Binding, Long) ruled	1008 Pages	Per Piece	
81.	Register (Cloth Binding, Long) un ruled	1008 Pages	Per Piece	
82.	Notebook 50 pages Ruled	50 pages	Per Piece	
83.	Notebook 50 pages Un-Ruled	50 Pages	Per Piece	
84.	Notebook 100 pages Ruled	100 pages	Per Piece	
85.	Notebook 100 pages Un-Ruled	100 Pages	Per Piece	
86.	Notebook 250 pages Ruled	250 pages	Per Piece	
87.	Notebook 250 pages Un-Ruled	250 Pages	Per Piece	
88.	Notebook 500 pages Ruled	500 pages	Per Piece	
89.	Notebook 500 pages Un-Ruled	500 Pages	Per Piece	
90.	Laryngoscope Battery	2 x C Size Battery	Per Piece	
91.	Bright Tag File	Different Color	Per Piece	
92.	Long Tag	Fifty Nos.	Per Bundle	
93.	Fly Leaf	Brown Color	Per Piece	
94.	Cover File (Four-Fold File)	38.1L x 27.9W x 22.9Th Centimeters	Per Piece	
95.	Cover File Poly Coated	10X14 inch	Per Piece	
96.	Flat File	Size- 14"X10"	Per Piece	
97.	Voucher Guard File with Clip	Big	Per Piece	
98.	T Alpin	100gm	Per Packet	
99.	Steppler Machine Big Size (24/6)	Big Size (24/6)	Per Piece	

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100.	Stapler Machine Small Size (N-10)	Small Size (N-10)	Per Piece	
101.	Single Punching Machine	Paper punching	Per Piece	
102.	Double punching Machine	Paper punching	Per Piece	
103.	Stapler Pin N-10	N-10	Per Packet	
104.	Stapler Pin 26/6	24/6	Per Packet	
105.	Stapler Pin 23/17	23/17	Per Packet	
106.	Stapler Pin 23/20	23/20	Per Packet	
107.	Stapler Pin 23/15	23/15	Per Packet	
108.	A4 Paper	70 GSM	Per Packet	
109.	A3 Paper	75 GSM	Per Packet	
110.	Legal Paper	70 GSM	Per Packet	
111.	Eraser	Rubber	Per Piece	
112.	Whitener (Eraser)	Tube	Per Piece	
113.	Highlighter Pen	Different Color	Per Piece	
114.	Envelope A4 size	A4 Size	Per Piece	
115.	Envelope Legal Size	Brown/Yellow	Per Piece	
116.	Envelope Legal Size (Cloth)	Brown/Yellow	Per Piece	
117.	Envelope Mad Size	11cm/27cm	Per Piece	
118.	Pencil	Soft	Per Piece	
119.	Plastic File Folder	310x220mm	Per Piece	
120.	Marker Pen (White Board Marker)	Black/Blue	Per Piece	
121.	Permanent Marker Pen	Black/ Blue	Per Piece	
122.	White Board Duster	Plastic Made	Per Piece	
123.	Clip Pin	100 nos.	Per Packet	
124.	Stamp Pad (Big)	Size 15.7 x 9.6 cm	Per Piece	
125.	Stamp Pad (Small)	Size: 110mm x 69 mm	Per Piece	
126.	Stamp Pad Ink	100 ml	Per Bottle	
127.	Paper Cutting Scissor	08" inch	Per Piece	
128.	Notice Board (Big)	6 ft. x 4 ft.	Per Piece	
129.	Notice Board (Small)	2 ft. x 3 ft.	Per Piece	
130.	Calculator	12 Digit/150 steps Check	Per Piece	
131.	AC Battery	AAA	Per Piece	
132.	Watch Battery	AA	Per Piece	

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133.	Glucometer Battery	CR2032 (3V)	Per Piece	
134.	Adhesive Gum	200 ml	Per Piece	
135.	Stick gum	Medium Size	Per Piece	
136.	Carbon Paper	A4 Size	Per Piece	
137.	Carbon Paper	A3 Size	Per Piece	
138.	Bodkin (Phuduni)	16mm- approx. 22cm long ( 6")	Per Piece	
139.	Paper Weight Plastic	Plastic 6x6 cm	Per Piece	
140.	Extension Board	4 Universal Sockets, 3- meter-long cord, 1500 watts, 6 Amp	Per Piece	
141.	Lock & Key 7 Lever	7 Lever	Per Piece	
142.	Lock & Key 9 Level	9 Level	Per Piece	
143.	Lock & Key 11 Level	11 Level	Per Piece	
144.	Plain Rough Register	400 Pages	Per Piece	
145.	Touch Light	LED, 3500-4000 lux	Per Piece	
146.	Cello Tape	2" inch	Per Piece	
147.	Cello Tap	1" inch	Per Piece	
148.	Cello Tape Dispenser	2" inch	Per Piece	
149.	Double Added Tape	1 "inch	Per Piece	
150.	Examination Board	Wooden Board	Per Piece	
151.	Guard File	Voucher Pasting File	Per Piece	
152.	Duster Cloth		Per Meter	
153.	Office Pen Stand	Material-Acrylic	Per Piece	
154.	Match Box	30 nos. of Stick	Per Packet	
155.	File Flake (Colourful)	120 Pages	Per Packet	
156.	Stick File	Different Colour	Per Piece	
157.	L. Folder	Different Colour	Per Piece	
158.	Notepad (Big Size)	40 Pages	Per Piece	
159.	Notepad (small Size)	20 pages	Per Piece	
160.	Steel Scale	18 inches	Per Piece	
161.	Steel Scale	12 inches	Per Piece	
162.	Yellow A4 Paper	70 GSM	Per Piece	
163.	Name Plate (Plastic)	Size- 2x8 inch Acylic	Per Piece	
164.	Kobra File	RP 1000 DLX	Per Piece	

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165.	Self-Adhesive Sticker	A4 Size (30 Sticker/Sheet) 39x47.5 mm	Per Piece	
166.	Wireless Calling Bell	Electric	Per Piece	
167.	Arch File for Officer Record	36x36 cm	Per Piece	
168.	Cash Book No. 30	600 pages	Per Piece	
169.	Cash Book No. 18	360 pages	Per Piece	
170.	Cash Book	Leather Binding	Per Piece	
171.	Ball Pen		Per Piece	
172.	Vehicle Log Book	Hard Bound - 21x17 cm, 40 pages , 75 GSM	Per Piece	
173.	Rechargeable Battery	AA and AAA	Per Piece	
174.	Charging Adaptor for Rechargeable Battery	Compatible with AA and AAA type Battery	Per Piece	
175.	Binder Clip	51 mm	Per Piece	
176.	Binder Clip	25 mm	Per Piece	
177.	Gel Pen	Black, Blue, Red & Green	Per Piece	
178.	Notice Board Pin	50 nos.	Per Packet	
179.	Pencil Sharpener	Plastic	Per Piece	
180.	Rubber Band	1 inch (500gm)	Per Packet	
181.	Water Bottle Plastic	01 Liter	Per Bottle	
182.	Water Bottle Steel	01 Liter	Per Bottle	
183.	Sutuli	Jute Rope	Per Kg	
184.	Bath Tube	Large	Per Piece	
185.	Emergency Light	Portable Rechargeable Led Lamp Cum Torch with Upto 4 Hrs Backup	Per Piece	
186.	Razor (Saving)	Normal	Per Piece	
187.	Razor (Saving)	Use & throw	Per Piece	
188.	Hacksaw Blade Single side	1 inch width	Per Piece	
189.	Drawing Sheet	A4 Size, 300 GSM Smooth Finish Ivory Drawing Paper Sheets, White, 16.5 Inch x 11.75 Inch, Pack of 20 Sheets	Per Pkt	
190.	Gamaxene powder	500gm /pkt	Per Pkt	
191.	Sticky Pad	(3" X3")	Per Pkt	
192.	Writing Pad 5 Subject,	Pages 300 Size 14X21.6 CM Spiral	Per Piece	

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193.	Writing Pad	160 Pages 70 Gsm Spiral Size 14X21.6 Cm	Per Piece	
194.	Writing Pad Spiral 1/6	(100Pages)	Per Piece	
195.	Writing Pad General 70 Gsm	20 Pages	Per Piece	
196.	Indelible Marker Pen	Black	Per Piece	
197.	Match Box	1pkt (10 box)	Per Pkt	
198.	Plain Paper	(Dista Paper)		
199.	Torch (LED)	Rechargeable 3 Watt	Per Piece	
200.	Tailor scissor	LARGE	Per Piece	
201.	Computer paper with carbon copy	Dot Matrix Printer Paper 8x12x2 Part With Carbon 500 Sets 70 GSM Computer Paper 8x12x2 Part= 12" Cut White	Per Pkt	
202.	Floor Mate Large Size	Rubber Mat For Floor Large Size 2x6Ft Waterproof Carpet Plastic Non-Slip		
203.	Gas Stove	Double burner	Per Piece	
204.	Examination board	Plastic	Per Piece	
205.	Pencil Battery	AA MULTIPURPOSE LEAKPROOF 1.5 Volts	Per Piece	
206.	Pencil Battery	AAA MULTIPURPOSE LEAKPROOF 1.5 Volts	Per Piece	
207.	Remote battery	AAA Battery	Per Piece	
208.	Torch battery	(Large)	Per Piece	
209.	Torch battery	(Medium)	Per Piece	
210.	Battery Wrist Watch	Lithium Coin Battery	Per Piece	
211.	Rat Killer	Quick & Effective Rodent for Home & Office	Per Piece	
212.	Wall Clock	Large	Per Piece	
213.	Measuring Tap	5 meters	Per Piece	
214.	Disinfectant Toilet Cleaner Liquid	500 ml	Per Piece	
215.	Sketch Pen	Best quality	Per Piece	
216.	Soap	Small	Per Piece	
217.	Hand Towel ( 16"X24")	Best Quality	Per Piece	
218.	Towel For Chair (88X175) Cm	Best Quality	Per Piece	
219.	Punching Machine Double	Best Quality	Per Piece	

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220.	Punching Machine Single	Best Quality	Per Piece	
221.	James Clip Plastic Coated	(100 Clips)	Per Pkt	
222.	L Folder A4 (Foe Each)	Best Quality	Per Piece	
223.	Flip Chart	Best Quality	Per Piece	
224.	Fly Leaf Printed With Two Eye Lid	Local	Per Piece	
225.	Plastic Bottom Folder (Full Scape) With Single Bottom	Best Quality	Per Piece	
226.	Folder Executive (Full Scape)	KEA (KW4021L)	Per Piece	
227.	L Folder A4 (Foe Each)	Best Quality	Per Piece	
228.	Brown Tape (For Packing)	2 " 65 Mtr.	Per Piece	
229.	Pen FOR Training Purpose	Best Quality	Per Piece	
230.	Magnifying Glass	10X	Per Piece	
231.	Blade	Saving	Per Piece	
232.	Small Scissor	small size quality stainless steel	Per Piece	
233.	Soap Case	Material: Plastic Dimension(LxWxH): 12x8.5x4 cm	Per Piece	
234.	Cutter Paper	12 Inch A3 Steel Heavy Duty Professional Paper Cutter	Per Piece	
235.	Cutter Paper	Hand-held Paper Cutter	Per Piece	
236.	Clip board	35L x 24W x 0.5Th Centimeters	Per Piece	
237.	Desk Organiser	Multi-function	Per Piece	
238.	Ear Bud	100% Pure Cotton 100 sticks/200tips	Pkt/Jar	
239.	Envelope small size	Brown Envelope 11 x 5 Inches	Pack of 1 (50 Pieces)	
240.	Glue Liquid	Ultimate Adhesive for DIY Art & Craft, 200gm	Per Piece	
241.	Glue Stick	Multi-Purpose Glue Stick	Per Piece	
242.	Ink	Pad	Per Piece	
243.	Marker Permanent (CD Marker)	Black, Blue, Red	Per Piece	
244.	Marker Permanent	Black, Blue, Red	Per Piece	
245.	Masking Tape	20 Meter Length 48 MM / 2" Inch	Per Piece	
246.	Masking Tape	20 Meter Length 48 MM / 1" Inch	Per Piece	
247.	Mouse Pad	Keyboard Shortcut Mouse Pad	Per Piece	

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248.	Mug	Plastic Mug, 1.5 litres, Medium	Per Piece	
249.	Notice Board	2x3 Feet Notice Board	Per Piece	
250.	Board Marker	Whiteboard Marker with Easily Erasable Ink	Per Piece	
251.	White Board	3x4 Feet	Per Piece	
252.	Note Pad	Ruled with 80 sheet - 160 Pages	Per Piece	
253.	Note Pad	Plain with 80 sheet 160 Pages	Per Piece	
254.	Packing Tape	Packaging Brown Tape - 48MM X 50 Meter	Per Piece	
255.	Plain Paper	Dista Paper For Rough Work Set of 100 White 75 GSM. Size A4	Per dista	
256.	Paper Clip	Multicolor Plastic-Coated Paper Clip (100 Pc)	Per pkt	
257.	Paper Weight	Plastic, Unbreakable 5 cms x 5 cms	Per Piece	
258.	Black Phenyl	500 ml	Per Bottle	
259.	White Phenyl	500 ml	Per Bottle	
260.	Push Pin	Plastic, Stainless Steel	Per pkt	
261.	Rubber Band	(Small & Medium)	Per pkt	
262.	Soap case	plastic	Per Piece	
263.	Scissor (office use)	Small	Per Piece	
264.	Scotch Tape	3 meters	Per Piece	
265.	Sketch Pen	Multicolour	Per Piece	
266.	Stapler	30 sheet capacity	Per Piece	
267.	Stapler	20 sheet capacity	Per Piece	
268.	Stapler	26/6 pins	Per Piece	
269.	Stapler Pin	Small	Per pkt	
270.	Stop watch timer	Water proof	Per Piece	
271.	Toilet Brush	Plastic	Per Piece	
272.	Tissue Brush	Plastic	Per Piece	
273.	Toilet Cleaner	200 ml	Per bottle	
274.	Towel	Green	Per Piece	
275.	Bed Sheet	Per meter		
276.	Table Cloth	Per meter		
277.	Window Screen	Per meter		
278.	Door Screen	Per meter		
279.	Towel for Chair	100% Cotton Luxury Office Chair Towel, 550		

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		GSM, White		
280.	Hand Towel	Cotton 500 GSM	Per Piece	
281.	Green Bed Sheet	For patient bed	Per meter	
282.	Neonate Bed Sheet	Green	Per meter	
283.	Patient drape Sheet	(2m x 1m)	Per piece	
284.	Incumbency Board	Per sqr feet		
285.	Desk Name Plate	2 Sided V-Shaped Desk Sign Name Plate	Per piece	
286.	Air Room freshener	220 ml	Per bottle	
287.	Extension Board	4 Socket Extension Boards, 2 m	Per Piece	
288.	Cartridge - 12A	Compatible	Per Piece	
289.	Cartridge - 13A	Compatible	Per Piece	
290.	Cartridge - 88A	Compatible	Per Piece	
291.	Cartridge - 30A	Compatible	Per Piece	
292.	Cartridge - 110A	Compatible	Per Piece	
293.	Cartridge - 071 H	Compatible	Per Piece	
294.	Cartridge - 78A	Compatible	Per Piece	
295.	Cartridge - 32A	Compatible	Per Piece	
296.	Cartridge - 85 A	Compatible	Per Piece	
297.	Cartridge - 925A	Compatible	Per Piece	
298.	Cartridge - NGP 59	Compatible	Per Piece	
299.	Cartridge - 326A	Compatible	Per Piece	
300.	Cartridge - 85A	Compatible	Per Piece	
301.	Cartridge - 285A	Compatible	Per Piece	
302.	Pen drive	8 GB	Per Piece	
303.	Pen drive	16 GB	Per Piece	
304.	Pen drive	32 GB	Per Piece	
305.	Pen drive	64 GB	Per Piece	
306.	External Hard Disk	1 TB	Per Piece	
307.	External Hard Disk	2 TB	Per Piece	
308.	Antivirus	(5 User) 1 year	Per Piece	
309.	Antivirus	(3 User) 1 year	Per Piece	
310.	Antivirus	(1 User) 1 year	Per Piece	
311.	Ink Epson Eco Tank L3216 A4 All-in-One Ink Tank Printer	ink Black	Per Piece	
		Ink Magenta	Per Piece	
		Ink yellow	Per Piece	
		Ink Cyan	Per Piece	

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312.	Ink HP 410 All-in-One Ink Tank Wireless Color Printer	ink Black	Per Piece	
		Ink Magenta	Per Piece	
		Ink yellow	Per Piece	
		Ink Cyan	Per Piece	
313.	Water Purifier	RO + UV + Alkaline, capacity- not less then 6.5 L tank	Per Piece	
314.	Refrigerator	180 L, Direct Cool Single Door 5 Star Refrigerator, Warranty: 10 Years Compressor Warranty, 1 Year Comprehensive Warranty	Per Piece	