

TORs

1. Inspection/acceptance of items shall be carried out as per the specifications given in 'Annexure-A'.
2. The bidding firm should have a minimum of 2 years' experience (attach a statement on Company letter head elaborating experience) of similar assignments (preferably with Government, Semi-Government or autonomous bodies).
3. The bidder shall provide a list of existing clients.
4. The bidding firm should not be blacklisted by any public or private sector organization (attach an attested affidavit) duly verified by the Oath Commissioner.
5. Bidders must submit rate of all items along with the total amount.
6. The stationery items should be ex-stock and provided on immediate basis after the award of purchase order but not late than 05 days.
7. The contract will be awarded to the lowest evaluated bidder achieving highest marks on the basis of the following criteria.

- i. Paper Reams total marks = 50
 - ii. Printer Toner total marks= 30
 - iii. Other Stationery total marks= 20
- Total Marks = 100**

Sr#	Paper Reams	Total Marks 50
1	1 st Lowest Bidder	50/50
2	2 nd Lowest Bidder	45/50
3	3 rd Lowest Bidder	30/50
2	Printer Toners	Total marks 30
1	1 st Lowest Bidder	30/30
2	2 nd Lowest Bidder	25/30
3	3 rd Lowest Bidder	15/30
3	Other Stationery items	Total Marks 20
1	1 st Lowest Bidder	20/20
2	2 nd Lowest Bidder	15/20
3	3 rd Lowest Bidder	10/20

STATIONERY REQUIREMENT

Sr#	Item Description	Qty	Estimated Annually Requirement
1	Ball Point (piano)	10x1	20 box
2	Binding Sheets	100x1	6 Packet
3	Binding Tape Size 2 inch	1x1	24 pieces
4	Blanco	10x1	02 boxes
5	Board Marker (Dollar)	10x1	3 boxes
6	Box File	1x1	350 pieces
7	Binder Clip 15mm	12x1	10 boxes
	19mm	12x1	10 boxes
	25mm	12x1	10 boxes
	31mm	12x1	10 boxes
	42mm	12x1	10 boxes
	51mm	12x1	10 boxes
8	Calculator	1x1	10 pieces
9	card book album	1x1	6 pieces
10	Color Page	100x1	1 packet
11	Cut Box	1x1	12 pieces
12	D Ring files	1x1	150 pieces
13	Duster	1x1	100 pieces
14	Envelop Size 9*4 white	1x1	300 pieces
15	Envelop Size A4 white	1x1	300 pieces
16	Heavy Duty Punch machine	1x1	1 piece
17	Heavy Duty Stapler	1x1	1 piece
18	Heavy Duty Stapler Pins	1x1	24 boxes
19	Highlighter	1x1	50 pieces
20	HP Color Laser Jet MFP M177fw printer toner	1x1	2
21	HP Laser Jet 700 M712 printer toner	1x1	5
22	HP Laser Jet Pro 200 Color printer toner	1x1	2
23	HP Laser Jet Pro 400 printer toner	1x1	5
24	L Folder	1x1	100
25	Lead Pencil (Deer)	12x1	10 packet
26	Log Book	1x1	4 pieces
27	Note pad small imported	1x1	200 pieces
28	Packing Tape	1x1	12 pieces
29	Paper Clips	80x1	50 boxes
30	Paper Cutter	1x1	12 pieces
31	paper file cover	1x1	100 files
32	paper flags	1x1	150 pieces
33	Paper Reams A4, AA	5x1	120 boxes

Annex - A

	Paper Reams Legal AA	5x1	05 boxes
34	Paper Size A3 AA	5x1	2 box
35	Permanent Marker (Dollar)	10x1	3 boxes
36	Phone Index	1x1	3 pieces
37	Pin Remover	1x1	24 boxes
38	Plastic Covers (file)	1x1	500 files
39	punch Machine (Opal)	1x1	12 pieces
40	Rubber	1x1	24 pieces
41	Ruler Steel	1x1	12 pieces
42	Scissor	1x1	12 pieces
43	Scotch Tape 1" (Deer)	1x1	40 pieces
44	Separator Card	10x1	300 pkt
45	Separator Plastic	10x1	300 Pkt
46	Sharpener	1x1	24 pieces
47	Soft Board Pins	50x1	12 boxes
48	Stamp Pad	1x1	12 pieces
49	Stapler (Opal)	1x1	12 pieces
50	Stapler pins	1x1	70 boxes
51	sticky notes 3*3	1x1	50 pieces
	sticky notes 3*4	1x1	50 pieces
52	Table Set with Letter Tray	3x1	6
53	Uni Ball Pen (Eye)	10x1	80 boxes
54	White Board Erasable Marker (Dollar)	10x1	05 boxes
55	Writing Pad Large Imported	1x1	200 pieces
56	UHU Gum 21gm	1x1	24 pieces