

SCHEDULE RATES FOR STATIONERY ITEMS

PAPERS:-

Sl. No	Name of the items	Specification	Make or Brand Name	No. of items containing in each unit	Rate per unit		Sales Tax/VAT/ Trade tax @	Remarks
					In figures Rs.	In words Rs.		
1.	Photo copier paper A4 Size	210 x 297mm. 75 gm/m ² , 2.3Kg.		500 Sheets in one Ream				
2.	Photocopier paper Legal size	210 x 345mm 75 gm/m ² , 2.77Kg.		500 Sheets in one Ream				
3.	Executive bond paper A 4 size	210 x 297mm. 85 gm/m ² , 2.3Kg.		Per Packet of 250 seats				
4.	Photo glossy paper/Inkjet Photo Paper A4 Size	127/130 GSM		Per Packet of 50 seats				
5.	Photo glossy paper/Inkjet Photo Paper A4 Size	150 GSM		Per Packet of 50 seats				
6.	Inkjet Photo paper/Photo Glossy paper	10"x12", 254GSM Single sheet		Pkt. of 100 sheets				
7.	Maplitho Cream Wove	45.5 x 56cm, 7.3 kg.		Each Ream				
8.	Maplitho Cream Wove	43 x 69 cm., 8.5 kg.		Each Ream				
9.	Ledger Plain	51 x76 cm, 15.5 kg.		Each Ream				
10.	Ledger Plain	43 x 69cm, 15.5kg.		Each Ream				
11.	Cover Plain	51 x 76 cm,19.4 kg		Each Ream				
12.	Sunlit Art Card Sheet	22" x 28", 15.2 kg		Each Groos				
13.	Colour Card Sheet	22"x28", 11.5kg.		Each Groos				

COMPUTER STATIONERY :-

Sl. No.	Name of the items	Specification	Make or Brand Name	No. of items containing in each unit	Rate per unit		Sales Tax/VAT/ Trade tax @	Remarks
					In figures Rs.	In words Rs.		
1.	Transparency sheet Ordinary	100 Micron		100 Sheets/Pkt.				
2.	DVD R	4.70 GB		Each Disk in Plastic Case				
3.	CD's (i) read	(i) 700MB		Each Disk in Plastic Case				
	(ii) read & write	(ii) 700MB		Each Disk in Plastic Case				
4.	Pen Drive	8GB						
		16 GB						
		32 GB						

FILE COVER & FILE BOARD :-

*1.	File cover 14.5"x 10" Coloured 2 folded flap, hand made paper pasted binding cloth strip in central fold, eyeleted & university name & seal printed on cover Weight 70 Kg./1000 nos., 36 x 25 cm.		Each				
*2.	File cover 14.5"x 10" Coloured 2 folded flap, good quality card sheet pasted binding cloth strip in central fold, eyeleted & university name & seal printed on cover Weight 70 Kg./1000 nos., 36 x 25 cm.		Each				
3.	File board 14.5"x10", Board. 28 once White paper pasted, flaps with pasted cloth, cotton dori 1 mtr. Weight 100 Kg./1000 nos., 136 x 24 cm.		Each				
4.	Guard File Special, Cloth binding size 35 x 25 cm, 100 pages		Each				
5.	Guard File Special, Cloth binding size 35 x 25 cm, 200 pages		Each				
6.	Stick File		Each				
7.	L Folder PVC		Each				

REGISTERS & ENVELOPES:-

1.	Register 1 Qr. (96 pages) simple binding Cut size 30x18 cm cover board 28 Oz. , 57 GSM University name & seal printed on cover		Each				
2.	Register 2 Qr. (192 pages) & same as above		Each				
3.	Register 3 Qr. (288 Pages) & same as above		Each				
4.	Register 4 Qr. (384 pages) & same as above		Each				
5.	Register 6 Qr. (576 pages) & same as above		Each				
6.	Envelope 7"x 5" white 75 GSM		Per 100 Nos.				
7.	Envelope 9"x 4" Brown 75 GSM		--do--				
8.	Envelope 9"x 4" white 75 GSM		--do--				
9.	Envelope 11"x 5" white 75 GSM		--do--				
10.	Envelope 11"x 5" Brown 75 GSM						
11.	Envelope A 4 size Plastic Coated		--do--				
12.	Envelope 10"x12" (A4) Cloth Pasted Paper 80 GSM		--do--				
13.	Envelope 12"x 16" Plastic Coated (F/S)		--do--				
14.	Envelope 12"x16" Brown Paper 80 GSM Cloth Pasted		--do--				
15.	Envelope 13"x18" Cloth Pasted Paper 80 GSM Brown		--do--				
16.	Envelope 13"x18" Cloth Pasted Paper 80 GSM yellow		--do--				

MISCELLANEOUS STATIONERY ITEMS :-

1.	Stamp pad 70 x 110mm (Blue & Black)		Each				
2.	Stamp pad ink 30 ml. Blue & Black		Each				
3.	Gum Pot 300 ml.		Each				
4.	Gum Bottle 700 ml.		Each				
5.	Pin cushion Magnetic deluxe		Each				
6.	Correction Pen		Each				
7.	Gum Tube 20 gm./25 gm.		Each				
8.	Stapler machine No.10		Each --do--				
9.	Stapler pin no. 10 containing 1000 staples		Each Pkt.				
10.	Jambo Jet Stapler No. 24/6		Each				
11.	Stapler pin 24/6 containing 1000 staples		Each Pkt.				
12.	Stapler heavy duty for report binding (Stapling capacity 2 – 160 sheets) 23/17		Each				
13.	Stapler pin 23/17 containing 1000 staples		Each Pkt.				
14.	Alpin rust proof fine hard tip 100 gm. Pack, Nickel plating		Each Pkt.				
15.	‘U’ Clip large size, Nickel Plated 35 mm		Each pkt.				
16.	‘U’ Clip plastic coated normal size		Each pkt.				
17.	Suja with steel handle		Each				
18.	Dumper/Finger Grip with sponge		Each				
19.	Punching machine single hole 4.5 mm		Each				
20.	Punching machine double hole 4.5 mm		Each				
21.	Thumb Pin, Plastic Headed		Each Pkt.				
22.	Transparent tape 3/4” width, 30/35 mtr. Length		Each roll				
23.	-----do----- 1” -----do-----		--do—				
24.	Transparent tape 2” width, 30/35 mtr. Length		--do—				

25.	Colored plastic tape 2" width 30/35 mtr. Length		Each				
26.	Transparent tape cutter		Each				
27.	Marker pen OHP		Each set of 5 pens				
28.	High lighter pen (Green, Yellow & Red)		Each --do-- --do--				
29.	Glass /Permanent marker pen		Each --do--				
30.	Glue stick 15 gm.		Each				
31.	Paper knife		Each				
32.	Self Adhesive Strip Pack Multicolored Size 3"x 3", 3 strip pad, 80 sheet each colour		Each				
33.	Self Adhesive Sticky Notes Multicolored Size 3"x 3"		Each				
34.	Black Board/Green Board Duster simple		Each				
35.	White board marker pen		Each				
36.	White board duster		Each				
37.	White board duster Magnetic						
38.	Chalk dustless (white) 10 sticks pack		Each Pkt.				
39.	Chalk dustless (white) 50 sticks pack		Each Pkt.				
40.	Chalk dustless (white) 100 stick pack		Each Pkt.				
41.	Writing pad Ruled A5 Size in 20 Sheets		Per pad				
42.	Writing pad Ruled A5 Size in 40 Sheets		Per pad				
43.	Writing pad Ruled A5 Size in 80 Sheets		Per pad				
44.	Writing pad Plain A5 Size in 20 Sheets		Per pad				
45.	Writing pad Plain A5 Size in 40 Sheets		Per pad				
46.	Writing pad Plain A5 Size in 80 Sheets		Per pad				
47.	Chalk Holders (Superior quality)		Each				
48.	Card Sheet colored A4 Size in 100 Nos. packing (Red & Blue)		Each pkt.				
49.	Calculator Simple 12 Digit		Each				
50.	Calculator Scientific		Each				

51.	Comb spiral (Red & Blue)	8mm		Each				
52.	-----do-----	10 mm		Each				
53.	-----do-----	12 mm		Each				
54.	-----do-----	14mm		Each				
55.	-----do-----	16 mm		Each				
56.	-----do-----	19 mm		Each				
57.	-----do-----	22 mm		Each				
58.	-----do-----	25 mm		Each				
59.	Transparent PVC cover A 4 size in 100 Nos. packing			Each pkt.				
60.	Gel Pen (Blue, Red, Green & Black)			Each				
61.	Gel Pen Refill as above			Each				
62.	Jetter pen as above			Each				
63.	Refill for Jetter pen as mentioned above			Each				
64.	Writer pen as above			Each				
65.	Ball pen as above			Each				
66.	Ball pen Refill 045 ball pen as mentioned above			Each				
67.	Plastic Scale 12"			Each				
68.	Steel Scale 12"			Each				
69.	Table Pencil Sharpener			Each				
70.	Sketch Pen Multicolour			Each				
71.	Carbon Paper 210 x 330 mm Single side			Each Pkt.				
72.	Carbon Paper Double sided 210 x 330 mm			Each Pkt.				
73.	Synthic adhesive Tube 50 gm.			Each tube				
74.	Pencil ordinary HB			Per 10				
75.	Shorthand Pencil			Each				
76.	Rubber Non-dust			Each Pkt.				
77.	File Tag Bunch 35 No. Each Bunch			Each Bunch				
78.	Pencil Sharpener ordinary			Per 100				
79.	Paper weight Coloured Glass			Each				
80.	Clip Board Size (Plastic) good quality			Each				
81.	Pen Stand with two pen			Each				
82.	Push Bell			Each				
83.	Clip Steel different size			Each Pkt.				

84	Shorthand Note Book 160 pages		Each				
85	Pen Holder Tumbler		Each				
86	Instant Adhesive		Each Tube				

NOTE:- ONE SAMPLE OF EACH ITEM MUST BE SENT WITH THE TENDER SEPARATELY. THE SAMPLE SHOULD INVARIABLY BE RECEIVED IN THIS OFFICE ON OR BEFORE DUE DATE & TIME OF TENDER.

**Signature of Tenderer
with seal**

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पत्रावली संख्या.....



गोविन्द बल्लभ पन्त कृषि एवं प्रौद्योगिक विश्वविद्यालय
पन्तनगर - 263145 रुधमसिंह नगर
(उत्तराखण्ड)

कार्यालय :

पत्रावली संख्या :

विषय:

अनुभाग :

