



भारतीय रिज़र्व बैंक

पणजी, गोवा

www.rbi.org.in

आरबीआई पणजी को कार्यालय स्टेशनरी सामग्री, कंप्यूटर उपभोग्य वस्तुएं, मुद्रित सामग्री (रजिस्टर, फॉर्म और विजिटिंग कार्ड) और रबर स्टॉप आदि की आपूर्ति के लिए विक्रेताओं को पैनल में शामिल करने के संबंध में।

पणजी में कार्यालय/प्रतिष्ठान वाले आपूर्तिकर्ताओं से आवेदन आमंत्रित किए जाते हैं, जो कम से कम 3 वर्ष की अवधि के लिए स्टेशनरी सामग्री, कंप्यूटर उपभोग्य सामग्रियों, मुद्रित सामग्री (रजिस्टर, फॉर्म और विजिटिंग कार्ड) और रबर स्टॉप आदि की आपूर्ति कार्य से जुड़े हैं। आपूर्तिकर्ता के पास जीएसटीआईएन और पैन आदि होना चाहिए।

2. आवेदन पत्र भारतीय रिज़र्व बैंक, 7वीं मंजिल, गेरा इम्पीरियम II, पाट्टो, पणजी 403001 से सप्ताह के दिनों में (सोमवार से शुक्रवार) सुबह 10.00 बजे से शाम 4.00 बजे तक प्राप्त किया जा सकता है। इसे बैंक की वेबसाइट www.rbi.org.in से 'टेंडर्स' लिंक के तहत भी डाउनलोड किया जा सकता है।

3. आवेदन निर्धारित प्रारूप में सीलबंद लिफाफे में जमा किए जा सकते हैं, जिसके ऊपर "कार्यालय स्टेशनरी सामग्री, कंप्यूटर उपभोग्य सामग्रियों, मुद्रित सामग्री (रजिस्टर, फॉर्म और विजिटिंग कार्ड) और रबर स्टॉप आदि की आपूर्ति के लिए विक्रेताओं का पैनल बनाना" लिखा हो। क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, 7वीं मंजिल, जीईआरए इम्पीरियम II, पाट्टो, पणजी 403001। आवेदन जमा करने की अंतिम तिथि 23 नवंबर 2023 अपराह्न 03:00 बजे तक है। बैंक बिना कोई कारण बताए किसी भी या सभी आवेदनों को स्वीकार करने या अस्वीकार करने का अधिकार सुरक्षित रखता है।

क्षेत्रीय निदेशक

भारतीय रिज़र्व बैंक

पणजी



**Reserve Bank of India
Human Resource Management Department
Panaji**

Notice for Empanelment

Notice for Empanelment of Vendors for supply of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Forms and Visiting Cards) and Rubber Stamps etc. to RBI Panaji – The Panel Year 2024-2027

1. The Reserve Bank of India, Panaji intends to prepare a panel of vendors/suppliers for supply of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Forms and Visiting Cards) and Rubber Stamps etc.
2. Application form can be obtained from Reserve Bank of India, 7th Floor, GERA Imperia II, Patto, Panaji 403001 from 10.00am to 4.00pm on weekdays (Monday to Friday). It can also be downloaded from the Bank's website www.rbi.org.in under the link 'Tenders'.
3. Last date for submission of duly filled application form is November 23, 2023 (should reach the office by 5.00pm) and it should be addressed to The Regional Director, Reserve Bank of India, 7th Floor, GERA Imperia II, Patto, Panaji 403001.
4. All the applications will be scrutinized on the basis of documents submitted. The applications meeting our specifications will be included in the panel valid for three years starting from April 01, 2024 to March 31, 2027.
5. The indicative list of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Forms and Visiting Cards) and Rubber Stamps etc. is given in [Annex V](#). Annual quotations will be asked for each item mentioned in the [Annex V](#) from vendors/suppliers included in the panel which will be valid for one year. For printed materials, quotations will be asked separately as per requirement.
6. For any other information or query, please contact us (on working days from 10:00 AM to 4:00 PM).

**Manager
Human Resource Management Department
Reserve Bank of India
Gera Imperia II, 7TH Floor, Patto
Panaji 403001**



**Reserve Bank of India
Human Resource Management Department
Panaji**

Pre-Qualification criteria:

1. The Vendor should be a sole proprietor concern, partnership firm or company and registered with Registrar of Firms/Registrar of Companies (**appropriate authority**) wherever applicable and should have minimum 3 years of experience in the field.
2. The vendor should preferably have supplied Office Stationery Articles, Computer Consumables, Printed materials (Registers, Forms and Visiting Cards) and Rubber Stamps etc. to reputed institutions like banks, Govt/Quasi Govt, Public Undertakings and Statutory bodies etc. The Vendor supplying any one or more category of items from the attached list will be eligible for applying.
3. The vendor should have filed income tax returns for last three years.
4. The vendor should be capable of supplying items at the Bank's office with no additional cost and sometimes even at short notice as and when required.
5. The vendor should have own office/establishment in Panaji/Goa.
6. The vendor should have annual turnover of Rs 2,00,000/- for supply of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Forms and Visiting Cards) and Rubber Stamps etc for each year during last three financial years ending March 31, 2023.
7. The vendor should not have been debarred/delisted by any Govt/Semi Govt/PSU unit etc.

Scope of work:

1. Supply of all types of stationery items as per indicative list attached which includes computer stationery (printing papers), other Computer Consumables as per the list attached.
2. Printing of stationery articles (envelopes, paper bags etc.)
3. Printing of registers, forms, slips etc.
4. Photocopying and binding of materials/papers.
5. Making of rubber stamps/seals etc.

Application for Empanelment of Vendors

The Regional Director
Reserve Bank of India
701, Gera Imperia II
Patto, Panaji - 403001

Empanelment of Vendors for supply of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Forms and Visiting Cards) and Rubber Stamps/seals etc. to RBI Panaji – The Panel Year 2024-2027

With reference to your advertisement dated _____ displayed in local daily _____, we request you to empanel us as Vendor/Supplier for undernoted terms of work-

- a) Office Stationery
- b) Computer Consumables
- c) Printed Material (Register/Forms/Visiting Cards)
- d) Rubber Stamps

(Applicant may please ‘tick’ the items to be supplied)

1	Name of the Applicant/Organisation Address of the Registered Office Address of the office /establishment in Panaji		
2	Type of organization/Establishment (Proprietorship/Partnership firm/Public or Private Limited Company etc.) Date of Establishment/starting of business		
3	Name of Proprietor/Partners/Directors of the Organization/Firm		
4	Details of Registration Name of the Registration Authority Date with Registration Number		
5	TIN No PAN/TAN		

	GST Registration No.												
6	In operation since (years)												
7	Annual Turnover of the organization/Establishment for the last three financial years FY 2020-21 FY 2021-22 FY 2022-23 (Attested statement of accounts)												
8	Experience in the field of supply along with the list of major clients (Enclose documentary proof for last three years with certificate in Annex IV regarding quality of articles and punctual execution of orders)												
9	The designation, telephone No. and email ID of the authorized signatory who will deal with the Bank												
10	Bank Name Bank Account No. Type of Account IFSC Code												
11	Any pending court matter against the organization/establishment/firm pertaining to orders executed? If yes, provide the necessary details												
12	Details of work/supplies for last three years – <table border="1" data-bbox="319 1686 1351 2072"> <thead> <tr> <th>Sr. No</th> <th>Details of Work</th> <th>Organisation where the Stationery Articles, Computer Consumables, Printed materials (Registers, Forms and Visiting Cards) and Rubber Stamps/seals etc tationery is supplied</th> <th>Year</th> <th>Cost in Rupees</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Sr. No	Details of Work	Organisation where the Stationery Articles, Computer Consumables, Printed materials (Registers, Forms and Visiting Cards) and Rubber Stamps/seals etc tationery is supplied	Year	Cost in Rupees					
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(If the space is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed)

I/We do hereby certify that the information provided above at 1 to 12 nos is correct and true in all respect. In case of furnishing of any false information or suppression of any material information, the applicant shall be liable for rejection besides initiation of penal proceedings by the Bank as deemed fit.

Signature:

Name:

Designation:

Firm's Name:

Address:

Seal of the Establishment/Firm

Date:

Enclosures:

Mandatory documents required with the Application: -

1. Copies of following documents are required to be submitted along with the application:

a) Copy of Certificate of Incorporation (in case of companies registered under the Companies Act 1956)/Registration Certificate (in case of partnership firms and proprietary concerns)

b) A copy of shop license

c) Copy of GST registration certificate

d) Copy of PAN/TAN

e) A copy of cancelled cheque

f) Documentary Evidence (like supply/purchase orders/delivery challans) for supply made to organizations to support details in terms of experience.

g) Copies of last three years IT Returns/audited Accounts Statements

2. Each page of the application must be signed with seal at the bottom by the authorized person.

3. Intending applicant is required to submit the duly filled declaration form given in [Annex II](#). Banker's certificate should be on letterhead of the Bank, sealed in cover and addressed to The Regional Director, Reserve Bank of India, 7th Floor, Gera Imperia II, Patto, Panaji, 403002.

4. Client's report in the prescribed form as per [Annex-IV](#).

5. The Bank may ask any additional information any time, if required.

Terms and Conditions and Eligibility Criteria for Empanelment of Vendors for Supply of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Forms and Visiting Cards) and Rubber Stamps etc.

1. The applicant should have own office /establishment in Goa.
2. The applicant should have minimum experience of three years of supplying materials in the category applied for with certificate/document thereof.
3. Applicants should be those who are already having supply arrangements of stationery item with large Corporate Entities/PSUs/Government/Quasi Govt./Undertakings/other reputed Departments, Relevant Records shall be submitted along with the application.
4. The supplier should not have been debarred/black-listed by any Government/Semi-Government/PSUs.
5. The supplier should have valid TIN and PAN.
6. Application along with covering letter and supporting documents shall be submitted in a sealed cover superscribing “**Application for Empanelment of Vendors for Supply of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Forms and Visiting Cards) and Rubber Stamps etc.**”
7. Information furnished in the application will be kept confidential.
8. Applications containing false or inadequate information are liable for rejection without assigning any reason thereof.
9. Bank also reserves the right to reject any or all the applications without assigning any reason thereof.
10. Decision of the Bank with regard to empanelment of the vendors shall be final and binding.
11. The applicant should have a current account in any Scheduled Bank and submit the banker’s reports in this regard as per [Annex III](#).
12. Bank will give no guarantee about the definite volume of purchase from empaneled supplier at any given time or throughout the tenure of the empanelment.
13. Annual quotations will be asked for each items mentioned in the [Annex V](#) from vendors/suppliers included in the panel which will be valid for one year. For printed materials, quotations will be asked separately as per requirement. In case of indent for a specific brand of provision, the brand shall not be substituted without the permission of the Panaji Regional Office.

14. Empanelment of the eligible suppliers will be valid till March 31, 2027, subject to the review thereof every year based on their performance.
15. Applicants should ensure that copy of all relevant documents are enclosed with the tender document. Vendors are required to preserve the originals of documents ready for verification by the Bank at any point of time.
16. Vendors/Suppliers currently supplying the stationery to the Panaji Regional Office are also eligible to apply for the empanelment.
17. The Suppliers shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013".

In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will need to be filed before the Internal Complaints Committee constituted by the suppliers and the supplier shall ensure appropriate action under the said Act in respect to the complaint.
18. Any complaint of sexual harassment from any aggrieved employee of the supplier against any employee of the Bank shall be taken cognizance by the Regional Complaints Committee constituted by the Bank.
19. The supplier shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the supplier is proved.
20. The supplier shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
21. All legal suits, actions or proceedings relating to or arising out of the agreement shall be subject to jurisdiction of courts/tribunals at Panaji only.
22. The contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Bank and the Bidder in connection with or arising out of the Contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitration by the Regional Director, Reserve Bank of India, Panaji who shall give written award of his decision to the Bidder. The decision of the Regional Director will be final and binding.

23. The terms and conditions mentioned in the tender document shall form the part and parcel of this agreement.

24. All the expenses required for executions of this contract shall be borne by the vendors/contractors/ agency.

The above Terms and Conditions are considered during selection of empanelment.

Signature of the authorized person

Name :

Designation :

Firm's name :

Address:

Seal

Date

Declaration form to be filled in and signed by intending applicant

1. I/We have carefully studied the eligibility conditions and other terms and conditions and satisfied myself/ourselves that all the eligibility conditions are being met by me/us.
2. All the information furnished by me/us is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the empanelment process or if empaneled, I/we may be removed from the approved list of suppliers.
3. I/We understand that the Bank reserves the right to accept or reject any or all the applications for empanelment either in part or in full, without assigning any reason thereof. The decision of the Reserve Bank of India in selection of the supplier will be final and binding on me/us.
4. I/We understand that if empaneled, I/We may be removed from the approved list of suppliers if my/our performance is/are not found to be satisfactory and I/We may also be liable to be debarred from dealing with the Bank for a period extending upto three years.
5. No other firm/company from our business group has applied for empanelment in the segment applied for with RBI Panaji.
6. I/We have not been debarred, blacklisted by any Govt./Semi Govt./PSU Organisations / Regulatory Bodies.
7. I/We also agree that I/We have no objection if enquiries are made about the works from our client/banker etc.

Signature:

Name:

Designation:

Seal of the Supplier:

Date:

Place:

(The Bank reserves the right to add/delete/modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application by the Bank would not guarantee the award of contract).

Bankers' Certificate

The Regional Director
Reserve Bank of India
7th Floor, Gera Imperia II
Patto, Panaji 302001.

Bankers' Certificate from a Scheduled Bank

This is to certify that to the best of our knowledge and information Ms/Shri/Smt _____ having the noted address at _____, is a respectable customer of our bank and can be trusted for any engagement upto a limit of Rs. _____ (Rupees _____).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers of the bank.

For the bank

(Signature with seal)

Date:

Name and designation:

Telephone No:

Note:

1. Bankers' certificate should be on letterhead of the bank, sealed in cover and addressed to the empaneled authority, in this case, Regional Director, Reserve Bank of India, Panaji.
2. In case of partnership firm, certificate to include names of all the partners as recorded with the bank.

Client's Certificate regarding performance of Vendor

Name and Address of the client-

Details of works executed by Shri/M/s-

1	Brief details of the items supplied (list can be attached)	
2	Agreement No. and Date	
3	Details of any non-adherence to the Terms of the Agreement	
4	Comments on the capabilities of the supplier/vendor- a) Technical Proficiency b) Financial Soundness c) Adherence to timeliness d) Quality of goods supplied	

ANNEX- V

Sl.no	Name of Item	Specification
1	A4 Size paper	80 GSM – packet equivalent to JK Sparkle or TNPL Paper or Bilt Copy Power–packets containing 500 sheets
2	Paper folders	12"x9"- Eco Kraft Card (Khaki)- 350GSM - pre – printed – Logo and bi-lingual name of RBI (some important phrases will be printed in English and Hindi on inner sides of the folder in Black colour. The text will be supplied to the successful bidder.) Two pockets in inner side of folder - pocket size – 8.5"x5". Folder to be made in single piece. Pocket separately pasted will not be accepted.
3	Spring files	Spring files of superior quality – size-14"x10" - pre-printed in assorted colour except black –card printing on front side with Name and Logo of RBI–good quality heavy duty long cobra spring - card thickness- 900 gsm - with full cloth pasting on sides and spine (back).
4	Meeting pads (Ordinary)	10 pages (exclusive of cover pages) 8 1/2 " * 5 1/2 " size Paper -80 gsm- pre– printed – Logo and bi-lingual name of RBI
5	Executive Meeting Pads	25 page (good quality) 80 gsm - pre – printed – Logo and bi-lingual name of RBI-8 1/2" x5 1/2"
6	Spiral Meeting Pads – Medium (Ruled)	20 pages 80 gsm – size 8 1/2" X 5 1/2"- pre – printed – Logo and bi-lingual name of RBI
7	Thick Blue Sheets	Thick blue Ledger paper - A/4 size - 80 gsm – packet of Equivalent to JK Paper
8	Envelopes – white - plain printed – (15"*11")	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap
9	Envelopes – white – Laminated -printed – (15"*11")	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap
10	Envelopes – white - plain printed – (12"*9") A4	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap
11	Envelopes – white – Laminated-printed – (12"*9")	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap
12	Envelopes – white - Window printed – 10"*5"	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap

13	Envelopes – off white – without Window printed –10”*5” (for Executive use)	with the RBI name and logo printed in Hindi and English along with address of the office/department 100 gsm with Stick Flap
14	Envelopes – white – Without Window, plain - printed –10”*5”	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap
15	Envelopes – white – Without Window, Laminated - printed–10”*5”	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap
16	Envelopes cloth line – Green colour – 12”x9” - (A 4)	with the RBI name and logo printed in Hindi and English along with address of the office/department -superfine quality
17	Envelopes cloth line – Green colour – 15”x11”	with the RBI name and logo printed in Hindi and English along with address of the office/department -superfine quality
18	Envelopes cloth line - half file (size 16” X 12”) - (A 3)	with the RBI name and logo printed in Hindi and English along with address of the office/department -superfine quality
19	Envelopes cloth line – Green colour – 18”x 14”	with the RBI name and logo printed in Hindi and English along with address of the office/department -superfine quality
20	Envelopes cloth line - Box type (size 16” X 12”)	with the RBI name and logo printed in Hindi and English along with address of the office/department -superfine quality
21	File board (Two flaps)	F/C size of good quality cardboard with a 40" lace securely fastened & 4" flap of any colour except black (Gauge 32)
22	File board (Four flaps)	Foolscap size of good quality card board with a 40 inches white and good quality lace fitted from within the full flap -any colour other than black - in packets of 12 each -Gauge 32
23	Pencil – Black (Packets of 10 each)	Pencil with eraser – (equivalent to Faber Castell brand - black matt - 1112 (2B) with the RBI name in Hindi & English)
24	Pencil – Black (Packets of 10 each)	Pencil with eraser – (equivalent to Apsara brand with the RBI name in Hindi & English)
25	Punching machine - small	Equivalent to Kangaroo 280
26	Punching machine – medium	Equivalent to Kangaroo DP- 500
27	Punching machine – Big	Standard product (Equivalent to Veeto)
28	Box Files	F/C size - with good quality of clips and good quality of cardboard Gauge 32 (equivalent to Raj brand Kangaroo metal clip with heavy laminated card board)
29	Scroll Books Ordinary	Legal size - 80 GSM
30	Ordinary register – 72 pages	72 pages - Ledger Paper
31	Ordinary register – 144 pages	144 pages – Ledger Paper

32	Meeting pen	Equivalent to Lexi 0.5 – Cello speed with printing of logo and bilingual name of RBI
33	Pen – Gel pen	Equivalent to Add Gel Achiever pen
34	Pen - Equivalent to Cello Pointec 0.5 pen	Equivalent to Cello Pointec 0.5 pen
35	Pen - Equivalent to Rorito Jetter Aerosoft	Equivalent to Rorito Jetter Aerosoft
36	Ink stamping pad – Small	Equivalent to Faber Castle brand - 51 mmX95 mm.
37	Ink stamping pad – Medium	Equivalent to Faber Castle brand - 70 mmX111 mm.
38	Ink stamping pad – Big	Equivalent to Faber Castle brand -95 mmX159 mm.
39	Ink for stamp pads – Violet, Black, Blue and Red	Equivalent to Faber Castle brand - 50 ml.
40	Eraser	Equivalent to Natraj brand – 621 PLASTO
41	Sharpener	Equivalent to Camlin brand
42	Foot rule	Acrylic foot rulers- Equivalent to Camlin 1.5" width * 12 " length - packets of 10 pcs each- with the RBI name and logo printed in Hindi and English
43	Highlighters – various colour (Red, Yellow, Blue, Orange, Green)	Equivalent to Faber-Castell Text liner 48 refill
44	White Board Markers (Black, Blue, Red, green)	Equivalent to Kores Smoothie White Board Marker -EN- 71/3 Bullet Tip
45	White board Dusters	
46	Scissors (medium)	Equivalent to model no. ms 65, brand-music, stainless steel – 16 cm
47	Scissors (big)	Equivalent to model no. ms 95, brand-music, stainless steel – 23.5 cm
48	Stapler - Small	Equivalent to Kangaroo brand no. 10 - 384556 - Co. packing
49	Stapler -Big	Equivalent to Kangaroo brand-HD 45- 384556 - Co. packing
50	Stapler Pins – 24/6 (Big)	Equivalent to 24/6 Kangaroo brand
51	Stapler Pins - (Small)	Equivalent to Kangaroo brand staples no. 10 1M - Chisel pointed staples - small packets of 1000 staples each
52	C D Marker	Standard product equivalent to Faber Castle product
53	Rubber Band (500 GMS. PACKET)	2" and 4" size - A-1 / Equivalent to Leera brand packet of 500 gms each [NYLON GRIP]

54	Permanent Marker (76mmx25mm)	Permanent marker pen – Equivalent to Kores Bright mark - Co. packing
55	Stick on Notes - 3"X3" yellow colour paper	Size 3"X3" yellow colour –100 pcs–equivalent to 3M post it flags-100pcs
56	Arrow flags (multicolour)- 3 A	Equivalent to post it flags
57	Sealing Wax	Standard product (Line)-pack of 8 pcs.
58	Gum brush	Standard product
59	Adhesive Paste Bottle	Equivalent to Camel 700 ml. gum brand of Camlin Ltd.
60	Glustick -15 gram	15 gram–Equivalent to fevistick product
61	Cello tape -30 metres	Tape of 1" width - 30 metres spindle pkg
62	Brown Tape	Tape of 2" width - 40 metres spindle pkg
63	Cello Tape - white	Tape of 2" width - 40 metres spindle pkg
64	Binder Clips –15 mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 15 mm. Each packet contains one dozen binder clips.
65	Binder Clips –19 mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 19 mm. Each packet contains one dozen binder clips.
66	Binder Clips –25mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 25 mm. Each packet contains one dozen binder clips.
67	Binder Clips –32mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 32 mm. Each packet contains one dozen binder clips.
68	Binder Clips –41mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 41 mm. Each packet contains one dozen binder clips.
69	Binder Clips –51mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 51 mm. Each packet contains one dozen binder clips.
70	Gem Clips – 30 mm (Pkts) / U-clips	Paper clips -U clips - bright nickel electro plated - 100 special clips -30 mm in original mill packing (equivalent to Rolex)
71	Gem clips – Plastic – coloured – 28 mm	Equivalent to Music product –packet of 100 pcs
72	Pin (Tachani)	Equivalent to Rolex Bright electro nickel plated with 50 gms of pins in each box
73	Water Sponge	Equivalent to Mangal brand
74	Plastic I card cover (5"x4") with metal clips – for visitors entry pass	Standard product – Gauze 10
75	Tag Multi colour – Tag for tying papers	Good quality – packets of 50 pieces
76	Coloured push pins	Packet of 100 pins-standard product
77	Calculator	Equivalent to Casio MJ 120D-12 digits
78	Cloth for parcel - White	1 mt width
79	Pen - Parker brand	equivalent to Parker Vector Standard CT BP Mix

80	Brown Envelopes -A4	A4 Size, 80 gsm
81	Brown Envelopes - Half A4	25*10 cm Size (80 gsm)
82	AAA Batteries	Equivalent to Eveready
83	AA Batteries	Equivalent to Eveready
84	Key case	
85	Key chain	
	Cartridges and Toners	
1	Canon MaxiFy MB-5170	PGI-2700 Cyan
		PGI-2700 Magenta
		PGI-2700 Yellow
		PGI-2700 Black
2	HP laserjet 1536 dnf	HP 278AC toner
3	HP office jet pro 9020	965XL Cyan
		965XL Magenta
		965XL Yellow
		965XL Black
4	Hp laser jet pro M203dw	HP 30A Black Laserjet Toner Cartridge
5	Hp laser jet pro M202dw	HP CC388AC Blk Contract LJ Toner Cartridge
6	HP office jet 9010	965XL Cyan
		965XL Magenta
		965XL Yellow
		965XL Black
7	Hp laser jet pro MFP M329dw	HP CF277A