

PUNATSANGCHHU-II HYDROELECTRIC PROJECT AUTHORITY

BHUTAN



TENDER DOCUMENT FOR "SUPPLY OF OFFICE STATIONERIES ITEMS THROUGH ANNUAL RATE CONTRACTS (ARC)".

TENDER NO: PHPA-II/SE(P&C)/NIT-01/2022

BJIMTHANGKHA, WANGDUE

APRIL 2022



TERMS & CONDITIONS

1 Scope of Supply

PHPA-II (also referred to as the “Purchaser”) invites bids from eligible and qualified Bhutanese suppliers/dealers (also referred to as the “Supplier”) for supply of Office Stationeries Items through Annual Rate Contracts (ARC) as per the Price schedule/Bill of Quantities (BoQ) enclosed in **Annexure-I**. The purchase orders shall be placed on the successful bidders either phase wise/quarter wise as per requirement of PHPA-II. The rates quoted by the Bidder(s) shall be indicated in the appropriate column of above schedule.

2 Eligibility Criteria: Tender documents can be downloaded by only those firms who meet the following criteria:

- 2.1 The bidders shall produce a valid trade license along with their application.
- 2.2 The bidders shall produce a valid tax clearance certificate.
- 2.3 The bidder shall produce documentary evidence for having supplied of similar materials to other Government/Private entities in the past 5 years reckoned on the date of submission.

3 Clarification of Tender Documents

- 3.1 A prospective bidder requiring any clarification of the Tender Documents may notify the Superintending Engineer (Proc. & Contract Wing) Punatsangchhu-II Hydroelectric Project, Bjimthangkha, Wangdue, Bhutan in writing, by email to procncontracts@phpa2.gov.bt.
- 3.2 Written copies of the Superintending Engineer’s response (including a description of the inquiry but without identifying its source) will be sent to all prospective bidders.

4 Amendment of Tender Documents

- 4.1 At any time prior to the deadline for submission of bids, the PHPA-II may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by the issuance of a/an Corrigendum/Addendum.
- 4.2 The corrigendum/addendum will be sent in writing by email to all prospective bidders. The same will be published on PHPA-II official website phpa2.gov.bt. Prospective bidders shall promptly acknowledge receipt thereof in writing or email to the PHPA-II.
- 4.3 In order to afford prospective bidders reasonable time in which to take an addendum/ corrigendum into account in preparing their bids, the PHPA-II may, at its discretion, extend the deadline for the submission of bids in accordance with **Clause 13**.

5 Cost of bidding

- 5.1 If a bidder intends to purchase hard copy of bidding document from undersigned office, the bidders shall submit Demand Draft/Cash warrant of Nu. 1000.00 in favour of PHPA-II.
- 5.2 For those bidders who have downloaded bidding document have to submit demand draft/cash warrant of Nu. 500.00 in favour of PHPA-II during submission of bids.
- 5.3 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

6 Language (s) and Law

- 6.1 The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the PHPA-II shall be written in the English language.



- 6.2 The governing law to which the Contract is to be subjected and according to which the contract is to be construed shall be as per the law of the kingdom of Bhutan.

7 Bid prices

- 7.1 The Bidder shall indicate on the Price Schedule, the unit prices and total Bid Prices of the goods to be supplied/ performed under the Contract. The format of Price Schedules shall be strictly adhered to by the Bidder.
- 7.2 The rates quoted shall be **FIRM** & F.O.R delivery at Central Stores, PHPA-II, Dogarthang, Wangdue, Bhutan excluding Bhutan Sales Tax (BST), but inclusive of charges such as Packing/Forwarding/Transportation/Loading/Un-loading etc.. Dogarthang site is about 48 km from Wangdue Bridge towards Tsirang High way

8 Currency of Bid

The unit rates and prices shall be offered entirely in Ngultrum. All payments due under the Contract shall be made in Ngultrum.

9 Validity of Offer

- 9.1 The bidder shall keep their offer valid up to **120 days (One Hundred Twenty days)** from the date of opening of tender.
- 9.2 In exceptional circumstances, prior to expiry of the original bid validity period, the PHPA-II may request the bidder for a specified extension in the period of validity. The request and the response thereto shall be made in writing. A bidder agreeing to the request will not be required/nor permitted to modify his bid.

10 Earnest Money

- 10.1 Earnest Money Deposit (EMD) amounting to **Nu. 24,000.00 (Nu. Twenty four thousand)** only in the form of Demand Draft/Cash Warrant/Bank Guarantee drawn in favour of PHPA-II, payable at Bank of Bhutan, Wangdue (Bhutan), shall be submitted in a **separate sealed envelope** marked 'EMD' which will be opened first. **Offers not accompanied by acceptable EMD shall be liable for rejection.** No interest shall be payable by PHPA-II on the Security Deposit.
- 10.2 EMD of successful bidder shall be discharged after receipt of acceptable Performance Bank Guarantee as per the clause at sl. no. 27.1. And EMD of unsuccessful bidder shall be discharged after finalisation of Tenders.

11 Format and Signing of Bids

- i. The bidder shall submit their bids by registered post or by hand. The Bidder shall seal the original bids (Technical & Price bid) in outer envelope and, duly marking the envelopes as **"Confidential"**.
- ii. The bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to bind the bidder to the Contract. Proof of authorization shall be furnished in the form of a written Power of Attorney which shall accompany the bid. All pages of the bid and entries where amendments have been made shall be initialed by the person or persons signing the bid.
- iii. The complete bid shall be without alternations, interlineations or erasures, except those to accord with instructions issued by the PHPA-II, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

12 Sealing and Marking of Bids

- 12.1 The bidder shall seal the original bids in an outer envelope, duly marking the envelopes as **"Confidential"** and bear following identifications:
- i. Be addressed to the **Superintending Engineer (Proc. & Contracts Wing), PHPA-II, Block E-4, Bjimthangkha, Wangdue, Bhutan** (Tel No. 975-02-461709 /02-471743/471744).
 - ii. Bid reference No...
 - iii. **"DO NOT OPEN BEFORE"** the date as specified in the NIT.



- 12.2 The envelope shall be sealed & signed with official stamp and shall contain the Original Bid (Technical & Price), copy of documentary evidence for supply of similar equipment/materials, copy of trade license, tax clearance certificate and any other relevant document in accordance with **Clause 2**.
- 12.3 If the envelope is not sealed and marked as instructed above, the PHPA-II will assume no responsibility for the misplacement or premature opening of the bid submitted.
- 13 Deadline for Submission of Bids.**
- 13.1 The bids must be received by the Superintending Engineer (Procurement & Contracts Wing), PHPA-II, Bjimthangkha, Wangdue, Bhutan as per time and date specified in NIT.
- 13.2 The PHPA-II may, at its discretion, extend the deadline for submission of bids by issuing an amendment in accordance with Clause 4, in which case all rights and obligations of the PHPA-II and the bidders previously subject to the original deadline shall thereafter be subject to the new deadline as extended.
- 14 Late Bids**
- Any bid received by the PHPA-II after the deadline for submission of bids prescribed by the PHPA-II in accordance with **Clause 13** will be returned unopened to the bidder.
- 15 Modification and Withdrawal of Bids**
- 15.1 The bidder may modify or withdraw his bid prior to deadline for submission of bid by giving modification or withdrawal notice in writing to PHPA-II.
- 15.2 The bidder's modifications or notice of withdrawal shall be prepared, sealed and clearly marked as "**Modification**" or "**Withdrawal**" as appropriate and delivered prior to deadline for submission of bid in accordance with **Clause 13**.
- 15.3 No bid will be modified after the deadline for submission of the bid.
- 16 Bidding Documents**
- Entire set of documents as issued to bidder shall be submitted after filling it wherever required & signing each page as a token of acceptance of all terms & conditions of the bid. No portion of issued document shall be retained by the bidder.
- 17 Bid Opening**
- 17.1 The PHPA-II shall open the bids, including modifications made pursuant to **Clause 15**, in the presence of the bidder's authorized representatives who choose to attend on **11.5.2022 at 1400 hrs (BST) in the Office of the Superintending Engineer (Procurement & Contracts wing), E-4 Block, PHPA-II, Bjimthangkha**.
- 17.2 Envelopes marked "**WITHDRAWAL**" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to **Clause 15** shall not be opened.
- 17.3 The bidder's name, bid prices, modifications, withdrawals, bid declaration in lieu of EMD and other such details as considered appropriate will be announced at the time of opening bids.
- 17.4 The PHPA-II will examine bids to determine whether; they are complete, properly signed, and generally in order.
- 17.5 The record of the bid opening including information disclosed will be preserved for office record.
- 18 Confidentiality of Bids**
- All documents, correspondence, decisions and other matters concerning this tender shall be considered of confidential and restricted nature and bidder shall not divulge or allow access thereto by any unauthorized persons.
- 19 Clarification of Bids**
- To assist in the examination, evaluation and comparison of bids, the PHPA-II may ask bidders individually for clarification of the bids. The request for clarification and the response shall be in writing or by fax or email, but no change in the price or substance of the bid shall be sought, offered or permitted.
- 20 Determination of Responsiveness**



- i. Prior to detailed evaluation of bid it will be determined whether each bid:
- ii. has been properly signed.
- iii. is accompanied by required securities.
- iv. is substantially responsive to the requirement of bidding document.
- v. provides necessary clarification or substance.

A substantially responsive document is one which conforms to all the terms, conditions & specifications without material deviation or reservation which

- i. affects in any substantial way the quality or scope of the work.
- ii. limits in any substantial way the scope of work.
- iii. is inconsistent with the bidding document.
- iv. affects unfairly the competitive position of other bidder.

Bids not found substantially responsive are liable to be rejected. Conditions if added by the bidder, which have adverse bearing on the cost and scope of tendered work shall make the tender liable for disqualification.

21 Corrections of Errors in Bids

21.1 The price bids shall be checked by the PHPA-II for any arithmetic errors in computation and summation. Errors will be corrected by the PHPA-II as follows:

- i. Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate and the quantity, the unit rate as quoted will govern and the total amount shall be corrected, unless in the opinion of the PHPA-II there is an obvious misplacement of the decimal point in the unit rate in which case the total amount as quoted shall govern and the unit rate shall be corrected.
- ii. If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected.
- iii. The total amount shall be rounded to nearest ones i.e the rounded figure will not contain any decimal places.

21.2 If the bidder does not accept the corrected amount of bid, his bid will be rejected.

22 Evaluation and Comparison of Bids

22.1 The bids will be evaluated on item wise lowest rate basis along with sample and purchase order shall be placed to one successful Bidder.

22.2 The PHPA-II will evaluate and compare only bids determined to be substantially responsive to the requirements of the Bidding Documents in accordance with **Clause 20**.

22.3 In evaluating bids, the PHPA-II will determine, for each bid, the Evaluated Bid Price by adjusting the Bids Price as follows:

- i. making any correction for errors pursuant to **Clause 21**,
- ii. making an appropriate adjustment for any discount and other acceptable quantifiable variations or deviations.

22.4 The PHPA-II will evaluate bids and based on its decision award of the Contract will be done to the responsive bidder offering the lowest Evaluated Bid Price after taking into account **Clause 22.2**.

23 Award Criteria

Subject to **Clause 24**, the PHPA-II will award the Contract to the bidder who meets the specified qualifying criteria and whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest Evaluated Bid Price considered to be reasonable to PHPA-II's estimated cost pursuant to **Clause 22**.

24 Purchaser's Right to vary Quantities



The Purchaser reserves the right to increase or decrease the quantity of goods **upto twenty (20)** percent of the Contract Price without any change in unit rates or other terms and conditions during the execution of the Contract.

25 PHPA-II's Right to Accept any Bid and to Reject any or all Bids

Notwithstanding **Clause 24**, the PHPA-II reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the PHPA-II's action.

26 Notification of Award

Prior to the expiry of the period of bid validity prescribed by the PHPA-II or any extension thereof, the PHPA-II will notify the successful bidder in writing by registered letter that his bid has been accepted.

This "Purchase Order" shall contain the contract price payable to the successful bidder in consideration of supply of materials by the successful bidders prescribed in the Contract.

27 Performance Security

- 27.1 Within 15 (Fifteen) calendar days from the notification of award by PHPA-II, the successful bidder shall be required to furnish the Performance Guarantee in form of an irrevocable Bank Guarantee in favour of Punatsangchu-II Hydroelectric Project Authority issued by a reputed/scheduled Bank in India/Bhutan as per the Proforma provided (**Enclosed at Annexure-II**) for an amount equal to 10% (Ten Percent) of the value of purchase order. The cost of complying with the requirements of this Clause shall be borne by the Contractor unless the Contract otherwise provides. The Bank Guarantee shall be accompanied by a formal proof/letter from the issuing Bank of having issued the Bank Guarantee. For successful online bidders the Performance Security shall be deposited in PHPA-II official SBI (ACC No.32379019627:) or BOB (Acc. no.102081338) within the period as specified above for successful offline bidder.
- 27.2 The proceeds of the Performance Security shall be payable to PHPA-II as compensation for any loss, resulting from Supplier's failure to complete his obligation under the Contract.
- 27.3 The performance Security shall be valid until 30 days after the expiration of **warranty period** for the last goods receipt.
- 27.4 Should the Contract period for whatever reasons be extended, the Supplier, on receipt of written request from the Purchaser, shall at his own cost get the validity period of Performance Security; furnished by him extended and shall furnish the extended/revised Performance Security to the Purchaser before the expiry date of the Performance Security originally furnished.
- 27.4 The Performance Security shall be released by the PHPA-II within 30 days after the expiry of warranty period.

28 Product Specifications & Sample

- 28.1 The Goods supplied under this Contract shall conform to the technical specifications and standards stipulated in Price Schedule (**Annexure-1**), when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- 28.2 Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the editions or the revised versions of such codes and standards shall be those specified in the Price Schedule. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser.
- 28.3 ***The bidders must submit samples of all the items that they intend to supply at the time of submission of their bids failing which their bids shall be liable for rejection.*** The sample of inferior quality shall be rejected. The decision regarding acceptance or rejection of samples shall rest with the PHPA-II and no claim of the



bidder on this account shall be entertained. PHPA-II reserves the right to accept or reject any or all the samples of the bidder without assigning any reason thereof.

29 Warranty

- 29.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 29.2 The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials and workmanship, under normal use in the conditions prevailing in Bhutan.
- 29.3 The materials shall be under warranty as per the standard warranty terms applicable.

30 Packing

The equipment/materials shall be packed properly by the supplier to prevent their damage or deterioration during transit to the final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, humid and precipitation during transit and open storage. PHPA-II shall not accept any item(s), which are damaged/deteriorated due to poor packaging.

31 Delivery

The supplier shall be required to deliver the whole consignment in good and proper condition as per Specifications/Makes within **45 (forty-five)** days from the date of placement of purchase order. The goods supplied which do not conform to the specifications shall be rejected.

32 Extensions of Time

- 32.1 If at any time during performance of the Contract the Supplier should encounter conditions impeding timely delivery of the Goods, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance.
- 32.2 Except in case of Force Majeure, as provided under **Clause 35**, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **Clause 33**, unless an extension of time is agreed upon, pursuant to **Sub- Clause 32.1**.

33 Liquidated Damages

- 33.1 Except as provided for under **Clause 35**, if the Supplier fails to deliver any or all of the Goods within the stipulated period of delivery, the Purchaser may, without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% (Zero Point five) percent of the value of the delayed goods per week or part thereof of delay subject to maximum of 5% (Five percent) of value of Purchase Order.
- 33.2 The payment or deduction of such damages shall not relieve the Contractor from any of his obligations and liabilities under the contract.

34 Payment

- i. 100% payment shall be released within 30 days after receipt of materials.
- ii. The payment shall be made through Cheque/Demand Draft/ RTGS. However, the charges for preparation of demand draft/RTGS shall be borne by the supplier.
- iii. 2% Contractor's Tax in lieu of income tax shall be deducted from supplier's bill for manufacturer/dealers from Bhutan and no Contractor's Tax shall be deducted from foreign supplier's Bill.

35 Force majeure

- 35.1 Force Majeure means any circumstances beyond the control of the parties i.e. the Purchaser & the Supplier including but not limited to acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods,



earthquake affecting Supplier's work, except where solely restricted to employees of the Supplier and freight embargoes.

- 35.2 If a Force Majeure situation arises, the supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform his obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 35.3 If circumstances of Force Majeure have occurred and shall continue for a period of six months then, notwithstanding that the Contractor may be reason thereof has been granted an extension of Time for Completion of the works, either party shall be entitled to serve upon 30 days' notice to terminate the contract. If at the expiry of period of 30 days, Force Majeure shall still continue, the Contract shall be terminated.

36 Taxes and Duties

- 36.1 The Bhutan Sales Tax (BST) shall be paid by the supplier in the first instance which shall be refunded by PHPA-II from RGoB Authorities on submission of documentary proof of having paid the tax i.e. Declaration form, money receipt of BST paid, Invoices etc.

37 Resolution of Dispute

- 37.1 The PHPA-II and the Bidder shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the Contract. If after thirty (30) days from the commencement of such informal negotiations, both the parties are unable to resolve amicably, the dispute will be settled as per the provision of Alternative Dispute Resolution Act of Bhutan 2013.



NOTICE INVITING TENDER

April 5th 2022

Punatsangchhu-II Hydroelectric Project Authority (PHPA-II)

Bjimthangkha, Wangdue, Bhutan

Sealed Bids are invited by the Superintending Engineer (Procurement & Contracts Wing), Punatsangchhu-II Hydroelectric Project Authority (PHPA-II), Bjimthangkha, Wangdue, Bhutan from Bhutanese suppliers/dealers for “**Supply of Office Stationery Items through Annual Rate Contracts (ARC)**”.

| | | |
|----|---------------------------------|---|
| 1. | Tender Document | Eligible firms can download the bidding document from our website: http://phpa2.gov.bt/tenders/ and refer bidding document clause no. 5.1 & 5.2. However, the bidders must register at seproc@phpa2.gov.bt with contact details viz. Name of the Firm, Address, Contact Person & Phone Nos. |
| 2. | Tender No. | PHPA-II/SE(P&C)/NIT-01/2022 Date: 5.4.2022 |
| 3. | Mode of Submission of Tender | Registered post or by hand |
| 4. | Date of sale of tender document | 5.4.2022 to 20.4.2022 |
| 5. | Last date & time of submission | 11.5.2022 at 1200 Hrs. (Local Time) |
| 6. | Address of Submission | Superintending Engineer (P&C), Procurement & Contracts Wing, Punatsangchhu-II Hydroelectric Project Authority, Block E-4, Bjimthangkha, Wangdue, Bhutan |

PHPA-II reserves the right to suspend the tendering process or part of the process to accept or reject any or all bids at any stage of the process and / or to modify the process or any part thereof at any time without assigning any reason thereof.

For any queries, parties may contact this office at +975-2-471744 (during office hours) or through email at procncontracts@phpa2.gov.bt

(Sd/-)

Superintending Engineer
(Procurement & Contracts Wing),
Punatsangchhu-II Hydroelectric Project Authority



**PUNATSHANGCHHU-II HYDROELECTRIC PROJECT AUTHORITY
BJIMTHANGKHA: BHUTAN**

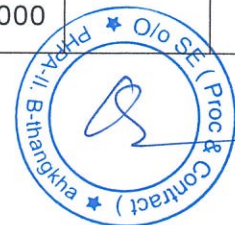
SUPPLY OF OFFICE STATIONERY ITEMS THROUGH ANNUAL RATE CONTRACT (ARC)

PRICE SCHEDULE

| SN | Description of items | Brand/Make | UoM | Qty. | Rate (Nu.) | Amount (Nu.) |
|----|--|------------------------|------|------|------------|--------------|
| 1 | Binder Clips 19mm (Pkt. Of 12 pcs.) | Globe/Infinity/Aerotix | Pkt. | 200 | | |
| 2 | Binder Clips 25mm (Pkt. of 12 pcs.) | Globe/Infinity/Aerotix | Pkt. | 200 | | |
| 3 | Binder clips 32mm (Pkt. of 12 pcs.) | Globe/Infinity/Aerotix | Pkt. | 200 | | |
| 4 | Gem clips (Assorted colours) (Pkt. of 30 pcs.) | Globe/Infinity/Aerotix | Pkt. | 300 | | |
| 5 | Gems clip (35mm.) Steel (Pkt. of 100Pcs.) | Globe/Infinity/Aerotix | Pkt. | 400 | | |
| 6 | Clip container | Omega/superior quality | No. | 25 | | |
| 7 | Cello tape (2") Brown | Wonder/Goldline | Roll | 200 | | |
| 8 | Cellotape (2") black | Wonder/Goldline | Roll | 25 | | |
| 9 | cellotape (2") white | Wonder/Goldline | Roll | 50 | | |
| 10 | Cello tape (1") white | Wonder/Goldline | Roll | 20 | | |
| 11 | Cello tape (4") white | Wonder/Goldline | Roll | 25 | | |
| 12 | Cello tape (1") brown | Wonder/Goldline | Roll | 20 | | |
| 13 | cello tape (4") brown | Wonder/Goldline | Roll | 25 | | |
| 14 | Invisible tape 1" | Premier | No. | 20 | | |
| 15 | Invisible tape 3/4" | Premier | No. | 20 | | |
| 16 | Cello Max writter pen (Blue ,Black & Red) | Cello | No. | 2500 | | |
| 17 | Cello Max writter refill (Blue , Black & Red) | Cello | No. | 800 | | |
| 18 | Pilot Pen Hi- Tech V7 (Blue, Black & Red) | Luxor/Superior quality | No. | 500 | | |
| 19 | Pilot Pen Hi- Tech V5 (Blue, Black & Red) | Luxor/Superior quality | No. | 500 | | |



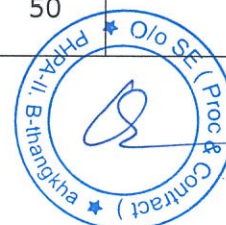
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| 20 | Cello Gripper Pen, 0.5 (Blue, Black & Red) | Cello | No. | 400 | | |
| 21 | Correcting pen (12ml) | Kores/Camlin | No. | 400 | | |
| 22 | Sketch pen | Camlin/Rocky | Pkt. | 50 | | |
| 23 | Pen stand | Omega | No. | 50 | | |
| 24 | Highlighter pen (mixed colours set of five) | Camlin/Luxor | Pkt. | 100 | | |
| 25 | Marker pen permanent (Black/blue/red/green) (4pcs./pkt.) | Camlin/Luxor | Pkt. | 50 | | |
| 26 | Marker pen Non permanent for white board (Black/blue/red/green) (4pcs./pkt.) | Camlin/Luxor | Pkt. | 50 | | |
| 27 | Pencil (Pkt. of 10 pcs) | Apsara/Superior quality | Pkt. | 200 | | |
| 28 | Pencil sharpener | Camel/Superior quality | No. | 100 | | |
| 29 | Ambassador flat file (export quality) with plastic clip with PHPA-II Logo on top and letter writing as per sample | Ambassador/Superior quality | No. | 400 | | |
| 30 | Folder file (Four side folding type) | Neelgagan/Trio/Superior quality | No. | 400 | | |
| 31 | Button Folder Transperant File | Neelgagan/Trio/SAYA | No. | 300 | | |
| 32 | Cobra File with Steel Clip with PHPA-II Logo on top and letter writing as pe sample | Cobra clip- Commander/Neelgagan/STC | No. | 150 | | |
| 33 | Ring Binder file | Neelgagan/Trio/Superior quality | No. | 150 | | |
| 34 | Lever Arch File (Ambassador) with Kangroo steel clip and plastic coated with PHPA-II Logo on top and letter writing as per sample | Ambassador/Superior quality | No. | 1500 | | |
| 35 | Dak pad (Folder type) | Neelgagan | No. | 500 | | |
| 36 | Transparent plastic file with side bar, A4 size (multicolor) | Saya/world one/Superior quality | No. | 1000 | | |
| 37 | L-Type transparent plastic folder(two sides open), size:- 31cm x22cm, (Pkt. Of 20 pcs.) | Saya/world one/Superior quality | Pkt. | 200 | | |
| 38 | Duster Cloth (Orange colour) | Superior quality | No. | 500 | | |
| 39 | Glass cloth, white | Superior quality | No. | 300 | | |
| 40 | Marking cloth | Superior quality | Mtr. | 200 | | |
| 41 | Envelope 11"x 4.5" (White)with PHPA-II logo- White | Superior quality as per sample | No. | 10000 | | |



| | | | | | | |
|----|--|-------------------------------------|--------|-------|--|--|
| 42 | Envelope 11"x 4.5" (Brown)with PHPA-II logo- White | Superior quality as per sample | No. | 10000 | | |
| 43 | Envelope 16" x 12" (Yellow) with inner lining cloth with PHPA-II logo | Superior quality as per sample | No. | 8000 | | |
| 44 | Envelope 9" x 4" (brown) with PHPA-II logo (thick paper) | Superior quality as per sample | No. | 4000 | | |
| 45 | Envelope 9" x 4" (white) with PHPA-II logo (thick paper) | Superior quality as per sample | No. | 4000 | | |
| 46 | Envelope 14" x 10" (Yellow) size with inner cloth lining with PHPA-II logo | Superior quality | No. | 7000 | | |
| 47 | Eraser (small) Non dust | Apsara/Superior quality | No. | 300 | | |
| 48 | Glossy paper/(200 GSM) photographic sheets.(A4) (pkt. Of 20 sheets) | Superior quality | Pkt. | 50 | | |
| 49 | Photocopy paper A3 size, Xerox premium | Xerox (75 gsm) | Ream | 30 | | |
| 50 | Photocopy paper A4 size (green sheet /Note sheet)/ 80 gsm) | Xerox/Bilt matrix/ Superior quality | Ream | 250 | | |
| 51 | Photocopy paper A4 size, X 75 Premium | Xerox (75 gsm) | Ream | 1000 | | |
| 52 | Chart paper A0 size (assorted colour) | superior quality | No. | 40 | | |
| 53 | Carbon paper Blue - A4 size (pkt. Of 100 pics.) | Kores/Superior quality | Pkt. | 25 | | |
| 54 | Lamination paper A4 size (pkts. of 100 pics.) | Superior quality | Pkt. | 10 | | |
| 55 | Pocket Note pad ruled (11x7) cm of 80 pages | Neelgagan/Superior quality | No. | 500 | | |
| 56 | Spiral Note pad No. 66 (Plain & Ruled) with PHPA-II Logo on top and letter writing as per sample | Neelgagan/Superior quality | No. | 700 | | |
| 57 | Spiral Note pad ruled No. 67 with PHPA-II Logo on top and letter writing as per sample | Neelgagan/Superior quality | No. | 400 | | |
| 58 | Tag of different sizes (Lace type) bundle of 20 pcs. | Saya/Superior quality | Bundle | 100 | | |
| 59 | Transparent Plastic sheet / Transparency film (A4) (Pkt. of 100 sheets) | saya /world one/Superior quality | Pkt. | 50 | | |
| 60 | OHP sheet 135 micron (pkt. Of 100 pics.) | Superior quality | Pkt. | 5 | | |
| 61 | Glue stick (15g) | Camlin/Kores | No. | 300 | | |
| 62 | Paper cutter (1" blade) | Emerald/Saya/Premier | No. | 25 | | |
| 63 | Paper tray | single executive | No. | 10 | | |
| 64 | Paper weight | Superior quality | No. | 10 | | |



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|----|--|---------------------------|------|------|--|--|
| 65 | Peon Book (96 pages) | Superior quality | No. | 100 | | |
| 66 | Punching machine DP-480 | Kangaroo/Superior quality | No. | 80 | | |
| 67 | Punching machine DP-600, | Kangaroo/Superior quality | No. | 20 | | |
| 68 | Scale 30 cm, steel | Camlin/ Akshar | No. | 100 | | |
| 69 | Plastic scale, 30cm | camlin | No. | 100 | | |
| 70 | Scissors (medium) (8") | Cat/Saya/Superior | No. | 100 | | |
| 71 | Self-stick Prompts in NEON Colors - 1"x3" 4 Strips, 4 Neon Colors in 1 Pad | Oddy/ Superior quality | Pkt. | 800 | | |
| 72 | Post-it Note Pad (2" x 3") | Oddy/ Superior quality | Pkt. | 700 | | |
| 73 | Post-it Note Pad (3" x 4") | Oddy/ Superior quality | Pkt. | 700 | | |
| 74 | Stamp pads self inking (M) | Kores/Superior quality | No. | 25 | | |
| 75 | Stapler Kangro HD10 (S) | Kangaroo/Superior quality | No. | 100 | | |
| 76 | Stapler Kangro HS 45 P (m) | Kangaroo/Superior quality | No. | 100 | | |
| 77 | Stapler Pin No.10 | Kangaroo/Superior quality | Pkt. | 1000 | | |
| 78 | Stapler pin (heavy duty) HD 23/17 | Kangaroo/Superior quality | Pkt. | 50 | | |
| 79 | Stapler Pin 24/6 | Kangaroo/Superior quality | Pkt. | 1000 | | |
| 80 | Stapler pin remover (kangaro), Light duty | Kangaroo | No. | 20 | | |
| 81 | Register No. 4 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 60 | | |
| 82 | Register No. 6 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 100 | | |
| 83 | Register No. 8 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 100 | | |
| 84 | Register No. 10 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 80 | | |
| 85 | Register No. 12 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 80 | | |
| 86 | Register No. 14 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 100 | | |
| 87 | Register No. 16 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 100 | | |
| 88 | Register No. 18 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 50 | | |



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|----|--|-------------------------------|------|----|--|--|
| 89 | Dairy/Dak received Register No. 20 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 10 | | |
| 90 | Dispatch Register No. 20 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 10 | | |
| 91 | Register No. 22 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 10 | | |
| 92 | Register No. 24 with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 10 | | |
| 93 | Attendance Register with PHPA-II Logo on top and name writing as per sample | As per sample | No. | 60 | | |
| 94 | Daily Progress Record Book as per PHPA-II Sample on top and name writing as per sample | As per sample | No. | 50 | | |
| 95 | A1 size paper roll of 24"x45 Mtr. (width X length) for plotter HP Design Jet T790 | Desmat | Roll | 50 | | |
| 96 | A0 size paper roll of 33"x45 Mtr. For plotter HP Design Jet T790 | Desmat | Roll | 50 | | |
| | | Total amount in Figures (Nu.) | | | | |

Amount in words.....

Sign & Seal of Bidder

