



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)  
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No.7148/NKDA/Admn-26/2009/pt (ii)

Dated : 29.12.2014

## NOTICE INVITING QUOTATION No. 10/ADMN/2015 of NKDA

Sub : Supply & Delivery of various items of Stationery, execution of printing job, Computer accessories/Consumables and other items of office use for the office of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata – 700156.

Sealed Quotations are invited from the bonafide, reputed and resourceful suppliers with proven ability of functioning as a regular supplier for supply and delivery of items as shown in details in the Schedule-A,B & C annexed herewith in various Govt. offices/Undertakings/Autonomous bodies/Corporate offices for supply and delivery of those items in the office of the New Town Kolkata Development Authority, 3 , Major Arterial Road, New Town, Kolkata – 700 156 for the year 2015 (upto 31.12.2015) on the terms and conditions given herein below.

### Other Terms & Conditions:

1. Evaluation of the quotations will be done on the basis of the following:-
  - (a) Lowest Price quoted by a bidder and
  - (b) Best quality sample submitted by the bidders for the items mentioned in Sl.No.6 below.
2. Item-rate contract for supply of different stationery items/Computer accessories/Consumables and other items for use of New Town Kolkata Development Authority during the entire year 2015 will be awarded to the bidders selected on the basis of evaluation of quotations as mentioned in Sl.No.1 above.
3. Quantified mentioned in the above list are approximate and minimum requirement of this Authority for the year 2015.
4. Supply orders will be placed upon the lowest bidders of individual items in phased manner as per actual requirement during the year 2015.
5. Bidders will have to submit Xerox copies of Trade Licence, VAT/Sales Tax Registration Certificate, credentials along with their quotations.
6. Bidders will have to submit samples of the items mentioned in Schedule-B along with their quotations.
7. Sealed quotations will be received at the office of New Town Kolkata Development Authority upto 2.00 p.m. on 5th January, 2015 which will be opened on the same day at 2-30 p.m. in presence of the bidders.

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8. The rates once quoted by the bidders will be treated as final and under no circumstances be withdrawn/changed/modified.
9. Bidders must put their signatures in one language on each page of the quotation papers/Schedule which forms part of the quotation document.
10. The intending bidders will have to deposit Earnest Money Deposit of Rs.20,000/- (Rupees Twenty Thousand) only in the shape of Bank Draft/Demand Draft drawn in favour of New Town Kolkata Development Authority payable at Kolkata on any Nationalised/Scheduled Bank in India. In case of successful bidders, this amount of earnest money will be converted to Security Deposit.
11. Conditional quotation will not be entertained and shall be treated as 'invalid/informal'.
12. Sealed quotations will be received and opened on the same day in presence of the bidders or their duly authorized representatives.
13. If any bidder withdraws the offer before acceptance or refuse to make supply within a reasonable time without giving any satisfactory explanation for such withdrawal, the bidder shall be disqualified for submitting quotation to this authority at least for 2 (Two) year.
14. After acceptance of the quotation(s), the Firm/Agency/Supplier will have to undergo a formal Contract/Agreement with the authorities of the New Town Kolkata Development Authority on a non-judicial stamp paper of Rs.100/- (Rupees One Hundred) only.
15. The selected supplier will have to make supply & delivery of the items required by this office directly to the office of the New Town Kolkata Development Authority as and when asked for to do so within the schedule date/time.
16. Canvassing in any form is strictly prohibited.
17. The authorities will have the right to reject/refuse any of the items so supplied if proper standard as per specification is not maintained.
18. No escalation of the cost of the product(s)/ item(s) during the period in question will be entertained.
19. Rate is to be quoted both in figures and in words. If the rate written in figures and in words does not tally with each other than the rate quoted in word shall be taken as correct.
20. Rates are to be quoted either in the boxes against each and every item shown in the Schedule A, B & C or cross mark (s) to be put against the unquoted item(s). No box should be allowed to remain blank.
21. Overwriting, if there be any in the quotation document is to be corrected by crossing through under the initial of the person eligible to sign. No correction Fluid will be allowed.

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22. The authority reserves the right to issue addendum to the quotation document, to clarify, to amend, modify, delete or supplement any portion of Schedule A,B & C at any time before submission of the quotation document under issuance of a separate notice as a corrigendum to the original quotation notice.
23. No carriage charge will be paid extra.
24. For any damage or deface of any portion of the office building made by the people of the supplier by carriage vehicles during the time of delivery, the supplier shall be liable to restore in its original position at his/their own cost.
25. The supplier firm will have to submit bill(s) in Triplicate immediately after delivery of the items.
26. Income Tax will be deducted at source at the time of making payment, if applicable.
27. The undersigned reserves the right to reject any or all the quotation(s) without assigning any reason and he will not be bound to accept either the lowest offer or any of the offers.

*sdl-*  
Administrative Officer  
New Town Kolkata Development Authority

Memo No.7148/1(4)/NKDA/Admn-26/2009/part (ii)

Dated: 29.12.2014

Copy forwarded for information and necessary action to:

1. The Finance Officer, NKDA
2. The System Manager, NKDA..... He is requested to up-load the matter in the official website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)).
3. PA to Chairman, NKDA
4. Notice Board of NKDA

  
Administrative Officer  
New Town Kolkata Development Authority

SCHEDULE-A (COMPUTER RELATED ACCESSORIES)

| Sl No. | ITEMS   | BRAND / SPECIFICATION  | UNIT          | QUANTITY (APPROX.)                        | PRICE QUOTED PER UNIT |
|--------|---|--|---------------|---|-----------------------|
| 1.     | Cartridge for Photo Copier Machine (NPG-28)     | Canon  | Piece         | 6 (Six) Pcs.                              |                       |
| 2.     | Cartridge for Photo Copier Machine (NPG-51)     | Canon  | Piece         | 6(Six) Pcs.                               |                       |
| 3.     | Pen Drive 4 GB                                  | Transcend  | Piece         | 12 (Twelve) Pcs.                          |                       |
| 4.     | Pen Drive 8 GB                                  | Transcend  | Piece         | 12 (Twelve) Pcs.                          |                       |
| 5.     | Plotter Paper Roll - 36" (120 GSM)              | COMPU COLOR  | Roll (6 x 10) | 60 (Seventy) Rolls                        |                       |
| 6.     | Plotter Paper A1                                | COMPU COLOR  | Roll (6 x 4)  | 24 (Twenty four) Rolls                    |                       |
| 7.     | Plotter Paper A2                                | COMPU COLOR  | Roll ((6 x46) | 24 (Twenty four) Rolls                    |                       |
| 8.     | D V D (SONY) [6X 4,5]                           | 50 Pack  | Piece         | 300 (Three hundred) Pcs.                  |                       |
| 9.     | Cartridge No. - 920 Black                       | H.P. Printer   | Piece         | 48 (Forty eight),Pcs                      |                       |
| 10.    | Cartridge No. - 920 Colour                      | H.P. Printer   | Set           | 24(Twenty four) Sets                      |                       |
| 11.    | Computer Printer Cartridge No. - 21             | H.P. Printer   | Piece         | 36(Thirty six) Pcs.                       |                       |
| 12.    | Computer Printer Cartridge No. - 22             | H.P. Printer   | Piece         | 12 (Twelve) Pcs.                          |                       |
| 13.    | Computer Printer Cartridge No. - 818 (Black)    | H.P. Printer   | Piece         | 48 (Forty eight) Pcs.                     |                       |
| 14.    | Computer Printer Cartridge No. - 818 (Colour)   | H.P. Printer   | Piece         | 24 (Twenty four) Pcs.                     |                       |
| 15.    | HP 45A Black Laser Jet Toner Cartridge (Q5945A) | H.P. Printer   | Piece         | 8 (Eight) Pcs.                            |                       |
| 16.    | Cartridge for Laser-jet Printer No. 88A         | H.P. Printer   | Piece         | 48 (Forty eight) Pcs.                     |                       |
| 17.    | Cartridge for Laser-jet Printer No. 78A         | H.P. Printer   | Piece         | 24 (Twenty four) pcs.                     |                       |
| 18.    | Cartridges for HP Plotter Machine No. Z-6100 PS | Cartridges Nos. C9468A<br>C9471A<br>C9465A<br>C9464A<br>C9469A<br>C9470A<br>C9466A | Piece         | 1 (One) Pc.<br>"<br>"<br>"<br>"<br>"<br>" |                       |

|     |                                |                  |       |                   |  |
|-----|--------------------------------|------------------|-------|-------------------|--|
|     | Maintenance Cartridge          | C9467A<br>C9518A |       | "                 |  |
| 19. | Plotter Cartridge C1Q12A Black | H.P. Plotter     | Piece | 18 (Eighteen) Pcs |  |
| 20. | Plotter Cartridge B3P19A       | H.P. Plotter     | Piece | 6 (Six) Pcs.      |  |
| 21. | Plotter Cartridge B3P20A       | H.P. Plotter     | Piece | 6 (Six) Pcs.      |  |
| 22. | Plotter Cartridge B3P21A       | H.P. Plotter     | Piece | 6 (Six) Pcs.      |  |
| 23. | Plotter Cartridge B3P22A       | H.P. Plotter     | Piece | 6 (Six) Pcs.      |  |
| 24. | Plotter Cartridge B3P23A       | H.P. Plotter     | Piece | 6 (Six) Pcs.      |  |
| 25. | Plotter Cartridge B3P24A       | H.P. Plotter     | Piece | 6 (Six) Pcs.      |  |
| 26. | Cartridge Black 10             | H.P. Plotter     | Piece | 12 (Twelve) pcs.  |  |
| 27. | Cartridge 82 Colour Set        | H.P. Plotter     | Set   | 2 (Two) Sets      |  |
| 28. | Cartridge No.932 Black         | H.P. Printer     | Set   | 6 (Six) Sets      |  |
| 29. | Cartridge 933 colour           | H.P. Printer     | Set   | 3 (Three) sets    |  |
| 30. | Cartridge 310 Black            | H.P. Printer     | Piece | 6 (Six) pcs       |  |
| 31. | Cartridge 311 Cyan             | H.P. Printer     | Piece | 2 (Two) pcs.      |  |
| 32. | Cartridge 312 Yellow           | H.P. Printer     | Piece | 2 (Two) pcs.      |  |
| 33. | Cartridge 313 Magenta          | H.P. Printer     | Piece | 2 (Two) pcs.      |  |
| 34. | Cartridge 314 Drum Unit        | H.P. Printer     | Piece | 1 (One) Pc        |  |
| 35. | Cartridge No.950 Black         | H.P. Printer     | Piece | 4 (Four) Pcs.     |  |
| 36. | Cartridge No.951 Colour        | H.P. Printer     | Piece | 2 (Two) sets      |  |
| 37. | Fax Cartridge (PG - 40)        | Canon            | Piece | 3(three) pcs      |  |
| 38. | External Hard Disk 1TB         |                  | Piece | 1 (One) pc.       |  |

SCHEDULE - B (STATIONERY ARTICLES)

| Sl. No. | ITEMS   | SPECIFICATION   | UNIT                    | QUANTITY (APPROX.)                               | PRICE QUOTED PER UNIT |
|---------|---|---|-------------------------|--|-----------------------|
| 39.     | Alpin (Bell)                                    | 1-1/2" in length  | Box                     | 12 (Twelve) Boxes                                |                       |
| 40.     | Arch File [Good Quality](As per sample)         | Standard Size   | Piece                   | 48 (Forty eight)Pcs.                             |                       |
| 41.     | Battery (For remote control & For Clock)        | Dura Cell AA  | Piece<br>Piece          | 12(Twelve) Pcs.<br>12 (Twelve) Pcs.              |                       |
| 42.     | Binder Clip                                     | Size - 1"   | Box                     | 10 (Ten) Boxes                                   |                       |
| 43.     | Binder Clip                                     | Size - 1-1/2"   | Box                     | 10 (Ten) Boxes                                   |                       |
| 44.     | Binder Clip                                     | Size - 2"   | Box                     | 6 (Six) Boxes                                    |                       |
| 45.     | Board Pin                                       | Standard  | Box                     | 4 Boxes.   |                       |
| 46.     | Blade for knife                                 | Sliding Knife   | Piece                   | 24 (Twenty four)pcs.                             |                       |
| 47.     | Brasso  | Medium  | Piece                   | 2 (Two)Pcs.                                      |                       |
| 48.     | Calculator (Normal)                             | 12- Digit with check facility (Citizen/Casio) 555TMZ-120D | Piece                   | 24 Twenty four)Pcs.                              |                       |
|         |   | 12- Digit with check facility(Casio) MZ-120D              | Piece                   | 24 (Twenty four)Pcs.                             |                       |
| 49.     | Candle  | Medium size   | Packet of 6 Pcs.        | 2 (Two) Packets                                  |                       |
| 50.     | Carbon Paper                                    | Kores A3 size   | Packet                  | 5 (Five) Packets                                 |                       |
| 51.     | Cello Tape - 1"                                 | Transparent / Brown                                       | Piece                   | 12 (Twelve)Pcs.                                  |                       |
| 52.     | Cello Tape - 1.5"                               | Transparent / Brown                                       | Piece                   | 12 (Twelve) Pcs.                                 |                       |
| 53.     | Cello Tape - 2"                                 | Transparent / Brown                                       | Piece                   | 12 (Twelve) Pcs.                                 |                       |
| 54.     | Cello Gel Pen                                   | Blue,<br>Black  | Piece<br>Piece          | 200 (Two hundred) pcs.<br>200 (Two hundred) pcs. |                       |
|         | (As per sample)                                 | Red   | Piece                   | 300 (Three hundred) pcs.                         |                       |
| 55.     | Certificate Paper (Yellow Color)(As per sample) | Thick   | Piece                   | 6000 (Six thousand) Pcs.                         |                       |
| 56.     | C.D. Cover packet with sponge                   | (Single)  | Piece                   | 600 (Six hundred) Pcs.                           |                       |
| 57.     | Channel File                                    | A - 4 Size.   | Packet of 10 (Ten) Pcs. | 50 (Fifty) Packets                               |                       |
| 58.     | Channel File                                    | U - 1 Size  | Packet of 10 (Ten) Pcs. | 20(Twenty) Packet                                |                       |
| 59.     | Clip Board Plastic Gripex                       | Full scape size   | Piece                   | 12 (Twelve) Pcs.                                 |                       |
| 60.     | Coaster Set<br>(As per sample)                  | Cane (Deep Colour)  | Set                     | 24 (Twenty Four) Sets                            |                       |
| 61.     | Collin Spray                                    |   | Piece                   | 18 (Eighteen) Pcs.                               |                       |
| 62.     | Correction Fluid Pen                            | Ovall/Faber Castel  | Piece                   | 60 (Sixty) Pcs                                   |                       |
| 63.     | Cotton Tape (White)                             | 1/2" Wide.  | Piece                   | 72(Seventy two) Pcs.                             |                       |
| 64.     | Cup & Plate (Bone Chaina)                       | Good Quality  | Set                     | 48 (Forty eight) Sets                            |                       |

|     |  |                   |                   |                                    |  |  |
|-----|--|-------------------|-------------------|------------------------------------|--|--|
|     | (As per sample)  |                   |                   |                                    |  |  |
| 65. | Dak Receipt Register (Bound)<br>(As per sample)                | No. 14            | Book              | 6 (Six) Book                       |  |  |
| 66. | Dak Despatch Register (Bound)<br>(As per sample)               | No. 14            | Book              | 6 (Six) Book                       |  |  |
| 67. | Date Calendar Stand  | Omega             | Piece             | 12(Twelve) Pcs.                    |  |  |
| 68. | Date Calendar Refill   | Good Quality      | Piece             | 24 (Twenty four) Pcs.              |  |  |
| 69. | Duster [Good Quality](As per sample)                           | 2' x 2' Size.     | Piece             | 100 (One hundred) Pcs.             |  |  |
| 70. | Duster (As per sample)   | 1.5' x 1.5" Size. | Piece             | 150 (One hundred fifty) Pcs.       |  |  |
| 71. | Envelope (Brown) 75 GSM<br>(As per sample)                     | 11" x 5"          | Packet of 50 Pcs. | 60(Sixty) Packets.                 |  |  |
| 72. | Envelope (White) 75 GSM(As per sample)                         | 11" x 5"          | Packet of 50 Pcs. | 50 (Fifty) Packets                 |  |  |
| 73. | Envelope (White) without Logo75 GSM(As per sample)             | 11" x 8"          | Packet of 50 Pcs. | 20 (Twenty) Packets                |  |  |
| 74. | Envelope (White) with Logo75 GSM(As per sample)                | 11" x 5"          | Packet of 50 Pcs. | 100 (One hundred) Packets          |  |  |
| 75. | Envelope (White) with Logo (Window Type) 75 GSM(As per sample) | 10" x 4. 5"       | Packet of 50 Pcs. | 100 (One hundred) Packets          |  |  |
| 76. | Envelope (White) 75 GSM(As per sample)                         | 7" x 9"           | Packet of 50 Pcs. | 01 (One) Packet.                   |  |  |
| 77. | Envelope (Brown) 75 GSM(As per sample)                         | A 4               | Packet of 50 Pcs. | 02 (Two) Packets                   |  |  |
| 78. | Envelope (Cloth) 75 GSM(As per sample)                         | A4                | Packet of 50 Pcs. | 4 (Four) Packets                   |  |  |
| 79. | Envelope (Cloth) 75 GSM(As per sample)                         | 16" x 12"         | Packet of 50 Pcs. | 1 (One) Packet                     |  |  |
| 80. | Envelope (White) 75 GSM(As per sample)                         | 13" x 10"         | Packet of 50 Pcs. | 1 (One) Packet.                    |  |  |
| 81. | Eraser   | Apsara            | Piece             | 60 (Sixty) Pcs.                    |  |  |
| 82. | Executive Bond Paper A-4 (As per sample)                       | Royal             | Ream              | 10 (Ten) Reams                     |  |  |
| 83. | Poker(As per sample)   |                   | Piece             | 12 (Twelve) Pcs                    |  |  |
| 84. | Fevl Stick [Pridlite]  | 15 Grams          | Piece             | 48 (Forty eight) Pcs.              |  |  |
| 85. | File Cover (Two Fold) with Logo (As per sample)                | 14" x 10"         | Packet of 50 pcs. | 120(One hundred & Twenty) Packet   |  |  |
| 86. | File Cover (Four Fold) with Logo (As per sample)               | 16" x 12"         | Packet of 12 pcs  | 120 (One hundred & twenty) packets |  |  |
| 87. | Flaps for files (As per sample)                                | Good quality      | Packet of 100     | 60 (Sixty)Packets                  |  |  |

|      |  |                              |               |                                    |  |  |
|------|--|------------------------------|---------------|------------------------------------|--|--|
|      |  |                              |               |                                    |  |  |
| 88.  | Folder Plastic Transparent "L"                                     | A4                           | Pcs.          | 5000(Five thousand) pcs.           |  |  |
| 89.  | Folder with Button<br>(As per sample)                              | Standard size & good quality | Piece         | 600 (Six hundred) Pcs.             |  |  |
| 90.  | Float Glass / Table Glass<br>(White)                               | 6 mm thick                   | Per Sq. foot. |                                    |  |  |
| 91.  | Float Glass / Table Glass<br>(White)                               | 12 mm thick                  | Per Sq. foot. |                                    |  |  |
| 92.  | Gel Pen(As per sample)   | Use & Throw (Agni)           | Piece         | 600 (Six hundred) Pcs.             |  |  |
| 93.  | Gems Clip  | Plastic Coated               | Box           | 100 (one Hundred) Box              |  |  |
| 94.  | Gems Clip  | Steel                        | Box           | 200 (Two Hundred) Box              |  |  |
| 95.  | Glass Lid  | Standard quality             | Piece         | 12 (Twelve) Pcs.                   |  |  |
| 96.  | Gum Tube 100 ml  | Superior Quality             | Tube          | 100(One hundred) Tubes             |  |  |
| 97.  | Gum Pot (Liquid)   | Good quality                 | Bottle        | 12 (Twelve) Bottles                |  |  |
| 98.  | Gala Stick   | 18" x 24"                    | Box           | 2 (Two) Boxes                      |  |  |
| 99.  | Hand Towel(As per sample)  | Fabre Castel                 | Piece         | 24 (Twenty four) Pcs.              |  |  |
| 100. | Hi-Lighter Pen   | Moretein Nature Guard        | Packet        | 20(Twenty) Packets                 |  |  |
| 101. | HIT Spray (Large) Black  | Mosquito Killer              | Piece         | 36 (Thirty six) Pcs.               |  |  |
| 102. | Knife (Normal) - 6" Blade  | Royal (Stainless Steel)      | Piece         | 12 ((Twelve) Pcs.                  |  |  |
| 103. | Knife (Folding) - 5" Blade   | Royal (Stainless Steel)      | Piece         | 24(Twenty four) Pcs.               |  |  |
| 104. | Liquid Soap (Dettol / Lifebuoy)                                    | Medium size.                 | Piece         | 24 (Twenty four) Pcs.              |  |  |
| 105. | Measurement Book   | Big Size                     | Book          | 60 (Sixty) Books                   |  |  |
| 106. | Measuring Fiber Tape<br>(As per sample)                            | 30 Mtrs.                     | Piece         | 12 (Twelve) Pcs.                   |  |  |
| 107. | Measuring Steel Tape with<br>locking arrangement(As per<br>sample) | 15 Mtrs                      | Piece         | 6 (Six) Pcs.                       |  |  |
| 108. | Measuring Steel Tape with<br>locking arrangement(As per<br>sample) | 5 Mtrs                       | Piece         | 18 (Eighteen) Pcs.                 |  |  |
| 109. | Mosquito Repellant Machine   | Good Night                   | Piece         | 36 (Thirty six) Pcs.               |  |  |
| 110. | Mosquito Repellant Oil   | Good Night                   | Piece         | 36 (Thirty six) Pcs.               |  |  |
| 111. | Paper Tray (Table Tray)  | Good Quality                 | Piece         | 12 (Twelve) pcs.                   |  |  |
| 112. | Pen Stand with Date Calander                                       | Superior Quality             | Piece         | 6 (Six) Pcs.                       |  |  |
| 113. | Pen Holder Stand Morrison  | Good Quality                 | Piece         | 12 (Twelve) Pcs.                   |  |  |
| 114. | Peon Book  | Normal                       | Piece         | 6 (Six) Pcs.                       |  |  |
| 115. | Paper ( Brown)<br>(As per sample)                                  | DFC                          |               | 150 (One hundred &<br>Fifty)sheets |  |  |
| 116. | Paper Weight [Normal]  | Big Size                     | Piece         | 72 (Seventy two) pcs               |  |  |
| 117. | Paper Weight [Hexagonal –<br>Colour]                               | Standard Size                | Piece         | 24 (Twenty four) Pcs.              |  |  |
| 118. | Punch Machine (Single)   | Kangaroo                     | 10 Pieces     | 3 (Three) Boxes                    |  |  |



|      |  |                      |                        |                          |  |
|------|--|----------------------|------------------------|--------------------------|--|
|      |  |                      | Box                    |                          |  |
| 119. | Punch Machine (Double)                                 | Kangaroo             | Piece                  | 6 (Six) Pcs.             |  |
| 120. | Pencil (Wooden)  | Apsara Gold - 2B     | Box                    | 15 (Fifteen) Boxes       |  |
| 121. | Pin Cushion ZOREX                                      | Magnetic             | Piece                  | 24 (Twenty Four) Pcs.    |  |
| 122. | Prompts / Post it [Tri - Colour]                       | 3" x 3"              | Packet                 | 48 (Forty eight) Packets |  |
| 123. | Pencil Sharpener [Long Point]                          | Apsara               | Box                    | 6 (Six) Boxes            |  |
| 124. | Photo Paper for Certificate<br>(Inkjet Photo Paper) A4 | 120 GSM (De'smat)    | Packet of 100<br>pages | 10 (Ten) packets         |  |
| 125. | Refill<br>(As per sample)                              | Cello Gel            | Blue                   | 200(Two hundred) Pcs.    |  |
|      |  |                      | Black                  | 300(Three hundred) Pcs.  |  |
|      |  |                      | Red                    | 300(Three hundred) Pcs   |  |
|      |  |                      | Green                  | 5(Five) Pcs.             |  |
| 126. | Register (Bound)(As per sample)                        | No. 4                | Piece                  | 60 (Sixty) Pcs.          |  |
| 127. | Register (Bound)(As per sample)                        | No. 6                | Piece                  | 60(Sixty) Pcs.           |  |
| 128. | Register (Bound)(As per sample)                        | No. 8                | Piece                  | 60 (Sixty)Pcs.           |  |
| 129. | Register (Bound)(As per sample)                        | No. 10               | Piece                  | 36 (Thirty six) Pcs.     |  |
| 130. | Register (Bound)(As per sample)                        | No. 12               | Piece                  | 36 (Thirty six) Pcs.     |  |
| 131. | Register (Bound)(As per sample)                        | No. 14               | Piece                  | 24 (Twenty four) Pcs.    |  |
| 132. | Register (Bound)(As per sample)                        | No. 16               | Piece                  | 12 (Twelve) Pcs.         |  |
| 133. | Room Freshener   | Premier (Sandal)     | Pieces                 | 48 (Forty eight) Pcs.    |  |
| 134. |  | Air-Wick of 250 ml   | Pieces                 | 5 (Five) Pcs             |  |
| 135. | Rubber Band / Gurder<br>(Nylon)                        | Large (4" in length) | Per Kilogram           | 3 (Three) Kg.            |  |
| 136. |  | Small (2" in length) | Per Kilogram           | 2 (Two) Kg.              |  |
| 137. | Scale - 12"  | Normal               | Piece                  | 24 (Twenty Four) Pcs     |  |
| 138. | Scale - 12"  | Steel                | Piece                  | 12 (Twelve) Pcs          |  |
| 139. | Scissors -- 8"   | Stainless Steel      | Piece                  | 12 (Twelve) Pcs          |  |
| 140. | Short Hand Note Book                                   | Standard             | Book                   | 24 (Twenty four) Books   |  |
| 141. | Sketch Pen (Colour)                                    | Camlin               | Set                    | 6 (Six) Sets             |  |
| 142. | Sponge / Damper  |                      | Piece                  | 18 (Eighteen) Pcs.       |  |
| 143. | Staple Machine No - 10                                 | Kangaroo             | Piece                  | 48 (Forty eight)Pcs.     |  |
| 144. | Staple Machine No - 24/6                               | Kangaroo             | Piece                  | 48 (Forty eight) Pcs.    |  |
| 145. | Staple Machine No - HP - 45                            | Kangaroo             | Piece                  | 12 (Twelve) Pcs.         |  |

|      |  |                             |          |   |  |
|------|--|-----------------------------|----------|---|--|
| 146. | Stamp Pad Ink (Violate) (60 Ml)          | Fabre Castell/Kores         | Bottle   | 6 (Six) Bottle                          |  |
| 147. | Stamp Pad Ink (Red) (60 Ml)              | Fabre Castell/Kores         | Bottle   | 1 (One) Bottle                          |  |
| 148. | Stamp Pad Ink (Black) (60 Ml)            | Fabre Castell/Kores         | Bottle   | 1 (One) Bottle                          |  |
| 149. | Stapler Pin No. - 10                     | MAX or KANGAROO             | Piece    | 60 (Sixty) Pcs.                         |  |
| 150. | Stapler Pin No. - 24/6                   | MAX or KANGAROO             | Piece    | 20 (Twenty) Pcs.                        |  |
| 151. | Stapler - HD 23 S17                      | Kangaroo                    | Piece    | 3 (Three) Piece                         |  |
| 152. | Stapler Pin 23/17                        | Kangaroo                    | Box      | 10 (Ten) Box                            |  |
| 153. | Staple Machine [Jumbo]                   |                             | Piece    | 3 (Three) pc.                           |  |
| 154. | Stamp pad (Steel Body)                   | Supreme                     | Piece    | 06 (Six) Pcs                            |  |
| 155. | Stamp Pad (Violate) (Medium)             | Fabre Castell/Kores         | Piece    | 24 (Twenty four) Pcs                    |  |
| 156. | Stamp Pad (Violate) (Large)              | Gripex                      | Piece    | 12 (Twelve) Pcs                         |  |
| 157. | Sutti/Dori<br>(As per sample)            | Thick                       | Kilogram | 5 (Five) kg                             |  |
| 158. | Tag - 9"<br>(As per sample)              | Good Quality                | Bundle   | 100 (One hundred) Bundles.              |  |
| 159. | Thermal Paper 25 Mtrs<br>(as per sample) |                             | Roll     | 1500(One thousand & Five hundred) Rolls |  |
| 160. | Thread Ball                              |                             | Ball     | 60 (Sixty) Balls                        |  |
| 161. | Towel (Large) 36" x 72"                  | Bombay Dying                | Piece    | 24 (Twenty four) Pcs                    |  |
| 162. | Towel (Medium)                           | VIP                         | Piece    | 36 (Thirty six) Pcs                     |  |
| 163. | Wall Clock                               | Ajanta/Samay                | Piece    | 6(Six) Pcs.                             |  |
| 164. | Waste Paper Basket                       | 14" in height               | Piece    | 24 (Twenty four) Pcs.                   |  |
| 165. | Whit Board of size 24" x 18"             |                             |          | 1 (One) Pc.                             |  |
| 166. | White Board Duster                       |                             |          | 2 (Two) pcs.                            |  |
| 167. | Writing Pad (Good Quality)               | Paperkraft (9" x 7")        | Piece    | 96 (Ninety six ) Pcs.                   |  |
| 168. | Writing Pad (As per sample)              | Medium Quality<br>(7" x 6") | Piece    | 150(One hundred & Fifty) Pcs            |  |
| 169. | White Board Marker (Blue)                |                             | Reynolds | 12 (Twelve) pcs                         |  |
| 170. | Visiting Card Holder                     |                             | Piece    | 12(Twelve) Pcs.                         |  |
| 171. | Xerox Paper A4 75 GSM                    | JK Copier                   | Ream     | 500 (Five hundred) Reams                |  |
| 172. | Xerox Paper A3 75 GSM                    | JK Copier                   | Ream     | 10 (Ten) Reams                          |  |
| 173. | Xerox Paper U-1 75 GSM                   | JK Copier                   | Ream     | 5 (Two) Reams.                          |  |

SCHEDULE-C (PRINTING MATTERS)

|      | ITEMS   | SPECIFICATION        | UNIT                                  | QUANTITY<br>(APPROX.)               | PRICE QUOTED<br>PER UNIT |
|------|---|----------------------|---------------------------------------|-------------------------------------|--------------------------|
| 174. | Letter Head with Logo                           | As per specification | Book of 100<br>(One hundred)<br>pages | 150 (One hundred & Forty)<br>Books. |                          |
| 175. | Bank Challan                                    | As per specification | Each Book<br>of 100<br>Pages          | 150 (One hundred & Fifty)<br>Books  |                          |
| 176. | Trade Licence Forms                             | As per specification | Piece                                 | 3000 (Three thousand) Pcs.          |                          |
| 177. | Note Sheet                                      | As per specification | Book of 100<br>Pages                  | 200 (Two Hundred) Books             |                          |
| 178. | Money Receipt                                   | As per specification | Book of 100<br>pages                  | 25 (Twenty Five)Books               |                          |
| 179. | P. W. Accounts Forms-24 (First &<br>Final Bill) | As per specification | Sheet                                 | 2000 (Two thousand)<br>sheets       |                          |
| 180. | P. W. Accounts Forms-26 (Running<br>A/C Bill)   | As per specification | Sheet                                 | 2000(Two thousand) sheets           |                          |
| 181. | III - Memorandum of Payments                    | As per specification | Sheet                                 | 3000(Three thousand)<br>sheets      |                          |
| 182. | Application for Mutation FORM A                 | As per specification | Sheet                                 | 3000(Three thousand)<br>sheets      |                          |
| 183. | Record of Title Register                        | As per specification | Book of 100<br>pages                  | 30 (Thirty) Books                   |                          |
| 184. |   |                      |                                       |                                     |                          |

  
 Administrative officer  
 New Town Kolkata Development Authority