

HLL Biotech Limited
(A Government of India Enterprise)
(A Subsidiary of HLL Lifecare Limited)
HBL/ADM/ARC-STA/001/14-15 dated 10th February, 2015

TENDER FOR SUPPLY OF STATIONERY AND HOUSEKEEPING ITEMS through
ANNUAL RATE CONTRACT

INTRODUCTION OF THE COMPANY

HLL Biotech Limited (HBL) was incorporated as a subsidiary of HBL Lifecare Ltd, a Government of India Enterprise under the Ministry of Health and Family Welfare, Government of India. HBL is conceived to take the lead role in providing products, services and assistance in achieving our country's goals in immunization and eradication of deadly diseases.

HBL is setting up an Integrated Vaccine Complex (IVC) at Chengalpet, an emerging industrial hub in the southern tip of Tamilnadu state. Project outlay for IVC is Rs 6.00 Billion and 75% of the products & services will be designed to meet the targets of the Universal Immunization Policy (UIP) of the country.

This project has been declared as a "Project of National Importance" by the Government of India.

SCOPE

The scope should be the supply of Office Stationery and Housekeeping items through Rate Contract. Supplier may quote for the items as mentioned in the Price Schedule (*Annexure -IV*)

1. **Instruction to Bidders**

1.1 The bids are invited on single stage bidding basis. The bid will constitute of Technical cum Financial bid. Technical cum financial bid is to be submitted in a single sealed envelope.

1.2 The bid is invited for supply of Stationery and Housekeeping Items through Rate Contract to HBL at HLL Biotech Limited, TICEL Bio Park Campus, Taramani, Chennai-113 as per specification and other details given in the bid document. All bidders who qualify the eligibility conditions as detailed in the bid document are eligible to participate except in the case of firms who are blacklisted / barred by competent agencies or HBL in participation and award of such contracts.

1.3 The Rate Contract shall be for a duration of **one year** and is extensible for **one more year after review**

1.4 Bidders can send their queries and clarifications to address given in clause 1.5, up to three days prior to the due date of bid submission. There is no bid document fee.

1.5 Bids shall be addressed in the name of **The Chief Executive Officer, HLL Biotech Limited, TICEL Bio-park Campus (Module no. 013-015), CSIR Road, Taramani, Chennai- 600 113 Contact No: 044 22544949/56.** Email: ramanr@hllbiotech.com. Due date for the submission of bids will be on **01st April 2015 up to 15:30 Hrs.** The bid will be opened on the **same day at 16:00 hrs.**

1.6 Bids shall be valid for 90 days from the date of opening.

1.7 The bids should be accompanied with complete specification of the items being supplied along with samples to facilitate evaluation.

2. **Mode of submission of Bids**

2.1 The bid should consist of the following:

- Bid document should bear signature and seal of the bidder in all pages
- Annexure I to III have to be duly filled, sealed and signed

- c. All other supporting documents and certificates substantiating the bidder's eligibility shall be attached.

2.2 The bid shall be enclosed in a sealed envelope super scribing

Tender for supply of Stationery and Housekeeping Items through Rate Contract to HBL

“Tender no. HBL/ADM/ARC-STA/001/14-15 dated 10th February, 2015” and shall be addressed to,

The Chief Executive Officer,

HLL Biotech Limited,

Ticel Biopark Campus (Module no. 013-015),

CSIR Road, Taramani, Chennai- 600 113

Contact No: 044 22544949,

Fax : 044 22540101.

2.3 Any bid received after the stipulated time period shall be considered as late tender and will be rejected.

3. Minimum Eligibility Criteria

- a. The bidder in general should possess adequate experience in number of years and sufficient volume of same or similar supplies done in the past 2 years. Purchase order Copies from previous clients for same or similar items should be submitted.
- b. The bidder has to submit documentary proof of prior supply to reputed Government, Public or Private organizations

3 Bid Opening and Evaluation

Opening of Bids by HBL

Bids received before the dead line of the submission of the bid will be opened on the date and time of opening mentioned in the Bid Data Sheet (BDS). Bidders wishing to be present at the time of such opening may send their duly authorized representative.

Preliminary Examination of Bids

HBL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. HBL will ensure that each bid is from an eligible Bidder. Arithmetical errors will be received on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If a Bidder does not accept the correction of errors, his bid will be rejected. HBL may waive any minor informality, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Clarifications on Bids

During the bid evaluation, HBL may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification of historical nature and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

Contacting HBL

From the time of bid opening to the time of Contract award, if any Bidder wishes to contact HBL on any matter related to the bid, he shall do so in writing.

If a Bidder tries to influence HBL directly or otherwise, interfere in the bid evaluation process and the Contract award decision, his bid will be rejected.

HBL's Right to Accept or reject any or all Bids

HBL reserves the right to accept or reject any bid either in part or in full or to annul the bidding process and reject all bids at any time prior to Contract award, without assigning any reason thereof.

Notification of Award

Prior to the expiration of the period of bid validity, HBL will notify the successful Bidder in writing that its bid has been accepted.

The notification of award will constitute the formation of the Contract. The purchaser reserves the right to enter into parallel Rate Contract with one or more suppliers.

Signing of Contract

At the same time as HBL notifies the successful Bidder that its bid has been accepted, HBL will send the Contract Form provided in the Bidding Documents to the bidder, incorporating all agreements between the parties. Not more than ten (10) days following receipt of the Contract Form, the successful Bidder shall prepare the contract agreement on a Non Judicial stamp paper of Rs 100/-, with a sign, date and return it to HBL.

In case, the successful bidder does not do so, HBL in its discretion may cancel the bid of the successful bidder and the successful bidder also be liable to pay damages to HBL.

4. Bid Evaluation

Bid determined to be substantially responsive will be checked by HBL for any arithmetic errors and the same will be corrected as follows:

- a. Where there is a discrepancy between the rates in figures and in words, the rates in words will prevail.
- b. Where there is a discrepancy between the unit price and the total price resulting from the multiplying the unit price by the quantity, the unit price as quoted shall prevail.
- c. The tenderer shall quote only in Indian Rupees.

Tenders, where prices are quoted in any other way shall be treated as non-responsive and rejected.

- d. **The Bidder has to quote for all the items in the Price Schedule**

(Annexure IV)

- e. **The Bid shall be evaluated item wise**

5. Tender Price & Documents

The prices in the corresponding price schedule shall be entered separately in the following manner:

- a) The price of the goods should be quoted on FOR HBL Site basis with the detailed breakup of ex-showroom/ ex-warehouse/ off-the-shelf, as applicable, including all taxes and duties like sales tax, CST/VAT, CENVAT, Excise Duty etc. already paid or payable on raw material used in the manufacture.

6. Rejection of bids

Notwithstanding the above conditions, HBL reserves the right to accept or reject any offer, and to annul the tender process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for HBL's action.

TERMS AND CONDITIONS

1. DEFINITION:

1.1 For the purpose of this contract, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:-

- i. "HBL" means HLL Biotech Limited, which expression shall unless excluded by or repugnant to the context include HBL's representative.
- ii. "Contractor/ Bidder" Means successful lowest bidder.
- iii. "Consignee" means the organization/person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.

2. PAYMENT SCHEDULE:

Payment shall be made as specified in the contract in the following manner:

100 % payment of the supplies made in a particular month will be paid before 7th of the succeeding month

3. TAXES AND OTHER LEVIES

The quoted price shall be inclusive of all applicable taxes and duties.

4. ADDITIONS/DELETIONS

- 4.1 HBL shall have the right to direct in writing for changes, additions, modifications or deletions in the requirement.
- 4.2 The Contractor/ Bidder shall not make any deviations, alterations, additions, to or omissions from the technical specification given by HBL in the purchase order, except through and with proper approval of HBL.

5. TIME SCHEDULE

- 5.1 The required materials shall be supplied within 2 days from the date of intimation from HBL's representative
- 5.2 The supply shall be carried out as per the time schedule specified above. In case of any delay/default of the Contractor/ Bidder to adhere to the agreed time schedule, HBL shall recover the liquidated damages from the Contractor/ Bidder at the rate of 1% (one percent) of the total amount of fee per week of delay of any activity subject to a maximum of 5% (Five percent) of the total order value. However if there is a purposeful delay by the Contractor/ Bidder, HBL reserves all rights to terminate the rate contract and get the full supply executed at his risk and cost.

6. EXTENSION OF TIME

- 6.1 To adhere to the above mentioned time schedule the Contractor/ Bidder shall provide on demand necessary documents, information and certificates/undertakings to HBL. Any delay in supplying the requisite documents and delay due to any other cause beyond the control of the Contractor/ Bidder shall be considered for grant of extension of time. If the Contractor/ Bidder require extension of time, they shall intimate in writing to HBL within 3 days of the occurrence of such hindrance/delay, along with proper documents.
- 6.2 HBL after satisfying itself about the reasonableness of grounds may grant extension of time, if it is justified and communicated the same in writing. Whenever such extension of time is granted, it would be without prejudice to the rights of HBL for any penal action to the extent of the delay attributable to the Contractor/ Bidder. Any extension of time granted as stated above shall neither entitle the Contractor/ Bidder to any claim for increase in their fees nor shall it release him from any of the

obligations under the said agreement.

7. ABANDONMENT OF SUPPLY

- 7.1 If the Contractor/ Bidder/ supplier abandons the Supply for any reason whatsoever or becomes incapacitated as aforesaid, HBL shall be at liberty to make full use of all or any of material supplied by the Contractor/ Bidder/ supplier. The Contractor/ Bidder/ supplier shall also be liable to refund all the charges paid to him up to date plus such damages as may be assessed by HBL including the recovery of liquidated damages.
- 7.2 Provided, however, that in the event of the termination of the agreement under proper notice as provided in the clause hereinafter, the Contractor/ Bidder shall be liable to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the supply executed by him till the date of termination of agreement.

8. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS

- 8.1 When the Contractor/ Bidder have made himself liable for action under any of the clauses aforesaid, HBL shall have powers:
- To rescind the agreement.
 - To engage another Contractor/ Bidder to carry out the balance work debiting the Contractor/ Bidder the extra amount, if any, so spent for getting the balance work done. This amount would be in addition to the recovery of liquidated damages.

9. GENERAL

- 9.1 The Contractor/ Bidder shall be fully responsible for the technical soundness of the material and also ensure that the material is supplied as per the specifications.
- 9.2 The Contractor/ Bidder shall indemnify and keep indemnified HLL Biotech Ltd against any such claims and all costs and expenses paid by HBL in

defending such claims to be borne by the Contractor/ Bidder.

- 9.3 The Contractor/ Bidder hereby agrees that HBL shall have the right to take out any of the activities, which in the opinion of HBL is not being performed by the Contractor/ Bidder with due diligence, and within the agreed time schedule, and which can be performed independently. The fees or the expenses incurred shall be debited to the Contractor/ Bidder.

10. ARBITRATION

- 10.1 All disputes or differences whatsoever arising between the parties out of or relating to the Contractor/ Bidder services, meaning and operations or effect of this contract or the breach thereof shall be settled by arbitration. Matters to be arbitrated upon shall be referred to a sole Arbitrator, to be appointed by HBL and the award made in pursuance thereof shall be binding on the parties. Such arbitration shall be governed by the Indian Arbitration and Conciliation Act 1996.

- 10.2 The place of arbitration shall be at Chennai.

11. FALL CLAUSE

The prices charged for this particular service/supply under the Contract by the supplier shall in no event exceed the lowest price at which the supplier sells the service/supply of identical description to any person(s)/organization (s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders placed during the currency of Rate Contract is completed.

ANNEXURE- I

BID DATA SHEET

S.N	DESCRIPTION	DETAILS
1	Bid reference number	HBL/ADM/ARC-STA/001/14-15 dated 10th February, 2015
2	Due date for submission	1st April 15:30 Hrs
3	Name & Address of bidder	
4	Year of establishment	
5	Type of the firm (tick appropriate)	Public Ltd/Pvt Ltd./Partnership/Regd firm
6	Name & Address of Directors/Partners	1. 2. 3.
7	PAN Number	
8	Contact Phone-Office	
9	Cell	
10	Email	
11	Copy of PAN of Directors/Partners	Attached/Not Attached
12	Past two years Turn Over details	Attached/Not Attached
13	All pages of bid document duly sealed and signed by the authorized person	Attached/Not Attached
14	Power of Attorney/Authorization to sign the bid	Attached/not Attached

ANNEXURE- II

DETAILS OF PAST/ EXISTING CUSTOMERS SUPPLIED IN THE LAST 2 YEARS

Sl. No.	Name and location of the Client	Item Description (attachments can be given)	Quantities Supplied	Value in Rs.
1				
2				
3				
4				
5				
6				
7				
8				

ANNEXURE- III

HBL/ADM/ARC-STA/001/14-15 DATED 10TH FEBRUARY, 2015

BID FORM

Having examined the bidding documents, including amendments of which is hereby acknowledged, we, the undersigned, offer to execute the contract including the supply and delivery of the goods (FOR HBL Site) in full conformity with the said bidding documents for the sum of:

In Fig:

In Words:

Brand:

(Hereinafter called "the Total Bid Price") or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to execute the contract in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated:

Signed by:

In the capacity of

Annexure IV

PRICE SCHEDULE

#	Item Description	UoM	Unit Price (Rs.)	Tax (%)	Total Unit Price (Rs.)
1	2Q Rulled Register	No			
2	5Q Inward Register Oswal	No			
3	5Q Outward Register Oswal	No			
4	A3 JK Copier	Rim			
5	A4 Color Paper Blue	Rim			
6	A4 Color Paper Green	Rim			
7	A4 Color Paper Pink	Rim			
8	A4 Color Paper Yellow	Rim			
9	A4 label Sheet (White)	Pack			
10	A4 Paper - Light Pink	Packets			
11	A4 Paper – Golden Yellow	Packets			
12	A4 Paper – Light Blue	Packets			
13	A4 Paper – Light Green	Packets			
14	A4 Paper – Light Grey	Packets			
15	A4 Paper – Light Red	Packets			
16	A4 Self Adhesive Paper	No			
17	A4 Sheets - JK Copier	Rim			
18	Aala cleaner	No			
19	ADD Achiever - Non dry Gel Ink (Red)	No			
20	ADD Achiever - Non dry Gel Ink (Red)	No			
21	ADD Achiever - Non dry Gel Ink (Red) Refill	No			
22	Add Gel Achiever Pen Blue	No			
23	Air Freshener	No			
24	Air Freshener (odonil)	No			
25	Ambipur Room Spray	No			
26	Apsara Eraser	Box			
27	Apsara Non-dust Eraser	No			
28	Apsara Pencil (Extra Dark)	Box			
29	Apsara Plantinum Pencil	Box			
30	Apsara Sharpner	Box			
31	Ball Point Pen (Blue)	No			
32	Binder Clip 32 mm	Packets			
33	Binder Clip 15 MM	Box			
34	Binder Clip 19 MM	Box			
35	Binder Clip 25 MM	Box			
36	Binder Clip 32 MM	Box			
37	Binder Clip 41mm	Pack			
38	Binder Clip 51 mm	Packets			
39	Binder Clip File	No			
40	Black Pen	Packs			
41	Blue Pen	Packs			
42	Bowl	No			
43	Box File	No			

#	Item Description	UoM	Unit Price (Rs.)	Tax (%)	Total Unit Price (Rs.)
44	Box File (Black)	No			
45	Box File (White)	No			
46	Box File (Blue)	No			
47	Box File (Normal)	No			
48	Box File Steel Clip	Pack			
49	Broom Stick	No			
50	Brown Sheet (without Lamination)	No			
51	Brown Tape 1"	No			
52	Brown Tape 2"	No			
53	Brush (Bottle Washing)	No			
54	Bucket (20lts)	No			
55	Button Folder	No			
56	Calulator	No			
57	Calulator- Casio 500	No			
58	Camlin High lighter	Packets			
59	CD Marker (small)	No			
60	Cello Grip Pen (Black)	No			
61	Cello Grip Pen (Blue)	No			
62	Cello Grip Pen (Red)	No			
63	Cello Tape 1"	No			
64	CelloTape 2"	No			
65	Chart Paper White	Rim			
66	Cleaning Brush	No			
67	Cleaning Cloth	No			
68	Cleaning Cloth & Brush	Lot			
69	Cloth Cleaning Powder	Pack of 500 g			
70	Colin	No			
71	Color Paper Clip - 28 mm	Box			
72	Cutter	No			
73	Detergent Soap	No			
74	Dish wash - Vim	No			
75	Dish Wash Liquid	No			
76	Dispatch Register	No			
77	Drainex cleaner	No			
78	Dumper water Sponge	No			
79	Duracell (AA)	No			
80	Duracell (AAA)	No			
81	Dust Bin Small with Lid	No			
82	Dust Bin Use&Through Covers (Big)	Packs			
83	Dust Bin Use&Through Covers (Small)	Packs			
84	Dust Bins	No			
85	Dustbin Big Size – With Lid -80 Ltr	No			
86	Dustbin Cover Small size	Box			
87	Dustbin Cover Small size	Small Box			
88	Duster	No			
89	Eraser	Boxes			
90	Fevi Stick 8g	No			
91	File Board (Rope Folder)	No			

#	Item Description	UoM	Unit Price (Rs.)	Tax (%)	Total Unit Price (Rs.)
92	File Divider (multicolor)	No			
93	File Folder (Transparent)	No			
94	File Folder 2 Ring Binder D Ring	No			
95	Floor Cleaner	No			
96	Floor Cleaner Stick	No			
97	Flower Vase	No			
98	Garbage bag (Big)	Pack of 50			
99	Garbage Bag (Small)	Pack of 50			
100	Gem Clip 26 MM	Box			
101	Gem Clip 28mm Color	Box			
102	Gloss Cloth (Yellow)	No			
103	Glossy Sheets	Pack			
104	Glue Stick 8gms	No			
105	Hand Towel (good quality) – Medium	No			
106	Hand Towel (good quality) – Small	No			
107	Hand Wash	No			
108	Invisible Tape 18mm X 21.5 mm	No			
109	Kangaro Staples Pin (No.10-1M)	Big Boxes			
110	Kangaro Staples Pin (No.10-1M)	Big Boxes			
111	Kangaro Staples Pin (No.24/6-1M)	Big Boxes			
112	Kangaro Staples Pin (No.24/6-1M)	Big Boxes			
113	Key Chain	No			
114	Knife	Boxes			
115	L Folder (Transparent)	No			
116	L Folder (Non Transparent)	No			
117	Label	No			
118	Laser Pointer Pen (Good Quality)	No			
119	Leather File (Legal Size)	No			
120	Legal Paper (White Color)	Rim			
121	Legal Paper (Green Color)	Rim			
122	Lizol Disinfectant	No			
123	Lizol Floor Cleaner	No			
124	LR 44 Button Cell	No			
125	Masking Tape	No			
126	Measurement Gauge (Digital)	No			
127	Measurement Tape (30m)	No			
128	Measurement Tape (5m)	No			
129	Mop	No			
130	Mop Sticks & Refill	Set			
131	Mop with Stick Set	No			
132	Mosquito Bat	No			
133	Mosquito Hit	No			
134	Mug	No			
135	Muram	No			
136	OHP Marker / CD writer	No			
137	OHP Sheet	Pack			
138	Paper Clips	Boxes			
139	Paper Clips (28 mm 100pcs/box)	Box			

#	Item Description	UoM	Unit Price (Rs.)	Tax (%)	Total Unit Price (Rs.)
140	Paper Cutter (Small)	No			
141	Paper Cutter (Large)	No			
142	Paper Napkins	Pack of 100			
143	Paper Plate	Pack of 500 No			
144	Paper Tea Cup	Roll			
145	Papper Weight	No			
146	Pen Cello gel (Blue) - 0.5mm	No			
147	Pen Cello gel(Black) - 0.5mm	No			
148	Pen Cello grip (Blue)	No			
149	Pen Cello Grip(Black)	No			
150	Pen holder	No			
151	PEN Stand	No			
152	Pencil	Boxes			
153	Permanent Marker (Black)	No			
154	Permanent Marker (Blue)	No			
155	Permanent Marker (Red)	No			
156	Permenant Marker	No			
157	Photo Sheet	Pack			
158	Pin Board Pins	Boxes			
159	Plastic files with punching	No			
160	Plastic Broom	No			
161	Plastic files - Ring file A/4 2 ring 1"	No			
162	Plastic Files (With Punching)	No			
163	Plastic Files (Without Punching)	No			
164	Plastic Folder (Landscape)	Pack			
165	Plastic Folder (Portriat)	Pack			
166	Plastic Lever files - A/4	No			
167	Plastic Scale (small)	No			
168	Plastic Scales 12 "	No			
169	Plastic Separators (B&W)	Pack			
170	Plastic Separators (Color)	Pack			
171	Plastic Sheet Separator 1 to 10	Packets			
172	Plate	No			
173	Post IT Flags 1/2"" 5 colours" (good quality)	No			
174	PostIT Pad 3 X 3 (Yellow)	No			
175	Protector Sheet A4	Pack			
176	Punching (Big)	No			
177	Punching (Small)	No			
178	Punching Machine (Big) DP 600 Kangaroo	No			
179	Punching Machine (Single Hole)	No			
180	Punching Machine (Small) DP 52	No			
181	Push pin	Box			
182	Push Pins Transparent	Box			
183	Red Pen (Packs			
184	Reynold Racer Gel II (Black)	No			
185	Reynold Racer Gel II (Blue)	No			
186	Reynolds (Cello Fine grip -Blue)	No			
187	Reynolds Trimax Gel Pen	No			

#	Item Description	UoM	Unit Price (Rs.)	Tax (%)	Total Unit Price (Rs.)
188	Rope File	No			
189	Round Pen Container	No			
190	Rubber Band Nylon - 4"	Pack			
191	Rubber Band Nylon - 2"	Pack			
192	Ruled Register	No			
193	Scale	Boxes			
194	Scale Big Size	No			
195	Scale Small Size	No			
196	Scissors	No			
197	Scissors Big	No			
198	Scissors Mid	No			
199	Scissors Small	No			
200	Scribbling Pad ITC	No			
201	Sealing Wax	No			
202	Sharpner	Boxes			
203	Sheet Protector (A4 Size)	Pack			
204	Sketch	Pockets			
205	Sketch Pen	Pack			
206	Small Tag File	No			
207	Spiral Binding Plastic Single Sheet	Pack			
208	Spiral used for Binding	Pack of 500g			
209	Spoon	No			
210	Stabler Pin (Small & Big)	Boxes			
211	Stainless Steel Sink Cleaner	No			
212	Stamp Pad (Black) With Ink	No			
213	Stamp Pad (Blue) With Ink	No			
214	Stamp Pad (Red) With Ink	No			
215	Stamp Pad Big	No			
216	Stapler Machine Large	No			
217	Stapler (Big)	No			
218	Stapler (Small)	No			
219	Stapler Machine 10 Kangaro	No			
220	Stapler Machine HP 45 Kangaro	No			
221	Stapler Pin Large	small Box			
222	Stapler Pin Small	small Box			
223	Stick files (Double leaf)	No			
224	Stick Files (single leaf)	No			
225	Stick Files A/4	No			
226	Stick Files Two Side Closed	no			
227	Sticker Sheet	Pack			
228	Sticker Sheet	Packets			
229	Sticky Note (Big)	Pockets			
230	Sticky Note (Small)	Pockets			
231	Surf Excel Soap	No			
232	Tag	Bunch			
233	Tag File	No			
234	Tape dispenser -small Scotch 3M	No			
235	Tea Cup (Set)	No			

#	Item Description	UoM	Unit Price (Rs.)	Tax (%)	Total Unit Price (Rs.)
236	Tea Cup (use and Throw)	Roll of 100			
237	Tea Tray	No			
238	Temperory Marker	No			
239	Tissue Paper (Big Size) (Good Quality)	Pack			
240	Tissue Paper (Small Size) (Good Quality)	Pack			
241	Tissue Papers	Packs			
242	Towel (Big Size)	No			
243	Towel (Small Size)	No			
244	Transparency sheet (100 Micro)	No			
245	Tub (Rectangular)	No			
246	Turkey Towel	No			
247	Twine Thread	Bunch			
248	Use&Through Cups	Packs			
249	Use&Through Plates	Packs			
250	Vessel cleaner brush	No			
251	Vessel Cleaning Brush	No			
252	Vim Dish wash bar	No			
253	Vim Gel	Pack of 250 g			
254	Visiting card Album Big	No			
255	Visiting card Album Big 600 cards	No			
256	Visiting Card folder (480 Cards)	No			
257	Visiting Card folder (120 Cards)	No			
258	Washbasin Cleaner	No			
259	Water Bottle	No			
260	Water Bottle Pearl Pet Brand 1 Ltr	No			
261	White board Duster	No			
262	White Board Marker (Black)	No			
263	White Board Marker (Blue)	No			
264	White Board Marker (Red)	No			
265	Whitener	No			
266	Whitener	Boxes			
267	Wiping Cloth	No			
268	Zip Lock Cover (small)	No			
269	Zip Lock Cover (medium)	No			