# GOVERNMENT OF MEGHALAYA OFFICE OF THE INSPECTOR GENERAL OF PRISONS & CORRECTIONAL SERVICES HORSE SHOE BUILDING:::LOWER LACHUMIERE MEGHALAYA, SHILLONG

No.PRI.39/2023/1

Dated, Shillong the 1<sup>st</sup> March, 2024.

## **NOTICE INVITING QUOTATION**

Sealed Quotations for supply of Dietary and Miscellaneous Articles to the District Prisons and Correctional Homes of Shillong/Jowai/Tura/Williamnagar/Nongpoh for the year 2024 – 2026 are invited and will be received in the Office of the Undersigned upto 12 Noon on 02-04-2024. The Tenders will be opened on the same day at 2 P.M. The terms and conditions of the Notice Inviting Quotation can be obtained from the Office of the Superintendent District Prisons and Correctional Homes, Shillong/Jowai/Tura/Williamnagar/Nongpoh or from the Office of the Undersigned, during office hours, on any working day.

Sd/Inspector General of Prisons
& Correctional Services,
Meghalaya, Shillong

No.PRI.39/2023/1-A

Dated, Shillong the 1st March, 2024.

Copy to :-

- 1. The Director, Information and Public Relations, Meghalaya, Shillong with a request to publish this Notice in 3 (three) Local Daily Newspapers of Meghalaya one each in English, Khasi and Garo.
- 2. The Director, Printing & Stationery, Meghalaya, Shillong with a request to print the Notice in the next issue of the 'Meghalaya Gazette.'
- 3. The Under Secretary to the Government of Meghalaya, Department of Prisons & Correctional Services, Meghalaya, Shillong for favour of information.
- 4. The Senior Informatics Officer, NIC for favour of information with a request to upload in the Government Website.
- 5/ The Superintendent District Prisons & Correctional Homes, Shillong/Jowai/Tura/Williamnagar/Nongpoh for information and necessary action.

Inspector General of Prisons & Correctional Services, Meghalaya, Shillong

# GOVERNMENT OF MEGHALAYA OFFICE OF THE INSPECTOR GENERAL OF PRISONS AND CORRECTIONAL SERVICES, MEGHALAYA::SHILLONG.

NO.PRI.39/2023/2

Dated Shillong, the 1st March, 2024.

#### **NOTICE INVITING QUOTATION**

- Sealed Quotations Affixing Non-refundable Court Fee-stamp of ` 100/-(Rupees one hundred) only, are invited from Suppliers and Dealers for supply of Dietary and Miscellaneous articles for all the District Prisons and Correctional Homes in Meghalaya for the year 2024-2026, as per specifications in Annexure – A, and List of Dietary and Miscellaneous articles in Schedules "I" and "II".
- 2. Sealed Quotation will be received in the Office of the Undersigned up to 12 Noon on 02-04-2024 and will be opened on the same day at 2 P.M. Quotationers or their Authorized representatives are requested to remain present at the time of opening of Quotations. Quotations received after the due date and time, by hand or by post, will be rejected.
- 3. Quotations must be accompanied by:
  - (a) Non-refundable Court Fee-stamp of ` 100/- (Rupees one hundred) only.
  - (b) Earnest Money should be in the form of Call Deposit only as shown below :
    - (i) 1,00,000/-(Rupees One lakh) only for supply of Items both in Schedules I and Schedule II.
    - (ii) `60,000/-(Rupees Sixty thousand) only for supply of Items in Schedules I or Schedule II.
    - (iii) Separate Earnest Money has to be attached for each and every District Prisons and Correctional Homes if the Supplier quotes for more than one District Prisons and Correctional Homes.

The above Deposit at Call will be converted to Security Deposit, payable in favour of the Inspector General of Prisons and correctional services, Meghalaya, Shillong at any Nationalized Bank at Shillong. The Draft or Deposit at Call of Quotation belonging to Schedule Cast/Schedule Tribes may deposited **50%** of the Earnest Money mentioned above.

Separate quotation should be submitted for each District Prisons and Correctional Homes and each Quotation should clearly be mentioned on the envelope.

'Quotation for Name of Prisons and Correctional Homes'

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A for

- (c) Attested copy of Valid GST Clearance Certificate issued by the Superintendent of Taxes, Meghalaya/GST.
- (d) Attested copy of Valid and Current GST Certificate of Registration, TAN No. along with list of items for which rates are offered, with Tax Payer Identification No. (TIN No.).
- (e) Attested copy of Valid and Current Professional Tax Clearance Certificate issued by the District Council.
- (f) Attested copy of Valid and Current Financial Stability Certificate issued by any Nationalized Bank, Certifying that the Firm/Supplier is capable to undertake the supply.
- (g) Attested copy of Scheduled Caste/Tribe Certificate.
- (h)Attested copy of Valid and Current District Council Trading License for quotations by Non-Tribals.
- (i) A Declaration that no Spouse of the Quotationer is working in the Office of the Inspector General of Prisons and Correctional Services, Meghalaya, Shillong, or in any of the District Prisons and Correctional Homes in Meghalaya. A certificate of the same may be furnished from the concerned Superintendent of the District Prison and Correctional Home.
- (j) An Undertaking that the supply work will be carried out by the Quotationer only.
- (k) A Self-attested Photograph of the Quotationer.

4.	The following information must be me					be mer	ntioned	on t	the Body	of the E	nve	lope
	COI	ntaining	the	Tender	Papers,	failing	which	the	Sealed	Envelope	of	the
Quoting Firms will not be opened :												
	Court Fee Stamp of `			is affixed.								
	> Earnest money valued `											
	<ul><li>GST Certificate Valid upto</li><li>GST Registration Certificate with lis</li></ul>											
		Professi	onal '	Tax Cerl	ificate va	alid up t	.00	is	s enclose	ed.		

- > Current Financial Stability Certificate is enclosed.
- > Scheduled Caste/Tribe Certificate is enclosed.
- District Council's Trading License Valid up to \_\_\_\_\_\_is enclosed (for Non-Tribal Firms).
- Certificate by the Food Inspector of the District concerned may also be furnished
- The Declaration is enclosed.
- The Undertaking is enclosed.
- Self- attested Photograph is enclosed.
- > Full name and full Address of the Quotationer.

#### 5. Rates:

- (a) Should be inclusive of all Taxes.
- (b) Should be valid for a period of (Two) Years.
- (c) Should be quoted separately for each item.
- (d) Should be quoted separately for each District Prison and Correctional Home.

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- (e) Should be inclusive of all charges like packing, insurance and other incidental charges. Only C.S.T. against 'D' form may be shown extra, if applicable.
- (f) Should be written clearly in figures and in words. Any alteration or over writing must be signed in full by the Quotationers.
- 6. Quotations should be addressed to the Undersigned by Designation and not by name. Sealed Envelope containing the Tender Papers must be super scribed as "QUOTATION FOR SUPPLY OF DIETARY AND MISCELLANEOUS ARTICLES TO THE DISTRICT PRISONS AND CORRECTIONAL HOMES, SHILLONG/ TURA/JOWAI/WILLIAMNAGAR/NONGPOH FOR THE FINANCIAL YEARS 2024-2026". Quotations must be sent by Registered Post or delivered by hand.
- 7. Quotationers must be prepared to accept Item-wise rates offered by this Department, otherwise, their Earnest money will be forfeited.
- 8. The Inspector General of Prisons and Correctional Services, or the Superintendent of the District Prison and Correctional Home concerned will intimate the successful Quotationers through a Letter of Acceptance. Till then, no Quotationer has any right to assume that his or her Quotation has been accepted. There shall be no claim whatsoever for compensation for any expenditure incurred by any Quotationers in anticipation of any Acceptance Letter.
- 9. The Earnest Money of the Unsuccessful Quotationers will be released only after finalization of the Contract with the Successful Quotationers, while that of the Successful Quotationers will be converted into Security Deposit.
- 10.Successful Quotationers will have to sign a Contract Agreement within the stipulated time with the Undersigned. If any successful Quotationer refuses to sign the Contract Agreement within the stipulated time, the Earnest Money of such Quotationer will be forfeited to the Government and he/she will be debarred from tendering any quotation for supply to this Department for a period of 5 (five) Years.
- 11.Once the Contract Agreement is signed, the selected Quotationer will supply the items ordered by the Indenting Officer within 15 (Fifteen) days. No complaints whatsoever regarding the terms and conditions, quality, non-availability of articles, etc, will be entertained. Further, the selected Quotationer will have no right whatsoever to any claim of loss or damage due to fluctuations of prices, etc, other than additional imposition or enhancement of any duty or tax in force.
- 12. Once the rates offered in the tenders are accepted, no enhancement of rates will be allowed under any circumstances and the Quotationers will be liable to

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(NB)

supply at the rates accepted by the Inspector General of Prisons and Correctional Services, Meghalaya. Failure to supply at the accepted rates will entail the offer being cancelled and the Security Money forfeited to the Government of Meghalaya.

- 13. Payment will be made only on completion of supply of the indented articles.
- 14. All losses sustained by the Government due to failure, omission or neglect of the supplier, may be realized from his/her Security Deposit.
- 15. In the event of rejection, failing, declining, neglecting or delaying to comply with any demand or requisition, the Inspector General of Prisons and Correctional Services, Meghalaya, shall be at liberty to order purchase of such items at the expenses of the supplier.
- 16. The Inspector General of Prisons and Correctional Services, Meghalaya may rescind forthwith the contract in writing if:
  - (a)A Contractor assigns or sub-lets any contract without his approval in respect of the contract or any other contract.
  - (b) A Contractor or his Agent or Servants are guilty of fraud in respect of this contract or any other contract.
  - (c) The Supplier declines, neglects or delays to comply with the demand or requisition or in any other way fails to perform or observe any condition of the contract.

In such case, the Security Deposit, in part or full, at the discretion of the Inspector General of Prisons and Correctional Services, Meghalaya, shall stand forfeited and be absolutely at the disposal of the Government. Further, the Government shall be entitled to recover from the Supplier, any extra expense the Government may be put to, in obtaining Supplies from elsewhere.

- 17.If the Supplier/Firm willfully neglects, fails to perform or observe any condition of the contract, or attempts to cheat or indulge in foul practices, the Inspector General of Prisons and Correctional Services, Meghalaya, may impose a ban upon such Supplier/Firm from future business with the Department.
- 18. The rates of the controlled commodities like Rice, Sugar, Atta etc, will be as per the controlled rates prevailing from time to time, plus a suitable percentage, to be quoted by the Supplier, for handling charges. The price of a commodity, which is controlled at the time of publication of this Quotation Notice or submission of the Quotations, but is subsequently decontrolled during the currency of the contract, will be fixed at the local market or wholesale rate as specified by the District Administration from time to time.

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- (H97)
- 19. Quotationers must mention the Brand names or Trademarks of such items and articles which have different Brand names or Trademarks like Mustard oil, Soap, etc. They must also conform to quality standards like BISS (ISI marks) or Agmark as the case may be.
- 20. The Dietary articles must conform strictly to the norms of the Food Adulteration Act, 1954. The quality of the supplied articles is subject to analytical examination, if and when considered necessary, by the Indenting Officer. If it is found that the quality of any article does not conform to the norms mentioned above or to the standard and quantity as per the specification, such Item(s) will be rejected forthwith. The Supplier, at his or her own cost, must remove such rejected Item(s) immediately.
- 21.If the L-I, or any rates are too low when compared to the market rate, the same will be rejected and subsequent higher rates will be approved. This will be done keeping in view the quality of the food to be supplied.

22. The Purchase Board reserves the right to reject any or all tenders without assigning any reasons therefor and does not bind itself to accept the lowest rate(s).

Inspector General of Prisons and Correctional Services, Meghalaya, Shillong.

Memo NO.PRI.39/2023/2-A Copy to :- Dated Shillong, the 15<sup>th</sup> November, 2023

- 1. The Director, Printing & Stationery, Meghalaya, Shillong with a request to print the Notice in the next issue of the 'Meghalaya Gazette'.
- 2. The Under Secretary to the Government of Meghalaya, Department of Prisons & Correctional Services, Meghalaya, Shillong, for favour of information.
- 3. The Senior Informatics Officer, NIC for favour of information with a request to upload in the Government Website.
- 4. The Superintendent, District Prisons & Correctional Homes, Shillong/Jowai/Tura/Williamnagar/Nongpoh for information and necessary action.

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## SPECIFICATION OF THE ARTICLES

The following Standard Specification for Dietary Articles must be strictly adhered to:

#### SCHEDULE - I

#### A. Dietary Article

### **CEREALS AND PULSES:**

- Food quality and free from dirt and dust, foreign materials or obnoxious odour, conforming to the Agmark specification.
- > No sign of mould or insect infestation, lumpy condition or moisture.

> No discolouration.

### **DAL**: Of all the required varieties:

- > Shall be of the best quality and free from dust, and foreign materials and any obnoxious odour, with brand name and conforming to the standard quality.
- > Should show no sign of mould or insect infection, moisture or lumpy condition.

Be skinned.

#### ATTA:

> Should be of good quality and free from dust, and foreign materials and any obnoxious odour, with brand name and conforming to the standard quality.

> Should not show any sign of mould or insect infection, moisture or lumpy condition.

#### **B. VEGETABLES:**

- Fresh and of average size.
- > Free from blight or discolouration.
- Not old, stringy or coarse.

#### **POTATOES AND ONIONS:**

- > Should be of the best quality, free from diseases, mould, blight and fit in all respects for human consumption.
- > They shall be of good average size and shall not contain excessive moisture and be free from dirt. No potatoes and onions that pass through a 39 mm (1.5) circular mesh will be accepted.

#### C & D. FISH AND MEAT:

- Fresh.
- > Healthy.
- > Fit for human consumption.

#### E. SPICES:

- > Good quality and flavour with brand name and conforming to the Agmark specification.
- > Free from dirt and dust.
- > No sign of mould or insect infestation, lumpy condition or moisture.
- No discolouration.

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# SCHEDULE-II

# MISCELLANEOUS ARTICLES:

- Items should conform to quality standards like BISS (ISI Mark).
   Brand name should be mentioned.

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# LIST OF DIETARY & MISCELLANEOUS ARTICLES SCHEDULE - I

IETARY ARTICLES :

SL.	NAME OF ADTICLES /COMMOD?	IES UNIT	Approved Firms/Suppliers
_ 1	2	3	inins/suppliers
A. C	CEREAL AND PULSES:		
1	Rice - Sample Require	d Por Ott	
2	ALL		
	6	10, 20,	
		, दा चूत.	
4	Moog Dal Do	Per Qtl.	
5	Masur Dal - Do	Per Qtl.	
6	Gram Dal - Do		
7	Tea Leaf - Do -		
B. V	EGETABLES:	Ter Kg.	
1	Potato	Per Kg.	
2	Onion	Per Kg.	
3_	Cauliflower	Per Kg.	
4	Cabbage	Per Kg.	
_5_	Brinjal	Per Kg.	
6	Carrot	Per Kg.	* ***
7	Kerela	Per Kg.	
8	Knol-Knol	Per Kg.	
9	Cucumber	Per Kg.	NAME OF THE OWNER OWNER OF THE OWNER
	Pumpkin	Per Kg.	
	Green Chilly	Per Kg.	
	Tomato	Per Kg.	
	Radish (Mulla)	Per Kg.	
	Lemon	Per Kg.	
16	Okra/Ladies Finger (Bhindi) Ridge Gourd (Turai)	Per Kg.	
	Spiny Gourd (Bhaat Karela)	Per Kg.	
	Pointed Gourd (Parwal)	Per Kg.	
	Squash	Per Kg.	
	Green Beans	Per Kg.	
	Yard Long Beans	Per Kg. Per Kg.	
	Mustard Greens	Per Kg.	
. FIS			
1	Rahu (Fresh)	Per Kg.	58
2 H	Katla (Fresh)	Per Kg.	
. ME	AT & EGG:		
1 1	Mutton (Fresh)	Per Kg.	
	Chicken	Per Kg.	
3 E	ggs (Fresh)	Per doz.	
	L, ETC:	1 . 61 402.	
	Mustard Oil (15 Ltr)	Per Tin	
	Salt	Per Kg.	
	Molasses		
- 1		Per Kg.	

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	Condense Milk		\
	Horlick - 500 gms.	Per Kg.	
7		Each	
3		Each	
F.	SPICES:	30 gram	
1	Haldi/Turmeric (Lakadong)	Per Kg.	
2	Jeera	Per Kg.	
_3	Black Pepper	Per Kg.	
4	Dry Chilly	Per Kg.	+
5	Dhania	Per Kg.	
6	Chilly Powder	T Cr Tyg.	
7	Garam Masala	<del> </del>	
8	Meat Masala		
3. I	FIREWOOD:	· · · · · · · · · · · · · · · · · · ·	
1	Pine-dry (1.00x0.30 metres)- For Emergency use only	Per 100 Nos	
2	Firewood (Hard)- For Emergency use only	Per Qtl.	FOR EMERGENCY USE
3	Charcoal - For Emergency use only	Per Kg.	
C	HEDULE - II	-t,	
115	SCELLANEOUS ARTICLES:	¥ 8	
. (	GENERAL COMMODITIES:		
1	Washing Soap (Pkt.) R.B.	Per Pkt.	
2	Life Bouy Soap	Per doz.	
3	Dettol Liquid (Big)	Each	
4	Blue Indigo	Per Pkt.	
5	Phenyle (Bengal Chemical)/Doctor Brand - Black)	Per Itr.	
6	Harpic	Each	
7	Toilet Brush	Each	
8	Baygon Spray (Baygon)	Per Itr.	
9	Flit gun (Baygon)	Each	
0	Odonil	Each	
1	Lime (Unslaked)	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
2	Kerosene Oil	Per bag	
3	Flower Broom	Per Itr.	
4	Bamboo Broom	Each	· · · · · · · · · · · · · · · · · · ·
5	Torch light (3 battery)	Each	
6	Everyday Torch light battery	Each	
	-ECTRICAL ITEMS :	Each	
- L	-LOTATOAL TIEMS :		<u> </u>
	Sodium Vapour Lamp (Bajaj) :125 watts	Each	
2	Sodium Vapour Lamp (Bajaj): 250- watts	Each	AS PER RATES FIXED BY PWD AND PHE DEPARTMEN
	Sodium Vapour Holder (Bajaj) :125 watts	Each	



1,1	Sodium Vapour Holder (Bajaj): 250- watts	Each	
5	Electric Bulbs (Bajaj) : - 60 - watts	Each	
6	(Bajaj) : - 100- watts	Each	
7	(Bajaj) : - 200- watts	Each	
8	(Bajaj) : - 500- watts	Each	
9	Tube Light Bulbs (Bajaj) - 40 watt	Each	
10	Tube Light Frame (Bajaj) - Single	Each	
11	Tube Light Frame (Bajaj) - Double	Each	-
12	Choke (Bajaj): 40- watts		-
13	Starter (Bajaj): 40- watts	Each	-
14	, , , , ,	Each	
15	Cfl. Bulbs (Havells) - 15 watts Cfl. Bulbs (Havells) - 20 watts	Each	_
16	Cfl. Bulbs (Havells) - 23 watts	Each Each	_
17	Cfl. Bulbs (Havells) - 26 watts	Each	-
18	Cfl. Bulbs (Havells) - 30 watts	Each	
19	Cfl. Bulbs (Havells) - 36 watts	Each	-
20	Cfl. Bulbs (Havells) - 45 watts	Each	-
21	Cfl. Bulbs (Havells) - 65 watts	Each	AS PER RATES FIXED BY
22	Cfl. Bulbs (Havells) - 85 watts	Each	PWD AND PHE DEPARTMENT
23	G.I. Pipe (Tata) Size : - 1/2"	Each	rate in Berrachie
_24	G.I. Pipe (Tata) Size: - 3/4"	Each	
_25	G.I. Pipe (Tata) Size : - 1"	Each	
26	G.I. Pipe (Tata) Size : - 2"	Each	
_27	Flexible Wire (Plastic)	Per mtr.	
28	Black Tape (Anchor)	Each	
29	Light Tester (Taparia)	Each	
30	Bulb Holder (Anchor)	Each	
_31_	Switch Board (Anchor)	Each	
32	Switch /Gangway (Anchor) Size :5 Amps	Each	
33	Switch /Gangway (Anchor)Size :15 Amps	Each	
34	Wire (Havells) - Copper -2.5 mm	Per mtr.	
35	Wire (Havells) - Copper - 3 mm	Per mtr.	
36	Wire (Havells) - Aluminium- 2.5 mm	Per mtr.	
37	Wire (Havells) - Aluminium- 3 mm	Per mtr.	
38	G.I Wire - Black	Per Kg.	
39	G.I Wire - White	Per Kg.	
с.то	OLS/PLUMBING ARTICLES ETC:		
1.	Beep Cock (Orient)(All size) -Plastic	Each	
2	Beep Cock (Orient) (All size) - Metal	Each	
3	Wheel Valve - (Tata) (All size)	Each	
4	Polythene Pipe Size : - 1/2"	Each	AS PER RATES FIXED BY PWD AND PHE DEPARTMENT
5	Polythene Pipe Size : - 3/4"	Each	] WE AND THE DEFAITMENT
6	Polythene Pipe Size : - 1"	Each	
7	G.I.Bend (All size)	Each	

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_			(D)
8	G.I. Elbow (All size)	Each	
15	Union Socket (Tata) Size : - 1/2"	Each	
10	Union Socket (Tata) Size : - 3/4"	Each	
11	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	Each	
12	Socket (Tata) Size :- 1/2"	Each	
13	Socket (Tata) Size :- 3/4"	Each	
14	Socket (Tata) Size :- 1"	Each	
15	Tee (Tata) Size : - 1/2"	Each	
16	Tee (Tata) Size : - 3/4"	Each	
17	Tee (Tata) Size : -1"	Each	
18	Jumper (Tata)	Each	
19	White Washing Brush (Lal Gulab)	Each	AS PER RATES FIXED BY
20	Enamel Paints Asian Paints)	Per ltr.	PWD AND PHE DEPARTMENT
21	Painting Brush : - 1"	Each	
22	Painting Brush : - 2"	Each	
23	Painting Brush : - 3"	Each	
24	Painting Brush : - 4"	Each	
25	Kodali with Handle (Tata)	Each	
26	Khasi Kodali with Handle and Angle (Local)	Each	
27	Dao with Handle (Local)	Each	
28	Gaiti	Each	7
29	Grass Cutter Sickle	Each	
30	Belcha	Each	
D. U	TENSIL ETC.:		
1	G.I. Bucket (Tata) - Size : 18"	Each	
2	Aluminium Kettle	Per Kg.	
3	Aluminium Pan	Per Kg.	
4	Aluminium Degchi	Per Kg.	
5	Aluminium Plates	Each	
6	Aluminium Mugs (capacity -250ml)	Each	
7	Rice Strainer	Each	
8.	Iron Tawa (Big)	Each	
9	Iron Kerahi Big)	Each	
10	Stainless steel spoon (big)	per set	
11	Stainless steel spoon (medium)	per set	
12	Water filter (1 candle) (capacity - 20 litres)	Each	
E. OT	THER ITEMS:		

1	**
1	14
1-	11.
12	1 1

	Dill (G)		C.
	Pillow (Standard size)	Each	
-	( Ting a size)	Each	
H 3	(Staridard Size)	Each	
4	- ( carradia size)	Each	
5	(Orc. 7 2 rc.)	Each	
6	January (Standard Size)	Each	
7	- Topass Hee (Standard Size)	Each	
8	Tooth paste (Colgate 500 gm)	Each	
9	Tooth brush	Each	
10	Pro (Hawaii Chappai)	1(Pair)	
11	Sacrifori Wich Cover	Each	
12	Door mat	Each	
13	Chart Paper	Per Rm.	
14	Plastic rope (Dark green)	Per Kg.	
15	Fevicol	Per Itr.	
16	Suede Cloth (Green colour)	Per mtr.	
17	Satin Cloth	Per mtr.	
18	Cane (Thri)	Per Bundle	
19	Cane (8 ft. length)	Each	
20	Planks (Pine) Assorted size.	Per Cft.	
21	Planks (Tita Chap) Assorted size.	Per Cft.	
F. O	FFICE STATIONERY	s	
1	Register No. 10	Each	
2	Register No. 20	Each	
3	Register No. 30	Each	
4	File Board & File Cover	Each	, , , , , , , , , , , , , , , , , , , ,
5	Note Sheet	Per Rm.	
6	Duplicating paper - (A4)	Per Rm.	
7	Xerox paper - (A4)	Per Rm.	
8	Envelope - (All sizes)	Per doz.	
9	Ball pen (Cello)	Each	
10	Refil (Cello)		
11	HB pencil	Per doz.	*
12	Calculator	Per doz.	
	Cotton tag	Each	
	Counting sponge	per pkt.	0
	Office knife	Each	
	Scissor	Each	
	Paper clip	Each	
	Paper pin	per pkt.	
10	raper piri	per pkt.	

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19	Paper weight	Each	
120	penstand	Each	
21	Stamp pad self inking	Each	
22	Stappler Machine - No.10	Each	
23	Stappler Machine - No.24/6	Each	
24	Stappler Machine Pin - No. 10	per pkt.	
25	Stappler Machine Pin - No. 24/7	per pkt.	
26	Lock & Key - 70 mm ·	Each	
G. S	PORT ITEMS		
1	Football		
2	Volley ball		
3	Carrom Board (Big size)		
4	Carrom Dice		
5	Chees Board with Dice		
6	Ludo with Dice	0	
7	Chinese checkers with Dice		
8	Volley ball nets		
9	Table Tennis Board		
10	Table Tennis Bat		,
_11	Table Tennis Ball		
LI EI	IDMITUDE		L

#### H. FURNITURE

As per GAD rates/ D.C rates/ Industry rates which ever is lower.

# I. ELECTRONICS ITEMS

As per Company/ GEM rates.