

**FINANCIAL**  
**BID**

## FINANCIAL BID

### PRICE BID FOR STATIONERY ITEMS ON ANNUAL RATE CONTRACT

(To be filled in by the Tenderer duly printed on their letter head)

S.No	Name of the item	Brand Name	Unit Price inclusive of all taxes ( Rs.)
1	Alpins		
2	Acetate sheets 3 M		
3	Ball pens (Good quality)		
4	Box files		
5	Brown paper sheets		
6	Binding clip 15 mm		
7	Cello tape dispenser(Big)		
8	Cello tape (Small) 1" size		
9	Cello tape (Big) 2" size		
10	Cello tape colour (Big) 2" size		
11	Dak pads		
12	Envelops 11x5 plain(120 GSM) with printing of NAARM logo as for sample		
13	Envelops(Clothed)10x12 A4 size (180 GSM)with printing of NAARM logo as for sample		
14	Envelops(Clothed)A3 size (180 GSM)with printing of NAARM logo as for sample		
15	Envelops 9x5 plain (120 GSM) with printing of NAARM logo as for sample		
16	File boards (Thick)		
17	File tags		
18	Fevi-stick		
19	Gum tube		
20	Gem clips		
21	Gel pens		
22	Gum bottles (Small) (150ml.)		
23	Gum bottle (Big)		
24	High lighters		

25	Ink jet paper (Matty)		
26	Note sheet pad(80 GSM) consisting 100 pages		
27	OHP marker pens (Set)		
28	Post it pads (Big)		
29	Pencils		
30	Plastic scales (Big)		
31	Photo glossy paper		
32	Paper weights (Rubber Type)		
33	Permanent marker pens		
34	Post it pads(Medium) (Yellow)		
35	Post it pads(medium) (Different colours)		
36	Register's 1 quire		
37	Register's 2 quire		
38	Register's 3 quire		
39	Register's 4 quire		
40	Register's 5 quire		
41	Single punch		
42	Stapler pins (Small)		
43	Stapler machines (small)		
44	Stapler machines (big)		
45	Stapler pins (Big)		
46	Stapler pin remover		
47	Stamp pad (Big)		
48	White correcting fluid pens		
49	White board marker pens		
50	Xerox paper A4 (75 GSM)		
51	Computer stationery 132 column (1+1) 80 GSM		
52	Computer stationery 80 column (1+1) 80 GSM		
53	Computer stationary 132 column (One part 132 GSM)		
54	Computer stationary 80 column single part(80 GSM)		

**Note: The firms may quote rates for different make and models of the above said items while submitting the tender.**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Seal: \_\_\_\_\_