

GSTIN NO.03AAAFD5602K2ZV Ph.:01823-222021, Email:dcsm\_nsr@yahoo.com  
The Nawanshahr Cooperative Sugar Mills Limited, Nawanshahr (Punjab)

### TENDER FORM

Sealed Tenders are invited from Manufacturers/Authorised Dealers for the purchase of following Items

| S.No. | Particulars                                     | Quantity required | Rate in Rs. |
|-------|-------------------------------------------------|-------------------|-------------|
| 1.    | Slip Pad 13.5 cm x 22 cm.                       | 100 nos.          |             |
| 2.    | Slip Pad 10 cm x 15 cm.                         | 100 nos.          |             |
| 3.    | Ruled Register 2 Q.                             | 100 nos.          |             |
| 4.    | Ruled Register 1 Q.                             | 100 nos.          |             |
| 5.    | Colour Flags                                    | 100 Pcs.          |             |
| 6.    | Laces Green                                     | 03 Pkts.          |             |
| 7.    | Computer Paper Size A-4.                        | 100 Nos.          |             |
| 8.    | Legal Paper                                     | 1 Packet          |             |
| 9.    | Pencil H.B.                                     | 20 Pkts.          |             |
| 10.   | Pencil Sharpener (Good quality).                | 02 dozen          |             |
| 11.   | Rubber (Erasers).                               | 02 dozen          |             |
| 12.   | Ball Pen (Best Quality). Butter Flow Cello make | 100 nos.          |             |
| 13.   | Ball Pen Ordinary.                              | 100 nos.          |             |
| 14.   | Paper Pins.                                     | 06 Boxes          |             |
| 15.   | Paper clips (Big size).                         | 04 Boxes          |             |
| 16.   | Gum Bottle (Small).                             | 10 nos.           |             |
| 17.   | Stapler no. 10                                  | 06 nos.           |             |
| 18.   | Stapler Pin no. 10 – 1M                         | 10 boxes.         |             |
| 19.   | Chalk.                                          | 02 Boxes          |             |
| 20.   | Duplicate Book.                                 | 04 nos.           |             |
| 21.   | Plastic foot-rule small.                        | 04 nos.           |             |
| 22.   | S.S. foot scale                                 | 10 nos.           |             |
| 23.   | Fevistick gum                                   | 10 nos.           |             |
| 24.   | White Fluid Pen.                                | 08 Nos.           |             |
| 25.   | Pin Container.                                  | 06 nos.           |             |
| 26.   | High light pen.                                 | 06 sets.          |             |
| 27.   | Punching machine                                | 06Nos.            |             |
| 28.   | Cello tape ½"                                   | 22 Nos.           |             |
| 29.   | Duster Cloth                                    | 20 Pcs.           |             |
| 30.   | Permanent Marker (small & big size)             | 05 Nos. each      |             |
| 31.   | Index File                                      | 10 Nos.           |             |
| 32.   | Spung damper pad                                | 10 Nos.           |             |

Note:- The quantity of material may increase or decrease at the time of order

### TERMS AND CONDITIONS

1. Last date for receipt of tender is 05.11.2024 upto 11.00 A.M. which will be opened on 05.11.2024 at 2.00 PM.
2. Material offered should be strictly as per our specifications and in the Tender Form issued by the Mills only.
3. Minimum delivery period must be mentioned.
4. 100% payment will be made after quality inspection of material or as decided by the purchase committee at the time of negotiation.
5. GST- extra if applicable as per Govt. Rule.
6. Rates should be FOR Mills, P&F, if applicable should be mentioned separately in percentage.
7. The envelope of tender should be subscribed as Tender for **General Stationery**
8. The undersigned reserves the right to reject/accept any or all tenders without assigning reasons.

CAO

CCDO.

C.C.

C.E.

General Manager