



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

National Institute of Fashion Technology

वस्त्र मन्त्रालय, भारत सरकार / (Ministry of Textiles, Govt. of India)

भोपाल उपमार्ग सड़क, भौरी, भोपाल – 462030 / Bhopal Bypass Road, Bhauri, Bhopal-462030

Website: nift.ac.in/Bhopal, Tel. (दूरभाष) 0755-2493736

आर्ट स्टेशनरी शोप चलाने के लिए रुचि की अभिव्यक्ति (ईओआई) के लिए आमंत्रण Invitation for Expression of Interest for Running Art Stationery Shop

परिचय / INTRODUCTION:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 18 centers. It provides four years under graduate (UG) program in design and technology, two years Post Graduate (PG) program in Design, Fashion Management & Fashion Technology and short-term education programme to address the specialised needs of professionals and students in the field of fashion. NIFT has its head office in New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Daman, Gandhinagar, Bhopal, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Panchkulla, Raibareli, Shillong and Srinagar.

NIFT, Bhopal started its operation in the year 2008 initially in a temporary campus, NIFT Block, M.P.Bhoj (Open) University Campus, Kolar Road, Bhopal and has now shifted to its permanent campus at Bhopal-Indore Bypass Road, Bhauri, Bhopal-462030 in 2022, Presently NIFT Bhopal has around 400 students and 60 employees. The student strength is likely to increase to 700 in 2023-24 session.

We are in the process of selection of a vendor to operate an Art Stationery Shop in the campus. The terms and conditions on which the contract is to be awarded are given in the subsequent pages and are divided under the following headings:

- Terms and conditions along with responsibilities of the licensee
- Rules pertaining to the daily functioning of the art stationery shop
- Penalties for violation of rules
- Prices of services and products
- ❖ Duly filled Expression of Interest form documents in a sealed envelope should be personally delivered or sent by registered post or courier only so as to reach the Institute by **20/05/2023 till 05:30 PM.**
- ❖ Expression of Interest will be opened after last date of EOI submission.
- ❖ For more details, please refer terms and conditions for Art Stationery Shop.
- ❖ Institute reserves the right to accept/reject any or all Expression of Interest without assigning any reason thereof.
- ❖ Before submitting the tender, the service provider is advised to visit the Institute to apprise himself of the logistics of the prospective assignment.
- ❖ The Art Stationery Shop is a facility provided to the students and NIFT and NIFT employees. Regular stationery needs of the institute may also be procured from the license. The Stationery shop will be open on all days.
- ❖ The Art Stationery Shop is open to students, NIFT, NIFT employees only. Approximately 400 Students & 60 employees are expected to utilize the facility.
- ❖ The Art Stationery Shop is required to be run compulsory throughout on all days of academic

semester and thorough the day with from 08.00 AM to 8.00 PM.

- ❖ The Director reserves the right to amend or withdraw any of the terms and conditions mentioned in the Expression of Interest document or to reject any or all the Expression of Interest without giving any notice or assigning any reason thereof and not bound to accept the qualified Expression of Interest. The decision of the Director, NIFT BHOPAL in this regard shall be final and binding on all.

TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF VENDOR

1. Furniture for the Art Stationery shop will be provided by the licensee. All the equipment (like, scanner, printer, photocopy machine, computer system, book binder, lamination machine, etc.) required for the Stationery/Photocopy shop have to be arranged by the licensee itself. Maintenance of all the equipment being used by the licensee is solely his responsibility.
2. The contract shall be initially for a period of one year and may be extended for a further period at the discretion of the competent authority.
3. The Licensee shall deposit **Rs.45,000/- (Rupees, Forty Five Thousand only) as Security Deposit** with NIFT before the commencement of work/contract. No interest shall accrue on this deposit, and the security deposit will be returned after the successful completion of the contract and after adjusting dues, if any. **The same will be accepted through NEFT/RTGS/Online transfers only. NIFT Bhopal Bank Account details are as under:**
NIFT General Account No. : 549102010009108
Bank : Union Bank of India, Kolar Road, Bhopal-462041
IFSC : UBIN0554910
Kindly send the UTR Code Number to **accountsteam.bhopal@nift.ac.in**.
4. **Minimum License Fee will be Rs.5000/- (Rupees, Five Thousand) per month or higher bid offered by the Licensee. A minimum discount of 10% shall be given on the MRP of stationery items.**
5. Weightage is given for criteria of selection - License fee Quoted (as 80%), and discount on stationery items (as 20%).
6. The minor work (maintenance) will be borne by the Art Stationery shop licensee.
7. Monthly License Fee shall be deposited by the Licensee by the 7th of every month in advance.
8. Monthly electricity charges will be paid by Licensee as per actual as per reading of the submeter. The charges would be deposited by the Licensee by 7th of every month in advance.
9. If the Licensee fails to pay the License Fee, and Electricity Charges in time or does not abide to their terms and conditions of the License, the License will be terminated and it will be awarded to another party.
10. The Licensee shall be personally responsible for strict and genuine compliance of Municipal by laws relating to sanitary conditions and provide liveries to the staff of the Stationery shop.
11. The quality of stuff/material will be of good quality and branded. The prices of all the items/services shall be fixed in consultation with Institute committee approved by the Director and full price list shall be displayed on prominent places.
12. The Art Stationery shop will not be closed on any day except with the prior permission of the Director.
13. Rate list should be displayed in the Art Stationery shop written with white paint on black. Any modifications/changes to be made in the prices, approval should be taken from the Director.

14. It will be the sole responsibility of the Licensee to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract.
 - a. Minimum Wages Act 1948.
 - b. Employee Provident Fund Act 1952
 - c. Employee State Insurance Act 1948
 - d. Contract Labour (Abolition & Regulation) Act 1970.
 - e. Industrial Employment (standing orders) Act and rules 1946.
 - f. Prohibition of Child Labour Act 1986.
 - g. Payment of Bonus Act and Rules 1965.
 - h. Workmen compensation Act 1923
15. The Director reserves the right to reject or accept any Expression of Interest without assigning any reason whatsoever.
16. The licensee must have experience of running an art stationary shop in educational institutions/colleges imparting education in design, architecture or art related fields, authorized market places or commercial places.
17. The licensee shall furnish his shop with high quality furniture and start his business immediately, failing which the license shall be treated as canceled.
18. Cleaning and housekeeping of shop area will be the sole responsibility of the vendor. NIFT Bhopal would reserve the right to check on cleanliness and upkeep of premises and quality of provisions.
19. The licensee should ensure that all the employees are free from communicable diseases. Medical Certificate to this effect should be available for inspection by the authorities. If any worker is found medically unfit, he/she may not be given permission to continue his/her duties and licensee has to replace them immediately without fail.
20. All expenses related to the functioning of the employees engaged by the licensee shall be in the scope of the licensee.
21. Liability/responsibility in case of any accident causing injury/death to shop worker or any of his staff shall be of the contractor. The Institute authorities shall not be responsible in any means in such cases.
22. The successful tenderer will have to make an agreement with NIFT Bhopal on terms and conditions of the contract on stamp paper, the cost of which will be born by the licensee.
23. The licensee shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
24. The licensee shall get suitable instructions from the Director/ Designated Official of NIFT Bhopal and shall provide the services promptly as per requirement.
25. The Director, NIFT Bhopal reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
26. Designated authority of the Institute will over all supervise the Stationery shop operations.
27. The licensee is responsible for removal and disposal of waste/garbage from daily Art Stationery shop operation.
28. The licensee shall collect the charges from users and the Institute is not responsible for collection of any charges from users.
29. Ensure that all employees are well mannered and display courteous behavior.
30. No accommodation, no changing/resting room, will be provided to the workmen of the licensee.

31. Failure to start work in time after issuing of work order or involvement of the licensee in illegal, unethical, violent activities or breach of any terms and conditions of the agreement will lead to debarment of the licensee from participating in any of the Tender/EOI of the institute.

TERMINATION:

NIFT Bhopal reserves the right to terminate the Contract by giving one month's prior written notice of the same and this agreement will stand terminated on the expiry of the one month period (for notice by NIFT Bhopal) and 3 months period (for notice by agency) provided always that the Company has fulfilled and complied with all its obligations to NIFT Bhopal in connection with and under this Agreement at the date of such termination.

PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS

The vendor will be fined in case of violation of the following rules:

1. Any complaint about selling the services or products at a higher price than the pre-decided price will attract a minimum penalty of Rs.500/- per incidence.
2. Any complaint about selling any service/product without the permission of concerned authorities will attract a minimum penalty of Rs.500/- per incidence.
3. For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day of the previous fine will attract triple the initial amount of fine on the licensee.
4. The final decision of fines being imposed lies with the Director.
5. The licensee has to pay the fine imposed to Institute within 15 days of the fine imposed date.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY (NIFT) BHOPAL

**PROFORMA TO BE SUBMITTED BY CONTRACTORS/OPERATORS WHILE SUBMITTING SEALED
EXPRESSION OF INTEREST FOR RUNNING THE ART STATIONERY SHOP AT NIFT BHOPAL
ORGANIZATION DETAILS**

| | | |
|-----|--|--|
| 1. | Name of the organization | |
| 2. | Address of the organization | |
| | Registration No. | |
| 3. | Contact Details | |
| | • Land Line | |
| | • Mobile | |
| | • Email | |
| 4. | Mention | |
| | • PAN No. | |
| | • GST No. | |
| | • Registration Details with the Govt. Bodies | |
| | • VAT (TIN) (Attach Photocopy) | |
| 5. | If a Co-operative Society, please indicate registration No. and date of registration | |
| 6. | Name of your Bankers & Address | |
| 7 | Mention the names & address of Organizations with whom worked in past ten years. | |
| 8. | Total years of experience of Art Stationery shop | |
| 9. | Names and address of the organizations with whom presently working and have Art Stationery shop. | |
| 10. | Do you have Computer System | |
| | Do you have Scanner (A4 and A3) | |
| | Do you have Printer (B/W and Colour) | |
| | Do you have Photocopy Machine (B/W & Colour) | |
| | Do you have Book Binder (Spiral, Comb, etc.) | |
| | Do you have Lamination Machine | |

NOTE: Attach all relevant documents in support of above statements.

निफ्ट भोपाल को लाइसेंस शुल्क के भुगतान का प्रस्ताव

Offer for License Fee to be paid to the NIFT BHOPAL

1. The License fee (excluding electricity charges) I/We offer to pay to the NIFT Bhopal for running Art Stationery Shop at NIFT, Bhopal is Rs.....
(In words, Rupees.....)
per month.
(Please mention the amount in figures and in words) + GST as applicable.
2. The discount on stationery items, I/We offer to pay to the NIFT, Bhopal for running Art Stationery Shop & Photocopy Shop at NIFT, Bhopal is% (In words,) per stationery item.

Weightage is given for criteria of selection - License fee Quoted (as 80%), and discount on stationery items (as 20%).

Declaration

I declare that the information given above is true and correct to the best of my knowledge & belief and nothing has been concealed thereof.

SIGNATURE :

NAME / FIRM NAME :

ADDRESS :

DATE :

MOBILE No. :

E-MAIL ID :

Information to be provided with the Bid.

1. Details of Experience of handling Art Stationery shop: Current and Earlier (during the last 2 years). Please include copies of Audited Profit & Loss Accounts for values of Rs.1 lakh and above for contract periods of one year.
2. All pages of EOI have to be sent with signature and stamp of firm/authorized person along with all the required documents.
3. Any other pertinent information.

Documents to be provided with the Bid in addition of others.

Photocopy of the following documents:

- a) Income tax return certificate last year
- b) Copy of PAN Card
- c) Details about PF/ESIC registration (If applicable)
- d) Balance Sheet last year
- e) Partnership deed (If applicable)
- f) GST certificate
- g) Shop and Establishment Registration certificate from Government

Please note that expression of interest without the information and documents mentioned above and others as asked will be rejected without further consideration.

Selection Procedure:

1. Weightage is given for criteria of selection - License fee Quoted (as 80%), and discount on stationery items (as 20%).
2. Base prices for below-mentioned services are as under:
 - A4-Colour print out (Text) - ₹ 5 per page
 - A4-Colour print out (Image) - ₹ 8 per page
 - A4-Black & White print out - One Sided - ₹ 1.5
 - A4-Black & White Print Out - Two Sided - ₹ 2
 - Scanning A4 paper - ₹ 1 per paper
 - A3-Colour print out (Text) - ₹ 8 per page
 - A3-Colour print out (Image) - ₹ 15 per page
 - A3-Black & White print out - ₹ 2 per page
 - Scanning A3 paper- ₹ 2 per page
 - Photocopy - One side - ₹ 1
 - Photocopy - Two-sided - ₹ 2
 - Laminating A4 paper - ₹ 15 per paper
 - Laminating A3 paper - ₹ 25 per paper
 - Spiral Binding - ₹ 20 (less than 200 pages)
 - Spiral Binding - ₹ 25 (more than 200 pages)

NOTE: Rate mentioned above are for the minimum paper (wherever required) weight of 75 GSM. Rates for different qualities of paper to be used shall be decided in consultation with NIFT authorities.

Signature and stamp of firm:

Below mentioned items are to be kept in stationery Shop (All the mentioned items will be sold as per the discount quoted on MRP)

Tentative List of stationery items required for Office / Students

| Sr No | Item | Particular |
|--------------|---------------|-----------------------------------|
| 1 | Pencil | LAMY Clutch Pencil |
| 2 | | Pencil Fabercastel HB |
| 3 | | Pencil Fabercastel with eraser HB |
| 4 | | Pencil Degree Camel |
| 5 | | Charcoal Pencil Staedtler |
| 6 | | STAEDTLER 8B Pencil |
| 7 | | Glass Marking Pencil Apsara |
| 8 | | Degree set Fabercastel/Camel |
| 9 | | Degree Pencil Kohinoor |
| 10 | Pens | Cello Flo Gel |
| 11 | | Faber Castel ball pen |
| 12 | | Reynolds 0.45 pen |
| 13 | | Reynolds Jotter |
| 14 | | Fountain Pen |
| 15 | | Fountain Pen ink |
| 16 | | Camlin Gel Pen |
| 17 | | Parker Fountain Pen |
| 18 | | Parker Micro ball pen |
| 19 | | Stick Easy Pen |
| 20 | | Cello Top Gel |
| 21 | | Cello Slim Gel |
| 22 | | Add Achiever |
| 23 | | Cello Max writer |
| 24 | | Cello Gripper |
| 25 | | Reynolds Ball pen liquid Flow |
| 26 | | Add roller pen |
| 27 | | Uni ball pen Eye |
| 28 | | Uni ball pen jet impact |
| 29 | | Lemi safari fountain pen |
| 30 | | Lemi Roller Pen |
| 31 | | Lemi Jotter pen |
| 32 | | White pen permanent (Sakura) |
| 33 | | Silver pen permanent (Sakura) |
| 34 | | Golden pen permanent (Sakura) |
| 35 | | Uni Ball Fine Deluxe |
| 36 | | Uni ball gel stream |
| 37 | | Uniball signo |
| 38 | | Uni ball lacknock |
| 39 | | uniball lakubo |
| 40 | | Add gell refill |
| 41 | | Cello Gell Refill |
| 42 | | Uniball lakubo Refill |
| 43 | | Uniball gell impact refill |
| 44 | | Uni ball signo refill |

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|----|--------------------------|--|
| 45 | | uni ball lakubo refill |
| 46 | | Uniball refill Impact |
| 47 | | Cello Top Gel |
| 48 | | Linc Ball Pen |
| 49 | | Cello Slim Gel |
| 50 | | Linc Ball Pen |
| 51 | | Cello butterfly pen |
| 52 | | Luxor Super top ball pen |
| 53 | | Cello fingergrip ball pen |
| 54 | Refill | Cello Ball pen Refill |
| 55 | | Reynolds Ballpen Refill |
| 56 | | Add Gel PGR 300 Ball pen refill |
| 57 | | Sprint Add Gel Refill |
| 58 | | Cel Gel Refill |
| 59 | | Linc Ball Pen Refill |
| 60 | Water Color Tube | Camel water color tube 18 no set ARTISTS WATER COLOUR |
| 61 | | Camel water color tube 12 no set |
| 62 | | Reeves water color tube 12 no |
| 63 | Color Palette | Omega 1640 |
| 64 | | Omega 101 |
| 65 | | Omega 103 |
| 66 | | Deli 9409 |
| 67 | | Deli 9407 |
| 68 | Print Out | Color Printout A4 Size |
| 69 | | Color Printout A3 Size |
| 70 | | Black and white printout A3 Size |
| 71 | | Black and white printout A4 Size |
| 72 | Water Color Cakes | Camlin Water Color Cakes |
| 73 | | Reeves water color cakes |
| 74 | Oil Pastle | Pestle 24 shed Apsara |
| 75 | | Pestle 12 shed Fabarcastell |
| 76 | | Pestle 24 shed Fabarcastell |
| 77 | | Pastle 24 Camlin |
| 78 | | Pastle 48 Camlin |
| 79 | | Cores Gliter Pastel |
| 80 | | Cores Multi colour Pastel |
| 81 | DRY PASTEL | Sudha dry pestle |
| 82 | | Mongiyo soft pestle 24 no |
| 83 | | Mongiyo soft pestle 12 no |
| 84 | | Mongiyo soft pestle 48 no |
| 85 | | Mongiyo soft pestle Gray colors/ Camaieu de gris 12 shade |
| 86 | | Mongiyo soft pestle Charcoal/ Assortment de noirs 12 shade |
| 87 | | Reeves soft pestle 12 nos |
| 88 | | Reeves soft pestle 36 nos |
| 89 | | Reeves soft pestle 48 nos |
| 90 | Fixtive | Fixtive Artist (Camel) |
| 91 | Acrylic Colours | Acrylic Colour (Camel) 12 no 9 ml |
| 91 | Fabric Paint | Pidilite Fabric Paint |
| 93 | | Pidilite Fabric Paint Marker |

| | | |
|-----|---------------------|---|
| 94 | Glass Lainer | Pidilite glass lainer |
| 95 | | Camlin Glass lainer |
| 96 | Glass Colour | Pidilite glass colour |
| 97 | Cluth Pencil | Febarcastell clutch pencil 0.7 |
| 98 | | Camlin clutch pencil 0.7 |
| 99 | | clutch pencil "c" point camlin |
| 100 | | clutch pencil "d" fine camlin |
| 101 | | clutch pencil febarcastell T K Fine |
| 102 | | Clutch Pencil 0.9 Rotring |
| 103 | | Clutch pencil 0.5 Rotring |
| 104 | | Clutch pencil 0.3 Rotring |
| 105 | | Clutch pencil Zebra 0.3 |
| 106 | | Clutch pencil Stedlar 2mm |
| 107 | | IIO clutch pencil 0.5 |
| 108 | | Koh hi noor Clutch Pencil 5.6 mm |
| 109 | | Camel 0.5 Clutch Pencil |
| 110 | | Fabercastel 0.5 Steadler Clutch Pencil |
| 111 | | Fabercastel 0.7 Steadler Clutch Pencil |
| 112 | Clip | SDI 19 mm Binder Clip |
| 113 | | SDI 25 mm Binder Clip |
| 114 | | SDI 32 mm Binder Clip |
| 115 | | SDI 41 mm Binder Clip |
| | | |
| 116 | Erasers | Non dust Apsaara |
| 117 | | Non dust Apsaara big |
| 118 | | Non dust Febar castell |
| 119 | | Camlin Eraser |
| 120 | | Maped Eraser |
| 121 | | Maped Eraser Colored |
| 122 | | Colour Eraser Sebilo |
| 123 | | Nouvel Eraser Kneaded eraser for charcoal |
| 124 | | Sakura Nocks Eraser for pencil lead |
| 125 | | Sakura Nocks Eraser for thread eraser |
| 126 | Glue stick | Glue stick pidilait (Fevistick) 8gms |
| 127 | | Glue stick pidilait (Fevistick) 15gms |
| 128 | | Fevi Stick pocket |
| 129 | | Fevi Stick 15 gms |
| 130 | Glue | Deluxe Filter Glue ADD |
| 131 | | Camel Paste 700 ml |
| 132 | | Fevicol tube 100 gm |
| 133 | | Fevicol Glue pen 30 gm |
| 134 | | Fevicol Dabi 50 gm |
| 135 | | Fevicol Dabi 15 gm |
| 136 | | Fevicol Tube 10 gm |
| 137 | | Fevicol Bottle 500 gm |
| 138 | | Fevibond 40 ml |
| 139 | | Fevibond 16 ml |
| 140 | | Fevibond 8 ml |
| 141 | | Feviglue 10 ml |

| | | |
|-----|-------------------------|--------------------------------------|
| 142 | | Fevilight 6 gms |
| 143 | | Feviquick 1 gm |
| 144 | | Feviquick 500 mgm |
| 145 | | Feviquick 3 gm |
| 146 | | M Seal White |
| 147 | | M Seal fatafat |
| 148 | | M seal 50 gm |
| 149 | Thumb Pins | Push pins Plastic headed Corporate |
| 150 | | Thumb pin brass headed Corporate |
| 151 | | Thumb pin brass big headed Corporate |
| 152 | | Thumb pin silver headed Corporate |
| 153 | | Thumb pins coloured Corporate |
| 154 | Binder Clips SDI | Binder Clips sdi 19 mm |
| 155 | | Binder Clips sdi 25 mm |
| 156 | | Binder Clips sdi 32 mm |
| 157 | | Binder Clips sdi 41 mm |
| 158 | U Pins | "U" Pins 26 mm Elephant |
| 159 | | "U" Pins 28 mm Elephant |
| 160 | | "U" Pins brass |
| 161 | | "U" Pins coloured corporate |
| 162 | Pins | Elephant pins 70 gms |
| 163 | | Noncorosebal pins 70 gms |
| 164 | | T pins (push easy) |
| 165 | | Thick Head Pins |
| 166 | | Brass Pins |
| 167 | Inks | Camlin Photo colro ink set |
| 168 | | Camlin water proff ink |
| 169 | | Camlin water proff ink set |
| 170 | | Camlin Fountain pen ink |
| 171 | | Luxor Sketch pen ink |
| 172 | | Stamppad ink |
| 173 | | Parquet Fountain Pen Ink |
| 174 | | Permanenet Marker Ink |
| 175 | | Rotrin Ico Graph ink |
| 176 | Cello Tape | 1/2" C ello tape small pidilite |
| 177 | | Invisible Tape 50 mtrs 3M |
| 178 | | 1" Cello tape Wonder (transparent) |
| 179 | | 2" Cello tape woder (transparent) |
| 180 | | 2" brown tape wonder |
| 181 | | masking tape |
| 182 | | 1/2" transparent wonder cello tape |
| 183 | DST | 6 mm DST wonder |
| 184 | | 9 mm DST wonder |
| 185 | | 1/2" DST wonder |
| 186 | | 12 mm DST wonder |
| 187 | | 1" DST wonder |
| 188 | Stapler Pin | Stapler Pin Kangaroo 10 No |
| 189 | | Stapler Pin Kangaroo big 45 No |
| 190 | | Zelan Clip Stapler Pin |

| | | |
|-----|-------------------------|--|
| 191 | Stapler | Stapler Kangaroo no 45 |
| 192 | | Stapler Kangaroo no 10 |
| 193 | | Zelan Clip Stapler |
| 194 | Protector | Omega D Protector |
| 195 | | Omega D Protector big |
| 196 | | a/4 size sheet protector |
| 197 | | a3 sheet protector |
| 198 | Magnifying Glass | Magnifier Glass 5X |
| 199 | | Magnifier Glass 7x |
| 200 | | Magnifier Glass 2x |
| 201 | | Magnifier Stip |
| 202 | | Magnifier Stip Big |
| 203 | | Lighted Magnifier 2X to 4X |
| 199 | Register | Register Cut size 2Q, 3Q, 4Q, 5Q |
| 200 | | Register Full size 2Q, 3Q, 4Q, 5Q |
| 201 | Sketch Pen | Sketch pen loose (Faber Castell/ stick/ luxor) |
| 202 | | Sketch Pen set 12 nos Faber Castell/ Luxor |
| 203 | | Sketch Pen set 30 nos Faber Castell |
| 204 | | Sketch Pen set 12 stic 12 nos. |
| 205 | Blow Pens | Koreas Blow Pen Set |
| 206 | Poster Colour | Stick color stick 12 jumbo pens set. |
| 207 | | Luxor Chesiel tip colour pen |
| 208 | | Bottle 20ml poster colour Camel |
| 209 | | Set 6 no poster colour Camel |
| 210 | | Set 12 no poster Colour Camel |
| 211 | Pencil Colour | Camlin Pencil Colour 12 Shed |
| 212 | | Camlin Pencil Colour 24 Shed |
| 213 | | Faber Castell pencil color 12 shed |
| 214 | | Faber Castell pencil color 24 shed |
| 215 | | Faber Castell water soluble 12 shed |
| 216 | | Faber Castell water soluble 24 shed |
| 217 | | Faber Castell water soluble 36 shed |
| 218 | | Faber Castell water soluble 48 shed |
| 219 | | Steadtler water soluble 24 shed |
| 220 | | Steadtler water soluble 36 shed |
| 221 | | Steadtler water soluble 48 shed |
| 222 | Scales | French Curve by Deepak |
| 223 | | Steel Scale 24" |
| 224 | | Steel Scale 12" |
| 225 | | Steel Scale 6" |
| 226 | | Plastic Scale 12" Fabersastell |
| 227 | | Plastic Scale 6" Fabersastell |
| 228 | | Plastic Scale 12" Deepak |
| 229 | | Plastic Scale 24" Nalanda |
| 230 | | Plastic Scale 24" Omega |
| 231 | | Deepak Marking Parallel 31" |
| 232 | | Nalanda Marking Parallel 31" |
| 233 | | Nalanda Adjustable Set Square 12" |
| 234 | | Deepak Adjustable Set Square 12" |

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|-----|----------------------------|-------------------------------------|
| 235 | | Omega Set Square 12" |
| 236 | | Omega Set Square 10" |
| 237 | Jackets | Plastic Jackets A4 |
| 238 | | Plastic Jackets A3 |
| 239 | | 1/2 Imperial Plastic Jacket |
| 240 | Papers & Sheets | A/4 Size gateway sheet |
| 241 | | A/3 Size gateway sheet |
| 242 | | A/4 Size OHP Sheet |
| 243 | | A/3 Size OHP Sheet |
| 244 | | A/4 Size colour paper |
| 245 | | A/4 Size colour card paper |
| 246 | | A/3 Size colour paper |
| 247 | | Black Card Paper |
| 248 | | Black Mounting Board |
| 249 | | Coloured Textured Sheet |
| 250 | | Black Marble Sheet |
| 251 | | Cartridge Sheet white full imperial |
| 252 | | Cartridge Sheet white A3 |
| 253 | | Cartridge Sheet white A4 |
| 254 | | Cartridge Sheet white A2 |
| 255 | | Cartridge Sheet white Half Imperial |
| 256 | | Colour handmade sheets |
| 257 | | Ivory Sheet 300 |
| 258 | | Thin Ivory Sheet |
| 259 | | Tracing Paper |
| 260 | | Butter Paper |
| 261 | | Backing Paper Duplex |
| 262 | | Colour Card Sheet Tinted |
| 263 | | Hand Made Sheet |
| 264 | | White Textured Sheet |
| 265 | | Off White Textured Sheet |
| 266 | | Colour Card Textured |
| 267 | | Poster Sheet |
| 268 | | ----- |
| 269 | | ----- |
| 270 | CD and Pen drive | CD Cover Simple Round |
| 271 | | CDR Mozarbear |
| 272 | | Pendrive Scandisk 16 GB |
| 273 | | Pendrive Scandisk 32 GB |
| 274 | | Pendrive Scandisk 64 GB |
| 275 | | Pendrive Scandisk 128 GB |
| 276 | | Pen drive HP 16 GB |
| 277 | | Pen drive HP 32 GB |
| 278 | | Pen drive HP 64 GB |
| 279 | | Pen drive HP 128 GB |
| 280 | | ----- |
| 281 | Hardware Material | Brass Plate 12"X12" 20 gauge |
| 282 | | Coper Plate 1"X1" |
| 283 | | Aluminium Plate 12"X12" 20 gauge |

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| 284 | | Brass Rod 1 ft |
| 285 | | Coper Rod 1 ft |
| 286 | | Aluminium Rod 25mm sq X 100 mm L |
| 287 | | Copper wire 35 gaze |
| 288 | | Wooden Carving Set 6 nos |
| 289 | | Wooden Carving Set 12 nos |
| 290 | | Teak Wood 2"X2", 4"X4", 6"X6" |
| 291 | | Hacksaw Blade |
| 292 | | Jexo Blade Four Metal |
| 293 | | Needle File Set |
| 294 | | M Seals |
| 295 | | Glue guns |
| 296 | | Flat Files |
| 297 | | Basterd Files |
| 298 | | Needle Files |
| 299 | | Sand Paper |
| 300 | | Round files |
| 301 | | Rivets |
| 302 | Brush | Camlin 66 no Round 000 |
| 303 | | Camlin 66 no Round 00 |
| 304 | | 0 |
| 305 | | 1 |
| 306 | | 2 |
| 307 | | 3 |
| 308 | | 4 |
| 309 | | 5 |
| 310 | | 6 |
| 311 | | 7 |
| 312 | | 8 |
| 313 | | 9 |
| 314 | | 10 |
| 315 | | 11 |
| 316 | | 12 |
| 317 | | Camlin 66 no Felt 1 |
| 318 | | 2 |
| 319 | | 3 |
| 320 | | 4 |
| 321 | | 5 |
| 322 | | 6 |
| 323 | | 7 |
| 324 | | 8 |
| 325 | | 9 |
| 326 | | 10 |
| 327 | | 11 |
| 328 | | 12 |
| 329 | | Captain Brush Flat Brush 1 |
| 330 | | 2 |
| 331 | | 3 |
| 332 | | 4 |

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| 333 | | 5 |
| 334 | | 6 |
| 335 | | Camlin Brush 54 0 |
| 336 | | 1 |
| 337 | | 2 |
| 338 | | 3 |
| 339 | | 4 |
| 340 | | 5 |
| 341 | | 6 |
| 342 | | Captain Brush 51 no set 1,3,5,7 |
| 343 | | Captain Brush 51 no set 0,2,4,6, |
| 344 | | Hog hair flet brush 56 |
| 345 | | ----- |
| 346 | File/ Folder | Solo Report File Folder |
| 347 | | Simple File Plastic |
| 348 | | Strip File Folder |
| 349 | | 1/3 Size Ring Binder |
| 350 | | L Folder |
| 351 | | Kobra File |
| 352 | | Core Folder A4 |
| 353 | | Core Folder A3 |
| 354 | | Core half imperial folder |
| 355 | | Boxfile ARO/Asiard |
| 356 | | Plastic File |
| 357 | | Clip File |
| 358 | | Strip File Solo |
| 359 | | Plastic File L folder (File Max) |
| 360 | Binding | Spiral Binding |
| 361 | | Comb Binding |
| 362 | Lamination | Lamination A4 |
| 363 | | Lamination A3 |
| 364 | Photocopy | Colour A4 Size Photocopy |
| 365 | | Colour A3 Size Photocopy |
| 366 | | Colour A4 Size Printout |
| 367 | | Colour A3 Size Printout |
| 368 | | A4 B/W Photocopy |
| 369 | Punching Machine | Kangaroo 480 punching Machine |
| 370 | | Kangaroo DP 700 punching Machine |
| 371 | | Kangaroo 600 punching Machine |
| 372 | | Kangaroo single hole punching Machine |
| 373 | Highlighter | Fabercastle Highlighter |
| 374 | | Fabercastle Highlighter Stick |
| 375 | Cutter | Cutter Nataraj Small |
| 376 | | Cutter Small Artist |
| 377 | | Cutter Big Artist |
| 378 | | Cutter Big Heavy Duty Artist |
| 379 | | Surgical Cutter with Blade |
| 380 | | Cutter Normal Dali |
| 381 | Marker | Permanent Marker Camel |

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| 382 | | OHP Marker Fabercastel |
| 383 | | Hi Lighter Fabercastel |
| 384 | | Hi Lighter Luxor |
| 385 | | Artline whiteboard marker |
| 386 | Graph Paper | A4 Size graph paper |
| 387 | Leads | 0.5 lead fabercastel 2B, HB, H, 2H |
| 388 | | 0.5 lead Camlin 2B, HB, H, 2H |
| 389 | | 0.7 lead fabercastel |
| 390 | | 0.7 lead Camlin |
| 391 | | 0.3 lead steadler |
| 392 | | 2mm lead natraj |
| 393 | | Colour lead 0.5 Uni |
| 394 | | 0.7 Steadler Lead |
| 395 | | 0.5 colour lead Uni |
| 396 | Compass | Rotring with Extension Bar |
| 397 | | Standard Graph Compass |
| 398 | | Italy Compass Box |
| 399 | | Deepak Compass |
| 400 | Isographic pen | Rotring Pen 0.1 |
| 401 | | Rotring Pen 0.2 |
| 402 | | Rotring Pen 0.3 |
| 403 | | Rotring Pen 0.4 |
| 404 | | Rotring Pen 0.6 |
| 405 | | Linograph Pen 0.1 |
| 406 | | Linograph Pen 0.2 |
| 407 | | Linograph Pen 0.3 |
| 408 | | Linograph Pen 0.4 |
| 409 | | Linograph Pen 0.6 |
| 410 | Duster | Plastic Omega Duster |
| 411 | Sharpener | Nataraj |
| 412 | | Camel |
| 413 | Correction Ink | Camlin 30 ml |
| 414 | | Kores Eraz Ex Correction Fluid and Diluter |
| 415 | Drawing Board | Imperial Board |
| 416 | | Half Imperial Board |
| 417 | | Geometry Box |
| 418 | | Drafter |
| 419 | | Drafting sheets |
| 420 | Textile Products | Threads CC537:C562 |
| 421 | | Yarns |
| 422 | | Macroom Yarns |
| 423 | | Cotton |
| 424 | | Jute Yarns |
| 425 | | Muslin Fabric |
| 426 | | Embroidery threads |
| 427 | | stitching threads |
| 428 | | needles |
| 429 | | embroidery hoops |
| 430 | | Punching Needles |

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| 431 | Carbon paper |
| 432 | tracing wheels |
| 433 | tracing chalks |
| 434 | ribbons |
| 435 | satin ribbons |
| 436 | fusing sheets |
| 437 | cancan fabric |
| 438 | Buttons |
| 439 | Lurex |
| 440 | Patterns making sets |
| 441 | Tailoring Scissors |
| 442 | Curving Tools |
| 443 | Quiling Paper |
| 444 | Quiling tools |
| 445 | Macromme Yarns |
| 446 | Sponge Sheets for quilting |
| 447 | Lip bums |
| 448 | Locks and Keys |
| 449 | Envelops |
| 450 | Metal ruller |
| 451 | Stationery Pouch |
| 452 | Ballons and candles |
| 453 | Sticker Lists |
| 454 | Gum bottles |
| 455 | Stamp Pads |
| 456 | Pen holders |
| 457 | Sticky notes |
| 458 | Elastic bands |
| 459 | A4 rims |
| 460 | A3 rims |
| 461 | news paper rolls and sheets |
| 462 | bond papers sheets |

Electronics: LAN cord, Mouse, Calculator, Memory card, Pendrive, Card Reader.
All types of Recharge of every Network

Any new product to be sold on the shop is to be cross verified with Institute Administration.

Signature and stamp of firm:

