RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.

Inst	ruction to Bidders:	
1.	NIB No.	20/2019-20
2.	Procuring Entity	RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.
3.	Subject Matter of procurement	Printing and Stationery
4.	Procuring Entity's address (For Clarification Purpose only)	RAJASTHAN SMALL INDUSTRIES CORPORATION LTD Udyog Bhawan Tilak Marg Jaipur
5.	The Language of the Bid	English and / or Hindi
6.	Documents required to be submitted along with bid	As Detailed in Bid Documents.
7.	Bid Validity Period	90 days from the deadline for submission of Bids.
8.	Valid authorization for authorized signatory of bid documents	Power of Attorney / Board Resolution / Letter of Authorization under signature of competent authority on the Letter Head of the Company / Firm.
9.	Downloading of bids	From Rajasthan Government's Portal industries.rajasthan.gov.in./rajsico and sppp.rajasthan.gov.in up to lp.
10.	Submission of Bids	Up to
11.	Opening of Bids	Board room of RSIC, Ist Floor, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur – 302005 On
12.	Execution of Agreement	Within 7 Days from the date of issue of letter of acceptance (LOA).
13.	period of contract	One year from the date of agreement
14.	Work Performance Security	5 % of value of ordered quantity within 5 days from the date of issue of letter of acceptance (LOA) / at time of execution of agreement.
15.	Appellate Authority	First: Managing Director Second: Board of RSIC.

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Signature of Bidder With Seal

terms and conditions of Bid annexed I conditions and have digitally signed as) as bidder have read the instructions, NIB and nereto carefully and agree to abide by all the tern of serially numbered all the pages in token of	
acceptance thereof. Details of bidding	firm/company are as below:	
Name of the Bidder	<u> </u>	
Office Address (with pin code)	<u> </u>	
	<u> </u>	
	ī	
Factory Address (with pin code)	: <u> </u>	
	1	
	<u>:</u>	ā
Telephone No. :		
Office	<u>:</u>	
Residence	·	
Factory	1	
Fax No.(with STD code) :		
E-Mail Id:		
Mobile No.	:	
Website if any	:	
Proprietorship firm / Partnership firm / Private Limited Company : Attach in support of your status	:	
Statuary Details		
GSTIN (Copy Enclosed):		
Pan No. (Copy Enclosed)		
Profile of Firm (Copy Enclosed)	:	
Income Tax Return 2016-17 or 2017-18 (Copy Enclosed) :	4	

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Signature of Bidder With Seal

Valid Dealership / Retailer ship of the company. (Attested copy should be enclosed) Details of Bank Account of the Bidder	<u> </u>
Bank Name and Branch Address	:
Bank Account No.	<u> </u>
Bank IFSC / MICR Code:	
Name of Signato	Signature ory (IN BLOCK LETTERS)
	Designation
Date: Place: (Attach Sheets Wherever necessary and	strike out whichever is not applicable)

Signature of Bidder With Seal

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GENERAL CONDITION:-

Important instruction: The law relating to procurement "The Rajasthan Transparency in public procurement Act, 2012" {hereinafter called the Act] and the "Rajasthan Public procurement Rules, 2013" [hereinafter called the Rules] under the said Act have come info force which are available on the website of State Public Procurement Portal http:/sppp.raj.nic.in. Therefore, the Bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the Bidding process. If there is the provisions of the act and the rules shall prevail.

- 1. The supply shall be carried out as per nomenclature and specification as specified in Annexure- A, B, C, D,
- 2. The accessories/material used should be of approved makes as per specification in Annexure-A, B, C, D,
- 3. Before participation in the tender, bidder should have valid dealership/retailer ship of the company.
- 4. Time period/ amount can be increased/decreased according to progress of work.
- 5. Supplier should handover the material as well as inventories to the RSIC.
- 6. The Supplier must sign all papers.
- 7. Bidder, who is not registered under the GST act, prevalent in the Rajasthan State where its business is located, may not be eligible for Bid. The GST Registration number should invariably be quoted.
- 8. Supplier should quoted rates inclusive of GST and all other taxes as applicable.
- 9. If a Bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his bid may be rejected.
- 10. The Bidder shall not assign or sublet his contract or any part thereof to any other agency.
- 11. The bidder should sign and submit Bid Form at the end of each page as token of his acceptance of all the terms and conditions of the Bid along with an undertaking on Rs. 500/- non judicial stamp paper duly notarized for acceptance of all the terms and condition of the bid document and undertaking on Rs. 500/- non judicial stamp paper duly notarized as per annexure F. In absence of this bid shall not be considered.
- 12. Execution of agreement :-
 - (A) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
 - (B) The successful Bidder shall sign the procurement contract within a period specified in the bidding documents or where the period is not specified in the bidding document then within fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the successful Bidder.
 - (C) If the Bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security with in specified period, the procuring entity shall take action against the successful Bidder as per the provisions of the Act and these rules. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the bidding documents.
- 13. Procuring Entity's right to accept or reject any or all bids: The procuring entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award or contract, without thereby incurring any liability to the bidders. Reasons for doing so shall be recorded in writing.
- 14. PAYMENT: Preference will be given to bidders who accept our normal payment terms of 100% payment within 15 days after receipt of material.
- 15. Period- the period of rate contract shall be one year
- 16. The supplier shall ensure of supplies from the date of from final proof accepted

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17. Bid Shall be valid



- a. 90 days from the dead line for submission of Bids
- b. Subsequent to acceptance of bid, the rate shall remain valid throughtout the contract Period or for the period for which bids are invited whichever is higher.
- 18. Liquidated Damages:
- (i) If the contractor fails to execute the order/contract within the period specified in the bid, and if such failure have arisen from, any unforeseen cause such as strike, fire accident, any nature calamity resulting in stoppage of work in the factory, of the Manufacture or similar reasons which the Managing director of RSIC Ltd. May feel valid for an extension of the time, may extend the period with out charge any liquidated damages. His decision shall be final regarding the sufficiency or otherwise for extension of time.
- (ii) If the bidder fails to execute the order/contract within the period specified in the bid, the Managing director of RSIC Ltd may at his discretion allow extension of time subject to recovery from the bidder as liquidated damages with 18% GST and not by way of penalty, a sum equal to the following percentage of the value of goods which the Bidder has failed to supply for the period of delay as stated below:-
- a) Delay up to one fourth period of the prescribed period- 2.5%+18% GST
- b) Delay exceeding one fourth but not exceeding half of prescribed delivery period 5%+18% GST
- c) Delay exceeding half but not exceeding three fourth of prescribed delivery period 7.5%+18% GST
- d) Delay exceeding three fourth but not exceeds equal to prescribed delivery period 10%+18% GST

Notes:

- (a) Fraction of a day reckoning the period of delay in supply shall be eliminated if it is less than half a day.
- (b) The maximum amount of liquated damages shall be 10%.
- (c) When the successful bidder is unable to complete the order/contract within the specified or extended period the company shall be entitled to accept supply from the open market without giving any notice to the Bidder but at his risk and cost i.e. Bidder's account and risk the goods or any part thereof which the Bidder has failed to supply such failure on the part of the Bidder. But the Bidder shall not be entitled to any gain on such purchase made against default. The recovery of such damage shall be made from any sum accruing to the Bidder under this or any other contract with the Company. If recovery is not possible from the bills and the Bidder fails to pay the loss or damage within one month, the recovery shall be made under any law the time being in force or from any other bills outstanding with the Company.
- (d) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- (e) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

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Signature of Bidder With Seal

18. PERFORMANCE SECURITY DEPOSIT:

- a) The amount of Security Deposit @ 5% of the total value of purchase order shall be deposited by the successful tender on demand
- b) Failure to furnish security deposit in accordance with the conditions of the tender Within5 days of the award of the contract shall be considered to be breach of contract, which would give the Corporation the right to terminate the contract in addition to the right of enforcing risk purchase at the cost of suppliers / tenders.
- The security deposit shall not bear any interest. The Corporation reserves the right to adjust security deposit towards any amount due to it from the successful tender and in such an event the successful tender on receipt of notice from the Corporation shall make further deposit to re-store the security deposit to the full amount.
- The security deposit shall be liable to be forfeited wholly or partially at the sole discretion of the Corporation should the successful tenderer either fail to deliver supplies as per delivery schedule or to fulfill his contractual obligations or to settle in full his dues to the Corporation. This will be in addition to the Corporation right to make risk purchases from the open market by tender or by any other mode of purchase at the risk and cost of the supplier in respect of such quantities that the supplier fails to deliver in accordance with the schedule of delivery agreed to.
- The Corporation is empowered to deduct from the security deposit or from any other outstanding amount, any sum that may be fixed by the Corporation as being the amount of loss or losses or damages suffered by it due to delay in performance or non-performance of any of the conditions of the tenders/contract.
- 19. Successful tenderer will execute agreement on Rs. 500/- non judicial stamp as per Annexure 'I' within 7 days on award of work order.

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Sign and Seal of Tenderer

Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange foranunfairadvantageinprocurementprocessortootherwiseinfluencetheprocurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any Information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly orindirectly,toanypartyortoitspropertytoinfluencetheprocurementprocess;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A bidder may be considered to be in Conflict of interest with one or more parties in an bidding process if, including but not limited to;

- (a) have controlling partners/shareholders in common; or
- (b) receive or have received any direct or indirect subsidy from any of them; or
- (c) have the same legal representative for purposes of the Bid; or
- (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- (e) the bidder participates in more than one Bid in abiding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- (f) the Bidder of any of its affiliates participated as a consultant in the preparation of the design technical specifications of the Goods, Worksor Services that are the subject of the Bid; or
- (g) Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as engineer-in-charge/consultant for the contract.

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Annexure-F

Declaration by The Bidder regarding Qualification

$\frac{\underline{Declaration\ by\ the}}{\underline{Bidder}}$

In relation to my/our Bid submitted to for procurement of				
I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:				
1. I/We possess the necessary profession resources and competence required by Procuring Entity;	nal, technical, financial and managerial the Bidding Document issued by the			
2. I/We have fulfilled my/our obligation Union and the State Government or any document;	to pay such of the taxes payable to the local authority as specified in the bidding			
3. I/We are not insolvent in receivership my/our affairs administered by a cour business activities suspended and not the fore going reasons;	, bankrupt or being wound up, not have t or a judicial officer, not have my/our ne subject of legal proceedings for any of			
criminal offence related to my/our pro statements or misrepresentations as to procurement contract within a period of	d officers not have, been convicted of any fessional conduct or the making of false o my/our qualifications to enter into a three years preceding the commencement we been otherwise disqualified pursuant to			
5. I/We do not have a conflict of interest a Document, which materially affects fair	as specified in the Act, Rules and Bidding competition;			
Date:	Signature of Bidder			
Place:	Name:			
	Designation: Address:			
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Grievance Redressal during Procurement Process

The designation and address of the Appellate Authority

First appellate authority is Managing Director, R.S.I.C. Second appellate authority is Board of R.S.I.C.

(1) Filling an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the or the Guidelines issued there under, he may file an appeal to Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be clearly giving the specific ground or grounds on which he feels aggrieved: Provided that after the declaration of a bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a procuring Entity evaluates the Technical Bids before the opening of the financial Bids, an appeal related to the matter of Financial Bids may be filed only by a bidder whose technical bid is found to be acceptable.

(2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possibleandshallendeavourtodisposeitofwithinthirtydaysfromthedateoftheappeal.

- (3) If the officer designated under para(1) fails to dispose of the appeal filed within the period specified in para(2), or if the Bidder or prospective bidder of the Procuring Entity is aggrieved by the order passed by the first Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may file a second appeal to second appellate authority specified in the bidder document in this behalf with in fifteen days from the expiry of the period specified in pera (2) or of the date of receipt of the order passed by the first appel late authority as the case may be.
- (4) Appeal not tolien certain cases

 No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

(a) Determination of need of procurement;

- (b) Provisions limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;

(d) Cancellation of a procurement process;

(e) Applicability of the provisions of confidentiality

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any. Affidavit verifying the facts stated in the appeal and proof of payment offee.
- (c) Every appeal may be presented to first appellate authority or second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(6) Fee for Filling Appeal

- (a) Fee for filling appeal shall be rupees two thousand five hundred, and for second appeal shall be rupees ten thousand which shall be non-refundable.
- (b) The fee shall be paid in the form of ban demand draft of banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

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(7) Procedure for disposal of appeal

- (a) The first Appellate Authority or second appellate authority as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the first Appellate Authority, as the case may be, shall,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies there of relating to
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies there of relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause(c) above shall also be placed on the State Public Procurement Portal.

Signature of Tenderer	
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Form No. – 1 Memorandum of Appeal (See sub-rule 1 of rule 83) Memorandum of Appeal under the Rajasthan Transparency in Public

	Procurement Act, 2012			
	Appeal Noof			
	Before			
	1 Particulars of appellant:			
(i)	Name and father's name of the appellant			
(ii)) Official address:			
iii	Residential address:			
2.	Name and address of the respondent(s)			
	(i)			
	(ii)			
	(iii)			
3.	Number and date of the order appealed against and name and designation of the officer / authority who passed the order, or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved			
4.	If the Appellant proposes to be represented by :			
	6. Number of affidavits and documents enclose with the appeal: 6. Grounds of appeal:-			
	(Supported by an affidavit)			
	Prayer			
	Place Date			
	Signature of Tenderer			

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Additional Conditions of Contract

1. Correction of arithmetic errors.-

Provided that Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis, namely: -

- (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, inwhichcasethetotalpriceasquotedshallgovernandtheunitpriceshallbecorrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b)above.

 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to vary Quantities.-

- (a) At the time of award of contract, the quantity of Goods, works or service originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase of decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change n the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (b) If the procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except other wise provided in the Conditions of Contract.
- (c) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the suppliers fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

3. Dividing quantities among more tha none bidder at the time of award.

As a general rule all the quantities of the subject matter of procurement shall be procured from the bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, then in such cases, the quantity may be divided between the Bidders, whose Bid is accepted and the second lowest Bidder or even more bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

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Signature of	Tenderer_	
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AGREEMENT

This Agreement is made on thisdayofby and between:
(i) The Rajasthan Small Industries Corporation Limited with Head Office at Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (here referred as "RSIC") which expression unless repugnant to the context or meaning hereof at, present represented by Secretary, The Rajasthan Small Industries Corporation Limited, having its office at Udyog Bhawan, Tilak Mark, C-Scheme, Jaipur -30 2005, (which term or expression shall unless Repugnant to the context or meaning thereof shall mean and include its successors-in office and assigns) of the FIRST PART;
AND
(ii) M/s
<u>WHEREAS</u>
RSIC has invited limited tender for supply of printing and stationery for RSIC HO Jaipur and on accepting our tender, supply order Nodated has been issued to us.
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NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

- (1) That, undertake to follow the terms & conditions of tender, supply order and other instructions issued by RSIC from time to time in this regard.
- (2) That, undertake to provide supply during the period of contract as per terms & conditions of tender/supply order.
- (3) That,shall not impose any additional terms & conditions during the Contract Period.
- (4) That in case of dispute with regard to terms & conditions of the tender/supply order, the decision of the MD, RSIC Ltd. shall be final and acceptable to us.
- (5) That at any stage, if any information, statements, certificates, documents etc., submitted by us, are found false, incorrect, incomplete etc., then our tender/ order shall be treated as cancelled with immediate effect and our earnest money/ security money/ due payment shall stand forfeited.
- (6) That the payment schedule mentioned in the supply Order/ Tender is hereby accepted by us.
- (7) All the terms and conditions of tender/supply order document will part of this agreement

"IN WITNESS WHEREOF, the authorized representative of the parties have executed this agreement this agreement at Jaipur on this......day of........................2018.

Party of the First Part

Party of the Second Part

Rajasthan Small Industries Corporation Ltd.

Signature of Proprietor

Witness

Witness



THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD. Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 Phone: 0141-2227267 * Fax 0141-2227257 Website: industries.rajasthan.gov.in/rajsico * e-mail: rajsico@rajasthan.gov.in

CIN:- U91110RJ1961SGC001118

स्टेशनरी प्रिटिंग करवाये जाने वाले आइटमो का विवरण निम्नानसार है:-

	रदरानरा ।प्राटन करवाय जान वाल आइटमा का ।ववरप		6: -		
कसं	विवरण	साईज	मात्रा	दर	राशि
1	केश सेल रजिस्टर 100लीफ प्रति रजिस्टर नम्बरींग	17X 27/2	30		
	पक्की बाईण्डिग,कोना पटटी सफेद ओरियण्ट पेपर				
	मिल्स 8.6 किग्रा एक तरफ प्रिटिंग				
2	स्टांक रजिस्टर राजस्थली 100लीफ लेजर पेपर वेस्ट	20x 30/4	30		
	कोट पेपर मिल15.9 किग्रा दोनो साईड प्रिटिंग लेदर	·			
	बाईण्डिंग इण्डेक्स				
3	डी.ओ.पत्र(जर्मन पेपर) साधारण (तीन कलर में)	A/ 4	10 पेड		
4	डी.ओ.पत्र(जर्मन पेपर) एम्बोसड,अशोक चक्र सहित चार	A/ 4	10 पेड		
	कलर में				- 2
5	विजिटिंग कार्ड एम्बोसड तीन कलर में अशोक चक		1000		
	सहित		नग		
6	विजिटिंग कार्ड साधारण दो कलर	_	400		
7.	वार्षिक प्रतिवेदन वर्ष 2018—19	18X 23/4	400 बुक		
8	वार्षिक प्रगति प्रतिवेदन वर्ष 2019—20	18X 22/8	500 बुक		
9	कैश बुक एच.ओ.100लीफ लैजर पेपर वेस्ट कोट पेपर	17X 27 / 2	50		
	मिल 11.9 के.जी दोनो साईड प्रिंटिंग लेदर बाइडिंग				
	इण्डेक्स				9
10	टैक्स इन्वाइस एसीसी	18X 22 / 4	200	-	
11	कन्टेनियर इन रजिस्टर आईसीडी—3 100लीफ प्रति	20X30/4	20		
	रजिस्टर दोनो तरफ प्रिटिंग नम्बरीग पक्की बाईण्डि,				N
	कोना पट्टी ओरियण्ट पेपर 8.6 किग्रा फोर एलट्रेशन	*			
12	विजिटर रजिस्टर आईसीडी–5 100लीफ प्रति रजिस्टर	17X 27 / 4	20		
	दोनो तरफ प्रिटिंग नम्बरीग पक्की बाईण्डि,कोना पट्टी				
	ओरियण्ट पेपर 8.6 किग्रा फोर एलट्रेशन				
13	रिक्येवेस्ट फोर मूवमेन्ट आफ कन्टेनर आईसीडी—13	17X 27 / 4	40		1
	100 लीफ प्रति पैड पेपर मैनीफोल्ड जेके 4.3 किग्रा				
	सरस पैड बाईण्डिंग फोर एलट्रेशन		a		
14	एक्नोलेजमेन्ट पैड आईसीडी–7, 100लीफ प्रति पैड	17X 27 / 4	20		
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