



Maharashtra National Law University Mumbai

Post Box No. 8401, Powai, Mumbai-400076

PRICE BID FOR CONSIDERATION OF STATIONERY ITEMS UNDER RATE CONTRACT

I- STATIONERY & PRINTING ITEMS

Sr.No.	Item	Specification	Unit	Rate
1	Binding Sheet			
	Binding Sheet for spiral binding		Per/Pkt.	
2	Calculator			
	Electronic Calculator	Citizen/ Casio	Per/Pcs	
3	Card Holder			
	Business Card Holder	(Big)	Per/Pcs	
	Business Card Holder	(Small)	Per/Pcs	
4	Cartridge			
	Samsung Multiexpress copier cum printer cartridge	Model No. Xpress K2200ND(707)	Per/Pcs	
	Samsung Printer Cartridge	Model no. Xpress M2876ND (116)	per/Pcs	
	HP Laser Jet Printer	1020 Plus	Per/Pcs	
5	CD & Misc			
	CD Cover Bag		Per/ Pcs	
	CD Cover Plastic (Round type)		Per/ Pcs	
	CD Cover Plastic (Square type)		Per/ Pcs	
	CD Mailer		Per/ Pcs	
	CDR 700MB/ 80Min CD Disc		Per/ Pcs	
	DVD (Moser Baer/ Sony)		Per/ Pcs	

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Name of Firm:-

Sign of Authorised Signatories:-

Sr.No.	Item	Specification	Unit	Rate
6	Cello Tapes			
	Cello Tapes	1" (Transparent)	Per/Pcs	
	Cello Tapes	1/2 (Transparent)	Per/Pcs	
	Cello Tapes	2" (Transparent)	Per/Pcs	
	Cello Tapes	2" (Brown)	Per/Pcs	
	Double Sided Tape			
	Masking Tape-White			
7	Clips			
	Bell Clip 30mm		Per/Pkt	
	Bell Clip 35 mm		Per/Pkt	
	Binder Clip 19 mm		Per/Pkt	
	Binder Clip 25 mm		Per/Pkt	
	Binder Clip 32 mm		Per/Pkt	
	Binder Clip 41 mm		Per/Pkt	
	Binder Clip 51 mm		Per/Pkt	
	Pin (Thumb Pin)	Notice Board Pin	Per/Pkt	
	Pin (Tachni)	Paper Pin	Per/Pkt	
8	Correction Pen			
	Correction Pen (Camlin)		Per/Pcs	

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Sr.No.	Item	Specification	Unit	Rate
9	Duster			
	Duster Magnetic		Per/Pcs	
10	Envelopes			
	Envelope 10 x 4.5 with printing	White/ Brown	Per/ Pcs	
	Envelope 14 x 10 with printing	White	Per/Pcs	
	Envelope 16 X 12 with printing	White	Per/Pcs	
	Cloth Cover Envelope 14 x 10 with printing	Green	Per/Pcs	
	Cloth Cover Envelope 16 x 12 with printing	Green	Per/Pcs	
	Cloth Cover Envelope 16 x 18 (14 x 18) with printing	Green	Per/Pcs	
	Cloth Cover Envelope 18 x 20 (16 x 20) with printing	Green	Per/Pcs	
11	File Cover			
	Box File Hard Cover	A/4 Size	Per/Pcs	
	Box File Hard Cover (Half)		Per/Pcs	
	Plastic Folder	A/4 Size	Per/Pcs	
	Spring File(Plastic)	A/4 Size	Per/pcs	
	4 Flap Folder		Per/pcs	
	2 Flap Folder		Per/pcs	
	Plastic Patti File	A/4 Size	Per/Pcs	
	File Divider			
12	File Tag			
	Tag File	A/4 Size	Per/Pcs	

Sr.No.	Item	Specification	Unit	Rate
13	Glue Stick			
	Glue Stick (Kores)/ Fevi Stick	15 Gms	Per/Pcs	
14	Marker Pen			
	Bolt Marker Pen		Per/Pcs	
	CD Marker Pen		Per/Pcs	
	Highlighter Pen (Camlin)		Per/Pcs	
	Permanent Marker Pen	Black, Blue	Per/Pcs	
	White Board Marker Pen	Black, Blue, Red, Green, etc	Per/Pcs	
15	Name Plate			
	Name Plate (Triangle)	12 Inch	Per/Pcs	
	Name Plate (Triangle)	8 Inch	Per/Pcs	
16	Normal Office Pen			
	Blue	Lexi/Montex	Per/Pcs	
	Green	Lexi/Montex	Per/Pcs	
	Red	Lexi/Montex	Per/pcs	
	Black	Lexi/Montex	Per/pcs	
	Green Gel Pen		Per/pcs	
17	Note Book			
	Note Pad		Per/Pcs	

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Sr.No.	Item	Specification	Unit	Rate
	Shorthand Note Pad		Per/Pcs	
	Section Book		Per/Pcs	
	Vehicle Log Book		Per/Pcs	
	Visitor Book		Per/Pcs	
18	Note Sheet & Letter Head			
	Letter Head	With Printing	Per/Thousand	
19	Paper			
	A3 Paper		Per Ream	
	A4 Paper (JK Copiers) White	Easy	Per Ream	
	A4 paper (Green)	Easy	Per Ream	
	JK Full Scape	Easy	Per Ream	
	A4 Paper Colour		Per Ream	
20	Paper Weight			
	Glass (Round)		Per/ Pcs	
	Plastic (Square)		Per/ Pcs	
21	Photocopier Consumable			
	Drum	MLTK 220	Per/Pcs	
	Drum MLT-R116/XIP		Per/Pcs	
	Toner Samsung MLT-D116S/D116L		Per/Pcs	

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Sr.No.	Item	Specification	Unit	Rate
22	Punch Machine			
	Kangaroo Punch 600		Per/Pcs	
	Kangaroo Punch DP 800		Per/Pcs	
	Punch Kangaroo DP 280		Per/Pcs	
	Kangaroo FP - 20(Single Hole)		Per/Pcs	
23	Register			
	Account Register		Per/Pcs	
	Inward Register with page No. Printing		Per/Pcs	
	Outward Register with page No. Printing		Per/Pcs	
	Stock Register with page No. Printing		Per/Pcs	
	Plain Hard cover Register (1 Quire, 2 Quire, 3 Quire, 4 Quire)with page No. Printing		Per/Pcs	
	Attendance Register		Per/Pcs	
24	Ruler			
	Ruler	Plastic 12 Inch	Per/Pcs	
	Ruler	Steel 12 Inch	Per/Pcs	
25	Scissors			
	Multipurpose Scissors	8 Inch	Per/Pcs	
	Scissors	8.25 Inch (210 mm)	Per/Pcs	
26	Sharpner		Per/Pcs	

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Sr.No.	Item	Specification	Unit	Rate
27	Eraser	NATRAJ	Per/Pcs	BOX
	Non Dust Eraser	Apsara	Per/Pkt	
28	Pencil	NATRAJ	Per/Pkt	
	Pencil Dark (178 mm Length)	Apsara	Per/Pkt	
29	Sketch Pen	Luxor/Camlin	Per/Pcs	
30	Stamp Pad & Ink			
	Stamp Pad (110 mm x 70mm)	Faber Castell & Camlin	Per/Pcs	
	Stamp Pad Liquid	Faber Castell & Camlin	Per/Bottle	
31	Staples & Stapler			
	Kangaroo Stapler HP 45		Per/Pcs	
	Kangaroo Stapler HD-10D		Per/Pcs	
	Kangaroo Stapler HD 1217		Per/Pcs	
	Stapler Kangaroo Mini		Per/Pcs	
	Kangaroo HD23S13 Heavy duty		Per/Pcs	
	Kangaroo HD-23 S 13			
	Stapler No. 10 (Kangaroo)	Stapler Pins	Per/Pcs	Box
	Staples for HP 45, HD 1217 & HD23S13 (Kangaroo)	Stapler Pins	Per/Pcs	
32	Sticky Pad			
	Stick on Pad (1.5 x 2 Inch)		Per/Pkt	
	Stick on Pad (50mm x 75 mm)		Per/Pkt	

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	Stick on Pad Best Note 3/3"		Per/Pkt	
	Stick on Pad self flag 3/1"		Per/Pkt	
	Stick on Pad Self Flag 3 x 1 (Plastic)		Per/Pkt	
	A/4 Size Sticker Sheet)		Per/Pkt	
	Stick on Pad (15 mm x 76mm x250 sheet (1" x 3"))			
33	Tape Dispensers			
	Dispencer 2"	Omega	Per/Pcs	
34	Gum			
	Gum Bottle	All Size uo tp 500ml	Per/Bottle	
	Fevicol Bottle	All Size uo tp 500ml	Per/Bottle	
35	Cutter			
	Paper Cutter	18 mm	Per/Pcs	
	Paper Cutter Ikon		Per/Pcs	
36	Spiral Ring		Per/Pcs	
37	Rubber Band	Big	Per/Kg	
		Medium	Per/Kg	
		Small	Per/Kg	
38	Pen Drive (Transcend)	8/16/32/64 GB	Per/Pcs	
39	Plastic Folders			
	CH-114 Solo with printing		Per/Pcs	

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Sr.No.	Item	Specification	Unit	Rate
40	Cash Voucher Book		Per/Pcs	
41	Double Punch Machine		Per/Pcs	
42	Star Flex printing			
	Size: 6 x 4			
	Size: 8 x 4			
	Size: 8 x 6			
43	Stand Flex(Star) Size: 6 x 2			
44	Rechargable Battery 200Mah			
45	Pencil Cell(Battery)	Eveready/Duracell		
46	Extension Board (Spike guard)	Philips		

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I- HOUSEKEEPING MATERIALS				
Sr.No.	Item	Specification	Unit	Rate
1	Wiper Set		Nos.	
	Wiper -Refill			
2	Dry Mop		Nos.	
	Dry Mop - Refill			
3	Toilet Brush best quality		Nos.	
4	Dustbin garbage -Cello	Small		
		Medium		
		Large		
5	Dusting Cloth		Nos.	
6	Harpic 500 ml	(Big)	Bottle	
7	Lizol 500 ml	(Small)	Bottle	
8	Phenyl Cross 500 ml		Bottle	
9	Pril Liquid Dishwash-500ml			
10	Coiln	(Small 250ml)	Bottle	
11	Hand Wash Soap Liquid Dettol 200 ml		Bottle	
12	Tissue Paper good Quality		Roll	
13	Dust Pan Polyset		Nos.	
14	MUG Unbrakable		Nos.	

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Sr.No.	Item	Specification	Unit	Rate
15	Bucket 18Ltrs Unbreakable		Nos.	
16	Bucket 60 Ltrs Unbreakable for use of Dustbin		Nos.	
17	Soft Broom		Nos.	
18	Hard Broom		Nos.	
19	Hand Gloves- Rubber		Nos.	
20	Nepthhalene balls colored		Pkt	
21	Hand Towel		Nos.	
22	Bleaching Powder 500gm		Pkt	
23	Tissue Paper with Box		Box	
24	Odonil pack			
25	Room Air freshner			
	Air-wick 250ml			
26	Pedal Dustbin- Plastic	Medium		
	Dustbin -Plastic	Big		

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