**TORs**

1. Inspection/acceptance of items shall be carried out as per the specifications given in ‘Annexure-A’.

2. The bidding firm should have a minimum of 2 years’ experience (attach a statement on Company letter head elaborating experience) of similar assignments (preferably with Government, Semi-Government or autonomous bodies).

3. The bidder shall provide a list of existing clients.

4. The bidding firm should not be blacklisted by any public or private sector organization (attach an attested affidavit) duly verified by the Oath Commissioner.

5. Bidders must submit rate of all items along with the total amount.

6. The stationery items should be ex-stock and provided on immediate basis after the award of purchase order but not late than 05 days.

7. The contract will be awarded to the lowest evaluated bidder achieving highest marks on the basis of the following criteria.

   i. Paper Reams total marks = 50

   ii. Printer Toner total marks = 30

   iii. Other Stationery total marks = 20

   **Total Marks = 100**

<table>
<thead>
<tr>
<th>Sr#</th>
<th>Paper Reams</th>
<th>Total Marks 50</th>
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<tr>
<td>1</td>
<td>1st Lowest Bidder</td>
<td>50/50</td>
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<tr>
<td>2</td>
<td>2nd Lowest Bidder</td>
<td>45/50</td>
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<tr>
<td>3</td>
<td>3rd Lowest Bidder</td>
<td>30/50</td>
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<table>
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<th>Printer Toners</th>
<th>Total marks 30</th>
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<td>1</td>
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<td>30/30</td>
</tr>
<tr>
<td>2</td>
<td>2nd Lowest Bidder</td>
<td>25/30</td>
</tr>
<tr>
<td>3</td>
<td>3rd Lowest Bidder</td>
<td>15/30</td>
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<table>
<thead>
<tr>
<th>Sr#</th>
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<td>1</td>
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</tr>
<tr>
<td>2</td>
<td>2nd Lowest Bidder</td>
<td>15/20</td>
</tr>
<tr>
<td>3</td>
<td>3rd Lowest Bidder</td>
<td>10/20</td>
</tr>
<tr>
<td>Sr#</td>
<td>Item Description</td>
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<td>-----</td>
<td>-----------------------------------------------</td>
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<td>1</td>
<td>Ball Point (piano)</td>
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<tr>
<td>2</td>
<td>Binding Sheets</td>
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<td>Binding Tape Size 2 inch</td>
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<td>4</td>
<td>Blanco</td>
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<td>5</td>
<td>Board Marker (Dollar)</td>
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<td>6</td>
<td>Box File</td>
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<td></td>
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<td>Log Book</td>
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<tr>
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<td>Uni Ball Pen</td>
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<td>UHU Gum 60gm</td>
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