

**E TENDER DOCUMENT**

**FOR**

**Printing, Stationery and General Items**

**TECHNICAL BID**

**PART - I**

**Year-2024**

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY,  
KAPURTHALA (PIN 144603)  
PUNJAB**

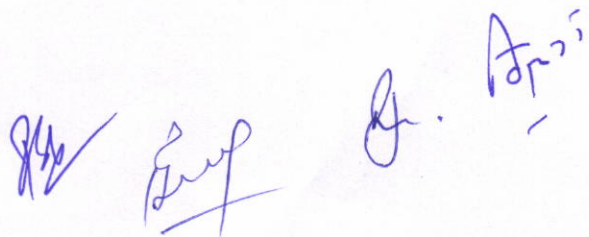
*[Handwritten signatures]*

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## **PART – II:**

### **FINANCIAL BID**





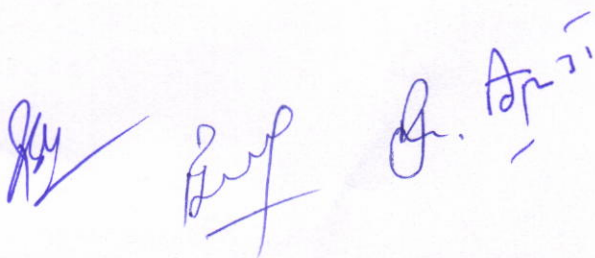
**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR-  
KAPURTHALA HIGHWAY, KAPURTHALA**

**NOTICE INVITING TENDER**

**(E-Tendering mode)**

I.K. Gujral Punjab Technical University, Kapurthala (Punjab) intends to float open e - tender for Printing Stationary and General Items, as per the details given below:

<b>Name of work</b>	Printing Stationary and General Items
<b>The Currency in which payment shall be made</b>	Indian Rupees (INR)
<b>Date of Publishing</b>	<u>13</u> / <u>11</u> /2024 at 01.00 A.M.
<b>Document Download Start Date</b>	<u>13</u> / <u>11</u> /2024at 01.30P.M.
<b>Start Date for uploading of Bids</b>	<u>13</u> / <u>11</u> /2024at 01.30 P.M.
<b>Last Date for uploading of Bids</b>	<u>02</u> / <u>12</u> /2024at 05.00 P.M.
<b>Date of Opening of Technical Bids</b>	<u>04</u> / <u>12</u> /2024at 02.00 P.M
<b>Date of Opening of Financial Bids</b>	To be intimated later to the bidders, who have qualified technical bid.
<b>Processing Fee</b>	Processing Fee (as mentioned on the web portal) shall be paid through online mode only on Punjab Government e-procurement portal
<b>Bid document Fee</b>	Rs.1180/-(Inclusive of GST(applicable)) Mode of payment: online ( <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a> )

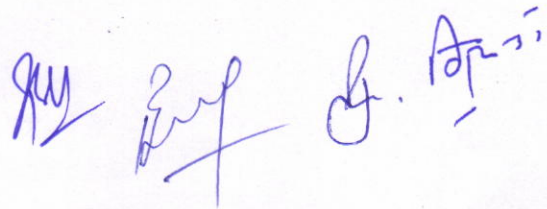




# **I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY**

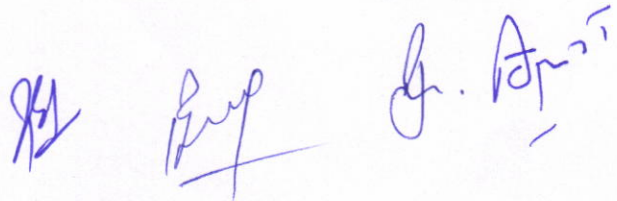
## **Indicators to Bidders**

1. For participating in the above e-tendering process, the bidders shall have to get them registered at <https://eproc.punjab.gov.in> and get user ID and password digital signatures is mandatory to participate in the e-tender process. For any clarification/difficulty regarding e-tendering process, please contact Help Desk Number 0172-2970263, 0172-2970284 (on Government working days from 09:00 AM to 05:00 PM) or call at 24 X 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787. International bidders are requested to prefix 91 as country code. The tender document can be downloaded from Punjab Government e-procurement website: - <https://eproc.punjab.gov.in> and [www.ptu.ac.in](http://www.ptu.ac.in).
2. All bids (both Technical and Financial) should be uploaded on the E-procurement portal ( <https://eproc.punjab.gov.in>). No manual bids will be accepted.
3. Corrigendum and addendum (if any) will be uploaded only on E-procurement portal ( <https://eproc.punjab.gov.in>) and/or IKGPTU website([www.ptu.ac.in](http://www.ptu.ac.in)). Bidders are advised to visit web page from time to time and update themselves.
4. The tender document fee, Tender Processing fee and E.M.D. should be deposited/Paid through online mode as per <https://eproc.punjab.gov.in> system No other mode(s) will be accepted.
5. Bids must be submitted online through <https://eproc.punjab.gov.in> before the time specified in the table (as per system clock). Department/Service provider does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic for online bids.
6. Bidders shall upload scanned copy of all the papers i.e. proof of PAN Card, GST No. and other documents mentioned in the subsequent pages of tender document.
7. Uploaded documents of valid successful bidders may be verified with the original documents. The valid successful bidder has to provide the original documents to the concerned authority on receipt of such letter, which may be sent through registered post/e-mail.
8. Bidders are advised to start the uploading process well in time and not leave it to the last minute as the same may take time because of the data involved.





9. If the date of opening of tenders happens to be a public holiday/holiday declared by the University, then the tenders will be opened on next working day at the same time and place.
10. Award of Work: -Each vendor will submit rates for items as per Financial Bid. IKGPTU will constitute a panel of bidders on the basis of common L-1 rates and consent from bidders will be obtained to supply the items at the common L-1 rates. Penal will be constituted by the University for those vendors who agree to supply the required stationery on Common L-1 Rates.
11. IKGPTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reason(s) thereof.
12. Bidders may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD/Performance Security of such tenderer shall be forfeited. The decision of IKGPTU in this regard shall be final and binding.
13. The validity of the offer shall be 120 days after the date of opening of the tender. If any bidder withdraws tender within the validity period or does not start the work within stipulated period from the date of issue of letter of acceptance, then IKGPTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited/Performance Security by the bidder. In case of forfeiture of EMD/Performance Security, the bidder shall be debarred from bidding in case of re-invitation of the tenders.



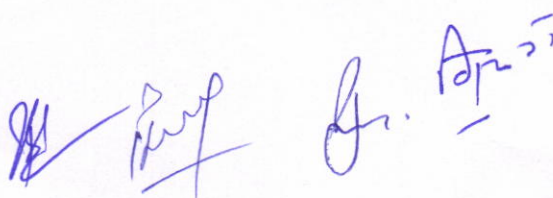
# I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

## GENERAL TERMS AND CONDITIONS

1. **Parties:** The parties to the Contract are the contractor (the bidder to whom the work has been awarded) and I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY
2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Registrar I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar-Kapurthala Highway, Kapurthala (PIN-144603), Punjab. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:**
  - 3.1 Earnest money Submit as per Punjab Government e-procurement online (<https://eproc.punjab.gov.in>). The earnest money so deposited shall not earn any interest. Tenders without earnest money will be outright rejected. The details of Earnest money is given as under:-

Tender	Items	Approx Annual requirement in lac	Earnest money in Rs.
Tender for Printing Stationary and Others items	Envelopes, Stationery items, Printing of Forms & Other items	40	2,40,000/-

- 3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the University in respect of any previous work will be entertained.
- 3.3 Bidders shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee/demand draft will be forfeited.
- 3.4 The bidders without Earnest Money will be summarily rejected.
- 3.5 A party who does not qualify technical bid or is not willing to be empaneled on L1 rates, its EMD will be returned after completion of tender process.





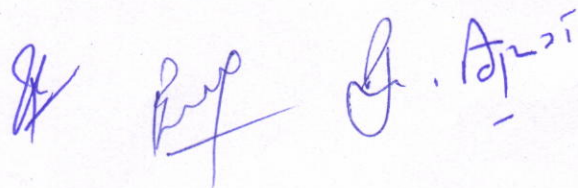
#### 4. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the Partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

#### N.B.

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public should be furnished on stamped paper duly sworn of and affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. A Self attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties, the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, the University may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.





**5. Technical Bid:**

**5.1** The Technical bid should be submitted online in form given in **Technical Information, along with all other supporting documents in pdf format.**

**6. Financial Bid:**

**6.1** The Financial Bid should be submitted online for the as per tender document in xlsx format as per Punjab Government e-procurement online (<https://eproc.punjab.gov.in>). **Please note financial bid not to be uploaded with** technical bid documents.

**7. Validity of the Bids:**

The bids shall be valid for a period of 120 days as indicated in Notice inviting e tender from the date of opening of the tender.

**8. Criterion for Evaluation of Tender:**

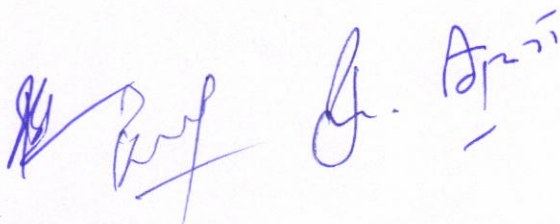
The evaluation of the tenders will be made first based on technical information furnished in form given in **Technical Bid** and then on the basis of commercial information furnished in format given in **Financial Bid**. The Financial bid of such firms found valid based on technical parameters (as per **Technical Information and Undertaking**) will be opened on the date, time and venue to be announced after opening of the Technical Bid. Bidders will be decided based on the lowest rate and a panel of contractors will be constituted, if required.

**9. Right of Acceptance:**

The Registrar, I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY reserve all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Registrar, I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY in this regard shall be final and binding.

**10. Communication of Acceptance:**

The Bidder will be informed of the acceptance of his tender.





## **11. Security Deposit:**

**11.1** The Earnest money (EMD) deposit of the successful contractors shall remain with IKGPTU as a performance security and shall be released on satisfactory completion of the contract. However, the EMDs of Unsuccessful bidders or those not willing to be empaneled will be released after completion of the tender process, as per rules.

**11.2** EMD/Performance Security can be forfeited by order of the Registrar, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said performance security as may be considered by the Registrar, I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

## **12. Penalty:**

(a) In case of breach of any the conditions of the contract and for all type of losses caused including excess cost due to purchase of Printing, stationery and General items from the market in the event of contractor failing to provide requisitioned stationery, Registrar, IKGPTU Jalandhar shall make deductions at double the rate of stationery on prorata basis from the bills presented by the contractor or that may become due to the contractor under this or any other contract or from the performance security or may be demanded from him to be paid within seven days to IKGPTU, Jalandhar .

(b) Registrar reserves the right to levy a penalty, on a contractor found charging more than maximum retail price (MRP)

## **13. Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the University in that event and the performance security shall be encashed. In the event of the vendor/contractor becoming insolvent or going into liquidation, IKGPTU shall be entitled to treat such insolvency/liquidation as a breach of contract from the moment it occurs.

## **14. Subletting of Work:**

The contractors shall not assign or sublet the work or any part of it to any other person or party.





**15. The tender is nontransferable.**

**16. Terms of payment:**

- 16.1** No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
- 16.2** The contractor shall submit the bills immediately after supply of the items to the University and University will make efforts to release the payment within 30 working days.
- 16.3** All payments shall be made by cheques/through bank only.
- 16.4** Registrar, IKGPTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 16.5** The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money/performance security/governed by these separate clauses of the contract.

**17. Territorial Jurisdiction**

All the disputes out of the rate contract or items of tender shall be subject to Kapurthala Jurisdiction courts.

- 18.** The rate quoted by bidders' firm for items mentioned in the tender document should be inclusive of all taxes for the period of contract. No request for increase in the rates will be entertained during the period of contract nor will the firm raise the same.
- 19.** Firm(s) has to supply the stationery/general items during the period of contract as per requirement of University time to time.
- 20.** All the printing, stationery/general items supplied by the firm should be as per specifications/brands mentioned in the tender document, sub-standard material will not be accepted at all.

**21. Period of Rate Contract**

The duration of Rate Contract shall be valid for the period of 02 years from the date of issuance of supply order and further extendable for one year on same terms and conditions as per tender documents on the satisfactory performance of the contractor(s).

**Registrar**





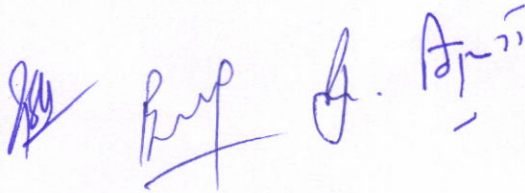
# **I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY**

## **TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS**

### **PRE QUALIFICATION CRITERIA**




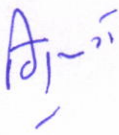
1. Bidders should have Three-years' experience of printing, supply of stationery items in Universities/Schools/Colleges/Institutions/Govt. Departments/Public Sector undertaking (Attach the copy of supply order & satisfactory certificate) between the period 01.04.2018 to 31.03.2023.
2. Bidders should have annual financial turnover of at least 20Lacs (Twenty Lacs) for the three financial years (Attach proof). Corresponding to experience mentioned at Sr.No.1.
3. Bidders should have PAN No. in his or in the name of firm, as applicable (Attach attested photocopy).
4. The bidder's firm must be registered under GST and submit the GST certificate.
5. All the firms participating in the tender should submit a list of their owners, partners etc. along with their address, telephone numbers (mobile), email id etc.
6. **Undertaking** as per the attached format. (Annexure-A)

**Registrar**



**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY**  
**Technical Bid Documents**

S.No.	Description	Yes/No	Mark the page no.
1	Name of the Tenderer/Concern (i.e. Sole Proprietor or Partnership firm or a Company etc		
2	Address E-Mail		
3	Mobile No.		
4	PAN Number of Tenderer/Concern (Self attested copy should be attached)		
5	GST registration certificate (Self attested copy should be attached)		
6	Annual financial turnover of firm with reference to Sl. No. 2 of pre-qualification criteria (Attach Proof.)		
7	Details of relevant experience self (Attested photocopies of work orders for 03 years as per tender document) and proof of satisfactory completion of work to be attached. F/Y 01.04.2018 to 31.03.2023.		
8	Whether each page of Tender have been signed and stamped (Yes/No)		
9	Undertaking as per format		






**UNDERTAKING**

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the IKGPTU and shall abide by them.
2. I/We also undertake that I/we have understood "Parameters and Technical Specifications for conducting the Work" mentioned in **Pre-Qualification Criteria** and shall execute the work strictly as per the parameters.
3. I/We further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.
4. I/We undertake that I/We neither blacklisted by any government department/PSU/Autonomous Body nor any criminal case is registered against the firm or sister concerned.

**Dated: .....**

**Place : .....**

**(Signature of Tenderer  
With stamp of the firm)**

**TENDER DOCUMENT**

**FOR**

**PRINTING, STATIONERY AND GENERAL ITEMS**

**FINANCIAL BID**

**PART - II**

**Year -2024**

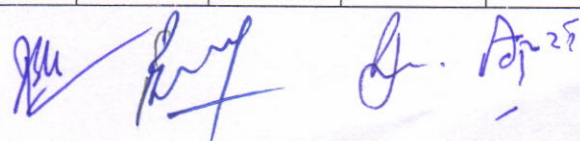
**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY,  
KAPURTHALA (PIN 144603)  
PUNJAB**

*[Handwritten signature]*



**I.K Gujral Punjab Technical University Jalandhar**  
(Financial Bid Document should be Upload online on .xls)

Sr No	Item With Specification	Qty	Rate inclusive of GST	Qty	Rate inclusive of GST	Qty	Rate inclusive of GST
1	Envelope with printing of university name logo and Address (Type: Cloth lined envelope, Paper weight: 140 GSM, Size : 12" x 16", Color : Yellow)	Below 100		101 to 500		501 to 1000	
2	Envelope with printing of university name logo and Address (Type: Paper, Paper weight: 110 GSM, Size: 10"x14", Colour : Yellow)	Below 100		101 to 500		501 to 1000	
3	Envelope with printing of university name logo and Address (Type: Paper (Star) Paper weight : 80 GSM )Size: 10"x12", Colour : Brown	Below 100		101 to 500		501 to 1000	
4	Envelope with printing of university name logo and address (Type: Paper (Taj Mahal), Paperweight : 80 GSM, Size: 9"x4", Color: White)	Below 100		101 to 500		501 to 1000	
5	Envelope with printing of university name logo and Address (Type: Cloth Lined Envelope, Paper weight : 140 GSM, Size: 12"x16", Colour : Khaki )	Below 100		101 to 500		501 to 1000	
6	Non-Woven Bags (Different color)(With Sticking 16"x 16"x6" with long handle (60 GSM fabric)) with tag	Below 10,000		10,000 to 50,000		50,000 to 1,00,000	
7	Non-Woven Bags (Different color) (With Sticking 15"x 18" with long handle (60 GSM fabric)) with tag	Below 10,000		10,000 to 50,000		50,000 to 1,00,000	
8	Envelop Laminated with printing University name logo and address(10"x12" Make Taj Mahal (GSM. 60) ,Colour :- White)	Below 100		101 to 500		501 to 1000	
9	Envelop Laminated with printing University name logo and address(10"x12" Make Taj Mahal, (GSM. 60), Colour :- Khakhi)	Below 100		101 to 500		501 to 1000	
10	Envelop Laminated with printing University name logo and address(11"x 5" Make Taj Mahal White (GSM.60))	Below 100		101 to 500		501 to 1000	
11	Envelop Laminated with Printing University name logo and address(12" X 6" Make Taj Mahal White (60 GSM))	Below 100		101 to 500		501 to 1000	
12	Envelope Window (10x4.5 (80GSM) Taj Mahal) White	Below 100		101 to 500		501 to 1000.	
13	Envelope White (10x4.5) (80 GSM) Taj Mahal)	Below 100		101 to 500		501 to 1000.	

 Apr 25



		100				
14	Mid Semester Test (MST) Answer Sheet Landscape/Portrait (60 GSM) 12 pages, white color Size 8.5 X 10.5 Inches , all pages stapled with University Name and Logo and Other detail with numbering as per sample provided by university.	Below 1000		1000 to 10,000		10,000 to 20,000
15	Files cover yellow/pink file (Standard with printing of University Name, address & Logo) 250 GSM	Below 100		101 to 500		501 to 1000
16	Ripple File (Standard with printing of University Name) 300 GSM	Below 100		101 to 500		501 to 1000.
17	Plastic Bag (Bora) with Printing (Size: 35" x 25")	Below 100		101 to 500		501 to 1000.
18	Letter Heads (Executive Bond (100 GSM) A-4 Size, paper with 4 color screen printing)	Below 100		101 to 500		501 to 1000
19	Paper (Paper , Size A-4, Colour - White, 70 GSM, Brand JK Copier (Green)	Below 100		101 to 500		501 to 1000.
20	Paper (Paper , Size A-4, Colour - White, 70 GSM, Brand Spectra	Below 100		101 to 500		501 to 1000.
21	Paper (Paper , Size Legal, Colour - White, 70 GSM, Brand JK Copier ( Green)	Below 100		101 to 500		501 to 1000
22	Index File with Kangaroo clip FS/A4 Size	Below 100		101 to 500		501 to 1000
23	Plastic sutli roll (Minimum 400 grams roll)	Below 100		101 to 500		501 to 1000
24	Bar Code Ribbon (Type Resin Size 105 mm X 300 mm roll colour black (inside-Outside) core One 1") Per roll of 300 meter.	Below 100		101 to 500		501 to 1000
25	Bar Code Stickers(Type Polyester Size 50mm X 38mm colour White double sticker roll (De Smat)) Roll of 2500 stickers	Below 100		101 to 500		501 to 1000
26	Bar Code Stickers, Type Polyester Size 50mm X 25mm colour White double sticker roll (DeSmat) Roll of 2500 stickers	Below 100		101 to 500		501 to 1000
27	Bar Code Stickers(Type Polyester Size 100mm X 38mm colour White single sticker roll (DeSmat)) Roll of 2500 stickers	Below 100		101 to 500		501 to 1000

*[Handwritten signatures and initials]*



28	Stock Entry Register 100 Pages (As per sample available in university)	Below 100		101 to 500		501 to 1000	
29	Stock Entry Register 200 Pages (As per sample available in university)	Below 100		101 to 500		501 to 1000	
30	Stock Entry Register 500 Pages (As per sample available in university)	Below 100		101 to 500		501 to 1000	
31	Latha Parcel Cloth (JCT Pioneer width) Per Meter	Below 100		101 to 500		501 to 1000	
32	Tape Roll (Transparent/Brown, Size 2") Thickness 45 micron to 60 Micron	Below 100		101 to 500		501 to 1000	
33	Tape Roll (Transparent/Brown, Size 1") Thickness 45 micron to 60 Micron	Below 100		101 to 500		501 to 1000	
34	White Board Marker	Below 100		101 to 500		501 to 1000	
35	Permanent Marker Black	Below 100		101 to 500		501 to 1000	
36	Simple Register 200 Pages ( With 60 GSM)	Below 100		101 to 500		501 to 1000	
37	Simple Register 500 Pages ( With 60 GSM)	Below 100		101 to 500		501 to 1000	
38	Natraj Pen Box (100 PC)	Below 100		101 to 500		501 to 1000	
39	Duster Cloth Cotton (12" X 12")	Below 100		101 to 500		501 to 1000	
40	Note Pad (08"x 06") 50 Pages	Below 100		101 to 500		501 to 1000	
41	Paper Cutter Knife with Plastic Grip Handle (22mm)	Below 100		101 to 500		501 to 1000	
42	White Board Duster (6 inches x 1.5 inches x 2 inches)	Below 100		101 to 500		501 to 1000	
43	Brown Paper Tape 1"	Below 100		101 to 500		501 to 1000	
44	Highlighter Different Colour (Luxor)	Below		101 to		501 to 1000	

*[Handwritten signatures and initials]*



		100		500			
45	Paste it pad 3"X3" (Oddy or De Smart)	Below 100		101 to 500		501 to 1000	
46	Pen Butter Flow	Below 100		101 to 500		501 to 1000	
47	Punching Machine (Kangaro) DP-480	Below 100		101 to 500		501 to 1000	
48	Single Punching (Kangaro)	Below 100		101 to 500		501 to 1000	
49	Clear Bag Double Pocket TREO Standard Size	Below 100		101 to 500		501 to 1000	
50	L Shape Folder (Ankita) A4	Below 100		101 to 500		501 to 1000	
51	L Shape Folder (Ankita) FS	Below 100		101 to 500		501 to 1000	
52	Attendance Register (Small Standard)	Below 100		101 to 500		501 to 1000	
53	Attendance Register (Big Standard)	Below 100		101 to 500		501 to 1000	
54	Stepler Larger Size (Kangaro)	Below 100		101 to 500		501 to 1000	
55	Stepler Small Size (Kangaro)	Below 100		101 to 500		501 to 1000	
56	Scissor Medium Size (Oddy)	Below 100		101 to 500		501 to 1000	
57	Scale Plastic 12" Natraj	Below 100		101 to 500		501 to 1000	
58	Scale Steel 12" Natraj	Below 100		101 to 500		501 to 1000	
59	Dak Pad Standard Size (Good Quality)	Below 100		101 to 500		501 to 1000	
60	Green Tag	Below 100		101 to 500		501 to 1000	
61	White Tag	Below 100		101 to 500		501 to 1000	

*[Handwritten signatures and initials]*