

**DIRECTORATE  
OF  
TECHNICAL EDUCATION  
VOCATIONAL AND INDUSTRIAL TRAINING  
HIMACHAL PRADESH  
SUNDERNAGAR – 175018  
SHOPPING  
FOR  
STATIONERY AND DRAWING ITEMS**

8<sup>th</sup> February 2021

## SHOPPING FOR GOODS

### REQUEST FOR QUOTATION (RFQG)

**-- Note --**

- (i) *Shopping is a simplified procedure, used for low-value, readily available off-the-shelf goods. When considering Shopping, ADB should be satisfied that there are a sufficient number of local and/or foreign suppliers (a minimum of three) that can meet the requirements of the procurement and ensure a satisfactory level of price competition. The threshold for Shopping is currently set at \$100,000.*
- (ii) *Alternate texts for some paragraphs are provided. The Purchaser may select one option and delete the non-applicable option.*

**RFQ NO. GPR/01/2021****Date of Issue of Request: 08/02/2021****Project Title:** Himachal Pradesh Skill Development Project**Source of Funding:** ADB Funded: Loan No 3573-IND**Contract Ref:** STATIONERY AND DRAWING ITEMS  
**HPSDP-DoTE/WP/13**

To:

All Interested Bidders (Website Copy)

Sir/Madam:

1. **The Director, Technical Education, Vocational and Industrial Training, Himachal Pradesh, Sundernagar** (Purchaser) hereby requests you to submit price quotation(s) for the supply of the following items:

- (i) **Machinery and Equipment's/Goods related to 'stationery and drawing items' as per details attached as Annexure- A.**

*If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.*

To assist you in the preparation of your price quotation we enclose the necessary 'technical specifications and required quantities'.

2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.
3. You shall submit **one original of the Price Quotation with the 'Form of Quotation', and clearly marked "Original"**. In addition, you shall also submit **one copy marked as "COPY"**. In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

**Purchaser's Address:** The Director, Technical Education, Vocational and Industrial Training,  
Himachal Pradesh, Sundernagar, District Mandi – 175018

**Telephone:** 01907-266722, 266120, 266572. E-mail: techedu-hp@nic.in

4. Your quotation in duplicate and written in **English language**, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English

language) for each item quoted, including names and addresses of firms providing after-sales service facilities in India.

5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 3 is: **25/02/2021 up to 2:15 PM** and shall be **opened at 02:30 PM** on the same day.
6. You shall submit only one set of quotations (Original & Duplicate copy) for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. **Without a signature in your Form of Quotation, your quotation will not be considered further.**
7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
  - (i) **PRICES:** The prices should be quoted for supply and delivery to **Govt. Polytechnic for Women, Rehan, District Kangra, Himachal Pradesh**. Prices shall be quoted in the currency (**Indian National Rupees**) of the Purchaser.
  - (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this 'Request for Quotation', and it will not be considered further. The 'Purchaser' will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the 'Purchaser' will adjust for any arithmetical errors as follows:
    - (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
    - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
    - (c) if a 'Supplier' refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include 'Value Added Tax (VAT)/GST' in India.
  - (iii) **AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a 'Contract' as per attached form of contract and terms and conditions of supply.
  - (iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of Forty-five (45) days from the deadline for receipt of quotation(s) indicated in Paragraph-5 of this 'Request for Quotation'.
  - (v) **If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years and the contract will be awarded to the next firm offering the lowest evaluated total cost of all the items (excluding your firm).**
8. Further information can be obtained from:
 

The Director, Technical Education, Vocational and Industrial Training,  
Himachal Pradesh, Sundernagar, District Mandi – 175018.  
Telephone: 01907-266572, 266722  
E-mail: [techedu-hp@nic.in](mailto:techedu-hp@nic.in); Website: <http://techedu.hp.gov.in>
9. The bidder whose quotation has been accepted will be notified of the award of contract through the 'Letter of Acceptance' issued by the 'Purchaser' within 45 days from the date of submission of quotation.
10. The 'Purchaser' intends to apply funds from the 'Asian Development Bank (ADB)' for eligible payments under the 'Purchase Order' resulting from this RFQ.
11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing,

the 'Contract'. At the time of submission of your quotation, you should not be in ADB's sanctions list.

12. Please Confirm by e-mail the receipt of this request and whether you will submit the price quotation(s) or not.

Director  
Technical Education  
Vocational and Industrial Training  
Himachal Pradesh, Sundernagar

**FORM OF QUOTATION**

(All bidders must fill &amp; Sign this form)

To: \_\_\_\_\_ (Purchaser's Name)  
 \_\_\_\_\_ (Purchaser's Address)  
 \_\_\_\_\_

We offer to execute the \_\_\_\_\_ (name and number of Contract) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ (amount in words and numbers) (\_\_\_\_\_) (name of currency) \_\_\_\_\_. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

| S. No. | Item Name                       | Quantity | Unit Price | Total Price | Delivery Time |
|--------|---------------------------------|----------|------------|-------------|---------------|
| 1.     |                                 |          |            |             |               |
| 2.     |                                 |          |            |             |               |
|        | <u>Spare Parts</u>              | }        |            |             |               |
|        | <u>Tools and Accessories</u>    | }        |            |             |               |
|        | <u>Manuals</u>                  | }        |            |             |               |
|        | <u>Maintenance Requirements</u> | }        |            |             |               |

} Specify, if applicable.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Fax Number, if any \_\_\_\_\_

Email address (optional) \_\_\_\_\_

1. The Bidder must accomplish the Form of Quotation on its letterhead clearly showing the bidder's complete name and address.
2. The bidder must submit copy of Registration Certificate, GST Registration, PAN Card of the firm with his quotation.

## FORM OF CONTRACT

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_, \_\_\_\_ 201\_, between  
 \_\_\_\_\_ (hereinafter called "the Purchaser") on the one part and  
 \_\_\_\_\_ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for \_\_\_\_\_ (description of goods) to be supplied by Supplier, viz. Contract \_\_\_\_\_, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of \_\_\_\_\_ (\_\_\_\_\_) hereinafter called "the Contract Price".

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the **Laws of India** on the date indicated above.

**Signature and seal of the Purchaser:**

For and on behalf of

\_\_\_\_\_  
 Name of Authorized Representative

**Signature and seal of the Supplier:**

For and on behalf of

\_\_\_\_\_  
 Name of Authorized Representative

## TERMS AND CONDITIONS OF SUPPLY

**Project Name:** Himachal Pradesh Skill Development Project

**Purchaser:** The Director, Technical Education, Vocational and Industrial Training,  
Himachal Pradesh, Sundernagar, District Mandi – 175018

Package name: Embroidery and Sewing Technology related items

Package No. HPSPDP-DOTE/16

1. Schedules for Supply: Attached as **Annexure - A**
2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding 180 days from the date of signing of contract.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the **Laws of India within the jurisdiction of the Sundernagar (HP) Court.**
7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
  - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
  - (ii) manufacturer's or supplier's warranty certificate; and
  - (iii) certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.
8. Payment: Payment of the contract price shall be made in the following manner:
  - a) **80% upon receipt by the Purchaser of the delivered goods on site in accordance with the contract;**
  - b) **10% upon acceptance of the delivered goods by the Purchaser, and**
  - c) **10% will be kept as performance security and shall be released after satisfactory Performance Certificate from the Principal of the user institute i.e. Govt. Polytechnic for women Rehan, District Kangra, Himachal Pradesh after completion of warranty period of 365 days.**
9. Warranty: Goods offered should be covered by manufacturer's warranty for at least 365 Days from the date of delivery to the Purchaser.
10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility: **Govt. Polytechnic for women Rehan.**

Address: **Govt. Polytechnic for women Rehan,**

**District Kangra, Himachal Pradesh**

11. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that it's delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications: (with attachments as necessary)

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above specifications.

13. Failure to Perform: The Purchaser may cancel the 'Agreement' if the 'Supplier' fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the 'Purchaser', without incurring any liability to the 'Supplier'.

NAME OF SUPPLIER: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

## Schedule of supply



# Contents

1. List of Goods and Related Services
2. Delivery and Completion Schedule
3. Technical Specifications
4. Drawings

# 1.List of Goods and Related Services

**Package Name: Supply of “Stationary and Drawing Items” of Architect Trade of the Government Polytechnic (Women), Rehan Distt. Kangra to enhance technical and vocational skills among the youth of Himachal Pradesh. HPSPD-DOTE/WP/13; RFQ No. GPR/01/2021**

| Package Name: Stationary and Drawing Items |  |   |                       |          |                |                          |                                | Delivery Time (in days): not more than 180 |  |
|--|--|---|-----------------------|----------|----------------|--------------------------|--------------------------------|--|--|
| Item No                                    | Name of Goods or Related Services                  | Description   | Unit of Measure -ment | Quantity | Unit Price INR | Total price per item INR | Sales and other taxes per item | Total Price (Including GST)                | Remarks(Please mention Page Number of detailed information brochure having make and model no.) |
| 1  | 2  | 3   | 4                     | 5        | 6              | 7=5*6                    | 8=7* @GST%                     | 9=7+8                                      |  |
| 1.   | <b>French Curves drawing / draughting stencils</b> | French Curves drawing / draughting stencils set of 12 dimensions 170 x 68 x 2 mm inking edges made from clear plastic   | set                   | 2        |                |                          |                                |  |  |
| 2.   | <b>Stencils set</b>                                | •Stencils set: - The transparent, yellow-tinted material leaves even the finest of lines clearly visible through the template Robust and non-warping, with perfectly formed, true-to-standards symbols. Lettering stencil for fibre-tip pens and fine-lead mechanical pencils 1mm to 12 mm character height | set                   | 2        |                |                          |                                |  |  |
| 3.   | <b>Triangular Scale Engineering Ruler</b>          | •Triangular Scale Engineering Ruler:- Made of white plastic with precision divisions  | set                   | 2        |                |                          |                                |  |  |

|    |   |   |     |   |  |  |  |  |  |
|----|---|---|-----|---|--|--|--|--|--|
|    |   | and has color coded sides of red and yellow<br>Triangular Scale ratio<br>(1:10 , 1:20 , 1:25 ,<br>1:33 , 1:50 , 1:75 ,<br>1:100 , 1:200 1:250 ,<br>1:500 ,1:750) ,<br>Dimension : 30cm              |     |   |  |  |  |  |  |
| 4. | <b>Triangular scale Architectural Ruler</b> | Set of Triangular scale Architectural Ruler :- 3 /32 " ,<br>3/16",1/8",1/4",1/2",1 " , 3/8" , 3/4" , 1.5" & 3"  | set | 2 |  |  |  |  |  |
| 5. | <b>Circle Draughting Template stencils</b>  | Circle Draughting Template stencils:-<br>Contains symbols & circles from 1 mm to 45 mm . Dimensions of template 250 mm x 131 mm . Thickness 1.5 mm ,fragile   | set | 2 |  |  |  |  |  |
| 6. | <b>Scale Ruler</b>                          | Scale Ruler: -<br>Stainless steel double sided engraved scale ruler of size 30 cm x 2.6 cm metric unit 0 to 30 cm on one side & Imperial unit 0 to 12" on other side.<br>Accuracy to 1 mm , 0.5 mm. | No. | 6 |  |  |  |  |  |
| 7. | <b>Scissors</b>                             | Scissors: - 5" stainless steel. Blades with blunt tip designed for safety   | No. | 2 |  |  |  |  |  |
| 8. | <b>Cardboard cutters</b>                    | Cardboard cutters:-<br>Heavy duty cutter ideal for thicker cuts   | No. | 5 |  |  |  |  |  |

|     |                                   |   |     |   |  |  |  |  |  |
|-----|-----------------------------------|---|-----|---|--|--|--|--|--|
| 9.  | <b>Calligraphy Pen Set</b>        | Calligraphy Pen Set:-<br>A complete calligraphy set that is perfect for beginners. The set will contain four beautiful pens with a faux-marble finish and comfort grips,  | set | 2 |  |  |  |  |  |
| 10. | <b>Draughting/ Technical Pens</b> | •Draughting/ Technical Pens:-Professional Quality Tubular Nib Technical Pens Refillable Ink Reservoir For Use on Tracing Paper Available in 0.18, 0.25, 0.35, 0.5 and 0.7mm Nib Sizes   | set | 2 |  |  |  |  |  |
| 11. | <b>Engineering Instrument Box</b> | •Engineering Instrument box :- Plastic box measures approx. 24 x 12 x 2.2 cm Some wear to box, tray and liner Blue plastic chipped away to side of hinges - does not affect working of hinges when opening/closing box Front clasp good | set | 3 |  |  |  |  |  |
| 12. | <b>Sketch Pens</b>                | •Sketch Pens:-Pack of ten multicolour size :- small size Contains 40% more ink and lasts longer. Child safe-food-grade ink.   | set | 2 |  |  |  |  |  |

|     |                        |  |     |   |  |  |  |  |  |
|-----|------------------------|--|-----|---|--|--|--|--|--|
| 13. | <b>Pencil Colours</b>  | Pencil Colours: - One set containing 48 colours ( Multicolours) standard size water colour pencils with spiral lines. Fade resistant excellent coverage . Smooth & soft leads. Break resistant leads , extra bonded easy to sharp  | set | 2 |  |  |  |  |  |
| 14. | <b>Colours Pallets</b> | <ul style="list-style-type: none"> <li>•Colours Pallets:- Super white suitable for water/ acrylic/poster/ oil colour</li> <li>•Rounded corners for easy and clean wash</li> <li>•Mountable. 16 colour compartments</li> <li>•8 Mixing and 2 water storing compartment</li> </ul> Size: 338mm x 230mm | set | 5 |  |  |  |  |  |
| 15. | <b>Water Colours</b>   | <ul style="list-style-type: none"> <li>•Water Colours:- 12 ml x 12 different colours</li> </ul> Strong And Brilliant Colours<br>Transparent Colours Painting   | set | 5 |  |  |  |  |  |
| 16. | <b>Crayons</b>         | <ul style="list-style-type: none"> <li>•Crayons:- 48 water colour ( multicolours) pencils .</li> </ul> Soft vibrant colour pencils<br>Water soluble colour pencils<br>Break resistant Lead   | set | 5 |  |  |  |  |  |

|     |                                 |  |     |     |  |  |  |  |  |
|-----|---------------------------------|--|-----|-----|--|--|--|--|--|
| 17. | <b>Painting Brushes</b>         | <ul style="list-style-type: none"> <li>Painting Brushes Set:- Hog bristle for oil and acrylic<br/>Long handle made of birch wood<br/>Aluminium ferrule</li> </ul>  | set | 5   |  |  |  |  |  |
| 18. | <b>Photographic Mount Board</b> | <ul style="list-style-type: none"> <li>Photographic Mount Board:- Pack of ten , a smooth white backing board. Use for economical framing<br/>Recommended for artwork that requires preservation<br/>Mounting material</li> </ul> | No. | 500 |  |  |  |  |  |
| 19. | <b>Drawing Sheets</b>           | Drawing sheets :- 250 gsm , Size 56 cm x 76 cm , multipurpose product that combines the characteristics of watercolour and acrylic papers with those of drawing papers.  | No. | 500 |  |  |  |  |  |
| 20. | <b>Stapler Large Size</b>       | Stapler Large Size With Pins Chromes Staplers made of Non Rust Metal. Tough plastic body and zero pressure application. With its stylish finish and Eye soothing colour, it enhances your office table.                          | No. | 2   |  |  |  |  |  |
| 21. | <b>Stapler Small Size</b>       | Stapler Small Size with Pins   | No. | 5   |  |  |  |  |  |

|              |                                |  |     |   |  |  |  |  |  |
|--------------|--------------------------------|--|-----|---|--|--|--|--|--|
| 22.          | <b>Sheet Cover Cylindrical</b> | Sheet Cover Cylindrical – Drawing tube, draft tube, drafting tube, large size, heavy duty plastic with a carrying strap. 71.5cm in length, extending to 129cm, 8cm internal diameter. For safe carrying of plans, drawings etc. An adjustable shoulder strap ensures extreme portability, which makes the the tube perfect for students and professionals who use blueprints and charts. | No. | 2 |  |  |  |  |  |
| <b>Total</b> |                                |  |     |   |  |  |  |  |  |

| <b>Grand Total</b>                           | <b>Total price per item<br/>(INR)(7= 5*6)</b> | <b>Total Price (Including GST)<br/>(9=7+8)</b> |
|--|---|--|
|  |   |  |
| <b>Grand Total (Without Tax) in Words: -</b> |   |  |
| <b>Grand Total (With Tax) in Words: -</b>    |   |  |

## 2. Delivery and Completion Schedule

The delivery period shall start as of date of Signing the Contract

| Item No | Description of Goods or Related Services  | Delivery Schedule (Duration)                      | Location  | Required Arrival Date of Goods or Completion Date for Related Services |
|---------|---|---|---|--|
|         | <b>Package Name: - Stationary and drawing Items</b><br><b>Package No.: - HPSDP-DOTE/WP/13</b> | Within 180 Days from the Signing of the contract. | <b>Government Polytechnic(Women), Rehan District-Kangra, Himachal Pradesh</b> | Within 180 Days from the Signing of the contract.                      |



### 3. Technical Specifications

**Package Name: - Stationary and Drawing Items**

**Installation & Training of all items at: Government Polytechnic (women), Rehan Distt. Kangra HP in Himachal Pradesh**

| Item No. | Name of Goods or Related Services                  | Technical Specifications of Item and/or Bureau of Indian Standards (BIS) (if applicable) reference  | Features   | Accessories                              | Spare parts | Documents                  | Warranty of Equipment/parts |
|----------|--|---|--|--|-------------|----------------------------|-----------------------------|
| 1.       | <b>French Curves drawing / draughting stencils</b> | French Curves drawing / draughting stencils set of 12 dimensions 170 x 68 x 2 mm inking edges made from clear plastic   | The transparency allows to see the drawing medium below template for easy positioning. | Case made up of heavy duty PVC material. | standard    | Standard operating manual. | 3 Years Minimum             |
| 2.       | <b>Stencils set</b>                                | <ul style="list-style-type: none"> <li>Stencils set:- The transparent, yellow-tinted material leaves even the finest of lines clearly visible through the template Robust and non-warping, with perfectly formed, true-to-standards symbols. Lettering stencil for fibre-tip pens and fine-lead mechanical pencils 1mm to 12 mm character height</li> </ul> | Made of high-quality plastic and are especially resistant to warping and breakage.     | Case made up of heavy duty PVC material. | standard    | Standard operating manual  | 3 Years Minimum             |
| 3.       | <b>Triangular Scale Engineering Ruler</b>          | <ul style="list-style-type: none"> <li>Triangular Scale Engineering Ruler :- Made of white plastic with precision divisions and has color coded sides of red and yellow Triangular Scale ratio (1:10 , 1:20 , 1:25 , 1:33 , 1:50 , 1:75 , 1:100 , 1:200 1:250 , 1:500 , 1:750) , Dimension : 30cm</li> </ul>  | Made of high-quality plastic and are especially resistant to warping and breakage.     | Case made up of heavy duty PVC material. | standard    | Standard operating manual  | 3 Years Minimum             |
| 4.       | <b>Triangular scale Architectural Ruler</b>        | Triangular scale Architectural Ruler :- 3 /32 " , 3/16" , 1/8" , 1/4" , 1/2" , 1" , 3/8" , 3/4" , 1.5" & 3"   | Made of high-quality plastic and are especially resistant to warping and breakage.     | Case made up of heavy duty PVC material. | standard    | Standard operating manual  | 3 Years Minimum             |

|    |  |   |   |   |          |                           |                 |
|----|--|---|---|---|----------|---------------------------|-----------------|
| 5. | <b>Circle Draughting Template stencils</b> | Circle Draughting Template stencils:- Contains symbols & circles from 1 mm to 45 mm . Dimensions of template 250 mm x 131 mm . Thickness 1.5 mm ,fragile                                      | Made of high-quality orange plastic and are especially resistant to warping and breakage.   | Case made up of heavy duty PVC material.  | standard | Standard operating manual | 3 Years Minimum |
| 6. | <b>Scale Ruler</b>                         | Scale Ruler: - Stainless steel double sided engraved scale ruler of size 30 cm x 2.6 cm metric unit 0 to 30 cm on one side & Imperial unit 0 to 12" on other side. Accuracy to 1 mm , 0.5 mm. | With hole on one side easy to hold or carry, laser engraved lines , scale clear precise & bearable. High hardness & strong flexibility. | Case made up of heavy duty PVC material.  | standard | Standard operating manual | standard        |
| 7. | <b>Scissors</b>                            | Scissors: - 5" stainless steel. Blades with blunt tip designed for safety   | Handle design for both left & right hand users  | Case made up of heavy duty PVC material.  | standard | Standard operating manual | standard        |
| 8. | <b>Cardboard cutters</b>                   | Cardboard cutters:-Heavy duty cutter ideal for thicker cuts   | Compact & lightweight with comfortable grip & wider retractable blades  | 10 Replacement snap of blades with cover box  | standard | Standard operating manual |                 |
| 9. | <b>Calligraphy Pen Set</b>                 | Calligraphy Pen Set:- A complete calligraphy set that is perfect for beginners. The set will contain four beautiful pens with a faux-marble finish and comfort grips,                         | Made of high-quality material and are especially resistant to warping and breakage.   | Five nibs (extra fine, fine, medium, broad and extra broad), twenty water based dye ink cartridges (five black, five blue, two brown, two pink, two green, two orange and two | standard | Standard operating manual | 3 Years Minimum |

|     |                                   |   |  |   |          |   |                 |
|-----|-----------------------------------|---|--|---|----------|---|-----------------|
|     |                                   |   |  | yellow), one metal pump for use with bottled ink (not included), Easy to follow instructions and a 1x6-1/2x9-1/4in metal tin for storage. |          |   |                 |
| 10. | <b>Draughting/ Technical Pens</b> | <ul style="list-style-type: none"> <li>Draughting/ Technical Pens: -Professional Quality Tubular Nib Technical Pens Refillable Ink Reservoir For Use on Tracing Paper Available in 0.18, 0.25, 0.35, 0.5 and 0.7mm Nib Sizes</li> </ul>   | Wear-resistant, hard chrome-plated thin tip allows working in exquisite detail.  | Attachments & Draughting ink & other standard accessories if any  | standard | User/Operating Manual - Warranty Certificates | 3 Years Minimum |
| 11. | <b>Engineering Instrument Box</b> | <ul style="list-style-type: none"> <li>Engineering Instrument box :-Plastic box measures approx. 24 x 12 x 2.2 cm Some wear to box, tray and liner Blue plastic chipped away to side of hinges - does not affect working of hinges when opening/closing box Front clasp good</li> </ul> | One half set compass 15 cm , one divider 15 cm , centre wheel compass , central wheel divider, tightening keys/screw driver lengthening bar, handle for hand work , Ink point central wheel ink compass , pen & pencil point & other standard accessories if any | Case made up of heavy duty PVC material.  | standard | Standard operating manual                     | 3 Years Minimum |

|     |                        |   |  |          |          |                           |          |
|-----|------------------------|---|--|----------|----------|---------------------------|----------|
| 12. | <b>Sketch Pens</b>     | <ul style="list-style-type: none"> <li>•Sketch Pens:-Pack of ten multicolour size :- small size</li> <li>Contains 40% more ink and lasts longer.</li> <li>Child safe-food-grade ink.</li> </ul>   | Plastic body with packing  | Standard | standard | Standard operating manual | standard |
| 13. | <b>Pencil Colours</b>  | Pencil Colours: - One set containing 48 colours ( Multicolours) standard size water colour pencils with spiral lines. Fade resistant excellent coverage . Smooth & soft leads. Break resistant leads , extra bonded easy to sharp   | Made of soft wood with durable packing   | Standard | standard | Standard operating manual | standard |
| 14. | <b>Colours Pallets</b> | <ul style="list-style-type: none"> <li>•Colours Pallets:- Super white suitable for water/ acrylic/poster/ oil colour</li> <li>•Rounded corners for easy and clean wash</li> <li>•Mountable. 16 colour compartments</li> <li>•8 Mixing and 2 water storing compartment</li> <li>Size: 338mm x 230mm</li> </ul> | Soft corners for smooth working  | Standard | standard | Standard operating manual | standard |
| 15. | <b>Water Colours</b>   | <ul style="list-style-type: none"> <li>•Water Colours:- 12 ml x 12 different colours</li> <li>Strong And Brilliant Colours</li> <li>Transparent Colours Painting</li> </ul>   | Thick Consistency, Free- flowing, Intermixing water colours Suitable for Renaissance Watercolour pad and Paper | Standard | standard | Standard operating manual | standard |
| 16. | <b>Crayons</b>         | <ul style="list-style-type: none"> <li>•Crayons:- 48 water colour ( multicolours) pencils .</li> <li>Soft vibrant colour pencils</li> <li>Water soluble colour pencils</li> <li>Break resistant Lead</li> </ul>   | standard   | Standard | standard | Standard operating manual | standard |

|     |                                 |   |  |   |          |                           |          |
|-----|---------------------------------|---|--|---|----------|---------------------------|----------|
| 17. | <b>Painting Brushes</b>         | <ul style="list-style-type: none"> <li>Painting Brushes Set:-Hog bristle for oil and acrylic</li> <li>Long handle made of birch wood</li> <li>Aluminium ferrule</li> </ul>  | Made of high-quality material and are especially resistant to warping and breakage.  | Brush holder travel case and built in stand | standard | Standard operating manual | standard |
| 18. | <b>Photographic Mount Board</b> | <ul style="list-style-type: none"> <li>Photographic Mount Board:- Pack of ten , a smooth white backing board. Use for economical framing Recommended for artwork that requires preservation</li> <li>Mounting material</li> </ul> | 100% acid free backing board. Recommended for artwork that requires preservation   | Mounting material                           | standard | Standard operating manual | standard |
| 19. | <b>Drawing Sheets</b>           | Drawing sheets :- 250 gsm , Size 56 cm x 76 cm , multipurpose product that combines the characteristics of watercolour and acrylic papers with those of drawing papers.   | Heavy weight sheets and pads for experimenting with new combinations of different techniques   | Standard                                    | standard | Standard operating manual | standard |
| 20. | <b>Stapler Large Size</b>       | Stapler Large Size With Pins Chromes<br>Staplers made of Non Rust Metal. Tough plastic body and zero pressure application. With its stylish finish and Eye soothing colour, it enhances your office table.                        | Extra long throat that is perfect for large binding project with push button front loading and unique clip- on tray that ensures neat paper stacking | Standard                                    | standard | Standard operating manual | standard |
| 21. | <b>Stapler Small Size</b>       | Stapler Small Size with Pins  | Water proof and light resistance plastic body .  | Standard                                    | standard | Standard operating manual | standard |

|     |                                |  |                                       |          |          |                           |          |
|-----|--------------------------------|--|---------------------------------------|----------|----------|---------------------------|----------|
| 22. | <b>Sheet Cover Cylindrical</b> | Sheet Cover Cylindrical – Drawing tube, draft tube, drafting tube, large size, heavy duty plastic with a carrying strap. 71.5cm in length, extending to 129cm, 8cm internal diameter. For safe carrying of plans, drawings etc. An adjustable shoulder strap ensures extreme portability, which makes the the tube perfect for students and professionals who use blueprints and charts. | Strap to hold the cover with shoulder | Standard | standard | Standard operating manual | standard |
|-----|--------------------------------|--|---------------------------------------|----------|----------|---------------------------|----------|

## **4. Drawings**

*Not Applicable*