

**HMT WATCHES LIMITED**  
**WATCH MARKETING DIVISION**

<b>Major Group/Categories of Items Generally Purchased</b>			
<b>SN</b>	<b>Group</b>	<b>Category/Item</b>	<b>Pre-Qualification Criteria</b>
<b>I</b>	<b>REVENUE ITEMS</b>		
<b>1</b>	<b>OFFICE STATIONERY</b>		
a	Paper	J K Copier 75 GSM/ TNPL Copier paper, Executive Bond Paper	
b	Art Cards Different Colours	A4 & F/C	
c	Ruled Scribbling Pads		
d	Registers and Note Books		
e	Folders & Files	Fiber folders, Box files Flat files	
f	All other Office General Stationery items Pen, Pencil, Eraser etc.	General Stationery	
g	100 Mtrs Fax Rolls/film Rolls		
h	Self Adhesive Taps		
<b>2</b>	<b>PRINTING ITEMS</b>		
a	Covers with different sizes	Maplitho, Kraft, Clothlined Covers.	
b	Vouchers, Invoices/Pads/ Forms	English	
c	Letterheads & Visiting Cards	Hindi & English	
d	Binding works		
e	Time Cards	English	
f	Products Leaflets/Brochures /Posters / Banners/Stickers	PVC Carry Bags, Paper Carry Bags	
g	PVC Blister Cards	PVC Blisters	
<b>3</b>	<b>Product Photography of watches, Pre print Job Works</b>	Digital print etc	
<b>4</b>	<b>FURNISHING ITEMS</b>		
a	Carpets, Curtains, Mattress		
<b>5</b>	<b>ELECTRICAL ITEMS</b>		
a	Tube Lights / CFL Lamps, C	Chocks, Starters, Fans	
b	Electronic Ballasts	Chocks	
c	All other electrical items	Tubular Batteries	
<b>6</b>	<b>GIFT ITEMS</b>		
<b>7</b>	<b>Calculators</b>		
<b>8</b>	<b>GREETING CARDS</b>	Seasonal & New Year	

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<b>9</b>	<b>NAME BOARDS</b>		
a	Brass		
b	Golden		
c	Plastic Letters		
<b>10</b>	<b>PVC / PLASTIC FOLDERS &amp; FILES</b>	Clip Files, Folders etc	Manufacturers only
<b>11</b>	<b>PLASTIC PRODUCTS</b>	Mugs, Buckets, Waste Paper, Basket etc.	
<b>12</b>	<b>SERVICE MEMENTOS</b>		
<b>13</b>	<b>TABLE TOP GLASS</b>		
<b>14</b>	<b>COMPUTER PERIPHERALS</b>		
a	Ink/Toner Cartridges	Ribbons, Toner Refills	
b	Consumables, Toner Assembly	Printer Consumables Cartridges, Floppies & CDs	
c	Computer Stationery	All Sizes.	
<b>II</b>	<b>CAPITAL ITEMS</b>	Air conditioners / Refrigerators etc.	
<b>15</b>	<b>IT RELATED ITEMS</b>		
a	Desktops		
b	Laptop		
c	Printers		
d	Software & anti virus	Packages for E-Scan anti virus on computers	
<b>16</b>	<b>FAX MACHINES</b>		
<b>17</b>	<b>FURNITURE'S</b>		
a	Steel / Metal		
b	Inverters		
<b>18</b>	<b>TELEPHONE / MOBILE HANDSET</b>		
<b>19</b>	<b>WEIGHING MACHINE</b>	For posts / Parcels	
<b>20</b>	<b>BRIEF CASES</b>	VIP, SAMSONITE ARISTOCRAT	
<b>21</b>	<b>ANNUAL MAINTENANCE CONTRACTS</b>		
a	Computers & Peripherals	Desktops, Laptops, Printers, Servers & Scanners	Doing for CPSU's & Central Govt. Offices
b	UPS & Batteries	For computers	
c	Water Purifier	Drinking	
d	Photo copier	AMC	
e	Licenses	Software / Anti virus	
f	Punching Machine	Esco / Attendance Time Recorder	

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g	Fax Machines	Panasonic, Modi	
h	Franking Machine	Kores	
i	Packers & Movers	Local / National	Reputed Movers.
j	Agencies for Booking Tickets for Bus/Train/Air Travel	Both Domestic & International	
k	Transport	For hiring taxies and other vehicles	
l	Contract	Cleaning & Security services	
m	Civil works	Contractors for Civil works	
n	Carpet Cleaning		
o	Upholstery / Furniture		
p	Fire extinguisher		
22	<b>DISPOSAL ITEMS</b>	News papers etc.	
23	<b>COURIER SERVICES</b>		<ol style="list-style-type: none"> <li>1. The Courier Agency should have a turnover of Re.25.00L</li> <li>2. The Agency should have a minimum period of 5 years of business line experience</li> <li>3. Agency should have a served /serving to 5 major institutional Clients in the last 3 years copies of Institutional Work orders where the Billing amount is more than Rest.5,000/- Per Month only to be enclosed.</li> <li>4. The Courier Agency should be Income Tax &amp; Service Tax Payee. Copies of IT PAN Card No. &amp; Service Tax Registration No.to be Enclosed.</li> <li>5. The Courier Agency should be Registered under Companies Act –1956/Under Shop &amp; Commercial Establishment Act. Documentary proof to be enclosed.</li> <li>6. Agency should have not less than 250 Branches in all over India , locating in District Head Quarters, all Main Cities and State Capitals of India and should have wide distribution / Collection Network. The brochure containing locational address with phone / fax numbers and e-mail ID to be enclosed.</li> </ol>