

MARKETING DIVISION

Major Group/Categories of Items Generally Purchased			
SN	Group	Category/Item	Pre-Qualification Criteria
I	REVENUE ITEMS		
1	OFFICE STATIONERY		
	Paper	J.K. Copier Paper 75 gsm J.K. Bond Paper Executive Bond Paper	Stockiest / Authorized Dealers
b	Art Cards Different colours		
c	Scribbling Pads		
d	Registers & Note books		
e	Folders & Files	Fiber Folders, Box Files, Flat Files	
f	All other Office General Stationery Items Pen, Pencil, Eraser etc		
2	PRINTING ITEMS		
a	Annual Reports Hindi & English		Who are doing for CPSUs in Hindi and English
b	Covers with different sizes	Maplitho, Kraft, Clothlined Covers	Manufacturer
c	Vouchers, Bills / Pads & Forms	Hindi & English	
d	Letterheads & Visiting Cards	Hindi & English	
e	Binding works		
f	House Journal/Magazines	Hindi & English	
g	Time Cards		
h	Product Leaflets/ Brochures		
3	ACRYLIC SHEETS	Imported	
4	BADGES & BANNERS	Hindi and English	
5	CALCULATORS		
6	FURNISHING ITEMS		
a	Carpets		
b	Curtains		
c	Mattress		
7	ELECTRICAL ITEMS		
a	Tube Lights		
b	CFL Lamps		
c	Electronic Ballasts		
d	All other electrical items		
8	GIFT ITEMS		
9	GLASS-WARES & CROCKERIES		
10	GREETING CARDS	Seasonal & New Year	

SN	Group	Category/Item	Pre-Qualification Criteria
11	NAME BOARDS	Kannada, Hindi & English	
a	Brass		
b	Golden		
c	Plastic Letters		
12	PVC / PLASTIC FOLDERS AND FILES	Clip Files, Folders, etc	Manufacturers only
13	PLASTIC PRODUCTS	Mugs, Buckets, Waste Paper Basket etc.	
14	SERVICE MEMENTOS		
15	SUNPOWER FILMS, VENETIAN BLINDS		
16	TABLE TOP GLASS		
17	COMPUTER PERIPHERALS		
a	Ink/Toner Cartridges		
b	Consumables		
c	Computer Stationery		
II	CAPITAL ITEMS		
18	IT RELATED ITEMS		
a	Desktops		
b	Laptop		
c	Printers		
d	Software & Anti Virus		
19	FAX MACHINES		
20	FURNITURES		
a	Steel / Metal		
b	INVERTERS		
21	PRESENTATION EQUIPMENTS		
a	LCD Projector		
b	Conference Hall Items		
c	LCD Wide Screen TV		
d	DVD Player		
e	Handicam		
22	MOBILE HAND SET		
23	UPS FOR COMPUTERS		
24	WATER PURIFIER	Drinking	
25	WEIGHING MACHINE	For Posts/Parcels	
26	BRIEF CASES	VIP, SAMSONITE, ARISTOCRAT	
27	ANNUAL MAINTENANCE SERVICE CONTRACTS		
a	Computers & Peripherals	Desktops, Laptops, Printers, Servers & Scanners	Doing for CPSU's & Central Govt. Offices.
b	Licenses	Software / Anti-virus	
c	Punching Machine-Manual	Escol Attendance Time Recorder	

SN	Group	Category/Item	Pre-Qualification Criteria
d	Fax Machines	Panasonic, Brother, Modi	
e	Franking Machine	Kores	
f	Packers & Movers	Local / National	Reputed Movers.
g	Agencies for Booking Tickets for Bus/Train/Air Travel	Both Domestic & International	
h	Carpet Cleaning		
i	Upholstery/Furniture		
28	COURIER SERVICES		<ol style="list-style-type: none"> 1. The Courier Agency should have a minimum Annual Turnover of Rs.25.00 L 2. The Agency should have a minimum period of 5 years of business line experience. 3. Agency should have served/serving to 5 major Institutional Clients in the last 3 years. Copies of Institutional Work Orders where the Billing amount is more than Rs.5,000/- Per Month only to be enclosed. 4. The Courier Agency should be Income Tax and Service Tax Payee. Copies of IT PAN Card No. and Service Tax Registration No. to be enclosed. 5. The Courier Agency should be Registered under Companies Act – 1956 / Under Shop & Commercial Establishment Act. Documentary proof to be enclosed 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.