



SCOPE OF WORK (SOW) AND SOR FOR - RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERIES FOR GUJARAT ENERGY LTD. OFFICES

**Subject: SCOPE OF WORK (SOW) AND SOR FOR - RATE CONTRACT
FOR SUPPLY OF OFFICE STATIONERIES FOR GUJARAT ENERGY
LTD. OFFICES**

Ref. Documents:

Document No	Document Subject
GEL/HR,Admin &Audit/2026/8/326941	SOW_SOR General Stationary Contract - 2026

Objective

The objective of this contract is to ensure uninterrupted supply and delivery of approved quality stationery items to Gujarat Energy Ltd. offices, strictly within the timelines defined by the Owner.

Contract Tenure

The tenure of the contract shall be two (2) years from the effective date of agreement, during which the Annual Rate Contract (ARC) rates shall remain fixed without any escalation permitted at any stage.

Applicability

This contract shall apply to the Corporate Offices located at 1. Energy Bhavan and 2. Infocity in Gandhinagar, 3. Gandhinagar GA - office @ Sector-5, and the 4. Ahmedabad Rural GA - office at Sanand.

Scope of Supply

The contractor shall deliver all ordered quantities within Seven (7) working days of order placement.

File No: GEL-HR,Admin &Audit-2026-8-190481

SCOPE OF WORK (SOW) AND SOR FOR - RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERIES



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The items supplied must be of recent manufacture, reflecting the latest month and year of production.

All supplies shall be inclusive of transportation and handling charges.

Billing shall be carried out on the basis of actual quantity supply, supported by delivery challans duly approved by the designated representative of Gujarat Energy Ltd.

Inspection and Quality Control

An Item Specification and Brand Mentions **Annexure-1**

Inspection of materials shall be conducted by the Officer-in-Charge prior to acceptance.

Any material found non-compliant with specifications shall be rejected on the spot, and the contractor shall be responsible for immediate removal and replacement at their own cost.

Samples must be provided for approval before the first delivery, and once standardized, further samples shall not be required unless changes are advised by the Owner.

Penalty Framework

In case of deficiencies, penalties shall be imposed as follows.

Poor quality or sub-standard supply shall be liable for rejection.

Delay in delivery exceeding ten (10) days without prior intimation shall attract a penalty of five percent (5%) of the running bill.

Frequent short supply shall attract a penalty of two percent (2%) of the running bill.

Denial of supply under ARC terms shall attract a penalty of 0.5 percent of the total contract value or termination of the contract.

Total Cap on penalty Rs.2500/-

Contractor's Responsibilities

The contractor shall accept orders only from the Contract Owner or designated Officers-in-Charge and shall not act on instructions from any other representative.



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The contractor shall rectify deficiencies promptly at their own cost and maintain professional communication and compliance with all contract terms.

The contractor shall ensure timely delivery, adherence to specifications, and supply only approved quality items as per purchase order terms.

Owner's Rights

The Owner reserves the right to inspect and reject non-compliant supplies, to impose penalties or withhold payments for poor performance, and to terminate the contract in the event of repeated dissatisfaction or breach of obligations.

Key Contacts

The designated Contract Owners are

Ravinder Ariketi (9727780017, ravinder.ariketi@gujenergy.com)

Gaurang Patel (7887892092, gaurang.patel@gujenergy.com),

Located at the Corporate Offices in Gandhinagar.

The Officers-in-Charge are

Surendra Sanahi (9825046095, sanahi@gujenergy.com) for the Sector-5 Gandhinagar office.

Ketan Patel (9825050193, ketan.patel@gujenergy.com) for the Sanand office.



**SCOPE OF WORK (SOW) AND SOR FOR -
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 GUJARAT ENERGY	SCHEDULE OF RATES	Doc. No.	MAT-F-11
		Rev. No.	0
		Effective Date	29/01/2018

TENDER DESCRIPTION: Rate Contract For Supply Of Office Stationeries For Gujarat Energy Ltd. Offices

REQUIREMENT PERIOD (TENDERED DURATION): 2 Years

An Item Specification and Brand Mentions Annexure-1

SR. NO.	SERVICE NO.	ITEM DESCRIPTION	UOM	QTY (2rs.)	PER UNIT RATE (Rs.)	TAX (Rs.)	RATE AFTER TAX (Total Amount) (Rs.)
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File No: GEL-HR,Admin &Audit-2026-8-190481

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1	400921	BALL PEN - SAINO SOFT TEK	EA	500			
2	400924	BALLPEN	EA	500			
3	400866	BUTTER FLOW PEN-CELLO	EA	200			
4	400959	CELLO FINE GRIP BP - BLACK	Pcs	300			
5	400958	CELLO FINE GRIP BP - BLUE	Pcs	300			
6	400867	CELLO FLOW GEL PEN-CELLO	EA	200			
7	400719	ERAZ-EX PEN FINE TIP (PER SET), DELI MAK	EA	100			
8	400824	GEL PENS- MONTEX / CELLO / LINK	EA	200			
9	400981	LUXOR PILOT HI-TECHPOINT V5	Pcs	100			
10	400711	MARKER PEN-FABER CASTLE/ARTLINE/FLAIR	EA	300			
11	400784	PEN - 0.40 (CELLO / LINK / FLAIR)	EA	1000			
12	400872	PEN STAND	EA	100			
13	400826	PILOT-SIGN PEN - LUXER	EA	100			
14	400787	SKETCH PEN SET-PER SET (12 PC) FABER CASTEL/CELLO/CAMLIN	EA	100			
15	400880	TRANPERENCY PEN-CELLO / ARTLINE	EA	200			
16	400863	UNI BALL (EYE) FINE, UB 157	EA	100			

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17	400825	UNIBALL (EYE, SIGNO AND OTHER REPUTED)	EA	100			
18	400931	UNIBALL EYE PENS-BLUE	EA	100			
19	400860	UNIBALL GEL IMPACT (UM-153S)	EA	100			
20	400957	UNIBALL VISION ELITE	Pcs	100			
21	400788	WHITE BOARD PEN-FABER CASTLE/ARTLINE/FLA	EA	200			
22	400972	CLUTCH PENCIL 0.5 - LEADS-ARTLINE	EA	200			
23	400920	CLUTCH PENCIL 0.5-ARTLINE	EA	200			
24	400971	CLUTCH PENCIL 0.7 - LEADS-ARTLINE	EA	100			
25	400919	CLUTCH PENCIL 0.7-ARTLINE	EA	100			
26	400970	PENCIL (APOLLO WITH OMEGA SHARPENER)	PKT	500			
27	400810	PENCIL CARBON BOX-1 PKT=100 PC SHARP MA	EA	50			
28	400192	PENCIL-PER BOX 10 PCS. APSARA/NATRAJ/FABER CASTEL/DOMS	PKT	150			
29	401700	SHARPENER MAPED	EA	250			
30	400682	SHARPNER-NATRAJ / ARTLINE	EA	1000			
31	400685	HIGHLIGHTER (MULTI COLOR)-ARTLINE/FABER	EA	500			

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32	401704	HIGHLIGHTER FABER CASTEL/CAMLIN/LUXOR	EA	500			
33	401705	MARKER, PAGE,1*5, PLASTIC	EA	300			
34	400686	PAGE MARKER (PLASTIC/SIMPLE) 1*5 PLASTIC	EA	100			
35	400683	WHITE BOARD MARKER-FABER CASTLE/ARTLINE/CELLO	EA	200			
36	400770	ERAZ-EX BOTTLE (15 ML)-KORES MAKE	EA	100			
37	400802	STAMP PAD BIG-MAKE: FABERCASTLE/ASHOKA GOLDEN	EA	100			
38	400803	STAMP PAD INK (110 ML) - MAKE: WHEEL	EA	100			
39	400884	STAMP PAD MEDIUM-ASHOKA GOLDEN	EA	50			
40	400707	STAMP PAD SMALL-MAKE: FABER CASTLE/CAMLIN/LUXOR	EA	100			
41	400819	ERASER - PLASTO (SMALL) - NATRAJ/MAPED	EA	100			
42	400681	ERASER - PLASTO- BIG SIZE - APSARA	EA	100			
43	400775	1 QUIRE [CUT SIZE]-REGISTER	EA	100			
44	400771	1 QUIRE [FULL SIZE]-REGISTER	EA	100			
45	400772	2 QUIRE [FULL SIZE]-REGISTER	EA	100			
46	400773	3 QUIRE [FULL SIZE]-REGISTER	EA	100			
47	400774	4 QUIRE [FULL SIZE]-REGISTER	EA	100			

File No: GEL-HR,Admin &Audit-2026-8-190481

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48	402096	BILT MATRIX PREMIUM 5 SUB-NOTEBOOK - A5, 70 GSM, 160 PAGES, SINGLE RULED	EA	50			
49	402097	BILT MATRIX PREMIUM 5 SUB-NOTEBOOK - A5, 70 GSM, 300 PAGES, SINGLE RULED	EA	50			
50	400780	INWARD REGISTER - 6 QUIRE	EA	25			
51	400977	CONFERENCE PAD 1/8	Pcs	1000			
52	400809	LOOSE LEAF-MINUTES SHEET-PER PACKET	EA	50			
53	402106	NOTE PAD WITH RING BINDING 35 TO 50 PAGES	PKT	200			
54	400782	ROUGH PAD A/4 SIZE 80 PAGE-PER BOOK	EA	250			
55	400783	ROUGH PAD A/8 SIZE 80 PAGE-PER BOOK	EA	250			
56	400199	WRITING PAD - PADAM / NAVPAD / PABHNI	EA	100			
57	400927	WRITING PADS OF GGL-PADAM	EA	1000			
58	400714	A3 SIZE PAPER - (RIM) PAC, MAKE-COPY POWER	EA	200			
59	400647	A4 SIZE PAPER (RIM) PAC, 75 GSM, MAKE-COPY POWER / JK RED	EA	5000			
60	400864	BILT ROYAL EXECUTIVE BOND-GSM REQUIRED	EA	250			
61	400830	BROWN LEMINATION PAPER ROLL - ROLL	EA	300			
62		CARBON PAPER	EA	3500			

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63	400956	CHART PAPERS (MULTI-COLOR) 18 X 23	EA	300			
64	400852	GIFT PAPER PLASTIC-SHEET	EA	1000			
65	400853	GIFT PAPER THICK-SHEET	EA	500			
66	402095	KANGARO PAPER PUNCH DP 800, HEAVY DUTY, ALUMINUM, 2 HOLE, ADJUSTABLE	EA	5			
67	400718	LEDGER PAPER, 1 PAC, MAKE- COPY POWER	EA	100			
68	400980	LEGAL WHITE PAPER, 75 GSM, MAKE- COPY POWER/JK RED	Pcs	100			
69	400873	MINUTES PAPER-PER PKT-100 PC	EA	25			
70	402102	MULTI COLOR, PAPER CLIP (U PIN), 100 PEC. BOX	EA	500			
71	400694	PAPER CUTTER MAPED	EA	300			
72	400936	PAPER TRAY-FULL SIZE-PER PIECE-PATEL	EA	50			
73	400907	PAPER TREY 3*1 1758 OMEGA	EA	25			
74	400865	PHOTO GLOSSY PAPER 130GSM-1 PKT=50SHEET KODAK OR EQUILLENT	PKT	10			
75	400911	PHOTO GLOSSY PAPER 260 GSM-20 SHEETS PKT	PKT	10			
76	400851	FLEEP CHART (1*25)	EA	50			
77	400926	AJS-1465 BOX FILE FOR ANNUAL ACCOUNT-AJS	EA	100			

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78	400648	BOX FILE - ARROW	EA	5000			
79	400953	BOX FILE - STEEL CLIP-RELIABLE CHINA LEA	EA	250			
80	400900	BOX FILE ALUMINIUM CLIP-PADAM	EA	250			
81	400800	BOX FILE FULL, MAKE-PADAM	EA	250			
82	400799	BOX FILE HALF, MAKE-PADAM	EA	150			
83	400901	BOX FILE STEEL CLIP-ARROW	EA	250			
84	400896	A4-RB 405-2-D-RING BINDER-BLUE- SOLO	EA	200			
85	400939	AGENDA FILE-SOLO-402-A 4, FILE RING BINDER	EA	100			
86	400848	FILE RB 406 SOLO	EA	150			
87	400850	FILE RING BINDER	EA	250			
88	400890	FILE RING BINDER RB 402-SOLO	EA	100			
89	400925	INDEX FILE WORLD ONE INC USA SKU RB 406	EA	50			
90	400893	RB 402 D RING BINDER (BLUE)	EA	100			
91	400903	RING BINDER 406	EA	100			
92	400781	RING BINDER A/4 D- RING-PER FILE- SPS	EA	100			
93		SOLO RING BINDER FILE 824	EA	100			

File No: GEL-HR,Admin &Audit-2026-8-190481

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94		SOLO RING BINDER FILE MIX SIZE	PKT	50			
95	400938	AGENDA FILE - WORLD ONE - A4	EA	500			
96	400807	CANVAS FOLDER - A4	EA	500			
97	400805	CLIP FILE-IN 23 KG BOARD WITH STEEL CLIP	EA	150			
98	400849	FILE RC 603 SOLO REPORT COVER	EA	300			
99		FILE WORDONE A 601	EA	100			
100	402098	FLAP BOARD FILE - FOUR FLAP, FULL SCAPE	EA	200			
101	400888	FOLDER CH 111 SOLO F/S (ALL RANGE)-SOLO	EA	500			
102	400897	FOLDERS – SOLO – A4 – LF 101-SOLO	EA	500			
103	400258	L TYPE TRANSPARENT FOLDER-SOLO- LF-101	EA	1000			
104	400943	L-FOLDER - SOLO (CH101)	EA	500			
105	400951	MEETING FOLDER A4 WORLD ONE	EA	200			
106	402105	PLAIN - TRANSPERANT CLEAR A/3 FOLDER, 1 PAC	EA	200			
107	402104	PLAIN - TRANSPERANT LEGAL FOLDER, 1 PAC	EA	500			
108	400937	REPORT COVER FILE MAX A/4	EA	300			
109	400952	REPORT FILE - MAGNETIC MIND - A4	EA	200			

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110	400941	REPORT FILE - SPS - A4 - 0.35MM THICK	EA	200			
111	400815	STRIP FILE	EA	100			
112	402100	TRANSPERANT, PLASTIC, BUTTON FOLDER, A4, 1 PAC	EA	200			
113	402101	TRANSPERANT, PLASTIC, BUTTON FOLDER, LEGAL, 1 PAC	EA	500			
114	400816	CARD SEPARATOR THICK(COLOUR)	EA	1000			
115	400197	CARD SHEET SEPARATOR WITH INDEX CUTTING	EA	100			
116	402107	PLAIN TRANSPERANT SEPARATOR (SR NO 1 TO 25), 1 PAC	EA	200			
117	400806	SEPARATORS 1 TO 12 - PER PACKET (12)	EA	100			
118	400955	SEPARATORS REFILLABLE/INSERTABLE A4 SOLO	EA	50			
119	400250	SEPARATORS-A-1 TO 10 KENY CODE NO 225X10	EA	100			
120	400251	SEPARATORS-B-1 TO 15 KENY CODE NO 225X15	EA	50			
121	400252	SEPARATORS-C-1 TO 20 KENY CODE NO 225X20	EA	50			
122	400862	SEPARATORS-D-1 TO 5	EA	50			
123	400974	SEPRATOR 1 TO 10 SOLO	Pcs	50			
124		SEPRATOR COLOURING	PKT	100			
125	400256	SET OF SEPARATOR-KENY-CODE 225 X 25	EA	100			

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126	400814	HOLE GUARD - PER PACKET (3 PAGE)	EA	100			
127	402103	SHEET PROTECTOR LEGAL, 1 PAC	EA	1000			
128	400940	SHEET PROTECTORS - A4 (THICK)	EA	1000			
129	400875	BINDER CLIP 15MM PER BOX-1 PKT = 12PC	EA	1000			
130	400704	BINDER CLIP 19 MM (12 PCS) - PER BOX DELI/SDI	EA	500			
131	400705	BINDER CLIP 25 MM (12 PCS) - PER BOX DELI/SDI	EA	300			
132	400706	BINDER CLIP 32 MM (BIG BOX)-PER BOX-12PC DELI/SDI	EA	250			
133	400827	BINDER CLIP 41 MM (12 PCS) - PER BOX DELI/SDI	EA	300			
134	400910	BINDER CLIP 51 MM - 12 PC=1PKT	EA	200			
135	400813	DRAWING PINS-METAL-BOARD PIN (1PKT=30 PC	EA	200			
136	400894	EASY CLIPS 35 MM	EA	300			
137	400713	FILE PLASTIC CLIP (301)	EA	400			
138	400858	MAGNETIC BUTTON-PKT	EA	100			
139	400697	PIN BOX 70GMS - PER BOX- ELEPHANT BRAND	EA	500			
140	400878	PIN U LARGE 35 MM	EA	400			
141	400879	PIN U SMALL 26 MM	EA	500			

File No: GEL-HR,Admin &Audit-2026-8-190481

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142	400691	STAPLER PIN (BIG BOX)-KANGAROO (NO.10)	EA	20			
143	400195	STAPLER PIN BIG-PER PACKET-24/6-KANGAROO	EA	150			
144	400798	STAPLER PIN REMOVER, MAKE-KANGAROO	EA	200			
145	400976	U-PIN PLASTIC 28 MM	PKT	200			
146	400975	POST IT 1*5 (PLASTIC)	Pcs	250			
147	400698	POST IT 1.5" X 2" - PER PACKET (100 PC)	EA	200			
148	400699	POST IT 3" X 3" - PER PACKET (100 PC)	EA	200			
149	400891	POST IT FLAG (1*50)-3 COLOUR	EA	200			
150	400795	FEVISTICK -SMALL -MAKE - FEVICOL	EA	300			
151	400700	FEVISTICK BIG - MAKE - FEVICOL	EA	300			
152	400881	GLUE STICK 15 GMS (FEVI-STICK, KORES)	EA	300			
153	400792	GUM - 150 ML-MAKE: WHEEL	EA	300			
154	400793	GUM - 700 ML - MAKE: CAMLIN	EA	150			
155	400794	GUM TUBE - 30 ML - MAKE: WHEEL	EA	100			
156	400715	BROWN TAPE 2" - ROLL-WONDER MAKE	EA	250			
157	400979	CELLO TAPE 3" (T.R.N.)	Pcs	200			

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158	400912	CELLO TAPE BROWN - 1" (35 MTRS)- CELLO	EA	500			
159	400913	CELLO TAPE BROWN - 2" (35 MTRS)- CELLO	EA	300			
160	402099	CELLO TAPE BROWN 3 INCH	EA	100			
161	400886	CELLO TAPE DISPENSER	EA	100			
162	400789	CELLO TAPE TRANSPERENT - 1/2" (35 MTRS)	EA	500			
163	400703	CELLO TAPE TRANSPERENT - 2" (35 MTRS)	EA	250			
164	400702	CELLO TAPE TRANSPERENT-1" (35 MTRS)	EA	300			
165	400837	CORRECTION TAPE KORSE	EA	150			
166	400821	DOUBLE SIDE FROMS TAPE 1" - MAKE- WONDER	EA	250			
167	400954	INVISIBLE TAPE 18MM X 33MM (GIT- 03)	EA	100			
168	400914	RESTICK (3*4, 3*5)	EA	200			
169	400960	SCOTCH TAPE WITH DISPENSER	Pcs	20			
170	400870	SCOTCH TAPE – 19.0 MM X 25.4 M	EA	150			
171	400791	WHITE CELLO TAPE 2" BIG (35 MTRS)	EA	200			
172	400847	FILE PUNCHLESS A/4 KENNY 822	EA	150			
173		PUNCH MACHINE 4 HOLE PUNCH	EA	20			

File No: GEL-HR,Admin &Audit-2026-8-190481

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174	400692	PUNCHING 280, MAKE-KANGAROO	EA	100			
175	400693	PUNCHING BIG 500, MAKE-KANGAROO	EA	100			
176	400801	PUNCHING MACHINE HEAVY-WONDER	EA	5			
177	400916	SCISSOR (BIG)	EA	100			
178	400915	SCISSOR (SMALL)	EA	100			
179	400820	SCISSOR - MEDIUM - GEM MAPED	EA	100			
180	400796	STAPLER (KANGARO, MAX BRAND, ZELAN OR EQ.)	EA	20			
181	400918	STAPLER (SIZE 45) - HP-45 KANGAROO	EA	20			
182	400949	STAPLER (SIZE-210) KANGAROO HD-10D	EA	50			
183	400690	STAPLER BIG-HP-45 KANGAROO OR EQUIVALENT	EA	20			
184	400162	NOTICE BOARD + SOFT BOARD -1200 X 900	EA	5			
185	400163	NOTICE BOARD + SOFT BOARD -500 X 350	EA	10			
186	400934	NOTICE BOARD + SOFT BOARD -600 X 400	EA	10			
187	400933	NOTICE BOARD + SOFT BOARD -700 X 500	EA	10			
188	400932	NOTICE BOARD + SOFT BOARD -900 X 600	EA	5			
189	400260	WHITE NOTICE BOARD - 1200 X 900-TITLE	EA	5			

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190	400264	WHITE NOTICE BOARD - 500 X 350-TITLE	EA	10			
191	400263	WHITE NOTICE BOARD - 600 X 400-TITLE	EA	10			
192	400262	WHITE NOTICE BOARD - 700 X 500-TITLE	EA	10			
193	400261	WHITE NOTICE BOARD - 900 X 600-TITLE	EA	5			
194	400828	BATCH DORI (I CARD DORI)	EA	1000			
195	400829	BATCH HARD (I CARD HOLDER)	EA	200			
196	400898	I CARD HOLDER	EA	1000			
197	400874	KEBICA NAME PLATE 10 INCH	EA	100			
198	400917	PLASTIC DORI - NOS. OF ROLL	EA	50			
199	400947	TAG AND DORI LACE	EA	1000			
200	400982	WHITE LACE 24 INCH - CORNER COVER METAL	Pcs	1000			
201	400861	YOYO BADGE (GREEN COLOUR)	EA	500			
202	400882	RUBBER BAND 60 GMS	PKT	100			
203	400701	RUBBER BAND NAYLON 3"-PKT-500 GRM	EA	30			
204	400790	BROWN ROLL (2") BIG (35 MTRS)-PER ROLL	EA	200			
205	400831	BUBBLE SHEET	MTR	300			

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206	400843	ENVELOPE GADAR 18*15 CLOTH	EA	150			
207	400844	ENVELOPE GADAR CLOTH 16*12	EA	200			
208	400832	CALCULATOR - CASIO	EA	25			
209	400838	DUSTER MAGNETIC DELI/KOKUYO	EA	150			
210	402094	GUDDER COVER - 18*20	EA	500			
211	400854	KEY SPORT KITCHAIN	EA	1500			
212	400855	LASER POINTER LOGITECH	EA	50			
213	400978	MAP (STATE)	Pcs	100			
214	400859	MAP BOOK TYPE	EA	50			
215	400904	MOUSE PAD	EA	400			
216	400811	SCALE - 12" METAL, AJANTA	EA	200			
217	400696	STEEL SCALE - ELORA/SKY TOUCH	EA	50			
218	400935	STICKER SHEET (A4)-ODDY/DESMATE	EA	500			
219	400712	VISITING CARD HOLDER BOOK KENY	EA	200			
220	400950	KEYCHAIN-PLASTIC	EA	1000			
221		DURACELL AAA	PKT	200			

File No: GEL-HR,Admin &Audit-2026-8-190481

SCOPE OF WORK (SOW) AND SOR FOR - RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERIES



**SCOPE OF WORK (SOW) AND SOR FOR -
RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERIES FOR
GUJARAT ENERGY LTD. OFFICES**

222		DURACELL AA	PKT	100			
223		DURACELL ALKALINE BATTERY	EA	100			

Quantity column to be added/modified to capture break-up as per department/ location/GA/zone/ cluster/ month/ year etc, as applicable.

Important Notes:

- 1) It is comprehensive Annual Rate Contract for Supply of General Stationary.*
- 2) Above quantities are for 2 years and tentative, which may increase or decrease time to time*
- 3) For single SOR single contractor shall be finalised/considered for the contract*
- 4) Bidders are encouraged to visit GGL sites with prior permission before bidding the tender for understanding current situation of targeted tender items.*
- 5) Bidders are requested to bid tender considering all aspects as the rate shall be fix for 2 years*
- 6) Each SOR items shall have to be thoroughly checked and accordingly rate needs to be bided, later on no changes/amendment shall be made*
- 7) This is an annual contract for 2 years therefore Bidders are invited for economic and fare rates for quality products perceiving this shall be bulk order contract*
