

GOVERNMENT OF INDIA
DEPARTMENT OF PUBLICATION
CIVIL LINES, DELHI – 110 054.
TEL.: 2381 7823 / 9689 / 2527 / 3761 / 3762 / 3764 / 3765.
FAX NO.: 2381 7846.

File No.: 110/10/Misc/2007-2008/Gen.

Dated: 26-03-2007.

To

Subject: Request for Quotation for purchase of Misc Stationery Items.

Sir,

This Department intends to purchase miscellaneous stationery items as per the enclosed terms and conditions. The list of desired items is enclosed herewith for the best quotes / rates from your side. In this regard you are requested to submit your quotation / rates in a sealed cover addressed to the Controller of Publications, Civil Lines, Delhi and it should be mentioned on the envelope "Quotation for Misc.Stationery Items".

The quotations are to be deposited in the tender box kept in the room of Assistant Controller (Admn) up to 3.20 pm on 09/04/2007 positively. All the quotations received, will be opened on the same day at 3.30 pm in the presence of all the bidders.

Yours faithfully,

(K. Mohan Rao)
Asstt. Controller (Admn.)

TERMS & CONDITIONS

1. The tender should be accompanied with a Bank Draft for Rs.2,000/- in favour of Controller of Publications, Civil Lines, Delhi – 110 054.
2. Without Bank Draft, the tender will be rejected.
3. No part supply will be accepted.
4. The goods / stores will be inspected by the 'Board of Officers'. If the goods / stores found of inferior quality, the same will be rejected.
5. The payment will be made within a month's time.
6. Photocopy of Sales-tax number may also be enclosed.
7. The rates of goods / stores should be valid for one year (01-4-2007 to 31-3-2008)
8. The Controller of Publication reserves the right to accept and reject any tender / quotation without assigning any reason.

(K. Mohan Rao)
Asstt. Controller(Admn.)

LIST OF ITEMS

SL.NO.	DESCRIPTION	UNIT	MAKE	PRICE (Rs.)
1	Acid 5 ltrs can			
2	CFL Bulb 15W/20w			
3	Brief case VIP			
4	Bag dak cloth			
5	Broom phool			
6	Bamboo broom with ledder			
7	Bulb murcury 250 W			
8	Bucket plastic 20 ltrs			
9	Baygon spray 5 ltrs can			
10	Brown tape 3"			
11	Candle 500 gms pkt			
12	Cleaning powder Vim			
13	Cell big touch eveready			
14	Cell pencil eveready			
15	Clanzo 5 ltrs can			
16	Calculator CT 500			
17	Colin (prill glass cleaner)			
18	cup and Plate (Tea set)			
19	COMPUTER FOLDER PLASTIC A4 size			
20	Computer folder A3 size			

SL.NO.	DESCRIPTION	UNIT	MAKE	PRICE (Rs.)
21	Duster floor 36 x 36			
22	Duster ordinary white 24 x 24			
23	Door mat			
24	Dust cover computer			
25	Finit 5 ltrs can			
26	Glass Ordinary			
27	Glass tumbler fancy VIP			
28	Holder electric			
29	Heater double rod ISI Mark			
30	Hit spray 500 ml			
31	Jug plastic water			
32	Knife large			
33	Lock harisan 50mm			
34	Liquid soap 250 ml			
35	Match box pkt			
36	Mask cloth			
37	Apron			
38	Extention cord 15 Amp			
39	Multi plug 15 Amp			
40	Mug plastic 1ltrs			
41	Mayur jug 10 ltrs			

SL.NO.	DESCRIPTION	UNIT	MAKE	PRICE (Rs.)
42	Nepthalin balls 500 gms pkt			
43	Odonil			
44	Phenyal 5 ltrs can			
45	Plastic pipe 30mtrs roll			
46	Room freshner			
47	Soap lux 100 gms			
48	Soap lifebouy			
49	Spray pump steel			
50	Spray pump 10ltrs brass tank			
51	Tube light 4' bajaj/philips			
52	Towel full size for chair			
53	Towel small			
54	Thermos flask 1 ltrs			
55	Toilet brush			
56	Table glass 2' x 3' tuffin			
57	Torch eveready 3 cell with cell			
58	Wire electric 3/22"			
59	Wall clock			
60	Paper pin pkt			
61	Ball pen Renyold			
62	Binding paste 5 ltrs can			

SL.NO.	DESCRIPTION	UNIT	MAKE	PRICE (Rs.)
63	Pan add gel blue/black/green /red			
64	Correcting fluid			
65	Carbon blue pkt			
66	Cello tape			
67	Cash book GAR 3			
68	Computer paper single A3 size Century 80 Gms			
69	Computer paper triplicate A3 size Century 80 Gms			
70	Computer paper single A4 size Century 80 Gms			
71	Computer paper triplicate A4 size Century 80 Gms.			
72	Carton box with jute 25" x 18" x 11" large			
73	Carton box with jute 21" x 14" x 13" small			
74	C. D. Writable			
75	C. D. Re-writable			
76	Dak pad folder			
77	Desk cleander			
78	Dairy executive			
79	Envelop SE-6 with Govt. print			
80	Envelop SE-7 with Govt print			
81	Envelop SE-8 with Govt print			
82	Envelop window			
83	File board			

SL.NO.	DESCRIPTION	UNIT	MAKE	PRICE (Rs.)
84	File band (File wipper cloth)			
85	File cover best quility			
86	Floppy computer sony make			
87	Pen drive 2 GB			
88	Flage colour (Add reminder)			
89	Pay bill inner / outer GAR 13			
90	Gastner ink CPI - 7			
91	Pad GAR - 30			
92	Pad GAR - 31			
93	Gunny bag 50 kg new jute			
94	Extensition coard 15 Amp			
95	Glue stick			
96	Bill register GAR - 9			
97	Contingent bill GAR - 27			
98	Contingent bill GAR - 29			
99	G.P.F. Pass book			
100	Highlighter			
101	Ink blue marking			
102	Ink cartridge HP comp. C8727 A Black			
103	Ink cartridge HP comp. 8728 Colour			
104	Ink cartridge fax machine HP 26			

SL.NO.	DESCRIPTION	UNIT	MAKE	PRICE (Rs.)
105	Jotter pen			
106	Jotter refile blue / black / Red			
107	Craft paper star quality 100gms			
108	L.T.C. forms			
109	Master roll CPMT - 17 gastner machine			
110	Note Sheet - Brown Colour			
111	Note sheet pad white			
112	Pencil soft with rubber			
113	Paper weight			
114	Photo copy peper Century A4			
115	Pilot pen blue / black / green / red			
116	Pen stand plastic with 3 pen holder			
117	Pencil erassar			
118	Pin cussion			
119	Pen marker Blue/black/green/red			
120	Ribbon computer printer dot matric printer			
121	Refile Renyold pen blue/black/red			
122	Rulled register 2quirs			
123	Rulled register 3 quirs			
124	Rulled register 4 quirs			
125	Rulled register 5 quirs			

SL.NO.	DESCRIPTION	UNIT	MAKE	PRICE (Rs.)
126	Slip pad neel kamal no 33			
127	Short hand note book			
128	Sealing wax per kg			
129	Stamp pad self inking			
130	Scissor			
131	Stappler machine HD 10D			
132	Stappler machine No 555 steel			
133	Pin stappler 10D small			
134	Pin stappler No 3-1m(24/6)			
135	Stock register 400pages			
136	Sutli jute			
137	Sponge			
138	Scale plastic			
139	Service book			
140	Tag cotton per bdl			
141	Waste paper basket			
142	Dust bin 40 ltrs			
143	Box file cover			
144	Bulb 100 Watt Philips			