सत्यमेव जयते

भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
Office of the Registrar General, India
२-अ, मान सिंह रोड, नई दिल्ली – 110011
2-A, Man Singh Road, New Delhi-110011

पत्र संख्या/ No. D-15014/3/2014/GS **दिनांक/ Dated: 20.03.2014**

Sub: Quotations for supply of stationery and store items- reg.

Dear Sir,

Please arrange to supply your best competitive rates of different items as per Details given below:-

Sl.No.	Name of the item
01	AS PER LIST ENCLOSED

The terms and conditions are as given below:

1. Items mentioned in enclosed list are required tentatively for each quarter.
2. The quality and rates offered would remain valid till 31.03.2015.
3. The price should be quoted in respect of all the items in the enclosed list showing applicable taxes/duties and total cost per unit.
4. The Firm offering lowest rates for maximum no. of items of each group (items at **Annexure-I** & **Annexure-II**) would be given the offer to supply other items in the group at the lowest rates of other firms.
5. The suppliers will replace any defective item on site immediately.
6. Any quotation received beyond the prescribed date and time shall not be entertained.
7. The Income Tax Clearance Certificates and CST number should also be submitted with the quotation failing which the tender will not be considered.
8. The rates with sample may please be submitted **in sealed cover to this office by 3.00 p.m. on 03.04.2014.**
9. The quotations shall be opened at **4.00 pm** on the same day in the presence of bidders or their representative, if any.
10. This office reserves the right to cancel any or all the quotations without assigning any reason thereof.

Yours faithfully,

(Purnendu Kant)
Under Secretary (Hq.)

To
1.As per list
2.ORGI's web-site

Store & Stationery Items (High Value Items)

Annexure-I

Sl. No.	Name of the item	Qty. reqd.		Rate per unit	Tax/VAT (%)
1	Assistant Diary	30	Nos.		
2	Ball Pen (Cello Technotip)	1300	nos.		
3	C.D. Mailer	200	Nos.		
4	C.F.L.(15 wt. Philips)	50	Nos.		
5	CD R	500	Nos.		
6	CD RW	500	Nos.		
7	Cleaning powder (Popular per kg)	125	Kg.		
8	Colin Spray (500 ml)	50	Nos.		
9	Colour Flag	200	nos.		
10	Correction fluid Pen (Kores – 10 ml.)	200	Nos.		
11	Envelop (10X12) A-4(A) size with clothing & printing	500	nos.		
12	Envelop (SE-6 with printing both side)	6000	nos.		
13	Envelop (SE-7-A with printing)	0	nos.		
14	Envelop (SE-8 A with printing both side)	2000	nos.		
15	File Board	1600	Nos.		
16	Finit (5 ltrs.) with pump	4	Nos.		
17	Glass Tumbler (Good Quality)	200	Nos.		
18	Glass Tumbler (Ordinary)	200	Nos.		
19	Glue Stick (Cor.15 g) (Yellow)	200	Nos.		
20	Markin Cloth	200	mtr.		
21	Nepthen Ball (Trishul per kg)	0	Kg.		
22	Note Sheet Pad (A-4 size 80 gsm)	50	nos.		
23	Note sheet Pad F/S (80 gsm)	250	Nos.		
24	Photo copy Paper A3JK(75 gsm)	10	reams		
25	Photocopy Paper (F/s Size) J.K	10	reams		
26	Photocopy Paper A-4 J.K.(75 GSM)	640	reams		
27	Pilot Pen (.05) (Blue/Black)	200	nos.		
28	Pilot Pen (V-5) (Blue/Black)	300	nos.		
29	Plastic Folder(Good quality)	600	Nos.		
30	Plastic Gunney Bag	100	Nos.		
31	Power strip (15 App.)	10	Nos.		
32	Power strip (5 App.)	10	Nos.		

33	Slip Pad (No.33) (70 pages)	0	Nos.		
34	Slip Pad (No.44) (70 pages)	0	Nos.		
35	Soap (Lux) (100 gram)	280	Nos.		
36	Spiral Note Book (70 pages)	0	Nos.		
37	Stapler HD-45 (24/6)	30	Nos.		
38	Tube Light (40 W) (Philip)	100	Nos.		
39	Tube Light T5 (28W)	50	Nos.		
40	Tube Light T5 (14 W)	100	Nos.		
41	Typing Paper (Vardhman – 60 gsm)	10	nos.		
42	White Duster(24”X 24”)	500	Nos.		

Store & Stationery Items (Low Value Items)

Annexure-II

Sl. No.	Name of the item	Qty. reqd.		Rate per unit	Tax/VAT (%)
1	AAA Pencil Cell for AC & Remote	50	Nos.		
2	All out Liquid / re-fill	50	Nos.		
3	All out machine with Liquid	50	Nos.		
4	Alpin	20	nos.		
5	Attendance Register (as per sample)	10	Nos.		
6	Big Cell (Eveready)	10	Nos.		
7	Binder Clip (25 mm)	20	nos.		
8	Binder Clip (32 mm)	20	nos.		
9	Binder Clip 15 mm	20	nos.		
10	Bucket	0	Nos.		
11	Candle	100	Nos.		
12	Car Perfume	10	Nos.		
13	Cello Tape 1 ½ (15 meters)	150	no.		
14	Dak Pad	5	nos.		
15	Dettol Liquid Soap(100ml)	5	Nos.		
16	Dispatch Register (8 qr. as per sample)	10	Nos.		
17	Electric (Cordless) Call Bell	5	Nos.		
18	Electric Wire	1	Roll		
19	Envelop (SE-5 with printing both side)	2000	nos.		
20	Eraser (Apsara)	300	nos.		
21	Fax Roll (F1600) Modi	2	Nos.		
22	Fax Roll FO650 (Sharp)	1	Nos.		
23	Fevibond (50 ml.)	40	Nos.		
24	File Movement Register (8 qr. as per sample)	5	Nos.		
25	File Register (8 qr. as per sample)	5	Nos.		
26	Floor Duster(36” X 36”)	20	Nos.		
27	Folder with tich Button	100	Nos.		
28	Foot Scale (Plastic)	40	Nos.		
29	Gem Clip(Plastic coted)	200	pkts.		
30	Glass Cover	20	Nos.		
31	Gum Bottle (300 ml)	10	nos.		
32	Gum Powder	5	Kg.		
33	Hammer	2	Nos.		
34	Highlighter pen	180	nos.		
35	Hit (Black)	3	Nos.		
36	Indent Plug Top 15 amp.	5	Nos.		

37	Jharoo Seek / Hard	0	Nos.		
38	Lead Pencil (Natraj)H.B.	50	pkt.		
39	Liquid Soap (5ltrs) (Homocole)	0	Tin		
40	Locks Harison (55mm)	0	Nos.		
41	Locks Harison (brass 75mm)	0	Nos.		
42	Log Book (8 qr. as per sample)	2	Nos.		
43	Marker Pen Ink	10	Nos.		
44	Match Box	50	Nos.		
45	Odonil	0	Nos.		
46	OHP Marker Pen	30	Nos.		
47	Old Dhoti	0	Nos.		
48	Packing Paper(Brown)	100	Nos.		
49	Packing Tape (Brown)(PVC 55 mtrs.)	100	Nos.		
50	Pen (Pilot BPP-GPL-M 1.00 Ball)	100	nos.		
51	Pencil Cell (Eveready)	200	Nos.		
52	Pencil with Eraser on Top	100	Nos.		
53	Peon Book (as per sample)	0	Nos.		
54	Permanent Marker Pen	40	nos.		
55	Plastic Sutali	60	Nos.		
56	Post it Pad (3”x 3”)	40	nos.		
57	Punch Kangaro (Single Hole)	20	nos.		
58	Receiption / Visitor Register	5	Nos.		
59	Room freshner	30	Nos.		
60	Rubber bands (500 grm)	15	Pkts		
61	Rules Register’s (2 qoirs)	80	nos.		
62	Scissors (Medium size)	10	Nos.		
63	Sealing Wax (Good quality)	0	Pkts		
64	Section Diary Register	20	Nos.		
65	Service Book	10	Nos.		
66	Sharpner (Natraj)	100	nos.		
67	Shorthand Note Book Lotus 200 / -)	30	Nos.		
68	Signature Pad	10	nos.		
69	Stamp Pad	10	Nos.		
70	Stamp Pad Ink	5	nos.		
71	Stapler Pin (Big) Kangaro 24 / 6	50	nos.		
72	Stapler Pin (small No.10)Max Japan	180	nos.		
73	Stapler Machine (Kangaro)No 10	30	Nos.		
74	Summi	2	Nos.		
75	Tag (6” bunch of 50 Tags)	200	bundles		
76	Thread ball	10	nos.		

77	Tissue Paper (wintex)	20	nos.		
78	Toilet Brush as per sample)	0	Nos.		
79	Torch Big	1	Nos.		
80	Towel (15” X 26”)Cotton fur	0	Nos.		
81	Tread Real	5	Nos.		
82	Waste Paper Bucket	20	Nos.		
83	White Board Marker Pen	20	nos.		
84	Wiper (medium size)	0	nos.		
85	Yellow Duster (24” X 14”)	50	Nos.		