

**No. D-15014/2/2015-Admn.  
Government of India  
Ministry of Law & Justice  
Legislative Department  
Official Languages Wing**

**Room No. 730, A-Wing  
Shastri Bhawan, New Delhi-01  
Dated 15<sup>th</sup> May 2015**

**To**

M/s-----

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**Subject: - Quotation for stationery & other items for registration of supplier during the year 2015-16.**

**Sir,**

This office intends to register a supplier for supplying the stationery and other items for the year 2015-16. The list of stationery & other items are attached herewith. The terms & conditions for suppliers are as under: -

1. The period of contract will be from May 2015 to April 2016. However this office shall have the right to terminate the contract any time without assigning any reason therefore.
2. The successful bidder will have to furnish 'Security Deposit' of Rs. 10,000/- (Rupees ten thousand only). The Security deposit will be refunded on expiry of the contract. The Security Deposit will be forfeited wholly or partly if the services are not found to the satisfactory of this office.
3. The supplier shall have to be supplied the stationery & other items in office premises.
4. The supplier shall have to supply the stationery & other item on the same day, if not possible than next day. However, the stationery items, which will require urgently, will be supplied on the same day.
5. The payment on account of stationery & other items will be released after receiving the items in good conditions.
6. The firm shall have to produce the self-attested photocopies of documents related to PAN number, Service tax number, TIN number.

In this context, if you are interested to register yourself for supplying the stationery & other items during the year 2015-2016, you may send the rates of stationery & other items, which are mentioned in the list attached herewith on or before 28<sup>th</sup> May 2015.

**Yours faithfully,**

**( Gorke Beri )  
Section Officer (Admn.)  
Phone No. 23386709**

**List of stationery/sanitary items**

<b>S.No.</b>	<b>Name of the item</b>	<b>Rate</b>
1	AGARBATTI GOOD QUALITY	
2	ADHESIVE PAD YELLOW 3 X 5	
3	ADHESIVE PAD COLOUR	
4	BALL PEN 0.45 REYNOLD	
5	CORRECTION FLUID KORES	
6	CELLO TAPE SMALL	
7	CANDLE WITH STAND	
8	PENCIL CELL EVEREDAY	
9	CUP PLATE BONE CHINA	
10	DAK PAD NG	
11	D.O ENVELOPS WHITE 100 GSM	
12	DUSTER WHITE SMALL 12"x12"	
13	DUSTER BIG Yellow	
14	DUSTBIN PLASTIC GOOD QUALITY	
15	ENVELOPS SE- 8 100 GSM BROWN	
16	ENVELOPS SE- 8A 120 GSM BROWN	
17	ENVELOPS SE-7 100 GSM BROWN	
18	ENVELOPS SE- 6A 100 GSM BROWN	
19	ENVELOPS SE- 5 100 GSM BROWN	
20	ENVELOPS SE- 6 100 GSM WHITE	
21	ENVELOPS A/4 SIZE 120 GSM YELLOW	
22	ERASER KORES	
23	SCALE 12" PLASTIC STAR X	
24	FILE COVER GOOD QUALITY with printed office name	
25	FILE BOARD GOOD QUALITY	
26.	File Flap Good Quality	
27	FILE TRAY PLASTIC GOOD QUALITY	
28	GLASS STAND KEBCIA	
29	GLASS TUMBLER YERA	
30	GLASS COLOUR FULL	

31	GLUE STICK KORES	
32	GEM CLIP 35 MM PLASTIC COATED	
33	GUM BOTTLE 300 ML.	
34	HIGHLIGHTER PEN EDDING	
35	JUTE SUTLI	
36	NOTE SHEET PAD A/4 NG	
37	PENCIL NATRAJ	
38	PIN CUSHOON KEBCIA	
39	PAPER WEIGHT ACRYLIC	
40	POCKER STEEL	
41	ALL PIN 100 GSM BELL	
42	PILOT PEN V-5 LUXER	
43	PILOT PEN 0.5 LUXER	
44	PLASTIC COVER FILE TYPE AS PER SAMPLE	
45	PUNCH SINGLE HOLE KANGARO	
46	PUNCH MACHINE DOUBLE HOLE KANGARO	
47	PHOTOCOPY PAPER A/4 SIZE 75GSM .JK	
48	PHOTOCOPY PAPER F/S 75GSM .JK	
49	REGISTER 2 QRS LB	
50	REGISTER 4 QRS LB	
51	ROOM FRESHNER YARDLAY	
52	RESOGARAPHER PAPER	
53	SEALING WAX STAD.	
54	SLIP BOOK NO 40 80 SHEET NG	
55	SLIP BOOK SPIRAL NO 44 160 PAGES NG with printed office name	
56	SCISSOR GOOD QUALITY	
57	STAPLER MACHINE NO 10 KANGARO	
58	STAPLER MACHINE HD 45 KANGARO	
59	STAPLER MACHINE HEAVY DUTY KANGARO	
60	STAPLER PIN NO 10 MAX	
61	STAPLER PIN NO 24/6 MAX	
62	STAPLER PIN HEAVY DUTY	
63	SOAP CAKE 100 GSM	

64	SHARPNR NATRAJ	
65	SKETECH PEN ECHO 1X12	
66	STAMP PAD SUPREME	
67	SHORTHAND NOTE BOOK 200 PAGES	
68	SHORT HAND PENCIL APSARA	
69	SIGNATURE PAD ORD.	
70	UNI BALL PEN UB 150	
71	VIM 1 KG PKT	
72	THREAD BALL THIN	
73	TOWEL SMALL GOOD QUALITY	
74	TOWEL BIG GOOD QUALITY	
75	TABLE GLASS 3X4	
76	TABLE GLASS 4X5	
77	TAG COTTON WHITE	
78	TAG GREEN LONG SIZE	
79	CDR 700 MB	
80	ASSISTANT DIARY LB	
81	PEON BOOK 2 QRS R/B	
82	LOG BOOK 8 QRS LB	
83	FILE MOVEMENT REGISTER 8 QRS LB	
84	ATTENDENCE REGISTER 2 QRS LB	
85	FILE REGISTER 8 QRS LB	
86	SECTION DIARY 8 QRS LB	
87	WALL CLOCK AJANTA	
88	THERMOS FLASK EAGLE	
89	JUG PLASTIC CELLO	
90	WRAPPING PAPER 120 GSM	
91	BROWN TAPE 3X65 MTR	
92	ELECTRICAL KETTLE 1.7 LTR	
93	KNIFE STEEL	
94	LIQUID SOAP 250 ML	
95	ALL OUT MACHINE WITH LEAD	
96	HOT CASE SMALL CROWN	
97	PEN DRIVE 4 GB HP	

98	PEN DRIVE 8 GB HP	
99	PEN DRIVE 16 GB HP	
100	Brown Paper Sheet	
101	Desk Calendar Refill (Long size)	
102	Toner Cartridge 88A (HP)	
103	Toner Cartridge 36 A (HP)	
104	Toner Cartridge 12 A (HP)	
105	Toner Cartridge 55A (HP)	
106	Toner Cartridge 78 A (HP)	
107	Toner Cartridge 49A (HP)	
108	Toner Cartridge KV-FAT92 Panasonic Multi Functioning Machine	
109	Toner Cartridge MLT-D307S (SAMSUNG Printer)	
110	DVD (RW) SONY	
111	CD (RW) SONY	
112	Z Type Master Ink for Risograph Machine	
113	Z Type Master Roll for Risograph Machine	
114	Calculator CASIO make 12 Digit	
115	Duster 36X36 (White)	
116.	Duster 24x24 (White)	
117.	Duster Floor	
118.	Clenzo 5 liter.	
119	Odonil	
120	Broom Phool	
121	Vim Powder	
122	Surf	
123	Colin Spray	
124	Hit Spray	
125	Moveable Floor Duster with Handle	
126	Tube Light 28 watt	
127	Desk Calandar Stand	
128.	File Cover Good Quality without printing	