

No.14011/7/2009-Admn.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals

218-A, Shastri Bhawan, New Delhi

Dated 1.2.2010

To

1. NIC to put on the website
2. As per list attached

Subject:- Supply of Stationery Items – Quotation regarding.

Sir,

I am directed to state that the Department of Pharmaceuticals (Ministry of Chemicals & Fertilizers) intends to register suppliers / dealers for supply of stationery items ( as per list enclosed) for the period from 1.3.2010 to 31.3.2011.

The rates against each item may be quoted for supply of items mentioned in the Annexure enclosed. It may be noted that rates quoted should be strictly as per the specifications indicated against each item and items should be of good quality or as ordered. The supplier should be able to supply the items within the desired schedule. The supply may also required to be made at very short notice as and when required by the Department. The place of delivery will normally be as stated in the order for procurement. Cartage / transport / delivery charges will be borne by the supplier. Along with the quotation, the party / dealer may also mention its experience of supply in other Ministries / Departments, period of delivery from the date of order and any other details which may highlight the performance of the supplier in the past. You are requested to indicate the VAT number.

Quotation complete in all respects, in a sealed cover super-scribed with "QUOTATION FOR SUPPLY OF STATIONERY ITEMS FOR 2010-11" addressed to undersigned, should reach by 18.2.2010 by 3.00 P.M. The quotations will be opened on the same day at 3.30 p.m. The supplier or his representative may like to be present at the time of opening of the quotations. This Department, however, reserves the right of accepting / rejecting any or all quotations without assigning reasons whatsoever. For any clarifications / details on the subject desired, if any, you may contact the undersigned on Telephone No. 23387202 or Shri M.L. Sidana, Under Secretary(Admn.) Tel. No. 23387920 / 9891145107 on any working day between 10.00 AM to 5.00 PM.

Yours faithfully,

(M.R. Sankla)  
Section Officer  
Tel. 23387202

Sr. No.	Name of Items	Unit	Rate
1	Stapler (No. 10)		
2	Stapler Pin (No. 10)		
3	Stapler (No. 45)		
4	Stapler Pin (No. 45)		
5	File Cover		
6	File Cover LS		
7	File Cover RS		
8	File Board		
9	Reynold Gel Racer II		
10	Ball Pen (Reynolds (0.45)		
11	Add Gel Achiever Pen		
12	Pilot Pen (V5) Luxor		
13	Envelope SE-5		
14	Envelope SE-6		
15	Envelope SE-7		
16	Envelope SE-8		
17	Calculator (DJ - 120 T) Casio		
18	Pencil (Natraj)		
19	Eraser		
20	Sharpner		
21	Punch Single		
22	Double Punch		
23	Slip Book (No. 33) NG		
24	Spiral Pad		
25	Diary Register		
26	File Movement Register		
27	File Heading Register		

28	Peon Book		
29	Attendance Register		
30	Cello Tape (Brown)		
31	Cello Tape (White)		
32	CD ( R ) Box (1x10)		
33	Cd ( RW ) Box (1x10)		
34	Register 1 Q		
35	Register 2 Q		
36	Register 3 Q		
37	Register 4 Q		
38	Photocopy Paper- A-4 - JK Plus		
39	Photocopy Paper- FS - JK Plus		
40	Wiper		
41	Duster White (1x1)		
42	Duster Floor		
43	Tissue Paper (Bentax)		
44	Broom Phool		
45	Broom Stick		
46	Cleanjo		
47	All Pin		
48	Sealing Wax		
49	Over Coat		
50	Umbrella		
51	Harpic Flash out Tikki (Blue for Toilet)		
52	Odonil		
53	White Fluid Koras		
54	Candle with Stand		
55	Match Box		

56	Plastic Folder		
57	Colour Flag		
58	Post it Pad Yellow (2x3)		
59	Pencil Cell		
60	Glue Stick		
61	Gum Bottle (Small)		
62	Gem Clip (Plastic Coated)		
63	Highlighter		
64	Scotch Magic Tape		
65	Scissors		
66	Paper Weight Plastic (Big)		
67	Wall Clock		
68	Engagement Stand A-4		
69	Hit Black		
70	Hit Red		
71	Vim Powder		
72	Glass (yera)		
73	Water Jug (Plastic)		
74	Balti - 10 Ltrs		
75	Mug Plastic- 1 Ltrs.		
76	Thermus - 1 Ltrs.		
77	File Tray (Plastic)		
78	Rubber Band - Medium Size		
79	Binder Clip - 19 mm		
80	Binder Clip - 15 mm		
81	Binder Clip - 25 mm		
82	Binder Clip - 32 mm		
83	Dettol Hand Wash		

84	Sketch Pen		
85	Room Freshner		
86	Soap Lux- 100 gms.		
87	Knife (Paper Cutter)		
88	Cotton Tag		
89	Pin Cushion		
90	Towel (Medium)		
91	Hand Towel		
92	Cup Soccer Set		
93	Cut Glass (Good Quality)		
94	Spoon (Good Quality)		
95	Tea Set		
96	Service Tray (Good Quality)		
97	Mayur Jug (15 Ltrs.)		
98	Dustbin		
99	Allout Machine		
100	Allout Refill		
101	Colin		
102	Log Book		
103	Dak Pad		
104	Signature Pad		
105	White Board Marker		
106	Scale Plastic 12"		
107	Toilet Paper		
108	Extension Board		
109	Stamp Pad		
110	Stock Register		
111	Cash Book		

112	Bill Register		
113	Contigent Register		
114	Acquaintance Register		
115	Bill Voucher		