

D-15012/1/2010-Gen
Government of India
Ministry of Corporate Affairs

Shastri Bhawan, 5th floor,
R.P.Road, New Delhi
Dated 27 .04.2010

To

M/s.....

As per list attached

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Subject :- Supply of rates of stationery items to the Ministry.

Sir,

I am directed to say that this Ministry proposes to procure of stationery items for official use in the Ministry. The details of stationery items to be supplied to the Ministry for official use are given below:

Sl.No.	Items	Unit/quantity	Rate
1.	All pins(rust proof 100 gm) Gem		
2.	Ad Gel Pen PG-500		
3.	Ad Gel achiever		
4.	Attendance Register 50 page good quality		
5.	Ball Pen(Reynolds)		
6.	Cello pen, Gripper		
7.	Ball pen Holder		
8.	Candle 400 gm with stand(Prabhat)		
9.	Cello tape Kores/ small (Good quality)		
10.	Ball pen refill (Reynolds)		
11.	Correcting fluid(Kores) 30 ml		
12.	Dak pad (good quality) Rexine (Neelgagan)		
13.	Desk Knife- 6"(Good quality)		
14.	Desk Calendar stand (steel)/Plastic big omega(Kebica)		
15.	Desk calendar refill (Good quality)		
16.	Envelopes No.7(with cloth)		

	yellow(3 star)		
17.	Envelopes No.5(Brown) (3 star)		
18.	Envelopes No.6 (Brown) (3 star)		
19.	Envelopes No.8 with cloth(3 star)		
20.	Envelopes No.8(Yellow) (3 star)		
21.	Envelopes No. white plain(3 star)		
22.	Envelopes No.6 white plain(3 star)		
23.	Envelopes No.6 white window(3 star)		
24.	Envelopes No.5 white window(3 star)		
25.	Envelopes A-4 size Yellow(3 star)		
26.	Envelop Post Card size(3 star)		
27.	Yellow plastic cover(with office name print) CH-101(Solo)		
28.	Eraser (Apsara)		
29.	File Board thick 500 GSM(Good quality)		
30.	File flaps(Good quality)		
31.	Hammer (Good quality)		
32.	Gem clips (plastic coated) Rolex 35mm (Gem)		
33.	Gum bottle 300 gms (camel)National		
34.	Gum tube Feviband		
35.	Glue stick (kores) 25 GM		
36.	Ink chelpark		
37.	Ledger book thick (Shipra)		
38.	Match box(Big) (Ship)		
39.	Needle		
40.	Note sheet pad(Neelgagan)		
41.	Paper duplicating A-4 size(Andhra)		
42.	Paper duplicating A-4 size (Spectra)		
43.	Paper typing A-4 size(Royal form)		
44.	Carbon paper (pkt) kores		
45.	Plastic cover (Ordinary)		

46.	Plastic folder solo full size		
47.	Plastic folder (Good quality)		
48.	Punch (Single) Kangaroo		
49.	Punch (Double) Kangaroo-500		
50.	Peon book (4 Qr.) Neeraj		
51.	Photocopy paper F/S (Modi MX75GSM)		
52.	Photocopy A-4(Modi MX&75)		
53.	Photocopy A-4(Spectra)		
54.	Photocopy F/S (Spectra)		
55.	Paper wrapping (Brown) (3 star)		
56.	Paper weight (Acrylics)		
57.	Pin cushion Rolex		
58.	Pen stand (big size) with good quality pen(Boss)		
58.	Pen stand(Medium) (Boss)		
59.	Pencil lead (Natraj)		
60.	Pencil Red & Blue) (Natraj)		
61.	Pencil shorthand (Apsara)		
62.	Pencil Faber Castle		
63.	Ruled paper(Good quality)		
64.	Register 2 Qr. (Neeraj)		
65.	Register 4Qr. (Neeraj)		
66.	Register 6 Qr. (Neeraj)		
67.	Register 8 Qr. (Neeraj)		
68.	Pilot pen 0.5 (Luxer)		
69.	Pilot pen ink(Luxor)		
70.	Stapler Machine (24/6) Kangaroo		
71.	Stapler Machine No.10 Kangaroo		
72.	Stapler pin No.24/6 (Max)		
73.	Stapler pin No.10 (Max)		
74.	Stapler pin No.23/13 (Kangaroo)		
75.	Sketch pen (luxer) set 12 pcs		
76.	Scissors 8" Gem		
77.	Ceiling wax pkt. National 5 star		
78.	Service book (Standard) 120 page(Good quality)		
79.	Stamp pad chelpark (Kores)		
80.	Stamp pad ink (kores) 25 ml		
81.	Sutli (twin jute)(Good quality)		
82.	Challan Form G.R.A-7(Amir Book Depot.)		

83.	Table glass (big) 3' X 2'(Good quality)		
84.	Table glass (small) 2' X 2'(Good quality)		
85.	Waste paper basket (Cello)		
86.	Scale plastic (foot) Kores		
87.	Tags bunch (small) white(Good quality)		
88.	Movement Register 8 Qr. (ABD)		
89.	Diary Register 8 Qr. (ABD)		
90.	Asstt. Diary Register 4 Qr. (ABD)		
91.	Shorthand note book (Neeraj)		
92.	Sharperner (Natraj)		
93.	Thread ball (Good quality)		
94.	Cash book Register 250P (ABD)		
95.	Dispatch Register 200 P(ABD)		
96.	Cello (Maxwriter) Ball pen		
97.	File Register 8 Qr. (ABD)		
98.	Log book 6 Qr. (ABD)		
99.	Signature pad (Ordinary)Neel gagan		
100.	Stock Register 6 Qr. NG-12		
101.	Jotter refill (Reynolds)		
102.	Jotter refill (Holder) (Reynolds)		
103.	Jotter pen Reynolds		
104.	Highlighter pen (Luxer)		
105.	GPF Register 300P(ABD)		
106.	Exchange voucher		
107.	Stick pad Yellow (Big size) 5 X 3(Oddy)		
108.	Stick pad yellow (Medium size) 4 X 3(Oddy)		
109.	Stick pad yellow (small size) 3 X 3(Oddy)		
110.	Stick Flag (three colours) pad 3 X 3(Oddy)		
111.	Engagement stand (big) (Boss)		
112.	Table top/ Slanting glass stand(Boss)		
113.	Table top/ Slanting glass stand (good quality) (Boss)		
114.	Zeb Roller Gripper pen, 2000 (Uniball)		
115.	Zeb Roller Pen AX7(Uniball)		

116.	Spiral Colour Note pad A-4 size (Lotus)		
117.	Spiral colour note pad (A-5) 200 P(Lotus)		
118.	Spiral Colour note pad(A-6) (Lotus)		
119.	Glue stick(Kores)		
120.	Cello gripper ball pen		
121.	File tray (Plastic) (Kebica)		
122.	Brown tape (65 Mtr. X 3" (Good quality)		
123.	Distemper tape(Good quality)		
124.	Distemper machine(Good quality)		
125.	Poker- 8" (Good quality)		
126.	Pay Bill Register (Big) 300 P(ABD)		
127.	Photographic paper (Kodak)		
128.	Paper cutter small (Kores)		
129.	Parker pen (Beta)		
130.	Parker pen (Fountain) Roller		
131.	Binder Clips 32 & 22 MM (Oddy/SD)		
132.	Binder clips 19 MM(Oddy/SD)		
133.	Binder clips 25MM(Oddy/SD)		
134.	Binder clips 35MM(Oddy/SD)		
135.	Binder clips 41 MM(Oddy/SD)		
136.	Binder clips 51MM(Oddy/SD)		
137.	Cello file folder 2D Ringbind(Solo)		
138.	Index file folder A-4 size Sona		
139.	Note book No.33 (Neelgagan)		
140.	Marker (Luxer)		
141.	Marker permanent (Luxor)		
142.	Uniball pen		
143.	Sharpener table Power stone (Omex)		
144.	Drawing pin (70gm) Libra(Omex)		
145.	Executive Diary(Good quality)		
146.	Diary Alphabetical(Good quality)		
147.	Fevicol tube 100 ml		
148.	Chart paper (white)		
149.	Bucket plastic Big (Wonder)		
150.	Pilot twin pen Luxor V-5		

151.	Gift packing paper		
152.	Bond type paper A-4 & F/S(Royal form)		
153.	White envelop (File size)		
154.	Signature book for Minister leather		
155.	Pilot pen Hi-tech V5(Luxer)		
156.	Spiral note pad 300page A-5 size(Swastik)		
157.	Parker vector roll pen		
158.	Parker vector roll refill		
159.	Solo display folder with 30 pkts DF-202		
160.	TDS Form No.16 (ABD)		
161.	Folder with chain (A-3 size) (Good quality)		
162.	Visiting card album (Solo 1000 cards)		
163.	Ivory card sheet A-4 size(Good quality)		
164.	Punch Machine No.800(Kangaro)		
165.	Gatta.Card board A-4 & Legal (Good quality)		
166.	Plastic folder with stick (Neelgagan)		
167.	Engagement diary(Good quality)		
168.	Slip/Note pad No.22 (Neeraj)		
169.	Slip/ Note pad No.11(Neeraj)		
170.	Transparent sheet Jaimini A-4 size		
171.	Contingent bill Register(GAR-27) 200P(ABD)		
172.	T.A. Bill Form pad(ABD)		
173.	Plastic file bag (Solo) MC-113		
174.	Paper cutter (small) Omex		
175.	Magnetic Duster(Good quality)		
176.	Magnetic board marker(Good quality)		
177.	Pilot V5(Luxer)		
178.	Ad Gel Refill		
179.	Pen type white fluid		
180.	Rubber band (big size) (Good quality)		
181.	LTC Form		

182.	Stapler Machine (Heavy Duty) Kangaroo		
183.	Stapler pin (Heavy Duty) Kores		
184.	Address label		
185.	Marker OHP pen(Luxer)		
186.	Pay Bill Register(GAR- 17 & 18) 150 P(ABD)		
187.	Flair Elite Roller refill(Good quality)		
188.	Challan form TR-6(ABD)		
189.	Pen stand golden colour (6 pen type)(Boss)		
190.	Pencil with rubber fixed type(Apsara)		
191.	Flair Sunny ball pen		
192.	Uniball Gel IMPACT pen 1.0 MM		
193.	Leather file box(Good quality)		

2. The quotations may be sent to the Ministry by 3.00 P.M. of 07.05.2010 in a sealed cover addressed to the undersigned. The sealed cover should be super scribed "Quotations for stationery items". Detailed specifications of the items need be given.

3. The quotations will be opened at 3.30 P.M. on 07.05.2010 in the R. No.531A Wing, Shastri Bhawan, New Delhi. You may, if so desire, remain present at the time of opening of the quotations.

Yours faithfully,

(V.K. Kapoor)
Deputy Secretary to Govt. of India

Copy to : Director, E. Governance Cell for placing on the website of the Ministry.