



DIRECTORATE GENERAL OF HOME GUARDS



F No GS 42(872)/2012/HG/4121 - 4175

Dated: 20/7/2012

To 45. Server Room (For uploading on website)

Sub: Quotation for supply of Stationery Items

Sir,

Sealed quotation is invited for supply of the following items to this Directorate on credit basis:-

Sl. No	Description OF ITEMS	A/U	Qty.
1	File Board (14" x 10")	Nos	2000
2	Reynolds Pens Blue-045.	Nos	700
3	Refill Blue(Reynolds) 045	Nos	500
4	Pilot pen blue (Luxar) V5 High Tech Point	Nos	50
5	White fluid (Pen style) (Infinity)	Nos	50
6	High Lighter (Luxar)	Nos	50
7	White board Marker (Blue/Black-Luxar)	Nos	100
8	Pad For Rubber Stamp (Nataraj)	Nos	50
9	Ink Voilet For Rubber Stamp (Mo25)	Nos	50
10	Tag Cotton White 5" (Super Quality)	Nos	20000
11	Pencil Lead Soft (Nataraj)	Nos	500
12	Eraser(Nataraj)	Nos	25
13	Sharpner(Nataraj)	Nos	30
14	Note Sheet Pad (Green) 13"x8"(100 Sheets)	pad	100
15	Slip pad No-33 (Neelgagan)	Nos	100
16	Envelops SE-6 (White)	Nos	500
17	Paper Photostat (A-4 Size) TNPL/Century 75 GSM	Ream	700
18	Paper Photostat (A-3 Size) TNPL/Century	Ream	30
19	Paper Photostat (F/S Size) TNPL/Century	Ream	25
20	Rulled Book (2 Qr.) (Neelgagan) 100 Sheets	Nos	50
21	Rulled Book (3 Qr.) (Neelgagan) 150 Sheets	Nos	50
22	Rulled Book (4 Qrs) (Neelgagan) 200 Sheets	Nos	70
23	Rulled Book (5 Qrs) (Neelgagan) 250 Sheets	Nos	50
24	Rulled Book (6Qrs) (Neelgagan) 300 Sheets	Nos	60
25	Blank Book (3 Qr.) (Neelgagan) 150 Sheets	Nos	50
26	Blank Book (4 Qr.) (Neelgagan) 200 Sheets	Nos	50
27	Blank Book (5 Qr.) (Neelgagan) 250 Sheets	Nos	50
28	Blank Book (6 Qr.) (Neelgagan) 300 Sheets	Nos	50
29	Log Book (S-263) 200 Sheets	Nos	25
30	Peon Book (100 Sheets)	Nos	25
31	Gum Bottle (300ml) Hansa	Nos	50

Nishkam Sewa Bhawan, CTI Complex, Raja Garden New Delhi-27

Phone No. - 011-25448148, Fax No. 011-25107058

Email - dghome@nic.in



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32	Glue Stick (Synthetic) 15 gms. (Kores)	Nos	50
33	Stapler Machine No. 10 (Kangaroo)	Nos	50
34	Stapler Machine No. 24 (Kangaroo)	Nos	50
35	Stapler Pins for Machine No. 10 (Kangaroo)	Pkt	150
36	Stapler Pins for Machine No. 24 (Kangaroo)	Pkt	50
37	Punching Machine (Single) Kangaroo	Nos	40
38	Paper Clip gem Pattern (Plastic Coated)	Pkt	35
39	Cello Tape -12 mm x10 mts.	Nos	50
40	Cello Tape -24 mm x 20 mts.	Nos	30
41	Colour Flag (adhesive slip) (Odddy)	Nos	40
42	Despatch Register (S-31) 300 Sheets	Nos	15
43	Diary Register (S-30) 300 Sheets	Nos	20
44	Paper Weight (Medium Size)	Nos	20
45	Plastic file cover	Nos	200
46	Contingency Register GAR-27	Nos	2
47	GAR-14A (TA On Tour)	Nos	2
48	GAR-14c (LTC)	Nos	2
49	File Movement Register (300 Sheets)	Nos	25
50	Double Fly Paper Small (with carbon)	Ream	2

Last date and time for receipt of quotation is 13/08/2012 by 3 PM. Quotation will be opened on the same day at 3: 15 PM. Quotation is to be addressed to Commnadant(CTI) with inscription on the envelops "Quotation for Stationery items". Your representative will be allowed to be present at the time of opening the quotations.

Terms and conditions

1. You are requested to forward your quotation alongwith earnest money of Rs.5000/-(Rupees Five thousand only) in the form of Demand Draft of any scheduled Bank, in favour of DDO, Dte Genl. of HG Delhi latest by 3.00 PM on 13/08/2012.
2. Rates are to be quoted alongwith brand name and as per sequence of quotation performa only.
3. Samples are to be provided for non-branded/local items.
4. Firm should be registered with Sales Tax Department.
5. Firm should have valid Vat/Tin number.
6. Rates of Taxes should be mentioned clearly otherwise, it will be accepted as inclusion of Taxes.
7. It is the sole descretion of HOD to cancel any quotation without assigning any reason.

Yours faithfully,

(S.K.TANWAR)
JSO(HG)/SO

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