

DIRECTORATE GENERAL OF HOME GUARDS & CIVIL DEFENCE

File No. GS/ 42 (802) 2009 CDHG 2-102-12)

Dated: 17/11/09

To:

20. Server Room (For uploading
on website)

Subject: QUOTAION FOR SUPPLY OF STATIONERY ITEMS

Sir,

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

Sl. No	Description of items	MU	Qty
1.	Gar-14C (LTC)	Nos	2
2.	Bali Pen Reynolds (Blue) 045	Nos	900
3.	Paper Photo State A-4 Size	Reams	1480
4.	File Boards	Nos	3000
5.	Refill Blue(Reynolds)	Nos	1000
6.	Register Ruled (2qr)Neelgagan	Nos	100
7.	Pad for Rubber Stamp	Nos	50
8.	Ink violet	Nos	50
9.	Paper Photo State F/S	Reams	100
10.	Pencil Lead Soft HB(Natraj)	Nos	200
11.	Pencil Lead Hard HB (Natraj)	Nos	200
12.	Register Ruled (3qr) (Neel Gagan)	Nos	100
13.	Pins Pkt 100 grs.	Pkts	400
14.	Tags cotton white	Nos	12000
15.	Computer Paper 60 GSM"10x12" Ply (Black)	Reams	20
16.	Computer Paper "10x12" EZI Red	Reams	15
17.	Waste Paper Basket	Nos	100
18.	Ruled Book (4qr) (Neelgagan)	Nos	100
19.	Refill Reynolds (Red)	Nos	100
20.	Attendance Registers(S-37)	Nos	100

Contd...2/-

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

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

Email - dghome@nic.in

DIRECTORATE GENERAL OF HOME GUARDS & CIVIL DEFENCE

-2-

21.	Note sheet pads (Neelgagan)	Nos	460
22.	Ball Pen Reynolds (Red)	Nos.	50
23.	Correcting Fluid white	Nos.	25
24.	Stapler Small (Kangaroo)	Nos.	50
25.	Stapler Big (Kangaroo)	Nos.	10
26.	Stapler Pin Big (Kangaroo)	Pkts	100
27.	Stapler Pin Small (Kangaroo)	Pkts	250
28.	Pilot Pen (Blue)	Nos.	40
29.	Slip pads No.33 (Neelgagan)	Nos.	60
30.	Highlighter (Luxar)	Nos	100
31.	White Board Marker (Luxar)	Nos	50
32.	Pokers	Nos	20
33.	Punching Machine Single	Nos	10
34.	Sketch Pen	Nos	40
35.	Eraser(Natraj)	Nos	50
36.	Gum Bottles 300ml (Camel)	Nos	150
37.	Flag (Colour)	Pkts	100
38.	Diary Registers	Nos	70
39.	Despatch Ragisters	Nos	50
40.	Wrapper	Nos	1150
41.	Dak pad (Neel gagan)	Nos	10
42.	Scale Natraj	Nos	50
43.	Glue Stick (Natraj)	Nos	30
44.	Cello Tape	Nes	10
45.	Paper Weight	Nos	60
46.	Pren Books	Nos	40
47.	Pilot Pen (Black)	Nos	50
48.	Pilot Pen (Green)	Nos	20

Contd-3/-

DIRECTORATE GENERAL OF HOME GUARDS & CIVIL DEFENCE

-3-

49.	Pilot Pen Red	Nos	10
50.	Refill Reynolds (Black)	Nos	50
51.	Contingency Register (GR-37)	Nos	2
52.	Gar-15 (TA On Tour)	Pad	4

2. Last date and time for receipt of quotation is 25.11.2009 by 3 PM. Quotation will be opened on the same day at 330 PM. Quotation is to be addressed to DCGHG DDCD with inscription on the envelopes "Quotation for Stationery items". Your representative will be allowed to be present at the time of opening the quotation.

Terms and conditions

3. Rates are to be quoted alongwith brand Name and as per sequence of quotation performed only.
5. Samples are to be provided for non- branded/ local items.
6. Firm should be registered with sales Tax Department .
7. Firm Should have Own VAT/Tin
8. Rates of Taxes should be mentioned clearly otherwise, it will be accepted as inclusion of taxes.
9. It is the sole discretion of HOD to Cancel any quotation without assigning any reason

Yours faithfully,


(S.L. KALAKOTI)
OS/SO