

Speed Post

No. 91/1/2006-Adm.(G)(Pt.)  
Government of India  
Ministry of Labour & Employment  
Labour Bureau

SCO 28-31, Sector 17-A,  
Chandigarh-160017  
Dated the 18<sup>th</sup> May, 2010

To

As per list attached

**Subject: Procurement of General Stationery items**

Sir,

This office intends to procure the General Stationery items (list attached) for the financial year 2010-11 on credit basis. Interested parties may quote their rates for the various items mentioned in the list. The quantity mentioned in the list is liable to change. However, the supply would be taken from the vendor, who would qualify the prescriptions, for the whole financial year.

The quotation must reach the undersigned in a 'sealed cover' super scribed as "Quotation for General Stationery Items" by post or alternatively be dropped in the Quotation Box placed at the reception of this office by 3<sup>rd</sup> June, 2010 till 15:00.

Quotations received without sealed cover would not be entertained. Labour Bureau reserves the right to accept or reject the quotations.

Yours faithfully,

  
(Deepak Mehra) 18/5/10

Deputy Director

Tel / Fax : 2702973

✓ Copy to: EDP Manager for placing the Limited Tender Enquiry on Bureau's Website.

## Items of Stationery

Sl. No.	Item	Brand Name/Quality	Quantity
1	2	3	4
1.	Alpin	Grace	100 pkt.
2.	Ball Pen Blue	Cello	1000 nos.
3.	Ball Pen Red	Cello	500 nos.
4.	Carbon Blue	Kores	50 pkt.
5.	Correcting Fluid White Pen	Wonder	100 no.
6.	Cello Tape ½" small	Wonder	50 no.
7.	Cello Tape ¾"	Wonder	50 no.
8.	Cello Tape 1"	Wonder	50 no.
9.	Cello Tape (Big)-brown	Wonder	50 no.
10.	Candles – Big	Good Quality	100 no.
11.	Card Sheets in different colours	Good Quality	One ream each
12.	Conference File Folders	Good Quality	100 no.
13.	Dak Pad	Neelgagan/Sweety	50 no.
14.	Dumper	Good Quality	10 no.
15.	Envelops-SE-4	Taj mahal	5000
16.	Envelops-SE-5	Taj mahal	5000
17.	Envelops-SE -6	Taj mahal	5000
18.	Envelop –SE-7A cloth	Taj mahal	1000
19.	Envelop-SE-8A cloth	Taj mahal	2000
20.	Eraser	Natraj	500
21.	File Cover	Super	1000
22.	File Flaps	Good Quality	600
23.	File Board	Good Quality	50
24.	Foot Rule	Camlin	50
25.	File Folder Plastic (Non-transparent)	Good Quality	100
26.	File Folder Plastic (Transparent)	Good Quality	50
27.	Gum Tubes 30 ml	Good Quality	200
28.	Gum Bottle Small	Good Quality	50
29.	Gum Bottle Big	Good Quality	10
30.	Glue Stick	Good Quality	30
31.	High Lighter	Good Quality	50
32.	Note Sheets (Green)	Good Quality	100
33.	Name plate Acrylic sheet	Good Quality	20 no.
34.	Pencil lead	Natraj (621 HB)	1000
35.	Pencil Coloured (Red & Blue)	Good Quality	50
36.	Pencil Pot	Good Quality	20
37.	Poker	Good Quality	10
38.	Paste Slip	Good Quality	50
39.	Paper Cutter	Good Quality	30
40.	Pen uniball	Mitsubishi	50
41.	Pen stand two pen holders	Boss	10
42.	Pen stand four pen holders	Boss	10
43.	Paper weight	Good Quality	50
44.	Punching machine (one hole)	Kangaroo	50
45.	Refill Red & Blue	Renold	1000
46.	Register Ruler 2 Quire	Super	50
47.	Register Ruler 3 Quire	Super	50
48.	Register Ruler 4 Quire	Super	20
49.	Register Ruler 5 Quire	Super	20
50.	Register Ruler 6 Quire	Super	10
51.	Register Ruler 7 Quire	Super	5

52	Rulled Paper	Good Quality	10 reams
53	Short hand Note books	Good Quality	20
54	Sealing wax	Standard	10 pkt.
55	Stapler 10D	Kangaroo	30
56	Stapler 24/6 (45)	Kangaroo	20
57	Stapling Pin- 10 D	Kangaroo	200 pkt
58	Stapling Pin- 24/6 D	Kangaroo	100 pkt
59	Slip Pad small	Neelgagan	100
60	Slip Pad Big	Neelgagan	50
61	Stamp pad self inking	Kotrd	20
62	Square sheets	Good Quality	3 ream
63	Signature pad	Neelgagan	10
64	Sharpeners	Natraj	500
65	Scissors	Gem	10
66	Plastic Sutli	Good Quality	40 balls
67	Sutli Jute	Good Quality	10 kg.
68	Tag small white	Good Quality	100 bunch 100
69	Tag big (Green)	Good Quality	30 bunch 100
70	Typing Paper	Good Quality	30 reams
71	Table glass (1/2 X 2)	Good Quality	20 nos.
72	Table glass (2 X 3)	Good Quality	20 nos.
73	Tray plastic	Good Quality	30 nos.
74	Thread ball	Good Quality	50 nos.
75	U-clips -Plastic	Zen	40 pkt.
76	Wrapping sheets	Good Quality	5 reams

1.	M/s Rajdhani Sales. C-24, Gurkul, Old Panchkula, Haryana	8.	M/s G.P. Enterprises, SCO 94-95, First Floor, Sector 17-C, Chandigarh.
2.	M/s Suresh & Co., Basement of Anand Complex, Sector 17-A, Chandigarh.	9.	M/s Sanjay Enterprises, 47-48, Basement, Sector 17-C, Chandigarh.
3.	M/s Jai Stationery Store, Anand Complex, Sector 17-A, Chandigarh.	10	M/s Ganga Trading Co., SCF 154, Sector 26, Grain Market, Chandigarh
4.	M/s Chandigarh Stationers, SCO 99-100, Basement, Sector 17-A, Chandigarh.	11	M/s Shri Krishna Trading Co., SCF 155, Back side grain Market. Ist Floor, Sector 26, Chandigarh.
5.	M/s Rahul Store, 71-72, Sector 17-C, Chandigarh	12	M/s K.C. Traders, SCF 38/III, Sector 18, Chandigarh
6.	M/s Shallu Enterprises, Sector 44-D, Chandigarh	13	M/s Defence General Store, SCF 35, Sector 28-C, Chandigarh
7.	M/s Balaji Traders. SCO362-363, Sector 34-A, Chandigarh	14	M/s E.ite Enterprises, H.No.2514, Sector 40-C, Chandigarh.