

March 22 2017

To

---



---



---



---

Subject: Quotation for Stationary Items.

Sir

Please Provide the rate of the following item on or before 31.3.2017

S.No	Name of items	Quantity Required
1.	Attendance Register	50 Nos.
2.	Allout Machine	50 Nos.
3.	Allout Refill	50 nos.
4.	Ball Pen (Cello- Butterflow or Max writer) Blue	3000 nos.
5.	Cell Battery- AA	100 nos.
6.	Cell Battery- AAA	100 nos.
7.	Cello Tape (Medium size) 1 inch	100 nos.
8.	Cello Tape (Big size) 2 inch	50 nos.
9.	Clip (U)	100 pkt.
10.	Clip Binder Small 19mm (oddy)	100 pkt.
11.	Clip Binder Medium 25mm (oddy)	100 pkt.
12.	Clip Binder large 32mm (oddy)	100 pkt.
13.	Corner Punch -Kangroo	20 nos.
14.	Correction Fluid Pen- (Kores/Camlin)	50 nos.
15.	CD-Marker (Luxor)	50 nos.
16.	DVD-R (Moserbaer)	1800 nos.
17.	Envelop 9x4" white	5000 nos.
18.	Envelope 10 x 12"(Yellow)	5000 nos.
19.	Envelop 12x 16"(Yellow)	5000 nos.
20.	Extension Board with 4 Socket (Havells)	15 nos.
21.	Eraser-Apsara	300 nos
22.	Folder Plastic (Solo original)	1000 nos.
23.	Good Quality <b>File Board</b> with cotton flap	300 nos.
24.	File Cover	500 nos.
25.	Foot Rule (Scale- 12"- Natraj)	80 nos.
26.	Fevicol tube (15 gm)	10 nos. tube
27.	Glue Stick (Camlin)	300 nos.

<b>S.No</b>	<b>Name of items</b>	<b>Quantity Required</b>
28.	Glass Tumbler (Yera Brand)	<b>100 nos.</b>
29.	Gum bottle (Camlin - 700ML)	<b>10 nos.</b>
30.	Jug 2 ltr (Plastic)	<b>10 Nos.</b>
31.	Lock 40 mm- (Harrison's/ Plaza)	<b>25 nos.</b>
32.	Lock 50 mm - (Harrison's/ Plaza)	<b>25 nos.</b>
33.	Note Sheet pad (80 GSM -Neelgagan)	<b>100 pad</b>
34.	Pilot Pen- (Hitech Point 05) Luxor (Blue)	<b>400 nos.</b>
35.	Pilot Pen- (Hitech Point 05) Luxor (Black)	<b>100 nos.</b>
36.	Pilot Pen- (Hitech Point 05) Luxor (Red)	<b>100 nos.</b>
37.	Post it pad	<b>50 pkt</b>
38.	Post- it-flag (Colorful)	<b>300 pkt</b>
39.	Paper cutter Heavy Duty	<b>20 nos.</b>
40.	Paper Ruled 22' x 28'	<b>1000 sheets</b>
41.	Paper Tape Roll brown	<b>100 nos.</b>
42.	Paper photocopier A-4 Size 80 GSM – JK	<b>250 reams</b>
43.	Pen (White Board)	<b>100 nos.</b>
44.	Pen (Black Sketch)	<b>50 Nos.</b>
45.	Pen (Highlighter) (5pcs )	<b>50 pkt</b>
46.	Pencil Natraj	<b>1500 nos.</b>
47.	Pin cushion	<b>50 pcs.</b>
48.	Register 1 Qr (Neelgagan)	<b>50 Nos.</b>
49.	Register 2 Qr (Neelgagan)	<b>50 Nos.</b>
50.	Scissor- Big Size (10 Inch)	<b>100 nos.</b>
51.	Sharpner- Apsara	<b>200 nos.</b>
52.	Shorthand Note Book- (Neelgagan)	<b>25 nos.</b>
53.	Stapler Pin No.10 (Max)	<b>500 pkt</b>
54.	Towel 30" x 60'	<b>150 nos.</b>

Thanking you

Yours faithfully

-Sd/-  
(G.Veerabahu)  
Administrative Officer