

National Green Tribunal
(Principal Bench)
Faridkot House, Copernicus Marg, New Delhi

Dated 08.08.2015

No.NGT (PB)/06/STORE/2015
From
The Registrar General
National Green Tribunal
Faridkot House
New Delhi-110001

Subject : Invitation of Quotations for procurement of office stationary at National Green Tribunal, Principal Bench from the authorized vendors.

This tribunal intends to procure office stationary for official use of National Green Tribunal, Principal Bench, and New Delhi from the NGT authorized vendor/Government /DGS&D approved agencies/ Private Firms with the following details,

- | | |
|-----------------------------------|--|
| 1. Nature of Work | Supply of office stationary |
| 2. Item details: | As per enclosed. |
| 3. Last date of submitting Tender | 24 th August 2015 up to 3.00PM |
| 4. Amount of E.M. D. | Rs 4000/- (four thousand only)refundable (interest free) |

Mode of EMD and Tender fee: Tender should make separate DD for each "Tender fee" and "EMD" in favour of "The Registrar General" National Green Tribunal payable at New Delhi and send it with below supporting.

You are requested to submit the quotation mentioning rate & amount as per quantity inclusive of all Taxes with no additional charges, in a sealed envelope to undersigned on or before 24.08.2015

The Vender should submit valid **Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN)**.

The delivery has to be made within a week from the date of placement of order.

The sealed envelope, super scribing thereon "QUOTATION FOR STATIONARY ITEMS" which shall be addressed to "Registrar General "National Green Tribunal, (Principal Bench), Faridkot House , Copernicus Marg, New Delhi-110001 on or before 24.08.2015,3.00PM. The tender will be opened at the chamber of the Chairman of Tender Committee in presence of all those who wish to be present on the occasion on 25th August, 2015 at 3.00pm.

The quotation received after due date shall be summarily rejected and this tribunal reserves its right to accept or reject any or all quotation without assigning any reasons.

(Sanjay Kumar)
Registrar General

Schedule of Quotation

Sr.No	Items Name	Unit	Expected Qty	Rate	Amount
1.	Add gel pen (Achiever (blue)	Packet	10		
2.	All pin (bun Chin)100 pcs/pkt)	Packet	10 pkt		
3.	Assistant Dairy Register(198 pages)	Each	10		
4.	All Out combi power slider (machine)	Each	30		
5.	Attendance Register with plastic cover (Neelgagan 100 pages)	Each	20		
6.	All Out total (R) single (refill)	Each	30		
7.	Ball Pen Reynolds pen (blue)	Packet	20 pkt		
8.	Ball Pen Reynolds pen (black)	Packet	20 pkt		
9.	Ball Pen Reynolds pen (red)	Packet	20 pkt		
10.	Brown tape (Bun chin)48MMx50MTR	Each	20		
11.	Borosil plan Glass (Large) 350ml	Set	06 set		
12.	Board pin (50 pcs/pkt)	Packet	10 pkt		
13.	Button folder (solo)	Each	50		
14.	Ball pen Getter	Packet	10 pkt		
15.	Blank DVD (moser bear)	Packet	01 pkt		
16.	Bucket 20 ltr	Each	10		
17.	Broom stick	Each	10		
18.	Broom(phool)	Each	10		
19.	Binder clip (small)(infinity 12 pcs./pkt)	Packet	10 pkt		
20.	Binder clip (medium))(infinity	Packet	10 pkt		
21.	Binder clip (big))(infinity	Packet	10 pkt		
22.	Calculator (Casio)MZ-125-12digits	Each	05		
23.	Calculator (scientific)(Casio) FX4500 PA	Each	05		
24.	Cordless bell (cona & phantom)wireless	Each	05		
25.	Conference pad (20 sheets) neelgagan	Each	100		
26.	Colin 500ml	Each	10		
27.	Coster desire/cello set of 6 pcs	Set	10 set		
28.	Color pencil (Nataraj)	Packet	10pkt		
29.	Cobra file (neelgagan)	Each	50		
30.	Duster yellow cloth (900x900mm)	Dozen	02dozen		
31.	Duster white board (star royal)	Dozen	02 dozen		
32.	Double punch (Kangaroo)	Each	10		
33.	Dispatch register(600 pages)	Each	10		
34.	Dak pad (Neelgagan)	Each	20		
35.	Dettol liquid shop (100 ml)	Each	10		
36.	DVD marker (Luxor)	Packet	04 pkt		

Schedule of Quotation

37.	Eraser (Camlin brand)	Packet	02 pkt		
38.	Envelope (normal size)	Each	500		
39.	Envelope (A4 size)	Each	500		
40.	Envelope (file size)	Each	500		
41.	Engagement stand	Each	10		
42.	Extension board (5 mpr)(anchor)	Each	10		
43.	Extension board 15 Mpr (anchor)	Each	10		
44.	C.D mailer envelope	Each	100		
45.	File tray (Kebica)	Each	10		
46.	File movement register (600 pages)	Each	10		
47.	File board (Heavy) neelgagan brand	Each	1000		
48.	Floor pocha	Dozen	10		
49.	Glue stick (Faber castell) (15gm)	Each	50		
50.	Gel pen (cello) fine grip pen 5pcs in a pkt	Packet	05 pkt		
51.	Gum liquid big (Hansa)700ml	Each	10		
52.	Computer Labels-A4 sheet white (die cut pkt of 100 sheet)	Pad	04pad		
53.	Water Jug (cello brand leonard)	Each	05		
54.	Gum liquid (small) 300 GMS	Each	10		
55.	Glass Luminarc (330ml 6pcs / 1 set	Set	02set		
56.	Hi-lighter (Luxor gloliter)	Packet	20pkt		
57.	Hi –tech pilot pen (blue) Luxor V5(12pcs pkt)	Packet	10 pkt		
58.	Hi –tech pilot pen (black) Luxor V5(12pcs pkt)	Packet	10 pkt		
59.	Hi –tech pilot pen (red) Luxor V5(12pcs pkt)	Packet	10 pkt		
60.	Hi –tech pilot pen (green) Luxor V5(12pcs pkt)	Packet	10 pkt		
61.	Hand towel (Bombay Dying)	Each	10		
62.	Holder pen (Linc 631 jotter)	Packet	02 pkt		
63.	Harpic toilet cleaner (500 ml)	Each	05		
64.	Index file (Neelgagan)	Each	20		
65.	Ink bottle (Golden)30 ml	Each	02		
66.	Locks 50mm	Each	10		
67.	sealing wax (red color)	Packet	05pkt		
68.	Mouse pad (HP)	Each	10		
69.	Marker permanant (black) Artline107(10 pcs /pkt)	Packet	04 pkt		
70.	Markin Cloth	Per mtr	10mtr		

Schedule of Quotation

71.	Note sheet (Neel Gagan 100 leaves)	Packet	10 pkt		
72.	Note Pad (Neel Gagan 80 pages)	Each	100		
73.	Name Plate transparent (small)	Each	10		
74.	Name plate transparent (big)	Each	10		
75.	Ordinary Glass (6pcs set)	Set	02set		
76.	Pencil Natraj	Packet	30pkt		
77.	Pencil Cell (AA size) Nippo	Each	100		
78.	Pencil Cell (23 AE) GP High Voltage	Each	20		
79.	Copier paper JK A-4 75 GSM 210x297 CM/2.34 KG JK mill 500 sheet in a ream	Ream	50		
80.	Photo copier paper JK F/S 75GSM 21.5x34.5/5cm/2.78 kg/500 sheets	Ream	50		
81.	Post it flag (Stic On) 3m	Packet	200pkt		
82.	Pen-stand (Kabica)	Each	10		
83.	Paper cutter (Kabica)	Each	10		
84.	Peon Book (80 pages)	Each	10		
85.	Punch single (Kangaro)	Each	10		
86.	Paper weight	Each	10		
87.	Pin Bin (kebica)	Packet	10		
88.	Pen drive 4 GB Kingston	Each	05		
89.	Pen-Drive 8 GB Kingston	Each	10		
90.	Pen-Drive 16 GB Kingston	Each	10		
91.	Pen-Drive 32 GB Kingston	Each	10		
92.	Posted slip (3x3) (Stic On)(100 sheets)	Packet	50		
93.	Posted slip (3x4) (Stic On)(100 sheets)3mm	packet	50		
94.	Pen- Pencil stand (Kabica)	Each	05		
95.	Pencil cell (AAA size) Nippo	Each	100		
96.	Posted slip (3x2) (Stic On)	Packet	50		
97.	Heavy duty punching machine (Kangaroo)	Each	05		
98.	Phenyl Bottle (Lysol)	Each	05		
99.	Photocopy paper A-4 75 GSM/2.3 KG khanna paper mill)	Ream	100		
100.	Photo Copier Paper F/S Century 21.5x34.5 cm (mill Packed) GSM 500 sheet in a ream. 2-8 KG	Ream	120		
101.	Rubber Band (Big)	Packet	02pkt		
102.	Rubber Band (Medium)	Packet	02pkt		
103.	Rubber Band (Small)	Packet	02pkt		
104.	Ruled Register (2 qr) (192 pages)	Each	30		

Schedule of Quotation

105.	Ruled Register (5 qr) (480 pages)	Each	20		
106.	Ruled Register (10 qr) neelgagan	Each	30		
107.	Ring File (Big) (solo) LA- 512	Each	20		
108.	Ring File (Small) (solo) A4 size	Each	20		
109.	Room freshener (air wick)	Each	10		
110.	Register Log Book (100 pages)	Each	10		
111.	Sharpener (Natraj)	Each	40		
112.	Stamp Pad (Small) (Ashoka)	Each	05		
113.	Scissor (small) (kebica)	Each	10		
114.	Scissor (Big) (kebica)	Each	10		
115.	Stapler Heavy (Kangaroo)	Each	05		
116.	Stapler (Big) (Kangaroo)	Each	10		
117.	Stapler (medium) (Kangaroo)	Each	10		
118.	Stapler Pin (DS/17) (Kangaroo)	Packet	20pkt		
119.	Stapler Pin (Big) (Kangaroo)	Packet	20pkt		
120.	Stapler Pin (small) (Kangaroo)	Packet	20pkt		
121.	Stamp Pad (Big) (Ashoka)	Each	20pkt		
122.	Signature Pad (Neelgagan)	Each	20		
123.	Spiral Note pad (Neelgagan) (80 pages)	Each	100		
124.	Shorthand Notebook (neelgagan)	Each	200		
125.	Shorthand Pencil (apsara)	Each	30pkt		
126.	Sponge (Kebica)	Each	10		
127.	Scale (Plastic)12''(kebica)	Each	10		
128.	Scale steel 12'' (Kebica)	Each	10		
129.	Section Dairy Register (138 pages)	Each	20		
130.	Spoon Desert)(Venus) (12 pcs set)	Set	02set		
131.	Stapler H.P. 45 (Kangaroo)	Each	05		
132.	Spiral Note Pad (Big) Neel Gagan (100 pages)	Each	50		
133.	Stamp Ink Bottle (Golden)	Each	05		
134.	Towel (Big) Bombay dyning size 75x150/dyed/bleachd	Each	10		
135.	Tissue Paper(Wintex)	each	10		
136.	Transparent Tape (Big) 48MMx65 MTR	Each	20		
137.	Transparent Tape (Medium)24MMx65 MRT Super Diamond	Each	60		
138.	Transparent Tape (Small)12MMx65MTR super diamond	Each	20		
139.	Transparent Folder A4 size(Solo LF 101)	Each	100		

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140.	Thermos Flask (2 ltr)(Milton)	Each	02		
141.	Tag (Green) 18''(5 laces)	Packet	100pkt		
142.	Tag (white)	Packet	100pkt		
143.	Tape Dispenser (<i>BUNCHIN</i>)	Each	10		
144.	U-Clip / Gem clip (100 pcs)	Packet	50pkt		
145.	Uniball Pen (Blue) Eye micro (10 pcs /pkt)	Packet	05 pkt		
146.	Uniball Pen (Black) Eye micro (10 pcs /pkt)	Packet	05 pkt		
147.	Uniball Pen (Red) Eye micro(10 pcs /pkt)	Packet	05 pkt		
148.	Uniball Pen (Green) eye micro(10 pcs /pkt)	Packet	05pkt		
149.	Visiting card holder	Each	05		
150.	Vim Bar Liquid (500 ml)	Each	05		
151.	Visitor Dairy Register (200 pages)	Each	05		
152.	White Fluid pen (Faber castell)(7ml)	Each	50		
153.	Wall clock (Ajanta)	Each	05		
154.	Window envelope (11x5)(250pcs per PKT)(275Mx120M)	Packet	04 pkt		
155.	White board marker (Camlin)	Packet	20		