

**National Green Tribunal
(Principal Bench)
Faridkot House, Copernicus Marg, New Delhi-110001**

No. NGT (PB)/06/Store/2015

Dated

/ 05 /2015

From

The Registrar General
National Green Tribunal
Principal Bench
Faridkot House
New Delhi-110001

Sub: Invitation of Quotation 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, New Delhi from the authorized vendors / Government approved agencies/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 Form 28th May 2015 up to 3:00 PM
4. Amount of E.M.D: Rs. 3000/- (Three thousand only, refundable (interest free))

Mode of EMD and Tender fee: Tenderers should make separate D.D. 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 quotations mentioning amount of all each Stationary items inclusive of Taxes with no additional charges, in a sealed envelope to undersigned on or before 28.05.2015 with the following Terms and conditions:

The vendor should have valid VAT No. /Service Tax No. -----

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

The rates should be valid for 90 days from the date of opening of the Quotations.

The sealed envelope, super scribing thereon "QUOTATION FOR STATIONARY ITEMS" which shall be addressed to "Registrar General" National Green Tribunal, New Delhi, must reach to the Registrar General office, National Green Tribunal, (Principal Bench), Faridkot House, Copernicus Marg, New Delhi-110001' on or before 28-05-2015, 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 29th May, 2015 at 3 PM.

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

(Sanjay Kumar)
Registrar General

STATIONARY LIST

Sr. No.	Items	Rate per unit (Inclusively of taxes)
1.	Add Gel Pen	
2.	All pin	
3.	All out	
4.	Attendance Register	
5.	Ball pen (Blue)	
6.	Ball pen (Black)	
7.	Ball pen (Red)	
8.	Brown Tape	
9.	Borosil Glass	
10.	Board clip	
11.	Binder Clip (small)	
12.	Binder Clip (Medium)	
13.	Binder Clip (Big)	
14.	Cutter pin	
15.	CD	
16.	Calculator	
17.	Calculator Scientific	
18.	Carbon Paper	
19.	Cordless Bell	
20.	Colour Pencil	
21.	Cobra file	
22.	Dettol Liquid Shop	
23.	Double Punch	
24.	Dustbin	
25.	Dairy Register	
26.	Despatch Register	
27.	Dak Register	
28.	DVD R/W	
29.	Extension Board (5 MPR)	
30.	Extension Board (15 MPR)	
31.	Eraser	
32.	Extension Board (Wooden)	
33.	File Board (Heavy)	
34.	File Board (Ordinary)	
35.	File Cover (General)	
36.	File Tray	
37.	File Movement Register	
38.	Flags (Filing Use)	
39.	File Cover Blue, Vol. I (Filing use)	
40.	File Cover Light Green, Vol. II (Filing use)	
41.	File Cover Dark Green, Vol. III (Filing use)	
42.	File Cover, Vol. IV (Filing use)	
43.	Glue Stick	

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44.	Gel Pen	
45.	Gum Liquid Bottle (Big)	
46.	Gum Liquid Bottle (Small)	
47.	Hi-Lighter	
48.	Hi-tech pilot Penn (Blue)	
49.	Hi-tech pilot Penn (Black)	
50.	Hi-tech pilot Penn (Red)	
51.	Hi-tech pilot Penn (Green)	
52.	Hand Towel	
53.	Towel Big	
54.	Holder Pen	
55.	Index File	
56.	Ink	
57.	Jug	
58.	Locks (Small)	
59.	Locks (Medium)	
60.	Locks (Big)	
61.	Marker Pen	
62.	Permanent Marker	
63.	Marker pen (Black)	
64.	Note pad	
65.	Note Sheet	
66.	NGT Calendar	
67.	Ordinary Glass	
68.	Photocopy Paper (A4 Size) JK paper	
69.	Photocopy Paper (legal Size) JK Paper	
70.	Photocopy Paper (A4 Size) Ordinary paper	
71.	Photocopy Paper (legal Size) Ordinary Paper	
72.	Pencil Natraj	
73.	Pencil Cell AA Size	
74.	Pencil Cell AAA Size	
75.	Pencil Cell 23AE Size	
76.	Poker	
77.	Post it Flag	
78.	Pen Stand	
79.	Paper Cutter	
80.	Peon Book	
81.	Punch Single	
82.	Paper Weight	
83.	Plastic Folder	
84.	Pin Bin	
85.	Posted Slip (3x3)	
86.	Posted Slip (3x4)	
87.	Posted Slip (3x2)	
88.	Pen Drive	
89.	Punch (Heavy Duty)	
90.	Pen Pencil Stand	

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91.	Plastic Folder Printed	
92.	Ruled Register (2 Qur.)	
93.	Ruled Register (3 Qur.)	
94.	Ruled Register (4 Qur.)	
95.	Ring File (Big)	
96.	Ring File (Small)	
97.	Register (Pay Bill)	
98.	Register (Service Book)	
99.	Register (Stock)	
100.	Register (Accession)	
101.	Register (10 Qur.)	
102.	Register Log Book	
103.	Rubber Band (Medium)	
104.	Rubber Band (Small)	
105.	Rubber Band (Big)	
106.	Tissue Paper Box	
107.	Transparent Tape (Small)	
108.	Transparent Tape (Medium)	
109.	Transparent Tape (Big)	
110.	Tag Green	
111.	Tape Dispenser	
112.	Tag (white)	
113.	Table Calendar (Refill)	
114.	Table Stand	
115.	Table Mat	
116.	Shorthand Note Book	
117.	Scale (Steel)	
118.	Sharpener	
119.	Soap (Dettol)	
120.	Stamp Pad (small)	
121.	Scissor (Big)	
122.	Scissor (Small)	
123.	Stapler (Small)	
124.	Stapler (Big)	
125.	Stapler (Heavy Duty)	
126.	Stapler Pin (Small)	
127.	Stapler Pin (Big)	
128.	Stapler Pin (Heavy Duty)	
129.	Signature Pad	
130.	Spiral Note Pad	
131.	Serving Tray (Small)	
132.	Serving Tray (Big)	
133.	Shorthand Pencil	
134.	Sponge	
135.	Scale Plastic	
136.	Sketch Pen (DVD Marker)	
137.	Section Dairy Register	
138.	U Clip/ Gem Clip	
139.	Uniball Pen (Blue)	

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140.	Uniball Pen (Black)	
141.	Uniball Pen (Red)	
142.	Uniball Pen (Green)	
143.	White Fluid Pen (Correction Pen)	
144.	Wall clock	

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