NO.ADM/1/2/PUR/1/2011-12 1871 May 30, 2011

Sirs,

Sub : Supply of office stationeries –reg.

We are enclosing herewith the list of office stationeries, which we are proposed to be purchased for the year 2011-2012. You may kindly quote your rates for the items valid for one year inclusive of all taxes on or before 15.06.2011.

Discount if any, for multiple supply may also be offered.

Yours faithfully,

(M.MUTHULAKSHMI AMMAL)
ASST DIRECTOR (ADMN)

Encl : As above.

प्रेषित /DESPATCHED
तारीख/DATE 31/5/11

Sl.No.	**Items without brand**		Item
1)	Brown Paper packing		Per 100 sheets
2)	Envelopes 9" x 4" size	Kraft with printing	Per 1000 nos. (sample require)
3)	Envelopes 9" x 4" size (window) white	White with printing	Per 1000 nos. (sample require)
4)	Envelopes 10" x 8" size	Kraft with printing	Per 1000 nos. (sample require)
5)	Envelopes 12" x 8" cloth	With printing	Per 1000 nos.(sample require)
6)	A 4 Sticker label100 x 34.5 mm-16 nos/ sheet		2 cross, 8 down 3200 per pack.
7)	Envelope 12"x16"-cloth	With printing	Per 1000 Nos.(require sample)
8)	Extra Thick File Folder with Tag Double hole	336 WC laminatd Tag 416 WC	Per 1 No. (sample requireD)
9)	File Cover with ' CALICO' 2" width at the center with printing English/Hindi version	Specimen attached	Per 1 No. (sample require)
10)	File Board with CALICO		Per 1 No. (sample require
11)	Short Hand book		Per 1 No. (sample require)
12)	Tags with sufficient length and good quality(8" rounded)		Per 1 bundle (sample required)
	Tags with sufficient length and good quality(24" rounded)		
13)	Register (Ruled)	80 Pages	Per 1 No.
14)	Register (Ruled)	160 Pages	Per 1 No.
15)	Register (Ruled)	240 Pages	Per 1 No.
16)	Register (Ruled)	320 Pages	Per 1 No.
17)	Register (Ruled)	480 Pages	Per 1 No.
18)	Register (Ruled)	600 Pages	Per 1 No.
19)	Waste Paper basket	Plastic	Per 1 No.
20)	Asset Register	200 pages.	
	Asset Register	600 pages	
22)	Note Sheet		Per 1Pad (100 sheets) (sample required)
23	A 4 Sticker label100 x 475 mm-12 nos/ sheet		2 cross, 6 down 3200 per pack.

24	Self sealing covers	10x8" &12x10"	
25	Garbage cover-black	Big size	
25	Cellophane tape	1"/2"&3"	
26	Brown tape	1"/2"&3"	
27	Paste pads	3" & 2"	
28	Paper clip (binderclip-black colour)	1" & 2"	

List of items

Sl.No	**Materials branded items**	Brand Name	Item
1)	Carbon Paper(Pencil)	Kores	Per 1 box
2)	Correction fluid (bottle)		
3)	Copier Paper-A4 size	JK Sparkle	Per 1 packet of 500 nos.
4)	High lighter		1 no
5)	Copier Paper-F' scap	JK sparkle	Per 1 packet of 500 nos.
6)	Correcting fluid -pen	Kores	Per 1 bottle.
7)	Double Punch	Kangaroo	
8)	Gem Clip – Small/ Big.	Zen/Bell	Per 1 box of 20 packets
9)	Gum bottle(big)	Camel – 700 ml.	Per 1 bottle
10)	Gum tube	Camel	Per 1 bottle
11)	Jute thread	Mahaveer	Per 1 bundle
12)	Pencil HP	Nataraj	Per 1 pkt.of 10 Nos.
13)	Pencil battery	Everady	Per 1 No.
14)	Scale (big)	Nataraj 621	Per 1 No.
15)	Stapler pin - Small/ Big.	Max/	Per 1 box of 20 packets
16)	Stapler	Max	Per 1 No.
17)	Single Punch	Kangaroo	Per 1 No.
18)	Stapler Big.		Per 1 No.
19)	Stamp Pad	Camel	Per 1 No.
20)	Stamp pad ink	Camel	Per 1 bottle