

No. 11/2/2009/Admn

Dated: 14<sup>th</sup> September, 2009

**Subject: Inviting for Quotation of the Stationery items**

Sir,

I am directed to invite quotations/rates for the items mentioned in the list enclosed for the official use of this Tribunal.

You are requested to send your quotations/rates to this office latest by 15 days from the issue of the letter.

Yours faithfully,

Encl: As above

(D.P. Chamoli)  
Administrative Officer

<b><i>Sl. No.</i></b>	<b><i>Stationery Items</i></b>	<b><i>Quantity</i></b>
1.	<i>Acquittance Roll</i>	
2.	<i>All Pin</i>	
3.	<i>Appointment Stand/ Engagement Stand</i>	
4.	<i>Ash Tray</i>	
5.	<i>Attendance Register</i>	
6.	<i>Bags(Cotton)</i>	
7.	<i>Bags(Leather)</i>	
8.	<i>Baygon Tin</i>	
9.	<i>Binder Clip</i>	
10.	<i>Brasso</i>	
11.	<i>Brief Case</i>	
12.	<i>Broom</i>	
13.	<i>Brown Tape</i>	
14.	<i>Bucket</i>	
15.	<i>Calculator</i>	
16.	<i>Candles</i>	
17.	<i>Cash Book</i>	
18.	<i>CD Marker</i>	
19.	<i>CDs (R)</i>	
20.	<i>CDs(RW)</i>	
21.	<i>Cello Tape (Small)</i>	
22.	<i>Cello Tape Stand</i>	
23.	<i>Cello Tape(Big)</i>	
24.	<i>Challan Form</i>	
25.	<i>Coaster</i>	
26.	<i>Colin Spray</i>	
27.	<i>Computer Covers</i>	
28.	<i>Correcting Fluid</i>	
29.	<i>Correcting Pen</i>	
30.	<i>Cup Plate</i>	
31.	<i>Dak Carry Bag/Box</i>	
32.	<i>Dak Pad</i>	
33.	<i>Demper</i>	
34.	<i>Desk Calendar Plate</i>	
35.	<i>Detergent Powder</i>	
36.	<i>Dispatch Register</i>	
37.	<i>Domex Liquid</i>	
38.	<i>Drawing Pin For Notice Board</i>	
39.	<i>Dustbin</i>	
40.	<i>Dustbin (Steel)</i>	
41.	<i>Duster (Cotton)</i>	
42.	<i>Duster (Floor)</i>	

43.	<i>Duster (Yellow)</i>	
44.	<i>DVDs</i>	
45.	<i>Electric Chowk</i>	
46.	<i>Engagement Diary</i>	
47.	<i>Envelop(Brown/White)</i>	
48.	<i>Envelop(Yellow)</i>	
49.	<i>Eraser</i>	
50.	<i>Eraser(Non-Dust)</i>	
51.	<i>Extension Cord</i>	
52.	<i>Favicool</i>	
53.	<i>Fax Cartridge (PE220)</i>	
54.	<i>Fax Film Roll/Cartridge</i>	
55.	<i>Fax Paper Roll</i>	
56.	<i>File Board</i>	
57.	<i>File Box/ File Folder Big With Clip (Lever File)</i>	
58.	<i>File Cover</i>	
59.	<i>File Flap</i>	
60.	<i>File Tray</i>	
61.	<i>Flag(Coloured)</i>	
62.	<i>Flag(Plastic Coloured)</i>	
63.	<i>Floppy Box</i>	
64.	<i>Foot Mat</i>	
65.	<i>GAR-13 Form</i>	
66.	<i>GAR-23 Medical Bill Forms</i>	
67.	<i>GAR-29 Fully Vouched Contingent Bills</i>	
68.	<i>GAR-30 Abstract Contingent Bills</i>	
69.	<i>Gem Clip (U-Clip)</i>	
70.	<i>Glass Cozy Cut</i>	
71.	<i>Glass Tumbler</i>	
72.	<i>Glue Stick</i>	
73.	<i>Gum Bottle</i>	
74.	<i>Gum Tube</i>	
75.	<i>Harpic</i>	
76.	<i>Highlighter</i>	
77.	<i>Hit Spray</i>	
78.	<i>Homecol (Liquid Soap)</i>	
79.	<i>Ink (Blue/Black)</i>	
80.	<i>Jotter Refill</i>	
81.	<i>Jug</i>	
82.	<i>Letter Head(TDSAT)</i>	
83.	<i>Lock</i>	
84.	<i>Log Book</i>	
85.	<i>Marker Pen</i>	

86.	<i>Minutes Book</i>	
87.	<i>Mouse Pad</i>	
88.	<i>Mug</i>	
89.	<i>Naphthalene Balls</i>	
90.	<i>Notesheet</i>	
91.	<i>Odnil</i>	
92.	<i>Paper Cutter</i>	
93.	<i>Paper Roll (Pen Stand)</i>	
94.	<i>Paper Weight</i>	
95.	<i>Pen (Ad-Gel)</i>	
96.	<i>Pen (Cello Gripper /Reynolds)</i>	
97.	<i>Pen (Holder)</i>	
98.	<i>Pen Stand</i>	
99.	<i>Pencil</i>	
100.	<i>Pencil (Red/Blue)</i>	
101.	<i>Pencil Cell</i>	
102.	<i>Pencil Stand</i>	
103.	<i>Pencil Steadlier</i>	
104.	<i>Pencil With Eraser</i>	
105.	<i>Peon Book</i>	
106.	<i>Phenyle Tin</i>	
107.	<i>Photo Printing Paper</i>	
108.	<i>Photocopy Paper(A-4)</i>	
109.	<i>Photocopy Paper(A-5)</i>	
110.	<i>Photostate Cartridge (IR-6570/5570)</i>	
111.	<i>Phynel Balls</i>	
112.	<i>Pilot Pen (0.5)</i>	
113.	<i>Pilot Pen (V-5)</i>	
114.	<i>Pilot Pen (V-7)</i>	
115.	<i>Pilot Pen Ink</i>	
116.	<i>Pin Cushion</i>	
117.	<i>Plastic Folder</i>	
118.	<i>Plastic Folder With Side Strip</i>	
119.	<i>Pocker With Wodden Handle</i>	
120.	<i>Printer Cartridge (1000/C-4092)</i>	
121.	<i>Printer Cartridge (15A-1100,1200)</i>	
122.	<i>Printer Cartridge (2300/HP-2610)</i>	
123.	<i>Printer Cartridge (Q-2612-12A)</i>	
124.	<i>Printer Cartridge (2600N-Q-6000,Q-6001, Q-6002,Q-6003)</i>	
125.	<i>Printer Cartridge (Compaq IJ 600)</i>	
126.	<i>Printer Cartridge Laser Jet(5500)</i>	
127.	<i>Punch (Double)</i>	
128.	<i>Punch (Single)</i>	

129.	<i>Quick Fix</i>	
130.	<i>Refill (Ball Pen)</i>	
131.	<i>Refill (Gel)</i>	
132.	<i>Register (Consumable)</i>	
133.	<i>Register (Dead Stock)</i>	
134.	<i>Register (Diary)</i>	
135.	<i>Register (Stock)</i>	
136.	<i>Register Movement</i>	
137.	<i>Register Pay Bill</i>	
138.	<i>Register Ruled (1,2,3,4Qrs.)</i>	
139.	<i>Register Ruled (6 Qrs.)</i>	
140.	<i>Ribbon (LQ-1050)</i>	
141.	<i>Room Freshner</i>	
142.	<i>Rough Pad (TDSAT)</i>	
143.	<i>Rough Pad (TSDAT)</i>	
144.	<i>Rubber Bend</i>	
145.	<i>Scale</i>	
146.	<i>Scale (Steel /Aluminium)</i>	
147.	<i>Scissor</i>	
148.	<i>Scotch Tape</i>	
149.	<i>Scratch Pen</i>	
150.	<i>Sealing Wax</i>	
151.	<i>Sharpener (Big)</i>	
152.	<i>Sharpener (Small)</i>	
153.	<i>Shorthand Notebook</i>	
154.	<i>Sign Pad</i>	
155.	<i>Slip Pad</i>	
156.	<i>Soap</i>	
157.	<i>Soap Case</i>	
158.	<i>Spiral Note Pad (A-4)</i>	
159.	<i>Spiral Note Pad (Small)</i>	
160.	<i>Spoon</i>	
161.	<i>Stamp Pad</i>	
162.	<i>Stamp Pad Ink</i>	
163.	<i>Stapler (Big)</i>	
164.	<i>Stapler (Small)</i>	
165.	<i>Stapler Pins (Big)</i>	
166.	<i>Stapler Pins(Small)</i>	
167.	<i>TA Form(Transfer)</i>	
168.	<i>Table Glass</i>	
169.	<i>Tag (Green)</i>	
170.	<i>Tag (White)</i>	
171.	<i>Tape Dispener</i>	
172.	<i>Telephone Diary</i>	
173.	<i>Telephone Mat</i>	

174.	<i>Tissue Paper</i>	
175.	<i>Toilet Roll</i>	
176.	<i>Torch</i>	
177.	<i>Torch Cell</i>	
178.	<i>Towel (Big)</i>	
179.	<i>Towel (Small)</i>	
180.	<i>TR-5</i>	
181.	<i>Tube Light</i>	
182.	<i>Umbrella</i>	
183.	<i>Vim Powder</i>	
184.	<i>Visiting Card Holder</i>	
185.	<i>Wall Clocks</i>	
186.	<i>Yellow Paper Flag/ Yellow Slip (Paste Its Slip)</i>	