

GOVERNMENT OF INDIA
BCG VACCINE LABORATORY
GUINDY, CHENNAI - 32.

Phone : 2234 4172 (Stores)
2234 1745 & 2234 2976

Fax : 91-44-2234 9947

File No.

M/s.

D 21027/2/14-15 (Stores)

Dated :

Dated : 27/5/14

Dear Sirs,

Sub :

Please forward your "sealed quotation" superscribed on the envelope for supply of the following materials to reach this office **immediately / on or before** 9.6.2014

| Sl.No. | DESCRIPTION OF ITEMS | PROBABLE REQUIREMENT |
|--------|----------------------|----------------------|
|--------|----------------------|----------------------|

Quotation required for stationery items as per list enclosed.

**Rate inclusive of all taxes with break up should be given in sealed cover
Superscribed with enquiry No. and date. No extra to be charged.**

VAT 5% ONLY – CERTIFICATE WILL BE GIVEN

**PAYMENT WILL BE MADE THROUGH ECS AFTER RECEIPT OF THE
MATERIAL.**

RATE SHOULD BE VALID FOR ONE YEAR.

Samples wherever necessary shall be submitted along with quotation as per specifications for approval. Supply shall be made according to accepted sample / specification only and within the time limit specified. Prices quoted shall normally be inclusive of delivery charges at this office unless otherwise stated, no additional charges such as packing, forwarding, handling and insurance will be paid unless otherwise stated and confirmed in the supply order. Sales Tax or other Govt. Taxes, if payable shall be clearly stated. CST 4% is leviable on inter-state sales, for which FORM "D" will be issued by this office. TNGST is as applicable. Rates shall normally be valid for a minimum period of 3 months from the date of quotation and shall be specifically conformed.

Normally the supplier is required to pay Security Deposit of 10% of the order value which will be returned after satisfactory completion of the contract. In the event of failure on part of the supplier as per terms of the supply order, the Security Deposit shall be forfeited in full or part thereof at the discretion of the undersigned.

Yours faithfully,


DIRECTOR

LIST OF STATIONERY ITEMS

| Sl.No. | Descriptions | Total Quantity Required |
|--------|---|--------------------------|
| 1 | A4 Photocopier Shts(in ream) <i>TNPL 80</i> | 250 reams ✓ |
| 2 | Add Jel Pen(Green) <i>85m</i> | 15 Nos. ✓ |
| 3 | Add jel Pen (Black) | 30 Nos ✓ |
| 4 | Add jel Pen (Red) | 32 Nos. <i>Rdd of 30</i> |
| 5 | Ball Point Pen (cello fine grip) Blue | 350 Nos. ✓ |
| 6 | Ball point pen cello fine grip (Red) | 330 Nos. ✓ |
| 7 | Book stitching Needles | 40 Nos. ✓ |
| 8 | Brown Sheet (in reams) 1x500 | 6500 Nos. ✓ |
| 9 | CD DVD | 70 Nos. ✓ |
| 10 | Calculator (12 digit) | 6 Nos. ✓ |
| 11 | Cello Tape | 70 Nos. ✓ |
| 12 | Cloth lined Cover (A4 Sz) | 500 Nos. ✓ |
| 13 | Cloth lined Cover (File Sz) | 100 Nos. ✓ |
| 14 | Cloth Lined Cover 26.5x12 | 500 Nos. ✓ |
| 15 | Correcting Fluid (White) | 100 Nos. ✓ |
| 16 | Document File A4 Size | 230 Nos. ✓ |
| 17 | Double Side pen (Wooden) | 100 Nos. ✓ |
| 18 | Envelop (Window 26.5x12) | 4500 Nos. ✓ |
| 19 | Erazer (Pencil) | 200 Nos. ✓ |
| 20 | Fevistick Gum | 80 Nos. ✓ |
| 21 | File Covers | 650 Nos. ✓ |
| 22 | File pads | 1000 Nos. ✓ |
| 23 | Fluorescent Pen(Fafer Castle) | 10 Nos. ✓ |
| 24 | Fs Ph.copier shts Reams(1215x345) <i>TNPL</i> | 25 Nos. <i>Reams</i> |
| 25 | Gem Clip(in pkt) <i>80 @ 5m</i> | 100 pkts. ✓ |
| 26 | Green Bond Paper (reams) | 5 reams ✓ |
| 27 | Ink for Rubber Stamp(in Bottle) | 25 Nos. ✓ |
| 28 | Luxor sign pen (Blue,Red,Black) | 125 Nos. ✓ |
| 30 | Marker Pen for Board (Blue, Red, Black) | 125 Nos. ✓ |
| 31 | Note Sheet Pads | 30 Nos. ✓ |
| 32 | Plain cover white (27,5x12cm) | 500 Nos. ✓ |
| 33 | Paper Clips | 125 Nos. ✓ |
| 34 | Pen Drive 2 GB | 15 Nos. ✓ |
| 35 | Pen Drive 4 GB | 20 Nos. ✓ |
| 36 | Pen Drive 8 GB | 25 Nos. ✓ |
| 37 | Pencil | 200 Nos. ✓ |
| 38 | Permanent Marker Blue | 200 Nos. ✓ |
| 39 | Permanent Marker Black | 225 Nos. ✓ |

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| 40 | Permanent Marker Red | 125 Nos. | / |
| 41 | Pin Cushion | 9 Nos. | / |
| 42 | Pins (in box) | 70 boxes | / |
| 43 | Plastic file FS | 5 Nos. | / |
| 44 | Plastic File A4 | 5 Nos. | / |
| 45 | Pr. Cartridge 36A | 2 Nos. | / |
| 46 | Pr. Cartridge HP Laser jet (CE320 A-K) | 6 Nos. | / |
| 47 | Pr. Cartridge HP Laser jet (CE321 A-C) | 4 Nos. | / |
| 48 | Pr. Cartridge HP Laser jet (CE322 A-Y) | 4 Nos. | / |
| 49 | Pr. Cartridge HP Laser jet (CE323 A-M) | 4 Nos. | / |
| 50 | Pr. Cartridge HP laser 278A/78A | 30 Nos. | / |
| 51 | Printer Cartridge FX9 Canon | 4 Nos. | / |
| 52 | Printer Cartridge HP 49A | 10 Nos. | / |
| 53 | Printer Cartridge HP 53A | 2 Nos. | / |
| 54 | Printer Cartridge HP laser printer 88A | 1 Nos. | / |
| 55 | Clear sheet protection | 1000 Nos. | / |
| 56 | Camel Gum | 20 Nos. | / |
| 57 | Punching Machine (single) | 15 Nos. | / |
| 58 | Punching Machine(Double) | 10 Nos. | / |
| 59 | Renolds Refil(Black, Blue, Red) | 500 Nos. | / |
| 60 | Transparant file | 175 Nos. | / |
| 61 | Ruled Register (1 Quire) | 125 Nos. | / |
| 62 | Ruled Register (2 Quire) | 80 Nos. | / |
| 63 | Ruled Register (4 Quire) | 25 Nos. | / |
| 64 | Ruled Register (Horizontal) | 20 Nos. | / |
| 65 | Scale | 40 Nos. | / |
| 66 | Scribbling Pad | 75 Nos. | / |
| 67 | Self Sticker Note Pad yellow | 20 Nos. | / |
| 68 | Sharpner | 50 Nos. | / |
| 69 | Stamp Pad | 35 Nos. | / |
| 70 | Stapler (Big.size) | 5 Nos. | / |
| 71 | Stapler PinSS No10-M in Box | 250 Pkts. | / |
| 72 | Stapler PinSS(B.S)24/6-IM " | 100 pkts. | / |
| 73 | Stick Flap Tricolour (Paste it) | 50 Nos. | / |
| 74 | Synthetic Gum (1kg x nos) | 40 Nos. | / |
| 75 | Zip lock cover | 450 Nos. | / |