

OFFICE OF THE DEVELOPMENT COMMISSIONER  
SEEPZ SPECIAL ECONOMIC ZONE  
MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA  
ANDHERI (E), MUMBAI - 400 096.

\*\*\*\*\*

No. SEEPZ SEZ/ADMN/436/2015-16

MAY 16, 2015

**NOTICE INVITING TENDER**

Sub : Supply of office stationery for the year 2015-16.

Sealed quotations are invited from the interested agencies located in Mumbai for supply of office stationery for the year 2015-16.

The detailed list of stationery articles required by this office is enclosed herewith as Annexure.

The samples of the stationery articles as indicated in the Annexure may be collected from the undersigned on any working day between 10:00 a.m. to 5:00 p.m.

The sealed quotations should be submitted to the undersigned on or before 29.05.2015.

  
(M. J. Kulkarni)

Asstt. Development Commissioner  
SEEPZ SEZ  
Tel.: 022-28294724  
e-mail : [m.kulkarni@nic.in](mailto:m.kulkarni@nic.in)

Encl.: As above.

**LIST OF STATIONERIES**

Sr. No.	Name of Articles	Tentative Requirement for 2015-16
1	<b>Box file</b>	250
	Kangaroo Steel, Button Patti, Laminated & Full Lever-High Quality	
2	<b>Ball-Pen Laxi 5n Blue</b>	1100
	<b>Ball-Pen Laxi 5n Black</b>	200
	<b>Ball-Pen Laxi 5n Red</b>	300
3	<b>Brown Envelopes- As Per Sample</b>	
	6 x 4 1/2	5000
	9 x 4	8000
	11 x 5	8000
4	<b>Green Clothe Envelopes- As Per Sample</b>	
	12 x 10	1000
	16 x 12	800
5	<b>Carbons Paper -Kores</b>	
	Blue F/Csize Sapphire	5
	Black F/C Size-503	5
6	<b>Cello Tapes - Wonder</b>	
	Transference -1- 40 Mtr	100
	Brown - 2 - 40 Mtr	100
7	<b>Correction Whitener Pen - Camlin (Cover it )</b>	80
8	<b>Permanent Markar pen -Camlin / Regnouds</b>	50
9	<b>Permanent Markar Ink-Camlin (Black)</b>	5
10	<b>Dak -Pad- 4 Flaps-High Quality</b>	50
11	<b>Towel -Bombay Dying</b>	12
	<b>Duster Yellows</b>	20
	Hand Napkin Tulip	20
12	<b>Fax-Roll- (Godrej) DCO Tharmal Transfer Ribben</b>	40
13	<b>File Band</b>	500
14	<b>File Board 2 Flap</b>	250
15	<b>File Covers (Pirnted) AS Per Sample</b>	5000
16	<b>Glasses As Par Sample</b>	24 Nos
17	<b>Fevi Stick Big -Fevicol 15 gms</b>	100
18	<b>Glycerin (20gm) Bassein Pharma</b>	10
19	<b>Godrej Lock</b>	
	7 Leavers Brass With 3 Keys (3291 )	20
20	<b>Gum -Bottle-Camlin</b>	
	700 ml	10
	150 ml	30
21	<b>High Lighter Pen- Camlin (Pack of 5 Assorted Colors)</b>	150 Nos
22	<b>Xerox Paper-75 gms TNPL</b>	
	A-4 Size	1000 Rim
	Folio Size (F/C)	800 Rim
	A-3 Size	10 Rim
23	<b>Ledger-Paper Green Folio (F/C)Size (High Quality )-</b>	50
	<b>JK/Bilt /TNPL</b>	
24	<b>Letter Heads Red A-4 Size Govt-AsPer Sample</b>	10000
25	<b>Letter Heads Red A-4 Size Authority-AsPer Sample</b>	5000
26	<b>Numbering Machine Ink Kores (Black)</b>	5
	Red	5
27	<b>Paper Pin T Type (Nicked Plated)</b>	50 Paket
28	<b>Battery -Dura Cell (Pencil -cell)</b>	100
	<b>Battery Pencil- Cell AAA (Remote Cell)</b>	50
29	<b>Pencil -Natraj</b>	1500 Nos

30	<b>Pencil - Rubber-Apsara Non Dust</b>	200 Nos
31	<b>Sharpner</b>	50
32	<b>Peon Book</b>	10
33	<b>Plastic Trays -Nilkkamal</b>	
	Medium	10
	Big	6
34	<b>Pocker's-High Quality (Steel )</b>	5
35	<b>Post it Pad</b>	
	1 1/2 x 2 (50 mm X 75 mm) Size Yellow	50
	3 x 4 Yellow (75 mmX 100 mm)	50
	1/2 x 2 Size 4 Colour (25mm X 101mmX200 Sheets)	200
	Post-it Flags 12.5mm x 43.7mm	50
36	<b>Plastic Folder Lamina Clear Folder 10 gej</b>	1000
	Transperesnt Plastic Folder	500
37	<b>Punch machina -Kangaroo( Small 280)</b>	50
	Big 500	50
38	<b>Rubber Band (High Quality )</b>	100 Paket
39	<b>Rulled Registr 1 Q Foolscap Reign Binding Patti and Corner</b>	60
40	<b>Rulled Registr 2 Q Foolscap Reign Binding Patti and Corner</b>	60
41	<b>Rulled Registr 3 Q Foolscap Reign Binding Patti and Corner</b>	84
42	<b>Rulled Registr 4 Q Foolscap Reign Binding Patti and Corner</b>	84
43	<b>Rulled Registr 5 Q Foolscap Reign Binding Patti and Corner</b>	84
44	<b>Rulled Registr 6 Q Foolscap Reign Binding Patti and Corner</b>	60
45	<b>Rulled Paper Statement Size</b>	2 Rim
46	<b>Ruler Scale</b>	
	Steel	25
	Plastic	25
47	<b>Pepar Cutter - SDI</b>	
	SDI Hand- held Cutter-305 1c	20
48	<b>Scissors - Kangaro(Pointed Scissors -SL-1173-)(185MM)</b>	30
49	<b>Sealing Wax -Lion Brand</b>	
	8 STICKS 375 GRAMS Pkt	3 Box
50	<b>Shorthand Book Full Size Jagruti/ Scholar</b>	20
51	<b>Sign Pen - Luxor</b>	
	Blue	50
	Black	50
52	<b>Scribbling Pad (As Per Sample )</b>	600
53	<b>Stamp Pad Ink - Camel 25 ml (Blue)</b>	50
54	<b>Stamp Pad -Camel</b>	
	Medium 70 mm x 111mm Size	25
	Big -95mm x 159mm Size	50
55	<b>Stapler Machine -Kangaro</b>	
	No-10	70
	No-24/6	50
	No- Hp -210	2
	Hd-23L24FL-NEW	1
56	<b>Stapler Pin's- Kangaroo</b>	
	No -10	500 Paket
	No-24/6	500 Paket
	No-23/8	20 Paket
	No- 23/10	20 Paket
	No- 23/13	20 Paket

	No - 23/15	20 Paket
	No -23/17	20 Paket
	No -23/24	20 Paket
57	<b>Sutali Roll-High Quality</b>	10 KG.
58	<b>Milto Thermo Steel Carafe, 1.5 Litres</b>	5 Nos
59	<b>Court Paper Dhaga- Twine (Green)</b>	5 Box
60	<b>White Tag's - 24 Plastic Nob</b>	50 Bandal
61	<b>Pen -Uni -Ball Pen EYE</b>	
	Blue	80
	Black	50
	Green	20
	Red	50
62	<b>Wall Clock-Ajanta( As per Sample)</b>	5
63	<b>Waste Paper Basket-Foot Operated Pedal Bucket-Syntex</b>	20
64	<b>Water Sponge (Omega)</b>	20
65	<b>White Board Marker</b>	
	Black	30
	Blue	30
	Red	20
	Green	20
67	<b>CD Single Packing-Sony</b>	100
68	<b>DVD Single Packing-Sony</b>	100
69	<b>Pen Ad -Gel-Pen PG 500</b>	
	Blue	30
	Black	30
	Green	10
	Red	10
70	<b>Candle 6 Pcs.-High Quality</b>	24
71	<b>Calculator-Citizen Original CT 500 JS</b>	20
72	<b>Bind Clip - Oddy-Bind Clip 42 mm (chimta)</b>	
	Boxes Each With 12 Clips	10 Box
73	<b>Packing Clothes Red (Permanent ) Good Quality</b>	1000 mit
74	<b>Hole guard - High Quality</b>	20 Paket
75	<b>Tissues Box -Maruti</b>	25
76	<b>Paper CLIPS 35 MM</b> (U Pin Nicked Plated )	10 Box
77	<b>Mike -Dura Cell -9V MN 1604-6LR61</b>	24 Nos
78	<b>PVC FILE - 302 FC COBRA SPRING FILE -KORI</b>	36 Pes
79	<b>PVC FILE - 302 A/4 COBRA SPRING FILE -KORI</b>	24 Pes
80	<b>Bord Push Pin Box (Plastic Coated )</b>	10 Box
81	<b>Kee- Chain Box --High Quality As Per Sampal</b>	5 Box
82	<b>Panasonic Gold Heavy Duty Dry Battery</b> R200DG (UM-1DG) 1.5V	24 Pes
83	<b>ADD Gel Diamond Roller</b>	
	Blue	12
	Black	12
84	<b>ADD Gel Diamond Roller Refill</b>	
	Blue	6
	Black	6
85	<b>Uni-ball GEL IMPACT</b>	
	Black	12
	Blue	12
86	<b>Uni-ball GEL Signo Refill ( BROAD LINE 1.0 mm BALL)</b>	
	Black	6
	Blue	6
87	<b>White Board Clean &amp;Shine (Camlin)</b>	2 Nos

88	White Board Daster	3 Nos
89	Remove Staples SR-300	1 Nos

~~105~~

105