



SHAHJAHANABAD REDEVELOPMENT CORPORATION
GOVT. OF NCT OF DELHI
2ND LEVEL: A WING
VIKAS BHAWAN-II : DELHI 110054

REQUIREMENT OF STATIONERY & STORES

Shahjahanabad Redevelopment Corporation (SRDC) a Company of the Government of NCT of Delhi invites Sealed Quotations for Stationery and Stores and their Specifications are given below:-

S.No.	Particulars
1.	A4 Photocopy Papers (JK)
2.	Note Sheet Pad
3.	Stapler No. 10
4.	Pilot Pen V.5
5.	Reynolds 045 Pen
6.	Reynolds Pen (Trimax)
7.	Jotter Pen
8.	Jetter Pen
9.	File Board
10.	Highlighter
11.	Punching Machine single hole
12.	Glue Stick
13.	Register (200 folio)
14.	Register (400 folio)
15.	U Clip (plastic)
16.	Color Flags
17.	Self adhesive pad (yellow)
18.	Duster
19.	Colin Spray
20.	Plastic Folder
21.	Dettol Hand Wash
22.	Pencil Cell
23.	Room Freshner
24.	Hit Spray
25.	All Out Refill
26.	Dak Pad
27.	Office Glass
28.	Envelope A4 (Laminated)
29.	HB Pencil
30.	White Fluid set
31.	Stapler No. 24 x 6
32.	Stapler Pins No. 24 x 6
33.	Peon Book
34.	A3 Paper
35.	Diary Register (400 folio)
36.	Dispatch Register (400 folio)
37.	Attendance Register (Hard Bound)
38.	Dustbin
39.	Extension Board (Steel Body)
40.	Eraser
41.	Sharpener
42.	Coaster set
43.	Officers Glass

44.	Scale
45.	Towel (Big)
46.	Towel (small)
47.	Remote Cell for Bell
48.	Two side tape
49.	Citizen Calculator
50.	Wooden Pen Stand
51.	Pilot Pen 0.5
52.	Punching Machine double hole
53.	Remote Bell
54.	Laser Pointer
55.	Glossy Paper (A4 size)
56.	Cello Tape (Big & Small)
57.	Fevicol
58.	Plates (standard size)
69.	Spoon (standard size)
60.	Cups with Saucer
61.	Reynolds 045 Pen
62.	Conference Pad (upto 30 pages)
63.	Slip Pad (upto 80 pages)
64.	Good quality White Tags
65.	Envelope 9 x 4
66.	Duster
67.	All out Machine
68.	Stapler No. 10
69.	Stapler Pins No. 10

2. Interested Persons / Organizations may send their sealed quotation addressed to Manager (Administration), Shahjahanabad Redevelopment Corporation, Government of NCT of Delhi, 2nd Level, A-Wing, Upper Bela Road, Vikas Bhawan-II, Civil Lines, Delhi-110054 latest by 21st January, 2013 upto 03.00 PM.

3. The Sealed cover superscribed as **“Quotation for Stationery and Stores”**.

4. As per the normal payment terms of the Corporation, payment will be released on delivery of stationery subject to inspection of the stationery items. The Corporation reserves its right to reject any or all Quotations without assigning any reason thereof. Quotation will be opened on 21st January, 2013 at 04.00 PM.

GM, SRDC