

PRASAR BHARTI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
DOORDARSHAN KENDRA: JALANDHAR

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No.37 (3)2017-18/A.III/JLD - 2044

Dated: 13.08.2018

On Doordarshan Website

Subject: Quotation for Stationery Material.

Dear Sir,

Please furnish your quotations for the purchase of Stationery Items ( List Attached).

1. The quotation should be sent by post addressed to the under signed so as to reach on or before 23.08.2018 up to 1500 hrs. The cover should be superscripted with the following details:-

- a) Material for which quotation is enclosed.
- b) Reference of this letter No.
- c) Due date for opening of quotations.

2) No extra charges such as dispatch/ carriage etc. are liable to be paid by the office and Supplier will be responsible until the store arrive in good condition at the destination.

3) The quotation will remain valid for the period of Six Months from the date of opening.

4) The quotations will be opened in the office of the undersigned at 1530 hrs. on 23.08.2018 in the Presence of such traders or their agents as may choose to attend.

5) The Firm should have their GST Number.

Encl : As above.

Yours faithfully,

( PUNEET SEHGAL )

Drawing & Disbursing Officer  
for DDG(Engg.)/H.O.O

S.No	Descriptions	Rate
1	Typing Paper orient per ream 480 Sheets	
2	Double full scape orient paper(40x65) cms per ream	
3	Rulled Sheet full scape per ream	
4	Note sheet pad 100 leaves of Green Ledger paper pad	
5	Photo state paper Coloured per ream A.4 each ream	
6	Photostat paper (JK) green A/4 size per ream	
7	Photo stat paper (JK) green A-3 size per ream	
8	Photo stat paper FS (JK) green size per ream	
9	Carbon paper Kores Blue shapier 100 sheets	
10	Carbon paper Kores bule DFS 100 sheets	
11	Stapler Kangaroo size 24/6, H.P.45 each	
12	Stapler Kangaroo size 10 H.S. 10 D each	
13	Stapler pins 24/6(Kangaroo) per box 20 Pcs	
14	Stapler pins 10 Nos (Kangaroo) per box 20 Pcs	
15	Tags Big(Green) machine made 24" per 1000 pcs	
16	Tags small (white) good quality cotton per pkt.	
17	Fax Roll( Century) 30 Mtrs. Each	
18	Rulled Register orient paper( 16x26)	
	i) One Quire each	
	ii) Two Quire each	
	iii) Three Quire each	
	iv) Four Quire each	
	v) Five Quire each	
	vi) Six Quire each	
	vii) Six Quire (L.P.) each	
	viii) Eight Quire( L.P.) each	
	ix) Nine Quire( L.P.) each	
19	Short Hand Note book	
20	Marker Pen (Luxour) Power 10 Pcs	
21	Marker Pen Cello (Point) in per 10 pcs	
22	White board marker Camlin per 10 pcs	
23	Highlighter Luxor Pen set of 5 Pcs	
24	Gel Pen Cello/Flair per ten pcs.	
25	Refill Cello/Flair 100 pcs	
26	Jotter Pen per 10 pcs	
27	Jotter Refill per 10 Pcs.	
28	Cello Ball Pen (Superior)	
29	Bal Pen Double Continental per ten	
30	Refill Large Cello per 100 pcs.	
31	Stamp Pad Ink Kores 25 ml. each	
32	Stamp Pad Ashoka self inking medium each	
33	Stamp Pad Ashoka self inking 160x97 mm each	
34	Pencil Natraj per Pkt of 10 Pcs.	
35	Shapner per Doz.	
		Contd..P2/..

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36	Eraser Natraj per Doz.
37	Scale Plastic Deluxe per 10 Pcs.
38	Pin Cusion Magnet Sup. Quality each
39	Paper pins Net 100 GM each
40	Paper clip U Shapes(Bell) per box
41	Paper Cutter Superior Oemga each
42	Brown Packing Tape Roll 2" sup. Pack 50 M each
43	Unibal Pen UB 150. per pen
44	Pilot Hi-Tech Point 5 pen each
45	Gum Bottle Camel 700 ML each
46	Gum Bottle Camel 150 ML each
47	Gum Tube 30 ML each
48	Fevi Stick 15 grm. Each
49	Slip Pad Rulled 60 sheets 9x5" each
50	Slip Pad Rulled 60 sheets 7x5" each
51	Erazex(Kores) Pen each
52	Re-Stick Col. Paper Flag per pkt. Of ten pcs.
53	Envelopes Plain white(Taj Mahal) 6x4 per box(250 pcs)
54	Envelopes Plain white(Taj Mahal) 9x4 per box(250 pcs)
55	Envelopes Plain white (Taj Mahal) 11x5 per box(250 pcs)
56	Pen stand Transparanet Four Socket each
57	Desk Calender Plate Omega Plastic each
58	Omega Desk Calender Plate Chiefex each
59	Desk Calender Superior Small each
60	Desk Calender Superior Big. Each
61	Dumper (Al Top) per ten
62	Pocker wooden each per ten
63	Paper weight round shape per ten
64	Paper weight square Type per ten
65	Panching Machine single hole each
66	Double punching machine each
67	Paper Tray Omega each pair
68	Gutka Pad Slip per 10 pcs.
69	File Board with cloth flapper each
70	Flapper per 100 pcs.
71	Calculator Orpat OT 512 GT Each
72	Pen Drive Sony 8 GB each
73	Pen Drive Sony 16 GB each
74	Ledger 530 pages each

Name of the firm :- \_\_\_\_\_

Contact No. \_\_\_\_\_

Signature of the firm holder with stamp