

Government of India
Office of the Director General of Civil Aviation
Opp. Safdarjung Airport, New Delhi.

No. G.26033/1/06-C&G
Dated: the 8th November, 2006.

Subject: Regarding rates for various type of stationery items.

(Stationery items only)

Sir,

This office intends to purchase various types of Stationery items (List enclosed) during the year 2006-2007 for official use.

You are requested to submit your rates for each item separately to this office upto **17.11.2006**. Your quotation should be sent in a 'Sealed Copier' addressed to **Shri M.C.Pandey, Deputy Director of Administration, Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003**. The cover should be superscribed **"Quotation for rates of various type stationery items and other stationery items"** due on **17.11.2006**.

These Stationery Items should be superior in quality and standard brands and rates should be quoted for specific quality standard brands specifically mentioning in brand and price quoted for it. If, you have quoted rates for sub standard brands/substandard quality your quotation will be rejected for further consideration. Please insure the quality/brands of these items.

The Director General of Civil Aviation reserves right to rejects any one or all quotations without assigning any reason.

Yours' faithfully,

(M.C.Pandey)
Deputy Director of Administration
for Director General of Civil Aviation

As per list enclosed

To,

M/S.

List of Stationery Items required for smooth functioning of day to day office work during the financial year 2006-2007.

<u>Sl.No.</u>	<u>Name of Item</u>
1.	Envelop SE-5, SE-6, SE-7, SE-8
2.	Envelop SE-5A, SE-6A, SE-7A and SE-8A
3.	Paper Craft/Packing Paper
4.	Desk Calender Stand
5.	Duplicating Paper
6.	Duplicating Ink
7.	Desk Calender
8.	Sponge
9.	Pencil (HB)
10.	Attendance Register
11.	Peon Book
12.	Diary Register
13.	File Movement Register
14.	Despatch Register
15.	Alphabetic Register
16.	Contingent Register
17.	Asstt. Diary Register
18.	Computer Paper 10x12x1
19.	Computer Paper 10x12x2
20.	Sealing Wax
21.	Pen Stand (with pen)
22.	White Fluid
23.	Red Fluid
24.	Thread Ball/Real
25.	Sharpener
26.	Eraser
27.	Dak Pad
28.	Writing Pad
29.	Pilot Pen (Black/Blue/Green/Red)
30.	Jotter Pen (Blue/Red)
31.	Gel Pen (Good Quality)
32.	Photocopy Paper A4 Size (JK/Modi Brand 75 or 80 GSM)
33.	Photocopy Paper (Legal Size) -do-
34.	Photocopy Paper (A3 size/Full Size) -do-
35.	Typing Paper

36. Note Sheet Pad Green (Very good quality)
37. Tag Cotton
38. Gum Bottle (Big/Small)
39. File Board
40. File Cover
41. Alpin
42. Gem Clip
43. Stapler (Small/Big)
44. Stapler Pin (10 nos.)
45. Stapler Pin 26 nos.
46. Punching Machine (Single Hole)
47. Punching Machine (Double Hole)
48. Window Envelop SE-5
49. Self Inking/Stamp Pad
50. Paper Cutter
51. Scissor (Small/Big Size)
52. Short Hand Note Book
53. Hi-Liter Branded
54. Sketch Pen Branded
55. Scale (Plastic 12")
56. Marker Pen Branded
57. Ruled Register (1,2,3,3,5, qrs.)
58. Stock Register
59. File Trav (Plastic)
60. Rifil Ordinary (Blue/Red)
61. Gel Pen Rifil
62. Jotter Rifil
63. Ink for pilot Pen (Blue/Green/Red/Black)
64. Ball Pen/Holder Pen
65. Telephone Register
66. Increment Register
67. Pay Bill Register (PBR)
68. Cello Tape (Small/Big)
69. Transparent Tape
70. Non-Transparent Tape
71. Plastic File Cover
72. Ruled Paper
73. Flag Sticker
74. Waste Paper Basket
75. Cash Book Register
76. GPF Form, Dish Form, Contingency Form
77. Medical Reimbursement Bill Form
78. Advances Form
79. TA/Transfer TA/LTC Form, Aquittance Roll Register
80. Cash Book, TR-16 (Challan Form)
81. GAR-6 (TR-5) Receipt, Pay Bill GAR-13

- 82. L.P.C. New Form, Fully Vouchered Contingency Form
- 83. Consolidated Travelling Allowance Bill Form
- 84. Gate Pass Register.

