

सभी पत्रादि महानिदेशज  
-गाजर विमान-न जे पद-गाम  
से संबोधि हो-न चाहिए,  
-गाम से -ही ।

ईर: एयरसिविल

All communications should  
be addressed to the Director  
General of Civil Aviation, by  
title and NOT by name.  
Telegram: "AIRCIVIL"

भारत सरकार  
-गाजर विमान-न विभाज  
जर्यालय, महानिदेशज -गाजर विमान-न  
सफदरजंज हवाईअड्डा जे सामने  
-ई दिल्ली-110003  
Government of India  
Civil Aviation Department  
OFFICE OF THE  
DIRECTOR GENERAL OF CIVIL AVIATION  
OPPOSITE SAFDARJUNG AIRPORT  
NEW DELHI-110 003  
Telephone #2 4622495,2 4622499,2 4622500

No.D.15013/1/2006-C&G.  
27 October, 2006.

To

As per list enclosed.

Subject:- Procurement of stationery items/Computer consumables for Central  
Examination Organisation.

Sir,

I am directed to say that quotations in sealed cover are invited for the items(As per list enclosed) on or before 10/11/06....in the office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003. The terms and conditions are as under:-

1. The rates of each item mentioning the name, make of the company be quoted separately.  
The quotation duly signed/stamped should be addressed in the name of Shri M.C.Pandey, Deputy Director of Administration, Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003.
2. This Office reserves the right to cancel/reject the quotations without assigning any reason. Quality of items should be of standard one. Sub-standard items or less in quantity be rejected out right and action will be initiated for getting the firm blacklisted.
3. The payment shall be made on quarterly basis subject to verification of bill and satisfactory reports received from the user/receiver..
4. The contract shall be valid initially for the period of one year which can be increased for further period if the firm performs the satisfactory service.
5. The details of items are also available in the website of this office [www.dgca.nic.in](http://www.dgca.nic.in).
6. In case of any query/difficulty, the undersigned can be contacted.

Yours faithfully,

(M.C.Pandey)  
Deputy Director of Administration  
For Director General of Civil Aviation.  
PH No.24627614

List of items.

- 1.Sealing Wax
- 2.Envelopes windows of admit/result cards
- 3.Transparent tape(3 inches width), Thick quality
- 4.Knife(Sharp)
- 5.Markin cloth
- 6.Thread reels of good quality
- 7.Stitching needles
- 8.Scissors (Big size)
- 9.Sutli(Plastic)
10. Pilot Pen (Blue, red, black)
- 11.Colored sketch pen
- 12.Pens(Gel)
- 13.Marker pens.
14. Pencils HB
- 15.Pencil Sharpener
- 16.Eraser
- 17.Stamp pad Red,Blue
- 18.Note sheet pad (Green)
- 19.Slip pad
- 20.Paper Pins
- 22.Erasing ink pen type.
- 23.Gum Bottle (Big size)
- 24.Paper clips.
- 25.Tags
- 26.Flag stickers
- 27.Erasing ink bottle
- 28Drawing board pins.
- 29Fevi glue stick.
- 30Envelopes with inner lining for question papers filing (SE 8 A Size)
- 31Duster
- 32.File Board
- 33.File Cover
- 34Stappler Big size
- 35Stappler small size
- 36.Pencil cell for wall clock
- 37.Photo copy paper 75-80GSM  
branded good quality
- 38.HP LaserJet Tonner Cartridge C3906 F for printer 6 L Pro.
- 39.C4096 A for HP Laser Jet 2100 PN
- 40.2550 Ln (Q 3950 A Black)
- 41 2550 Ln (Q 3971 A Cyan)
- 42 2550 Ln (Q 3972 AO Yellow)
- 43.Q 3973 A (Magnta)
44. Fax ink Cartridge Cannon L-295.
45. Floppies Computers 3-1/2 Sony.
46. Punching Machine.