

GOVERNMENT OF INDIA
PAY AND ACCOUNTS OFFICE
DEPARTMENT OF INDUSTRIAL
POLICY AND PROMOTION
MINISTRY OF INDUSTRY

R. No.555, Udyog Bhawan,
New Delhi-110011
Dated: 23.10.2015

No. PAO/IPP/Statio./2015-16/2038

To,
M/s _____

**SUB:- QUOTATION FOR SUPPLY OF RATE FOR PURCHASE OF
STATIONERY.**

You are requested to supply the rates in n/o items listed below accordingly in sealed cover by date: 06/11/2015 before 3:00 PM at sharp to pay & Accounts Office, Room No. 555, Udyog Bhawan, New Delhi.

S.No.	Items	Items Required	Rate Per Unit	TAX/VAT	Total with Tax/Vat
1.	GAR-2 (LPC)	02			
2.	CAM-28 (Grants-in-Aid)	05			
3.	Pilot Pen (Blue)	30			
4.	Pilot Pen (Red)	15			
5.	Jotter Pen (Blue)	50			
6.	Room freshner	15			
7.	Colin Spray	15			
8.	File Board	150			
9.	File Cover	100			
10.	Note Sheet	15			
11.	Flag	20			
12.	Photocopy Paper (A-4 Size)	100			
13.	PAO-8 FORM (OE Bill Form)	05			
14.	Plastic folder (Transparent)	30			
15.	Uni ball pen (Blue)	30			
16.	Uni ball pen (Red)	10			
17.	Register 4Q	10			

S.No.	Items	Items Required	Rate Per Unit	TAX/VAT	Total Tax/Vat	with
18.	Register 2Q	10				
19.	Dispatch Register	02				
20.	Stapler Machine (Small H-10 Kangaroo)	20				
21.	Vim Powder(1 kg.)	05				
22.	Slip Pad (Spiral)	20				
23.	Punching Machine (Singal)	20				
24.	Envelop (A-4)	150				
25.	Envelop Small (9 X4)	500				
26.	Envelop Medium (11 X 5)	500				
27.	Reynolds Pen (Blue)	50				
28.	Glass Borosil	12				
29.	Highlighter Pen	15				
30.	Calculator (Citizen-12digit)	02				
31.	Stapler Machine (HP-45 Kangaroo)	20				
32.	Hit Spray (400 ml.)	20				
33.	White Duster (Small)	125				
34.	Yellow Duster (Small)	50				
35.	Photocopy Paper (Legal Size)	05				
36.	Sponge	20				
37.	Steel Poker	20				
38.	Stapler Pin Opener	20				
39.	PPO Book. (Green & Red)	50				
40.	Printer Cartridge (HP 88 A)	10				
41.	Pen drive(8GB-HP)	05				

Yours faithfully,


(D.K. Ahuja)
Sr. Accounts Officer