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SUB REGIONAL OFFICE THANE  
EMPLOYEES' STATE INSURANCE CORPORATION  
5<sup>TH</sup> FLOOR, ESIS HOSPITAL COMPLEX, ROAD NO.33,  
WAGLE ESTATE, THANE -400 604  
(An ISO 9001:2000 QMS Certified Organization)

No:34-D/Stationery/Genl/2014-15

Date: 22/05/2015

To \_\_\_\_\_  
M/s. \_\_\_\_\_  
\_\_\_\_\_

Sub :- Supply of Stationery.

Sir,

Sealed quotations are invited for supply of "Stationery" as per specifications enclosed, by the Sub Regional Office, E.S.I. Corporation, 5<sup>th</sup> floor, ESIS Hospital Complex, Road No. 33, Wagle Estate, Thane- 400 604.

The EMD of Rs. 5000/- shall be deposited by the tenderer by enclosing demand draft or bankers cheque only, in favor of "ESI Fund Account No. 1", which shall be refundable to the unsuccessful bidder without any interest after finalization of tender.

On acceptance, the successful tenderer shall have to deposit security deposit of 10% of the value of the order. The security deposit will be refunded only after satisfactory completion of the order.

The rates would be valid for ONE YEAR and should be inclusive of taxes. Delivery of stationery should be made free at this office.

If the tender is sent by post, it must be received in this office in time. Proof of postage will not be considered as evidence of timely submission of tender.

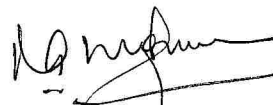
The Corporation reserves the right not to accept the lowest tender or to divide the whole or part of the order among a number of tenderers without assigning any reason thereof.

Payment shall be released after satisfactory inspection of the items, after delivery and within ten days. Payment would be released only through ECS, directly to the bank account of the successful bidder.

The tender should be addressed to "Director, Sub Regional Office, E. S. I. Corporation, Wagle Estate, Thane." On the cover the following should be written in bold letters "QUOTATION FOR SUPPLY OF STATIONERY"

The quotation should reach this office on or before 12/05/2015 by 03.00 p.m.

Yours faithfully,

  
(R. G. Waghmare)  
Deputy Director (Genl)

## List of Stationery articles required

Sr. No.	Stationery items	Requirement in nos/doz/reams	Rate per item	Vat or any taxes , if any	Total	Remarks
1	Kores correcting fluid Pen	35 Nos				
2	Cello tapel/2" 65 mtrs	20 Nos.				
3	Brown tape standard size	25 nos.				
4	Window envelope 11" x 5" Brown 80 gsm with printing as per sample ((Sample may be see in this office)	30000 nos.				
5	File covers , extra thick with 1" & cloth patti & printing (Sample may be see in this office)	2000 nos				
6	File covers,extra thick with cloth patti & printing. (Sample may be see in this office)	3000 nos.				
7	File flaps (Sample may be see in this office) (Sample may be see in this office)	2000 nos.				
8	Fevi quick glue stick (Big)	50 nos.				
9	Camel gum bottles 150 ml	30 nos.				
10	"U" Clips (plastic quoted)	30 pkts.				
11	Pencil Eraser (Natraj)	50 nos.				
12	Blank CDs (Moserbear)	70 nos.				
13	Pin cushions-magnetics clip containers(B-18 Bimal)	30 nos.				
14	Paper pin Vikram (100 gms pkt)	60 pkts				
15	Paper Green Matrix Green Ledger paper 80 gsm. 500 sheets in ream .	35 reams.				
16	Paper white A/4 J.K. Copier paper mill pack-Red 75 gsm 500 sheets in a ream.	600 reams				
17	Paper white F/S J.K. Copier paper mill pack Red 75 gsm. 500 sheets in a ream.	200 reams.				
18	Pencil cell ( Eveready/ Novino)	50 nos.				
19	Marker Pens(Black) Permanent.	35 nos.				
20	Registered 1 Qr. (FC) Standard quality	80 nos..				
21	Registered 2 Qr. (FC) Standard quality	60 Nos.				
22	Registered 3 Qr. (FC) Standard quality	65 nos.				
23	Registered 4 Qr. (FC) Standard quality	50 nos..				
24	Staple Pin (Big 24/ 6 Kangaroo)	20 pkts.				
25	Staple Pin (Small No.10 Kangaroo)	140 pkts.				
26	Stapler No. 10 Kangaroo	35 nos.				
27	Scissors Steel (Medium)	10 nos.				
28	Scale 12" (Omega)	25 nos.				
29	Tag (Red) Bundle of 1000 (Standard quality)	22 Bundles				
30	Rubber Band (Vandana)	30 pkts.				
31	Pencil Black (Natraj)	25 pkts				
32	Sketch Pen (Camlin)	20 Packet				
33	Chalks	3 boxes				
34	Brushes	5 nos.				
35	Acknowledgment cards 14cms x 9 cms in three colors century board paper. Printed as per specimen	20000 nos.				
36	Stamp Pad (Medium)	10 Nos.				