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

No:34-D/Stationery/Genl/2012

Date: 12/06/2014

To

M/s. _____

Sub :- Supply of Stationery.

Sir,

Sealed quotations are invited for supply of "Stationery" as per specifications g enclosed, by the Sub Regional Office, E.S.I. Corporation, 5th 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 a 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 Incharge, 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 **30/6/2014** by **03.00 p.m.**

Yours faithfully,

sd/-

(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	Canvas covers 11"x5" extra thick(Sonal)	50 nos.				
2	Canvas covers 12" x 16" extra thick(sonal)	50 nos.				
3	Kores correcting fluid Pen.	50 nos.				
4	Cello tape1/2" 65 mtrs	50 nos.				
5	Brown tape standard size	25 nos.				
6	Window envelope 11" x 5" Brown 80 gsm with printing as per sample	60,000 nos.				
7	File covers , extra thick with 1" & cloth patti & printing	1000 nos				
	File covers,extra thick with cloth patti & printing.	2000 nos.				
8	File flaps	3,000 nos.				
9	Fevi quick glue stick (Big)	40 nos				
10	Camel gum bottles 150 mts	45nos.				
11	"U" Clips (plastic quoted)	20 pkts.				
12	Guard file (as per sample)	25 nos.				
13	Steel pokers(Big size)	25 nos.				
14	Pencil Eraser (Natraj)	50 nos.				
15	Blank CDs (Moserbear)	50 nos.				
16	Pin cushions-magnetics clip containers(B-18 Bimal)	10 nos.				
17	Paper pin Vikram(100 gms pkt)	70 pkts				
18	Paper Green Matrix Green Ledger paper 80 gsm. 500 sheets in ream .	50 reams.				
19	Paper white A/4 J.K. Copier paper mill pack-Red 75 gsm 500 sheets in a ream.	500 reams				

20	Paper white F/S J.K. Copier paper mill pack Red 75 gsm. 500 sheets in a ream.	500 reams.				
21	Pencil cell (Eveready/Novino)	50 nos.				
22	Marker Pens(Black) Permanent.	30 nos.				
23	Registered 1 Qr. (FC)	110 nos..				
24	Registered 2 Qr. (FC)	50 Nos.				
25	Registered 3 Qr. (FC)	65 nos.				
26	Registered 4 Qr. (FC)	60 nos..				
27	Staple Pin (Big 24/ 6 Kangaroo)	50 pkts.				
28	Staple Pin (Small No.10 Kangaroo)	120 pkts.				
29	Stapler No. 10 Kangaroo	50 nos.				
30	Scissors Steel (Medium)	10 nos.				
31	Scrolling Pads (Medium)	40 nos.				
32	Tag (Red) Bundle of 1000	15 Bundles				
33	Rubber Band(Vandana)	15 pkts.				
34	Pencil Black (Natraj)	100 nos				
35	Pencil Red (Natraj)	30 nos.				
36	Pencil Blue (Natraj)	20 nos..				
37	Sketch Pen	20 Packet				
38	Sutlil	06 Kg.				
39	Torch cell big	20 nos.				
40	Highlighters	15 nos.				
41	Flag stickers	15 nos				
42	Acknowledgment cards 14cms x 9 cms in three colors century board paper. Printed as per specimen	50,000 nos.				