

No.D-15017/1/2010-UIDAI/LKO/13-26

Govt. Of India  
Planning Commission  
Unique Identification Authority of India  
Regional Office

TC-46/V, 3rd Floor,  
Vibhuti Khand, Gomti Nagar,  
Lucknow – 226010  
Dated the 30<sup>th</sup> December 2011

To

**As per list attached.**

**Sub-Inviting quotations for supplying stationery items.**

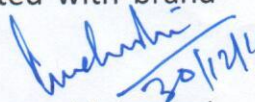
Sealed quotations through registered post are invited from reputed and experienced firms for supplying stationery items to this office as per list attached.

The quotations, in sealed envelope and through registered post, must reach this office by 16<sup>th</sup> January, 2012. The quotations and the envelope containing them should be addressed to the **Assistant Director General (Hqs.), Unique Identification Authority of India, TC-46/V, 3rd Floor, Vibhuti Khand, Gomti Nagar, Lucknow – 226010**

Top portion of the sealed cover envelop should be super scribed as **"QUOTATION FOR SUPPLYING OF STATIONERY ITEMS"**.

The competent authority of UIDAI, RO, Lucknow reserves the right to reject any or all the quotations without assigning any reason.

Kindly send your quotation on the basis of specifications and brand mentioned in the list against items names. If the brand name of any item is not mentioned in the list The rates of those items should be quoted with brand name.

  
(Reena Mehrotra)  
Section Officer

*o/c*



## Stationery and General Items

Sl. No.	Articles	Unit	Rate per unit (in Rs.) Excluding Taxes	Tentative consumption per quarter
1.	All Pin (Gem office pin)	Packet of 100 grams		05 Packets
2.	Binder Clip 25 mm (SDI)	Dozen		10 Dozen
3.	Binder Clip 32mm	Dozen		03 Dozen
4.	Binder Clip 41mm	Dozen		03 Dozen
5.	Ball pen Reynolds	One Packet of 10 pens		05 Packets
6.	Ball pen Montex Jotter	One Packet of 10 pens		10 Packets
7.	Gel Pen Adgel Achiever	One Packet of 10 pens		05 Packets
8.	Uniball Gel Pen (eye micro)	One pen		20 pens
9.	Cello Tape 1 inch (15mtr)	One Piece		15 pcs
10.	Cello Tape 2 inch (30mtr)	One Piece		10 pcs
11.	Correcting fluid with thinner (Kores)	Box of 1 fluid & 1 thinner		15 Boxes
12.	Duster white	Dozen		05 Dozen
13.	Duster white	Dozen		02 Dozen
14.	Premium note book size 22.2x14 cm pages 100 pages	One Note Book		200 Books
15.	Envelop white (11x5)-75 GSM	Box of 250 Envelops		04 Box
16.	Envelop white (9x4)-75 GSM	Box of 250 Envelops		04 Box
17.	Envelop (A-4 size) – inner side plastic costed.	Packet of 50 Envelops		15 Packets
18.	Eraser (Natraj)	Box of 20 Pieces		05 Boxes
19.	File Board (Neelgagan)	One file board		200 file board
20.	Flag (1''X3'') 50x3 colours	Packet of 150 sheets		20 Packets
21.	Gem clip (Plastic coated)	Box of 50 clips		15 Boxes
22.	Glue Stick (Kores) – 15 grams	Box of 20 Pieces		02 Boxes
23.	Gum tube (Kores) 50 ml	One tube		15 tubes
24.	Highlighter (Luxor)	Packet of 5 pieces		10 packets
25.	Kangaroo Single Punch (SHP-20)	One Piece		10 pieces
26.	Kangaroo Double Punch (DP-280)	One Piece		10 pieces
27.	Green Note sheet pad (Neelgagan)	Pad of 100 leaves		20 pads
28.	Paper weight plastic (200 grams)	One Piece		50 pieces



## Stationery and General Items

29.	Photocopy paper (A-4 size)-75 gsm-JK brand	One Ream		100 Ream
30.	Photocopy Paper (A-3 Size)- 75 gsm-JK brand	One Ream		05 Ream
31.	Plastic Folder (Bag Type)- Clear Bag-Solo	One Folder		100 Folder
32.	Plastic Folder (Transparent, Ltype)- Solo	One Folder		200 Folder
33.	Post it Pad (76X76 mm)	Packet of 100 sheets		20 Packets
34.	Permanent Marker (OHP & CD) BM-30	Packet of 10 Pens		02 Packets
35.	Pencil Ordinary (Natraj)	Packet of 10 Pencil		10 Packets
36.	Pencil Short hand (Apsara)	Packet of 10 Pencils		03 Packets
37.	Paper Cutter (Kebica, Code-2062)	One piece		02 pieces
38.	Ring binder folder (Solo-2D)	One Folder		50 Folders
39.	Register 2 QR (Neelgagan)	One Register		10 Registers
40.	Register 4 QR (Neelgagan)	One Register		05 Registers
41.	Register 6 QR (Neelgagan)	One Register		02 Registers
42.	Register 8 QR (Neelgagan)	One Register		02 Registers
43.	Stapler (Kangaroo, HD-45)	One Piece		02 Pieces
44.	Stapler (Kangaroo, HD-10D)	One Piece		10 piece
45.	Stapler Pin (Kangaroo 24/6)	Packet of 20 Boxes		02 Packets
46.	Stapler Pin (Kangaroo No. 10-1M)	Packet of 20 Boxes		02 Packets
47.	Slip Pad No. 33 (Neelgagan)	One Pad		15 pads
48.	Short hand book (Neelgagan 200 pages)	One Book		05 Books
49.	Scale (Kebica-12")	Packet of 10 pieces		02 Packets
50.	Sharpener (Natraj)	Packet of 20 pieces		02 Packets
51.	Tag	Bunch of 10 Bundles		05 Bunchs
52.	Tissue Paper (Fresia/Defodil 200X200 mm, 100 pullsX2Ply,200 sheets	One of 200 sheets		20 Boxs
53.	Scissors (Kebica-9")	One piece		05 Pieces
54.	Spiral binding sheet (A-4 Size)	Packet of 100 sheets		20 Packets



55.	Spiral comb 6 mm	Box of 250 Pieces		01 Box
56.	Spiral Comb 10 mm	Box of 100 Pieces		02 Boxes
57.	Spiral Comb 14 mm	Box of 100 Pieces		01 Box
58.	Spiral Comb 28 mm	Box of 50 Pieces		01 Box
59.	Glossy Paper (A-4 Size)- 150 GSM	Packet of 100 sheets		02 Packets
60.	Glossy Paper (A-4 Size)- 120 GSM	Packet of 100 sheets		01 Packet
61.	Pencil Cell AAA (Duracell)	Dozen		01 Dozen
62.	Pencil Cell AA (Dura Cell)	Dozen		01 Dozen
63.	DVD-R with cover	Packet of 05 Pcs		10 Packets
64.	CD-R with cover	Packet of 05 Pcs		10 Packets
65.	Pen Drive 32 GB (Transcend)	One piece		01 piece
66.	Pen Drive 16 GB (Transcend)	One piece		04 pieces
67.	Pen Drive 08 GB (Transcend)	One piece		05 pieces
68.	Pen Drive 04 GB (Transcend)	One piece		05 pieces
69.	Room Freshener (Ambi pure)	05 pieces		05 Pieces
70.	Room Freshener (Sandal)	05 pieces		05 Pieces
71.	Calculator 12 digits Citizen 512 or any other branded			10 Pieces
72.	Dak Pad folder file Rexin			20 each
73.	Service Book			10 Books
74.	Diary Register			01 Register
75.	Despatch Register			01 Register
76.	Attendance Register			05 Registers
77.	Tape Dispenser small			05 Pieces
78.	Tape Dispenser big			02 Pieces
79.	Poker			02 Pieces
80.	Sutli (Plastic)			02 Bundle
81.	Brown Tape (wide)			10 Pieces
82.	Brown Tape (small)			10 Pieces
83.	Signature Pen (Branded)			10 Pieces