

Hindustan Latex Family Planning Promotion Trust

HLFPPT invites duly filled sealed tenders/Proposal in the below mentioned format from the reputed stationary supplier for providing stationary on regular basis at agreed rates, for its offices at Connaught Place, NOIDA & Sahibabad.

Please furnish the company profile including the years of experience.

Please furnish the list of clients you have in New Delhi-NCR

Sl.no	items name	Descriptions	Rates
1	Board Pin	Scholar	
2	Brown Tape	2"	
3	Binder Clip	19 mm	
4	Binder Clip	32 mm	
5	Binder Clip	51 mm	
6	Binder Clip	41 mm	
7	Built Spiral Pad		
8	Calculator	Citizen 500	
9	Calculator	Casio	
10	CD R	Moser baer	
11	CD R	HP	
12	CD R	Sony	
13	Chart Paper		
14	Cobra File	No. 850 Pooja	
15	Copier paper	A-4 size power/ JK	
16	Copier paper	Colour Power & JK	
17	Confernce Pad		
18	Cello Tape	1 inch	
19	DVD R	Sony, Moser baer	
20	Double Side Tape		
21	Duster white Board	Ordinary	
22	Duster white Board	Magnet	
23	Eraser	Natraj	
24	Envelopes	A-3 Size Thick (Brwon & white)	
25	Envelopes	Small	
26	Floppy	1.44 MB Amkette	
27	Fax Roll	30 mtr mitsubishi	
28	Flip Chart	25 Sheets	
29	Flip Chart	50 Sheets	
30	Fevi Quick		
31	Gem clip	30 mm rolex	
32	Glue stic	Good Quality	
33	Highlighter	Luxor	
34	Index File	14"BM Big Ordinary	
35	Index File	Kangaroo	
36	Libarary Box	Black	
37	Office tray	3 in 1 with riser	
38	OHP marker	Luxor	
39	Plastic Cover	Round	
40	Plastic Cover	Square	

41	Pencil	Natraj	
42	Permanent Marker	Reynolds	
43	Punching Machine	N0. 480 Kangaroo	
44	Punching Machine	Kangaroo 800	
45	Post it	3X3, 3X2	
46	Plastic folder	M-18	
47	Post it Flag		
48	Pen Reynolds		
49	Cello Pen (Pointec Gel)		
50	Pen Stand	Solo	
51	Plastic File	2D ring Binder	
52	Paper Cutter		
53	Paper Weight		
54	Register	144 pages candy	
55	Spiral notebook	1/6 trison, Shipra	
56	Spiral notebook	A/4	
57	Stapler Pin	No. 10 Kangaroo	
58	Stapler Pin	Kangaroo HP 45 Stapler	
59	Stapler	HD 10D Kangaroo	
60	Stapler	Kangaroo HP 45	
61	Side strips	Small	
62	Side strips	Big	
63	Sharpner	Natraj	
64	Stamp Pad		
65	Scale	12"	
66	Transparent sheet	100 micron	
67	Transparent sheet	Desmat	
68	Visiting Card Holder	192/240 cards	
69	White Board marker	Reynolds	
70	White Fluid with diluter	Kores	
71	My Clear Bags	Plastic	
72	Seprator Sheets Pkt	Solo or other good quality	

**Rates & taxes**

Please mention the taxes applicable i.e Vat & other taxes etc.

Conditions for submission of bills for payment.

The bills should be received by HLPPT on monthly basis, all the bills should be supported with necessary challans.

The payment will be made through cheque only payable in the name of the vendor.

Condition from vendor side including payment

The duly filled RFP should be submitted in sealed envelop to “**Corporate Procurement Committee**” at the following address on or before July 26, 2010

B14 A Sector 62 NOIDA  
Gautam Budh Nagar UP 201301  
Phone Nos. 0120-4673673

Regarding any query may please contact Ms. Deepika Dhamija, Front Office Executive.