



भाकृअनुप-राष्ट्रीय उच्च सुरक्षा पशुसंरक्षण संस्थान
ICAR-National Institute of High Security Animal Diseases
(एवियन इन्फ्लूएंजा ओ.आई.ई. संदर्भ प्रयोगशाला)
(OIE Reference Laboratory for Avian Influenza)
आनंद नगर, भोपाल - ४६२०२२ (म.प्र.), भारत
Anand Nagar, Bhopal - 462022 (M.P.), India



EPABX Tel. No. 0755-2757542, 2750647, FAX: 0755-2758842, Website: www.nihsad.nic.in

F. No. 9-12/16-17/NIHSAD (P&S)

Dated: - 05.11.2016

To

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Sub:- Supply of Stationary Items.

Dear Sirs,

We intend to purchase the following items as detailed below: -

Sr. No.	Description	Qty required
1	Xerox Paper A4 Size (75 GSM)	300 Ream
2	File Cover (Thick Colour Board)	500 Nos.
3	File Board	500 Nos.
4	Gel Pen (Blue)	100 Nos.
5	Ball Pen (Red,Blue and Black)	200 Nos.
6	Stapler Pin (Small)	10 Box
7	Stapler Pin (Big)	10 Box
8	Tape 1"	50 Nos.
9	Tape 2"	50 Nos.
10	File Tag (Red)	20 Nos.
11	Flag (Page Marker)	50 Packet
12	Stapler (Big Size)	02 Nos.
13	Single Punch	04 Nos.
14	Alpin	10 Box
15	Glue Stick/Fevi Stick	50 Nos.
16	U Clip	50 Nos.
17	Highlighter Yellow & Green	20 Nos.
18	Permanent Marker	20 Nos.
19	White Board Marker	20 Nos.
20	Alpin Cushion	10 Nos.

Contd....2

21	Note Sheet	100 Nos.
22	Whitener Pen	20 Nos.
23	Whitener Gel	20 Nos.
24	Xerox Paper A3 Size	04 Ream
25	Fevicol Tube	30 Nos.
26	Pencil (Natraj)	10 Packet
27	Carbon Paper A4 Size	04 Packet
28	Duster Cotton	50 Nos.
29	Register 150 Pages	50 Nos.
30	Register 200 Pages	50 Nos.
31	Register 300 Pages	50 Nos.
32	Register 400 Pages	20 Nos.
33	Paper Weight	20 Nos.
34	Stamp Pad (Small)	20 Nos.
35	Stamp Pad (Big)	20 Nos.
36	Note Pad (Conference)	100 Nos.
37	Eraser	04 Packet
38	Paper Cutter	10 Packet
39	Ink (Stamp Pad)	04 Packet

You are requested to please send us a **Quotation/PI** of the above mentioned items. Please note that: -

1. Rates are to be quoted on F.O.R. NIHSAD, Bhopal.
2. Warranty if applicable is to be offered for reasonable period.
3. Taxes, if any, to be shown separately.
4. E-Payment will be made within 30 days from the date of receiving of goods in satisfactory condition.
5. Date & time of Opening (Tentative):- 23.11.2016 at 11:30 AM.
6. Delivery Period: 15 days.

The Quotation may be submitted upto **22th Nov., 2016** in a closed envelope duly superscribed.

Yours sincerely,


(S. K. GUPTA)
Sr. Adm. Officer