

TENDER 2023-24

FOR ANNUAL SUPPLY

Name of Item/Service: SUPPLY OF OFFICE STATIONARY AND PRINTER CARTRIDGES

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TO BE FILLED IN BY THE TENDERER
(IN BLOCK LETTERS)

GST NO:.....
PAN NO :.....

Applicant Name:..... Name of Company/Firm.....

Address:

.....Email ID:

Telephone No: Mobile No.: Fax No. :

Name of the Companies to whom you are **presently** supplying/providing material/services:
(Please attach/ bring copies of the valid contract)

1.
2.
3.
4.
5.

(To be signed by Authorized Signatory with Designation and with Company/Firm Seal)

Terms & Conditions:

1. Sealed Tenders must reach the Office **before 5.00 p.m. on 29th May 2023, Or scanned copy of your proposal can be sent on Email id tender@delhigolfclub.org**
2. Successful Suppliers/Service Providers will have to deposit security amount equivalent to 10% of annual supply or one month's supply, whichever is higher.
3. Rates quoted must be exclusive of taxes. Service Tax/ VAT / GST if applicable should be shown separately.
4. Service Provider should attach a copy of PF/ ESI / Labour License Registration(Not applicable for AMC Services)
5. There should be no overwriting and cutting, Price must be typed in words and figures.
6. In case of payment is made through NEFT/Net banking, it will be mandatory to mention UTR NO/Transaction Reference No. If, said details are not mentioned The Delhi Golf Club has right to reject the Tender Form.
7. The Delhi Golf Club reserves the right to select the vendors on the basis of Economy, Quality Control, Hygiene, Reputation of vendor and onsite Inspection.
8. The Delhi Golf Club reserves the right, to change, modify, add or remove the duration and the terms of Agreement/Contract without any prior notice.

For Accounts (To be filled in by Tenderer)

UTR No/Txn NO/ Cash Receipt No _____ **Date** _____ **Sign** _____

RFQ FOR : SUPPLY OF OFFICE STATIONARY AND PRINTER CARTRIDGES – 2023-24

S.No	Product	Specification	Description	Unit	Annual Rate ()
1	ADDING ROLL	STD	DEEPEE/CITIZEN	EACH	
2	ALL PIN CONTAINER	STD	SUPERIOR	EACH	
3	BALL PEN	ORD	STICK/ EAZY CLICK	EACH	
4	BALL PEN	ALL COLOUR	REYNOLD / CELLO	EACH	
5	BOND PAPER A4 SIZE(RIM)		BILT 85 GSM (100 SHEETS)	RIM	
6	CALCULATOR	12 DIGIT	CT555/ CT500J	EACH	
7	CARBON BOX	100 SHEETS BOX	KORES (BLUE)	PKT	
8	CARD BOARD WITH CLIP	SIZE 12X9"		EACH	
9	CD (BLANK)NOS[NOS]			NOS	
10	CD COVER (POUCH)[NOS]			PKT	
11	CELLO TAPE	SMALL	1/2"	EACH	
12	CELLO TAPE	1"		EACH	
13	CELLO TAPE	STRIPE 2"		EACH	
14	CELLO TAPE	3 inch	transparent	EACH	
15	DOUBLE SIDED TAPE	1"	BEST QUALITY		
16	CELLO TAPE DISPENCER	LARGE 2"	BEST QUALITY, MAKE: ICOM	EACH	
17	CELLO TAPE DISPENCER	SMALL 1"	BEST QUALITY, MAKE: ICOM	EACH	
18	CLIP BINDER	LARGE	32MM	PKT	
19	CLIP BINDER	MEDIUM	19MM	PKT	
20	CLIP BINDER	SMALL	15MM	PKT	
21	CLIP BINDER	MEDIUM	25MM	PKT	
22	COMP 132 COL. PERFO. 80 GSM PART-I		VINDYA/VARDHMAN	EACH	
23	COMP 80 COL. IST PART		VINDYA/VARDHMAN	EACH	
24	COMP 80 COL. PERFO. 80 GSM PART-I		VINDYA/VARDHMAN	EACH	
25	COMP PRINTER PAPER ROLL	78 X 50 MTR	VARDHMAN	EACH	
26	COMP PRINTER PAPER ROLL	57 X 20 MM		EACH	
27	COMP PRINTER PAPER ROLL (THERMAL)	78 X 50 MM	WITH PASTIC COATING	EACH	
28	COMP PRINTER PAPER ROLL I(PLY-TP)	75 X 75 MM	VARDMAN	EACH	
29	COMP PRINTER PAPER ROLL II(PLY)	75 X 75 MM	VARDMAN	EACH	
30	CORRECTING INK	WHITE	KORES	PKT	
31	CORRECTING INK PEN			EACH	
32	DRAWING PINS	PKT	BRASS	PKT	
33	DUPLICATING NOTE BOOK	1/8 SIZE		EACH	
34	DUSTER	STD	WHITE BOARD	EACH	
35	DVD.R[PCS]		MOSERBAER/JEWEL CASE	EACH	
36	ENVELOPE BROWN PAPER	12X15"	STAR	EACH	
37	ENVELOPE BROWN PAPER	10X12"	STAR	EACH	
38	ENVELOPE PLAIN	9"X4"		EACH	
39	ENVELOPE WHITE	9"X4"	(1X 250 PCS)	EACH	
40	ENVELOPE WINDOW	9"X4"		EACH	
41	ENVELOPE WINDOW	10"X4"		EACH	

41	FAX(FILM) ROLL PANASONIC-57E			EACH	
42	FILE DOCUMENT	10 SHEETS	SOLO	EACH	
43	FILE DOCUMENT	20 SHEETS	SOLO	EACH	
44	FILE DOCUMENT	40 SHEETS	SOLO	EACH	
45	FILE INDEX	STD	BOX TYPE	EACH	
46	FILE RACK		GOOD QUALITY	EACH	
47	FILE SEPERATOR	A-Z	SYNTHETIC WHITE	SET	
48	FILE SEPERATOR	1 TO 10	SYNTHETIC WHITE	SET	
49	FILE SEPERATOR	1 TO 31	SYNTHETIC WHITE	SET	
50	FLAGS	PLASTIC	COLOURED	PKT	
51	GLUE STICK	15 GRM	BRANDED	EACH	
52	GUM BOTTLE	700 ML	CAMEL (SUPERIOR)	EACH	
53	HI LIGHTER	5 PACK	LUXOR	BOX	
54	LAMINATION FILM POUCHES	PKT	A4	EACH	
55	LAMINATION FILM ROLL	12"	A4	ROLL	
56	PAPER CUTTER	STD	BEST QUALITY	EACH	
57	STICKY PAD	STD		PKT	
58	PAPER GEM CLIP	PKT	BRANDED	EACH	
59	PAPER KNIFE	STD	BEST QUALITY	EACH	
60	PAPER PIN	100 GRM	BRANDED	PKT	
61	PAPER STAND		IRON	EACH	
62	PAPER TRAY	SET	BEST QUALITY, OMEGA (2IN1)	SET	
63	PEN	BLUE/BLACK	(UNIBALL SIGNO)	EACH	
64	PEN HOLDER			EACH	
65	PEN JOTTER		WILSON/FLAIR	EACH	
66	PEN OHP MARKER		LUXOR	EACH	
67	PEN PERMANENT MARKER	STD	LUXOR	EACH	
68	PEN PILOT	STD	LUXOR V5/ UNIBALL CLICK GEL	EACH	
69	PEN WHITE BOARD MARKER	STD	LUXOR	EACH	
70	PERMANENT PAINT MARKER	WHITE	UNIBALL		
71	PEN/PENCIL CONTAINER	S. STEEL	BEST QUALITY	EACH	
72	PEN/PENCIL CONTAINER	WOODEN	BEST QUALITY	EACH	
73	PENCIL	FULL SIZE	NATRAJ	EACH	
74	PENCIL	1/2 SIZE		EACH	
75	PENCIL RUBBER	ORD	NATRAJ	EACH	
76	PHOTOSTAT PAPER	A/4	CENTURY, 75 GSM	REAM	
77	PHOTOSTAT PAPER	A/4 GREEN	JK, 75 GSM	REAM	
78	PHOTOSTAT PAPER	A/4	SPECTRUM, 75 GSM	REAM	
79	PHOTOSTAT PAPER	A/4 RED	JK	REAM	
80	PHOTOSTAT PAPER	A/3 RED	JK/	REAM	
81	PHOTOSTAT PAPER	LEGAL SIZE	CENTURY	REAM	
82	PHOTOSTATE A-4 COLOUR PAPER		REPLICA	REAM	
83	PLASTIC FOLDER (computer)	132 COL	BEST QUALITY	EACH	
84	PLASTIC FOLDER (computer)	80 COL	BEST QUALITY/CITIZEN	EACH	
85	PLASTIC FOLDER (DOCUMENTS)		ORD/MY CLEAR BAG	EACH	
86	PLASTIC FOLDER [ORD]		L SHAPE, BRAND: SUN	EACH	

87	PLASTIC FOLDER WITH SHEET	20 SHEETS	SOLO	EACH	
88	PLASTIC STRIP FILE(ORD.)			EACH	
89	POST IT PAD	3X4"	EACH	EACH	
90	POST IT PAD	2X3"		EACH	
91	POST IT PAD	1½X2"		EACH	
92	POST-IT PAD (FLAG)			EACH	
93	PUNCHING MACHINE	DP 600	KANGAROO	EACH	
94	REFILL	ALL COLOUR	REYNOLD	EACH	
95	REFILL	ORD	STICK	EACH	
96	REFILL		(UNIBALL SIGNO)	EACH	
97	REFILL JOTTER		WILSON/FLAIR	EACH	
98	REGISTERS 1 COIR	STD	SARSWATI	EACH	
99	REGISTERS 2 COIR	STD	SARSWATI	EACH	
100	REGISTERS 3 COIR	STD	SARSWATI	EACH	
101	REGISTERS 4 COIR	STD	SARSWATI	EACH	
102	RUBBER BAND (KG)	ALL SIZE	BEST QUALITY	KG	
103	RUBBER BAND (KG)	ALL SIZE	NYLON	KG	
104	RULE SHEET	FULL SCAPE	RIM SUPERIOR	EACH	
105	SCALE 12"			EACH	
106	SCALE 12"(S.S.)	STAINLESS STEEL		EACH	
107	SCISSOR	MEDIUM	SUPERIOR	EACH	
108	SHARPENER	STD	NATRAJ	EACH	
109	SKETCH PEN	STD	LUXOR (PERMANENT INK)	PKT	
110	SPIRAL NOTE BOOK	BILT		EACH	
111	SPIRAL PAD	STD	POCKET BOOK	EACH	
112	SPONGE	STD	ORD	EACH	
113	STAMP PAD	STD	BRANDED	EACH	
114	STAMP PAD INK	30 ML	KORES	EACH	
115	STAPLER	LARGE (10D)	KANGARO	EACH	
116	STAPLER	MEDIUM (10D)	KANGARO	EACH	
117	STAPLER KANGARO DS-23 S 13 QL			EACH	
118	STAPLER PIN	20 PACK	KANGARO 10NO	BOX	
119	STAPLER PIN (LARGE)	20 PACK	KANGARO 24/6	BOX	
120	STAPLER PIN KANGARO 23/13-H			BOX	
121	TAG FOR FILE	WHITE	PLAIN	EACH	
122	WRITING PAD "SARASWATI"	SMALL(1/8)	100 SHEET (BEST QUALITY)	EACH	
123	WRITING PAD "SARASWATI"	LARGE (A/4)	100 SHEET (BEST QUALITY)	EACH	
124	LEVEL STICKER	LARGE (A/4)	(BEST QUALITY)	EACH	
125	WRITING PAD "SARASWATI"	MEDIUM(1/6)	100 SHEET (BEST QUALITY)	EACH	
126	ZIPPER TRANSPARENT FOLDER	A4 SIZE		EACH	
127	ALL PINS WITH PLASTIC THUMP	STD	SUPERIOR	EACH	
128	A4 LABLE SHEET	A4ST16-100S	BEST QUALITY		

QUOTATION FOR : SUPPLY OF CARTRIDGE/FLOPPY/CD/DVD ETC.

S.No	Product	Specification	DESCRIPTION	Unit	Annual Rate ([₹])
1	CARTRIDGE	EPSON	T6641	EACH	
2	CARTRIDGE	EPSON	T6642	EACH	
3	CARTRIDGE	EPSON	T6643	EACH	
4	CARTRIDGE	EPSON	T6644	EACH	
5	CARTRIDGE (BLACK)	EPSON	774	EACH	
6	CARTRIDGE	EPSON	003 (CMYK)	EACH	
7	CARTRIDGE	EPSON	001 (CMYK)	EACH	
8	CARTRIDGE	EPSON	008 (CMYK)	EACH	
9	CD.R		BRANDED	EACH	
10	DVD.R		BRANDED	EACH	
11	CD COVER (POUCH)[NOS]			PKT	
12	PEN DRIVE	SANDISK/HP	32/64 GB	EACH	
13	RIBBON- CARTRIDGE	ERC 38, EPSON	TMU220PB	EACH	

*** GST-Extra as applicable**

*** Freight- Including**