

TENDER 2026-27
FOR ANNUAL SUPPLY

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

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 04th Sep 2026, 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. GST if applicable should be shown separately.
4. Service Provider should attach a copy of PF/ ESI / Labour License Registration, wherever applicable.
5. There should be no overwriting and cutting, Price must be typed in words and figures.
6. In case tender fee payment is made through NEFT/Net banking, it will be mandatory to mention UTR No./Transaction Reference No. on the tender form. 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 Price, Quality Control, Hygiene, Reputation of vendor and onsite Inspection.
8. The Delhi Golf Club reserves the right to modify, add or remove any of the terms and conditions of the tender or cancel the tender at any stage without any prior notice.

For Accounts (To be filled in by Tenderer)

RFQ FOR: SUPPLY OF OFFICE STATIONERY AND PRINTER CARTRIDGES – 2026-27					
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.	CELLO TAPE	SMALL	1/2"	EACH	
10.	CELLO TAPE	1"		EACH	
11.	CELLO TAPE	STRIPE 2"		EACH	
12.	CELLO TAPE	3" Inches	TRANSPARENT	EACH	
13.	DOUBLE SIDED TAPE	1" Inch	BEST QUALITY		
14.	CELLO TAPE DISPENCER	LARGE 2" Inch	BEST QUALITY, MAKE: ICOM	EACH	
15.	CELLO TAPE DISPENCER	SMALL 1" Inch	BEST QUALITY, MAKE: ICOM	EACH	
16.	CLIP BINDER	LARGE	32MM	PKT	
17.	CLIP BINDER	MEDIUM	19MM	PKT	
18.	CLIP BINDER	SMALL	15MM	PKT	
19.	CLIP BINDER	MEDIUM	25MM	PKT	
20.	COMP PRINTER PAPER ROLL	57 X 20 MM	AS PER SAMPLE	EACH	
21.	COMP PRINTER PAPER ROLL (THERMAL)	78 X 50 MM	WITH PASTIC COATING	EACH	
22.	COMP PRINTER PAPER ROLL (I PLY-TP)	75 X 75 MM	BEST QUALITY	EACH	
23.	COMP PRINTER PAPER ROLL (II-PLY)	75 X 75 MM	BEST QUALITY	EACH	
24.	CORRECTING INK PEN			EACH	
25.	DRAWING PINS	PKT	BRASS	PKT	
26.	DUPLICATING NOTE BOOK	1/8 SIZE		EACH	
27.	DUSTER	STD	WHITE BOARD	EACH	
28.	ENVELOPE BROWN PAPER	12X15"	STAR	EACH	
29.	ENVELOPE BROWN PAPER	10X12"	STAR	EACH	
30.	ENVELOPE PLAIN	9"X4"		EACH	
31.	ENVELOPE WHITE	9"X4"	(1X 250 PCS)	EACH	
32.	ENVELOPE WINDOW	9"X4"		EACH	
33.	ENVELOPE WINDOW	10"X4"		EACH	
34.	FAX(FILM) ROLL PANASONIC-57E			EACH	
35.	FILE DOCUMENT	10 SHEETS	SOLO	EACH	
36.	FILE DOCUMENT	20 SHEETS	SOLO	EACH	
37.	FILE DOCUMENT	40 SHEETS	SOLO	EACH	
38.	FILE INDEX	STD	BOX TYPE	EACH	
39.	FILE RACK		GOOD QUALITY	EACH	
40.	FILE SEPERATOR	A-Z	SYNTHETIC WHITE	SET	

41.	FILE SEPERATOR	1 TO 10	SYNTHETIC WHITE	SET	
42.	FILE SEPERATOR	1 TO 31	SYNTHETIC WHITE	SET	
43.	FLAGS	PLASTIC	COLOURED	PKT	
44.	GLUE STICK	15 GRM	BRANDED	EACH	
45.	GUM BOTTLE	700 ML	CAMEL (SUPERIOR)	EACH	
46.	HI LIGHTER	5 PACK	LUXOR	BOX	
47.	LAMINATION FILM POUCHES	PKT	A4	EACH	
48.	LAMINATION FILM ROLL	12"	A4	ROLL	
49.	PAPER CUTTER	STD	BEST QUALITY	EACH	
50.	STICKY PAD	STD		PKT	
51.	PAPER GEM CLIP	PKT	BRANDED	EACH	
52.	PAPER KNIFE	STD	BEST QUALITY	EACH	
53.	PAPER PIN	100 GRM	BRANDED	PKT	
54.	PAPER STAND		IRON	EACH	
55.	PAPER TRAY	SET	BEST QUALITY, OMEGA (2IN1)	SET	
56.	PEN	BLUE/BLACK	(UNIBALL SIGNO)	EACH	
57.	PEN HOLDER			EACH	
58.	PEN JOTTER		WILSON/FLAIR	EACH	
59.	PEN OHP MARKER		LUXOR	EACH	
60.	PEN PERMANENT MARKER	STD	LUXOR	EACH	
61.	PEN PILOT	STD	LUXOR V5/ UNIBALL CLICK GEL	EACH	
62.	PEN WHITE BOARD MARKER	STD	LUXOR	EACH	
63.	PERMANENT PAINT MARKER	WHITE	UNIBALL		
64.	PEN/PENCIL CONTAINER	S. STEEL	BEST QUALITY	EACH	
65.	PEN/PENCIL CONTAINER	WOODEN	BEST QUALITY	EACH	
66.	PENCIL	FULL SIZE	NATRAJ	EACH	
67.	PENCIL	1/2 SIZE		EACH	
68.	ERASER (RUBBER)	ORD	NATRAJ	EACH	
69.	PHOTOSTAT PAPER	A/4 GREEN	JK, 75 GSM	REAM	
70.	PHOTOSTAT PAPER	A/4 RED	JK 75 GSM	REAM	
71.	PHOTOSTAT PAPER	A/3	JK/ 75 GSM	REAM	
72.	PHOTOSTAT PAPER	A4	100 GSM JK/Century		
73.	PHOTOSTAT PAPER	LEGAL SIZE	JK/CENTURY	REAM	
74.	PHOTOSTATE A-4 COLOUR PAPER		REPLICA	REAM	
75.	PLASTIC FILE RING 1.5" - A4 SIZE		BEST QUALITY	EACH	
76.	PLASTIC FILE RING 1.5" LEGAL SIZE		BEST QUALITY	EACH	
77.	PLASTIC FOLDER CLIP FILE (SIGNATURE)			EACH	
78.	PLASTIC FOLDER [ORD]		L SHAPE, BRAND: SUN	EACH	
79.	PLASTIC FOLDER WITH SHEET	20 SHEETS	SOLO	EACH	
80.	PLASTIC STRIP FILE(ORD.)			EACH	
81.	POST IT PAD	3X4"	EACH	EACH	
82.	POST IT PAD	2X3"		EACH	

83.	POST IT PAD	1½X2"		EACH	
84.	POST-IT PAD (FLAG)			EACH	
85.	PUNCHING MACHINE	DP 600	KANGAROO	EACH	
86.	REFILL	ALL COLOUR	REYNOLD	EACH	
87.	REFILL	ORD	STICK	EACH	
88.	REFILL		(UNIBALL SIGNO)	EACH	
89.	REFILL JOTTER		WILSON/FLAIR	EACH	
90.	REGISTERS 1 COIR	STD	SARSWATI	EACH	
91.	REGISTERS 2 COIR	STD	SARSWATI	EACH	
92.	REGISTERS 3 COIR	STD	SARSWATI	EACH	
93.	REGISTERS 4 COIR	STD	SARSWATI	EACH	
94.	RUBBER BAND (KG)	ALL SIZE	BEST QUALITY	KG	
95.	RUBBER BAND (KG)	ALL SIZE	NYLON	KG	
96.	RULE SHEET	FULL SCAPE	RIM SUPERIOR	EACH	
97.	SCALE 12"			EACH	
98.	SCALE 12"(S.S.)	STAINLESS STEEL		EACH	
99.	SCISSOR	MEDIUM	SUPERIOR	EACH	
100.	SHARPENER	STD	NATRAJ	EACH	
101.	SKETCH PEN	STD	LUXOR (PERMANENT INK)	PKT	
102.	SPIRAL NOTE BOOK	BILT		EACH	
103.	SPIRAL PAD	STD	POCKET BOOK	EACH	
104.	SPONGE	STD	ORD	EACH	
105.	STAMP PAD	STD	BRANDED	EACH	
106.	STAMP PAD INK	30 ML	KORES	EACH	
107.	STAPLER	LARGE (10D)	KANGARO	EACH	
108.	STAPLER	MEDIUM (10D)	KANGARO	EACH	
109.	STAPLER HD-45,		KANGARO	EACH	
110.	STAPLER PIN	20 PACK	KANGARO 10NO	BOX	
111.	STAPLER PIN (LARGE)	20 PACK	KANGARO 24/6	BOX	
112.	STAPLER PIN KANGARO FOR HD-45,		KANGARO	BOX	
113.	TAG FOR FILE	WHITE	PLAIN	EACH	
114.	WRITING PAD "SARASWATI"	SMALL(1/8)	100 SHEET (BEST QUALITY)	EACH	
115.	WRITING PAD "SARASWATI"	LARGE (A/4)	100 SHEET (BEST QUALITY)	EACH	
116.	LEVEL STICKER	LARGE (A/4)	(BEST QUALITY)	EACH	
117.	WRITING PAD "SARASWATI"	MEDIUM(1/6)	100 SHEET (BEST QUALITY)	EACH	
118.	ZIPPER TRANSPARENT FOLDER	A4 SIZE		EACH	
119.	ALL PINS WITH PLASTIC THUMP	STD	SUPERIOR	EACH	
120.	A4 LABLE SHEET	A4ST16-100S	BEST QUALITY	EACH	
121.	RING FILE	A4 SIZE	BEST QUALITY	EACH	
122.	A4 LABLE SHEET	A4ST10-100S	BEST QUALITY	EACH	
123.	A4 LABLE SHEET	A4ST18-100S	BEST QUALITY	EACH	
124.	A4 LABLE SHEET	A4ST84-100S	BEST QUALITY	EACH	

125.	UNIBALL PAINT MARKER PEN	WHITE	UNIBALL	EACH	
126.	CORRECTION TAPE		GOOD QUALITY	EACH	
127.	SINGLE PUNCH	BLACK	PVC Material	EACH	
128.	FOLDER BAG, TRANSPARENT (BUTTON TYPE)	RECTANGULAR	A4/LEGAL	EACH	
129	RIBBON – POLYPROPYLENE (SIZE - 1")	ASSORTED COLOUR		EACH	
130	GIFT WRAPPING PAPER	ASSORTED		EACH	

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	
10	PEN DRIVE	SANDISK/HP	32/64 GB	EACH	
11	RIBBON- CARTRIDGE	ERC 38, EPSON	TMU220PB	EACH	
12	CARTRIDGE YMCKO	HID-Part No. 045610	YMCKO 250 IMAGES	EACH	
13	CARTRIDGE YMCKO	HID-Part No. 045515	YMCKO 500 IMAGES	EACH	
14	RFID CARD		BEST QUALITY	EACH	
15	HID FARGO DTC CARD PRINTER CLEANING KIT	HID		EACH	
16	TONER CARTRIDGE	BROTHER HL-B2080DW	TN-B021	EACH	
17	TONER CARTRIDGE	CANON- iR C3326	NPG-67 (CMYK)	EACH	

*** GST-Extra as applicable**

*** Freight- Including**