



सत्यमेव जयते

Government of India

Lakshadweep Administration

Department of Port Shipping and Aviation (Supply and Transport)

Lakshadweep Office, IG Road, Willingdon Island, Kochi-3

F.No.33/1/2013-Shipping (Vol-I) / 767

Dated: 11.02.2019

QUOTATION NOTICE

Sealed quotations are invited for the supply of following office stationery items as specified below from manufacturers/authorized distributors/dealers. The rates quoted should be for supply of articles for 1 year at the place mentioned below. The quotation, super scribed as “**QUOTATION FOR THE SUPPLY OF OFFICE STATIONERY ITEMS**”, should be addressed to the Deputy Director (Supply & Transport), Union Territory of Lakshadweep, Willingdon Island, Kochi-3 and delivered in the office on or before **3 PM on 18.02.2019**. Quotation will be opened in the chamber of undersigned at **(1530 Hrs) 3.30 PM** on same day in the presence of bidders or their agents in case of their absence at the time fixed. Quotations will be opened at the time fixed without waiting bidders. Quotation received without superscription are to be rejected. All the quotations should be typed and no corrections/over writing is permissible.

SN	Particulars	Quantity Required	
I	1	Toner Cartridge 05A for HP LaserJet Printer 2055d	5 Nos
	2	Toner Cartridge 18A for HP LaserJet Printer	6 Nos
	3	Toner Cartridge 78A for HP LaserJet Printer	1 Nos
	4	Toner Cartridge 88A for HP LaserJet Printer	2 Nos
	5	Drum Cartridge and black toner for Xerox WorkCentre 5024	1 Nos each
II	6	Photocopier Paper (A4 Size) 80 GSM	50 Pkts.
	7	Photocopier Paper (Legal Size) 80 GSM	10 Pkts
	8	Envelop (small)	500 Nos
	9	Envelop (medium)	300 Nos
	10	Envelop (Big)	200 Nos
	11	Envelop (Calico)	100 Nos
	12	Register 350 pages	1 No
	13	Register 260 pages	10 Nos
	14	Register 200 pages	10 nos
	15	Register 100 pages	10 Nos
	16	Register (Ruled) 100 pages	20 Nos
	17	File Pad	100 Nos
	18	File with tag	50 Nos
	19	Note sheet	5 Nos
III	20	Permanent Marker Pen	10 Nos
	21	Poster Pen	10 Nos
	22	CD Marker Pen	2 Nos
	23	Pen (Blue, Black, Red)	50 Nos each
	24	Add gel Pen (Blue, Black, Red)	20 Nos each
	25	Rorito Teramax pen (Blue, Black)	10 Nos
IV	26	Stapler (Small)	5 Nos
	27	Staples (Small)	2 Pkts
	28	Calculator	5 Nos

