

डॉ. मनोरमा सिंह

क्षेत्रीय निदेशक

Speed Post

Dr. Manorama Singh
Regional Director

11 firms as per list, Notice Board & RC Web site.

Subject: Supply of stationary & other items.

Dear Sir,

We require stationary and general items as per list attached for Regional Center, IGNOU, B-1/33, Sector H, Aliganj, Lucknow :-

Kindly quote your rates for supply of these items in a sealed envelope clearly mentioning "**Quotation for stationary & general items for IGNOU Regional Center**" by 5th December, 2011 at IGNOU Regional Center, B-1/33, Sector H, Aliganj, Lucknow-226024. The quotations must be submitted on the letter head of your registered firm having TAN No. and U.P. Trade Tax Registration Number

Regional Director reserves the right to accept or reject quotation without assigning any reason.

Yours sincerely,

(Manorama Singh)

Encl : As above List of items.

Website of IGNOU RC Lucknow

Rate List of stationery and general items

Sl. No.	Name of item	Price		
1.	Photocopy paper JK Bond			
2.	File Board			
3.	White Board Marker			
4.	Packing tape			
5.	Stapler No.10			
6.	Gum bottle			
7.	File cover			
8.	Computer File Cover 15x12			
9.	Computer File Cover 10X12			
10.	Register (Rates of 1 to 10 quire)			
11.	Cash Book			
12.	Journal			
13.	Ledger			
14.	Dispatch Register			
15.	Attendance Register			
16.	Computer label 76x48x2			
17.	Floppy mailer			
18.	Printer ribbon Fx 1170			
19.	Printer ribbon line matrix printer			
20.	Toner Samsung ML 2570			
21.	Toner Samsung 1750			
22.	Toner Samsung SCS 4821 F			
23.	Toner Samsung ML 1520			
24.	Toner HP LaserJet 4200			
25.	Toner Brother 2140			
26.	Computer paper 15×12×1 15×12×2 15×12×3 15×12×4	60 GSM	70 GSM	80 GSM
27.	Computer paper 10×12×1 10×12×2 10×12×3 10×12×4	60 GSM	70 GSM	80 GSM
28.	Envelop	10×4.5 (Window) as per sample		
29.	Envelop	10×4.5 (Plain) as per sample		