

**GOVT. OF NCT OF DELHI**  
**DIRECTORATE OF HIGH ER EDUCATION**  
**B -WING, 2<sup>ND</sup> FLOOR, 5-SHAM NATH MARG, DELHI-54.**

No. DHE.2(01)/Acctt/2010-11/4067

Dated: 24/9/15

**TENDER NOTICE**

Quotations are invited from the registered Dealer/Firms, for supply of Stationery/General Items for Dte. of Higher Education:

**Stationery Items:**

| Sl. No. | Name of Items                            | No. of Quantity required |
|---------|--|--------------------------|
| 1.      | File Cover (Duly Printed the name DHE)   | 500                      |
| 2.      | File Board (Neelgagan)                   | 300                      |
| 3.      | Paper A-4 (J K Copier)                   | 150                      |
| 4.      | Paper (Legal) (J K Copier)               | 80                       |
| 5.      | Note Sheet Pad (Fine)                    | 60                       |
| 6.      | Pen Drive (4 GB) (Sony/HP)               | 05                       |
| 7.      | Dak Pad                                  | 10                       |
| 8.      | Pilot Pen (V-5) (Blue)                   | 20                       |
| 9.      | Uniball Pen (Blue)                       | 30                       |
| 10.     | Pilot Pen (Luxor) (Green)                | 05                       |
| 11.     | Pilot Pen (Luxor) (Red)                  | 05                       |
| 12.     | Spiral Note Pad (Big Size)               | 20                       |
| 13.     | Note Pad                                 | 50                       |
| 14.     | White Fluid (Pen)                        | 10                       |
| 15.     | Glue Stick (Fevicol) (Big Size)          | 50                       |
| 16.     | Permanent Marker Black (Luxor)           | 20                       |
| 17.     | Transparent Folder (Legal Size) (L Type) | 50                       |
| 18.     | Transparent Folder (A-4 Size) (L Type)   | 200                      |
| 19.     | Highlighter                              | 20                       |
| 20.     | Diary Register (Neelgagan)               | 02                       |
| 21.     | Dispatch Register (Neelgagan)            | 02                       |
| 22.     | Fevicol Tube (100 ml)                    | 10                       |
| 23.     | Yellow Pad Stick (2x3)                   | 24                       |
| 24.     | Yellow Pad Stick (3x3)                   | 24                       |
| 25.     | Yellow Pad Stick (3x4)                   | 12                       |
| 26.     | Flag Sticky                              | 20                       |
| 27.     | Register (6 q)                           | 20                       |
| 28.     | Tag (Fine Quality)                       | 10 Bundle                |
| 29.     | Mouse (Dell/HP)                          | 06                       |
| 30.     | Key Board                                | 03                       |
| 31.     | Duster White                             | 50                       |
| 32.     | Duster Yellow                            | 24                       |
| 33.     | Envelops (9x4)                           | 2000                     |
| 34.     | Envelops (11x4)                          | 1000                     |
| 35.     | Envelops Yellow (12x10)                  | 50                       |
| 36.     | Stapler (Big) (Kangaro)                  | 10                       |
| 37.     | Stapler (Small) (Kangaro)                | 10                       |
| 38.     | Stapler Pin (Big) (Kangaro)              | 50                       |
| 39.     | Stapler (Small) (Kangaro)                | 50                       |

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**General Items:**

| Sl. No. | Name of Items                     | No. of Quantity required |
|---------|-----------------------------------|--------------------------|
| 40.     | All Out Machine                   | 06                       |
| 41.     | All Out Riffle                    | 12                       |
| 42.     | Dettol Liquid Soap                | 10                       |
| 43.     | Dettol Soap                       | 20                       |
| 44.     | Hit Spray                         | 20                       |
| 45.     | Odonil Air Freshener              | 20                       |
| 46.     | Jug Glass                         | 06                       |
| 47.     | Room Freshener (Acer Godrej)      | 20                       |
| 48.     | Car Perfume (Godrej)              | 05                       |
| 49.     | Pencil Cell (Eveready)            | 10                       |
| 50.     | Tissue Paper                      | 20                       |
| 51.     | Calculator (Casio)                | 05                       |
| 52.     | Electric Kettle (Maharaja)        | 04                       |
| 53.     | Extension Board (Anchor)          | 04                       |
| 54.     | Floor Duster                      | 12                       |
| 55.     | Soft Broom                        | 06                       |
| 56.     | Wiper 21"                         | 02                       |
| 57.     | Sanitary Cubes (Orange)           | 20 Pkts.                 |
| 58.     | Harpic                            | 10                       |
| 59.     | Naphin Ball                       | 02 Kg.                   |
| 60.     | Floor Cleaner (05 Litre) (Bengal) | 02                       |
| 61.     | Toilet Roll                       | 10                       |

Quotations should be reached to the undersigned on or before 09/10/2015 in the sealed cover.

  
24/9/15  
(S.N. SAH)

ADMN. OFFICER (ADMN)

No. DHE.2(01)/Acctt/2010-11/ 4067

Dated: 24/9/15

Copy to:

1. Asstt. Programmer (DHE) with the request to place the above said Tender Notice on the web-site of this Directorate.
2. Notice Board of DHE.