



Government of India
Ministry of Earth Sciences
India Meteorological Department
Regional Meteorological Centre, Guwahati-15

RMC Guwahati UO.NO. MB-12204/310

Dated. 01/11/2017

प्रा.मौ.वि.के. गुवाहाटी अशाटी सं. जी.एच. एम.बी-12204/310

दिनांक: 01/11/2017

To,

M/s -----

Sub :-Invitation for Sealed Quotation for consumable items

Sealed quotations are invited by the office of the Deputy Director General of Meteorology, Regional Meteorological Centre, LGBI Airport, Guwahati-15 for supplying the following items on pre-receipted bill basis.

The quotations are to be submitted in sealed cover super scribing "Quotation for Consumable items.

List of consumable items

SL. NO	NAME OF ITEMS	PER UNIT	QTY
1	A4 photocopy papers 75GSM, preferably JK copier/Century	Per ream	30
2	Fax Roll, preferably Kore X	Per Roll	25
3	Gum liquid-700ml, preferably Camlin	Per bottle	15
4	Correction pen CP-300, preferably Flair	Per Piece	20
5	Hand wash (Liquid), preferably Dettol/lifebuoy	Per Piece	15
6	Stapler pins(24/6-1M), preferably Kangaro	Per Piece	20
7	Stapler pins(10-1M), preferably Kangaro	Per Piece	20
8	Register 16 no	Per Piece	25
9	Register 12 no	Per Piece	25
10	Register 10 no	Per Piece	25
11	Gems clip(Small)	Per Box	15
12	Pen (Double action), preferably Link/ flair	Per Piece	30
13	Refill (Blue), preferably Link/ flair	Per Pack	40
14	Refill (Red), preferably Link/ flair	Per Pack	15
15	Brown tape-2 inch, preferably Wonder	Per Piece	15
16	Envelopes(15x12 inch) mentioning On India Government Service	Per Piece	250
17	Envelopes(12x10 inch) mentioning On India Government Service	Per Piece	500
18	Envelopes(11x5 inch) mentioning On India Government Service	Per Piece	500
19	Battery Torch cell(Big), preferably Eveready/Nippo.	Per Piece	25
20	Battery Pencil cell(Medium), preferably Eveready/Nippon	Per Piece	30
21	File cover (plastic coated)	Per Piece	150
22	File board	Per Piece	60
23	Clip Board	Per Piece	15
24	Note Sheet pad-General	Per ream	05

25	Thread Ball	Per bundle	20
26	Stamp pad ink-blue(100 ml), preferably Camlin	Per Piece	15
27	Stamp pad, preferably Select	Per Piece	20
28	Soap(Small) preferably Dettol/lifebuoy	Per Piece	50
29	File Tag (Nylon)	Per bundle	20
30	White Phenyl (500 ml), preferably cross	Per Piece	20
31	Carbon paper(Blue) preferable Core X	Per Pack	10
32	Duster Cloth	Per Piece	50
33	Markin cloth	Per meter	30
34	Sealing wax(small)	Per box	20
35	Candle (500x6L)	Per Pack	15
36	Match box	Per Pack	10
37	Naphthalene	Per kilograms	03
38	Fevi stick 5Gm	Per Piece	25
39	Water Jug(Stainless steel)	Per Piece	05
40	Pencil, preferably Apsara/Classmate	Per Pack	10
41	Eraser, preferably Apsara/Classmate	Per Piece	25

Terms & Conditions:

1. All items should be branded.
2. Bill should be submitted in triplicate.
3. The enclosed Annexure-I must be filled in and submit along with the quotation.
4. No advance payment is admissible.
5. Any type of defective items should be brought back by the firm & replacement may be made within a week..
6. DDGM, RMC Guwahati reserves the right to cancel/accept any or all quotations without assigning any reason.

It is therefore requested to send sealed quotations so as to reach this office on or before 21.11.2017 by 1600 HRS IST.

B.C. Das
01-11-2017

(B.C.DAS, MET-B)
For, DDGM, RMC GUWAHATI

