

भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
पावर सेक्टर- पश्चिमी क्षेत्र  
श्रीमोहिनी काम्पलेक्स, 345 - किंग्सवे  
नागपुर- 440 001



Bharat Heavy Electricals Limited  
Power Sector-Western Region  
Shreemohini complex, 345 - Kingsway  
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**Tender specification No. BHE:PW:NGP:HR:STATIONER:2012**

Sealed tenders are invited to supply of office stationery items as per the list of items attached.  
Though the list of items are not complete, the requirement will vary from time to time.  
Agencies to quote the percentage of discount against the printed M.R.P. (Max Retail Price), as  
per details given below:-

- |   |
|---|
| (1) ..... % discount offered against the printed M.R.P.                 |
| (2) Cost of flat file including printing charges in Rs. _____ per file. |
| (3) Cost of Box file including printing charges in Rs. _____ per file.  |

Taxes as applicable shall be extra.

Rates offered shall be valid to at least one year from the date of L.O.I. & no changes  
permissible.

Last date of collection of Tender Documents 19.11.2012 – 12.00 hrs.

Last date of receipt of offer 19.11.2012 – 15.00 hrs.

Date of opening the offer 19.11.2012 – 17.00 hrs.

### **LIST OF STATIONARY ITEMS (IN BRIEF)**

1	Plastic Transparent Flap (L- Folders)	29	CD Box Moser Bare
2	Plastic Transparent Report File	30	Paper Weight With Flat Base
3	Box File	31	Green Sheet A4 Size
4	Plastic Black Folder	32	Note Pad-Size
5	Whitener Pen Type	33	Note Book-Size
6	Small Stapler Pin-Kangaro/Kores Make	34	Tag White
7	Large Stapler Pin-Kangaro/Kores Make	35	Sketch Pen
8	Stick Notes Pcs Small	36	Fevi Stick
9	Stick Notes Pcs Big	37	Punch Kagaro
10	Flat File AS Per Sample	38	White Boart Marker Pen
11	Add Gel Pen Blue, Black	39	Spiral Pad
12	Refill Add Gel Blue, Black	40	Simple Calculater-12 Digit
13	Binder Clip Small & Medium	41	Circular Tape Transparent
14	Brown Packing Tape Medium	42	Circular Tape Untransparent
15	Butter Flow Pen Black, Blue	43	Scissor
16	Refill Butter Flow Black, Blue	44	A4 Size Paper-BIPL Make 75 GSM
17	Correction Fluid	45	Scale
18	Eraser	46	File Tray (Elegant)
19	Sharpener	47	File Clip
20	Glue Stick-Kores Make	48	Cello Tape
21	Highlighter In All Colour Set	49	Flags (3 Colour)
22	Marker Pen (Permanent)	50	Visiting Card Folder Small
23	Pencil Camle HB Box	51	CD Marker Pen
24	Register 200 Pages	52	Paper Knife/Cutter
25	Rubber Band	53	Pin Remover
26	Stapler Big-Kangaro Make	54	Spang For Note Counting
27	Stapler Small-Kangaro Make	55	Box File - AS Per Sample
28	U Pin Small Size	56	Lead Pen

**Note:-**

1. Agencies are required to quote only % of discount of the items against the printed M.R.P. and the rates of the flat & box files.
2. Above items are normally required.
3. This list is not complete and requirement may vary.
4. Agencies are required to understand the requirement thoroughly before submission of their offer.
5. Flat file & box file rates to be quoted separately as per the sample. Agencies are required to see the sample first before quoting.
6. It shall be presumed that the agencies who have given their offer, have understood the total requirement.

**Executive- HR**