

Office of the



*Mormugao Municipal Council*  
*Vasco-da-Gama - Goa*

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No.MMC/Admn/F-84/2022-23/524

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Website: [www.mmcvasco.com](http://www.mmcvasco.com)  
Date: 02 /11/2022.

**NOTICE**

**Sub:- Quotation for supply of Office Stationery.**

You are requested to submit your lowest quotation for supply of office stationery as per the list attached. Your quotation in a sealed envelope should reach this office on or before **14.11.2022.** The price quoted should be valid for one year and should be inclusive of all taxes:

Yours faithfully,

Sd/-  
(Jayant G. Tari)  
Chief Officer  
Mormugao Municipal Council

| Sr. No | Description                             |
|--------|---|
| 1      | Big rough Pads                          |
| 2      | Blank CD's (Moseber)                    |
| 3      | Box files (normal)                      |
| 4      | Box files (Small)                       |
| 5      | Brown Envelopes (6x4)                   |
| 6      | Brown Envelopes (9 ½ x 4 1/2)           |
| 7      | Brown Envelopes (14 x 10)               |
| 8      | Brown tapes (3 width)                   |
| 9      | Calculator                              |
| 10     | Carbon Papers (Single size) (100 Nos)   |
| 11     | Cello tapes (1 inch)                    |
| 12     | Cello tapes (2 inch)                    |
| 13     | Computer Running paper 10x12x1 part     |
| 14     | Computer Running paper 10x12x2 part     |
| 15     | Computer Running paper 10x12x3 part     |
| 16     | Computer Running paper 15x12x1 part     |
| 17     | Computer Running paper 15x12x2 part     |
| 18     | Computer Running paper 15x12x3 part     |
| 19     | Computer Ribbon LQ 1050/1150            |
| 20     | Computer Ribbon LQ 1310                 |
| 21     | Computer Ribbon LQ 2090                 |
| 22     | Correction Pens – (Whitex)              |
| 23     | Erasers (No Dust)                       |
| 24     | Fax roll small (Thermal Roll-Corrrex)   |
| 25     | File Tags 6 inches (100/ bundle)        |
| 26     | File folder (normal)                    |
| 27     | Flat files                              |
| 28     | Gum bottle with brush                   |
| 29     | Green notings sheets (35.3X21.5cm)      |
| 30     | HB Pencils                              |
| 31     | Highlighter (Yellow/Pink)               |
| 32     | A4 Paper (Bilt Ten-on-Ten Copier 70GSM) |
| 33     | FS Paper - IP Reflection Copier 70 GSM) |

|    |   |
|----|---|
| 34 | A3 Paper - (Bilt Ten-on-Ten Copier 70GSM) |
| 35 | Measurement Tapes (15 mtrs)               |
| 36 | Paper Pins (Box)                          |
| 37 | Paper clips (Box)                         |
| 38 | Permanent Marker pen (Black)              |
| 39 | Plastic Ruler (12 inches)                 |
| 40 | Pen torch cell                            |
| 41 | Punching machine (small)                  |
| 42 | Punching machine (big)                    |
| 43 | Registers 100pgs (Long with Hard cover)   |
| 44 | Registers 200pgs (Long with Hard cover)   |
| 45 | Registers 500pgs (Long with Hard cover)   |
| 46 | Pens with refills (Blue)                  |
| 47 | Pens with refills (Red)                   |
| 48 | Rubber Bands (box)                        |
| 49 | Ruled paper ream                          |
| 50 | Small rough pad (15.8 x 18.3cm)           |
| 51 | Shorthand pads                            |
| 52 | Shamladar                                 |
| 53 | Shorthand pads                            |
| 54 | Stamps pad (5x3.5 inches)                 |
| 55 | Stamps pad (4x2.5 inches)                 |
| 56 | Stamps pad ink                            |
| 57 | Stapler no.10 (kangaro)                   |
| 58 | Stapler no.26 (kangaro)                   |
| 59 | Stapler pins 10 (kores)                   |
| 60 | Stapler pins 26 (kores)                   |
| 61 | Sitcky notes (25 mmx75mm)                 |
| 62 | Water sponge                              |
| 63 | Flap folder                               |