

**The Institution of Electronics & Telecommunication Engineers**  
**Procurement of Stationary Items**

**1) Description of Items:**

S No	Item Description	S No	Item Description
1	Confrence Pad	33	Ball Pen
2	Pen	34	Uni Ball Pen
3	Envelopes 6X3	35	V-10 Pen
4	Envelopes Window 6X3	36	Ad Gel Pen
5	Envelopes Plain 9X4	37	Pencils
6	Envelopes IETE 9X4	38	Erager
7	Envelopes IETE Window 9X4	39	Sharpner
8	Envelopes IETE Window 10X4	40	Pencil Sharpner Big
9	Envelopes IETE 10X4	41	Photo Copy Paper A4 Size
10	A4 Size Envelopes Yellow 10X12	42	Photo Copy Paper B4 Size
11	B4 Size Envelopes Yellow 16X12	43	Punch Single & Double
12	Envelopes 11X5 Yellow	44	Plastic Folder DIP/AMITE
13	Envelopes 13X10 Yellow DIP/AM Certi	45	Plastic Folder Mem
14	Envelopes 7X4 Plain White	46	Plastic Folder Side Open
15	A4 Size Envelopes Yellow Cloth 10X12	47	Plastic Folder Front Open
16	File Covers	48	Rigister 2Q,4Q,6Q,8Q
17	File Covers Pockets	49	Rubber Bands
18	File Pad	50	Rozets
19	Gem Clip	51	Scale
20	Gum Bottle	52	Scissor
21	Gum Brush	53	Short Hand Note Book
22	Glu Stick	54	Sketch Pen
23	Hi Lighter	55	Stam Pad and Ink
24	Letter Pad IETE	56	Stapler (S) and (B)
25	Letter Secy Gen	57	Stapler Pin (S) and (B)
26	Letter President	58	Sticky pad (S) and (B)
27	Letter Pad Plain Milky	59	Strip Binding Roll Lock
28	Permanent Marker	60	Sprial Note Book
29	Marksheet	61	Tag (S) and (B)
30	Semester Marksheet	62	Tape Brown and Whight
31	Nylone Thread	63	Tape Dispensor
32	Palastic Binding Strip		

**2) Terms & Conditions**

- (i) Contractor shall not subcontract the supply of items to any outside agency including their franchisee
- (ii) The contract shall be for a period of one year from which the contract is signed
- (iii) The contract can be terminated at any time by giving one-month notice to the party in writing at the discretion of this office.
- (iv) Payment shall be made after delivery of items as per the work order. No advance payment will be made.

**3) Tendering Fee**

A demand draft of Rs. 1000/- in the name of Secretary General IETE for processing the tenders

**4) Last date of Submission** -

Interested parties can submit their quotations/expression of interest along with requisite fee in a sealed cover to the Secretary General, IETE, 2, institutional Area, Lodhi Road, New Delhi-03, latest by **31 March 2019**.