

**Empanelment of vendors for supply of various stationery items for
HARERA, Gurugram**

The Haryana Real Estate Regulatory Authority, Gurugram is a statutory body under an Act of Parliament. The Authority has its office at New PWD Rest House, Civil Lines Road, Gurugram. The Authority is interested in procuring a supply of various stationery items for its day-to-day work. The Authority invites expression of interest from the interested parties for empanelment for supply of various stationery items to the Authority for its office use at minimum unit rates for a period of one year i.e. February 2025 to January 2026, the time period may further be expected after the expiry of one year at the discretion of Authority. Quotations from may be downloaded from the website of the Authority www.haryanarera.gov.in by clicking on the link "Advertisement for Empanelment for supply of Stationery Items". Bids must be sent in a sealed envelope super scribing "Empanelment for Supply of Stationery Items" addressed to: The Executive Accounts, The Haryana Real Estate Regulatory Authority, Gurugram New PWD Rest House, Civil Lines Road, Gurugram. The last date of receipt of the application is on or before 27 January 2025 before 3.00 P.M. The Authority shall not be liable for any postal delays whatsoever in receipt of the applications and the application received shall be summarily rejected. The Authority reserves the right to accept or reject any or all applications without assigning any reason at its sole discretion.

Executive Accounts
Haryana Real Estate Regulatory
Authority, Gurugram

Quotation for each item may be specifically filled in the below quotation form and submitted before 5 January 2024 before 3.00 P.M.

Sr. No.	Particulars	Make	Specifications	Quote the bid (Price in Rs.)
1.	Fevi Kwik	Fevi	1 Gm pack	
2.	Glue Stick	Fevi	15 Gm pack	
3.	Gum Paste	Fevi		
4.	Cello Tape		Width:0.5"	
5.	Cello Tape / Brown Tape			
6.	Cello Tape / Brown Tape			
7.	Calculator Ct 500 N	Citizen	12 Digit	
8.	Calculator Mj 120 D	Casio	12 Digit	

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9.	Cobra File		Per pc	
10.	Pencil Carbon	Kores	Blue	
11.	All Pins	Ever Bright		
12.	Binder Clips	Infinity / Saya	15mm	
13.	Binder Clips	Infinity / Saya	19 Mm	
14.	Binder Clips	Infinity / Saya	25mm	
15.	Binder Clips	Infinity / Saya	32mm	
16.	Binder Clips	Infinity / Saya	41mm	
17.	Binder Clips	Infinity / Saya	51mm	
18.	Board Pins	Infinity / Saya		
19.	Copier Paper A4 (75 GSM)	Spectra	Per rim (500 sheets)	
20.	U- Clips	Rolex	35 Mm	
21.	L- Shape Folder- Clear		A4 (10 pcs pkt)	
22.	Century Copier Paper A3	Spectra	A3 (500 sheets pkt)	
23.	Century Copier Paper A4	Century	A4	
24.	Century Copier Paper Fs	Century	Fs	
25.	Jk Copier Paper A4	Jk	A4	
26.	Envelopes White Lamination A4	White	Per pc	
27.	Plain White Envelopes 10 X 4.5	Plain	Per Pc	
28.	Envelopes Lamination A4	Yellow	Per Pc	
29.	Envelopes Lamination F/C	Yellow	Per Pc	
30.	Envelopes Lamination A3	White	Per Pc	
31.	Envelopes Lamination A5	Yellow	Per Pc	
32.	Envelopes Lamination A4	Green Poly	Per Pc	
33.	Visiting Card Holder - 240 C		Per Pc	
34.	Register 192 Page	Lotus Easy	Per Pc	
35.	Register 240 Page	Lotus	Per Pc	
36.	Display File - 20 Pockets	Megha	A4	

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37.	Envelopes Lamination A3	Yellow	Per Pc	
38.	L- Shape Folder- Clear	Solo	A4	
39.	My Clear Bag F/C	Solo	Mc 112	
40.	Report File A4		Rf 101	
41.	Ring Binder 2- D		Rb-402	
42.	Ring Binder 2- D		Rb- 406	
43.	Index File Steel Clip	Card Board		
44.	Executive- Rexine	Executive		
45.	Sheet Protector A4	Plain	A4	
46.	Sheet Protector A4	Thick	A4	
47.	Permanent Marker		Per Pc	
48.	Plastic Separator 1to 10		Per pkt.	
49.	Plastic Separator 1to20		Per pkt.	
50.	Pen Stand		Per pc	
51.	Bond Paper 100gsm.	Bilt	A4	
52.	Tape Dispenser Big		Per pc	
53.	Pen Uni Ball Eye	Uni		
54.	Fevicol Tube		Per pc	
55.	Steel Scale		Per pc	
56.	Stamp Pad		Per pc	
57.	Register 384 Pages	Lotus	Per Pc	
58.	Register 480 Pages	Lotus	Per Pc	
59.	Punching Machine	Kangaro	Dp-480(Per pc)	
60.	Punching Machine	Kangaro	Dp-600(Per pc)	
61.	Staple Pins	Kangaro	No. 10 (per pkt)	
62.	Staple Pins	Kangaro	No. 24/6 (per pkt)	
63.	Stapler	Kangaro	Hd 10 (Per pc)	
64.	Stapler	Kangaro	Hd 10d (Per pc)	

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65.	Stapler	Kangaro	Hp 45 (Per pc)	
66.	Post It Pads	Oddy	2 X 3 (Per pc)	
67.	Post It Pads	Oddy	1.5 X 2 (Per pc)	
68.	Post It Pads	Oddy	3 X 3 (Per pc)	
69.	Post It Pads	Oddy	3 X 4 (Per pc)	
70.	Post It / Flag Plastic		(Per pc)	
71.	Post It Prompts	Oddy		
72.	Writing Pads	Hans Idea	No.33 (Per pc)	
73.	Writing Pads	Hans Idea	No.22 (Per pc)	
74.	Scissors	Saya	Med. (Per pc)	
75.	Pencils(Natraj)	Natraj	(Per pct.) Pack Of 10	
76.	Pencils (Clutch Pencil)	Camel	Per Pc	
77.	Highlighter Pen	Camlin	Per Pc	
78.	White Board Markers	Luxor	Per Pc	
79.	White Fluid Pen	Infint/Camel	Per Pc	
80.	Permanent Markers	Luxor	Per Pc	
81.	Ball Pen Cello Fine Grip	Cello	Fine grip (Per pc)	
82.	Pilot Pen V7			
83.	Pilot Pen V5	Luxor	Per Pc	
84.	Ball Pen 045 Reynolds	Reynolds	045 (Per pc)	
85.	Gel Pen Racer Gel	Reynolds	Racer (Per pc)	
86.	Pilot Pen	Luxor	Per Pc (Per pc)	
87.	Paper Cutter Small		Per Pc (Per pc)	
88.	Whiter Board Duster		Per Pc (Per pc)	
89.	Dak Pad		6 Per pc	
90.	Dak Patti Cloth		(Per pc)	
91.	Dustbin		(Per pc)	
92.	A5 Single Subject	Luxor	1 PC	

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93.	Spiral A5 Five Subject	Luxor	1 pc	
94.	Glossy Paper	Kodak	Per 20 pc pkt	
95.	Water Damper		1 pc	
96.	All Pin Kushan			
97.	Punching Machine 4d	Kangaro	4d (Per pc)	
98.	Computer Label	Desmat	A4 (Per pc)	
99.	Rubber Band ½ Kg.		(Per pc)	
100.	Plastic Separator Col.		(Per pkt)	
101.	Jk Excel Bond 90 Gsm.	Jk		
102.	D.O Paper		160 Gsm	
103.	Dura Cell	Aa type	1 pc	
104.	Dura Cell	Aaa type	1 pc	
105.	Spiral Note Book No. 4	Hans	1 pc	
106.	Paper Tray	Omega	1set	
107.	Plastic Sutali		1 pkt	
108.	Tissue (paper)		1pkt	
109.	Duster (cloth)		1pc	
110.	Colin (liquid) 200ml		1pc	
111.	Pen Drive 16 Gb		1	
112.	Pen Butter Flow	Cello	1 pc	
113.	Pen Drive 32gb	SanDisk	1	
114.	Glossy Paper 180 Gsm.	Aerotex	50 sheets pkt	
115.	Rubber Non-dust	Apsara	1 pkt	
116.	Sharpener	Natraj	1 pkt	
117.	Tag File Colour		1 pc	
118.	Tag File White	Frooti	1 pc	
119.	White Tag		1 pkt	
120.	Green Tag		1 pkt	

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121.	Plastic Scale		1 pc	
122.	Single Punch	Kangaro	1 pc	
123.	Dispatch Register	Shipra	No. 6	
124.	Ledger Register	Shipra	No. 6	
125.	Stock Register	Shipra	No. 6	
126.	Stock Register	Shipra	No. 10	
127.	Stock Register	Shipra	No. 4	
128.	Letter Rec. Register	Shipra	No. 6	
129.	Voucher Pad	Hans	1 pc	
130.	Extn. Board		1 pc	
131.	Att. Register	Shipra	1 pc	
132.	Wireless Call Bell		1 pc	
133.	Pencil Colour		1 pc	
134.	worldone card-board ring binder Rb-410' files		1 pc	
135.	worldone card-board ring binder Rb-406' files		1 pc	
136.	worldone card-board ring binder Rb-407' files		1 pc	
137.	worldone card-board ring binder Rb-4' files		1 pc	
138.	Use & Throw Pen		1 pc	
139.	Digital Paper 12x18		12x18	
140.	Power Cable		1 pc	
141.	Lane Cable	D-Link	1 pc	
142.	Ring File 4d		1 pc	
143.	Separator A to Z		1 pkt	
144.	Plastic Key Ring	Omega	1 pc	
145.	Paper Cutter Big	lkon	1 pc	
146.	Envelopes Cloth A3		1 pc	
147.	Spiral Note Book No.5	Hans	1 pc	

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148.	Green Paper F/S	Plain	1 pkt	
149.	Green Paper F/S	W/M	1 pkt	
150.	Uniball Impact Gel	Uniball	1 pc	
151.	Copier Paper A4 Colour	Colour	1 pkt	
152.	Pencil with Eraser		1 pc	
153.	Stapler Hd-45	Kangaro	Hd-45 (1 pc)	
154.	Numbering Register 480 Page		(1 pc)	
155.	File Board		(1 pc)	
156.	Pocker		(1 pc)	
157.	Plastic Clip Board		(1 pc)	
158.	File Cover Four Flapper Paper			
159.	Tonner Refilling Ink		(1 pc) (Cannon 337)	
160.	Tonner Drum		(1 pc) (Cannon 337)	
161.	Tonner Blade		(Cannon 337)	
162.	Tonner Pcr			
163.	Display File	Megha	20 Pocket	
164.	Display File	Megha	40 Pocket	
165.	Clutch Pencil	Camel		
166.	Paper Tray	Omega	Set Of 3	
167.	Steel Dustbin			
168.	Inward Register	Shipra		
169.	Board File			
170.	Visiting Card Folder A4			
171.	Key Board			
172.	Mouse			
173.	Steel Scale 24"			

Terms & Conditions

1. Interested parties/agencies having adequate capacity to supply above items at short notice should apply for empanelment with the Authority by furnishing following details:
 - a) Name of the Party:
 - b) Address:
 - c) Contact Number (M)_____/e-mail id_____.
 - d) PAN/GST Number and Trade License.
 - e) An undertaking that the firm has never been blacklisted by any of the client(s) on any of the reason whatsoever.
2. The credit period shall be 20 days.