



National Productivity Council
(Under DPIIT, Ministry of Commerce & Industry, GOI)
5, 6 Institutional Area, Lodhi Road, New Delhi - 110003

No.: Admn. /2020-21
Dated: 04.09.2020

(Inviting Requests for Empanelment from Agencies for Procurement of Stationery Items & Sanitizers)

National Productivity Council is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for socio economic development through productivity promotion and dissemination through Consultancy, Research and Training activities across the sectors of Economy.

NPC invites requests for empanelment from agencies for procurement of stationery items & sanitizers.

Agencies can apply for both procurements i.e. stationery items & sanitizers separately.

Eligibility Criteria:

1. Valid PAN Card (enclose copy)
2. Registered GST (enclose copy)
3. Location – Delhi, ncr
4. 3 years of work experience

Requests can be submitted online through email to ed-admin@npcindia.gov.in and last date of submission of quotations is 11.09.2020. No requests will be entertained after last date of submission.

TENTATIVE ITEMS

STATIONERY

S.No.	Products
1	Ordinary Gel Pen
2	4TB Portable Hard Drive
3	HP Cartridge (28A)
4	HP Q2612A Toner Cartridge
5	Canon 328 Toner Cartridge
6	Cartridge 126A
7	Notesheet (100 sheet pad)
8	Rulled Register 3R
9	Rulled Register 2R
10	File Board
11	File Cover
12	Duster
13	Pen Drive (32GB)
14	Pen Drive (16GB)
15	Citizen Calculator
16	Paper Clips
17	Pen Corrector
18	JK Cedar Photocopy Paper
19	Brown Tape (2 inches)
20	Camlin Highlighter
21	Permanent Marker
22	Stappler Pin (Big & Small)
23	Scissor 405 Kabica
24	Glue Stick
25	Colour Flag
26	Transparent Tape

27	Paper Punch (single)
28	Double Punch
29	Pencil
30	Sharpner
31	Eraser
32	Drawing Pin
33	Stick File
34	Thread Roll
35	Scale
36	Cobra File (Double Hole)
37	Cobra File (Single Hole)
38	Legal Notepad
39	Cello Tape (Big & Small)
40	File all types/ Box file/ Plastic File
41	Folder Bag
42	Index File/ A4 size Ring Binder
43	Paper Cutter
44	Posted Pad
45	Carbon Paper Box
46	Sketch Pen
47	Shorthand Notebook
48	Stamp Pad
49	Stamp Pad Ink
50	Sutli (Plastic)
51	Uniball Pen
52	Glass Tumbler
53	Gum Paste Bottle (Big)
54	Gum paste Bottle (Small)
55	Gum Tube
56	HP Cartridge- C-876522(582)
57	HP Cartridge- C-8766-(855)
58	Canon 337

59	Epson Ribbon Cartridge for LQ-2181
60	HP Cartridge- CC-388-A
61	Canon Cartridge 328/88
62	HP Cartridge- CC-660-(702) N.Fax
63	HP Cartridge 310
64	HP Cartridge Q2612A(1015)
65	HP Toner Cartridge 12A/CB540A/230A(30A)
66	HP Toner CB-540, 541, 542, 543A/530A, CC531, CC532, CC533
67	Ink Cartridge M43SF-371 HRF400A, 401A, 402A, 403A, CF410, 411, 412, 413A
68	Log Book
69	Paper Cutter
70	Paper Weight
71	Pen Marker- White Board
72	Peon Book
73	Rubber Band
74	Post it Pad (Big & Small)

TOILETRIES & OTHERS

S.No.	Product
1	Floor Cleaner
2	Dustbin Cello Plastic
3	Dettol handwash (900 ml)
4	Duster
5	Car Duster
6	Navcol (5 Ltr)
7	Harpic
8	Homocol
9	Wiper
10	Washing Powder (Fena/Surf Excel/Vim)
11	Broom (Phool/stick)
12	Cleanzo
13	Collin Spray
14	Toilet Brush
15	Hit Spray (Red/Black)
16	Odonil Air Freshner
17	Phenyal
18	Phenyal Goli
19	Floor Duster
20	Sanitary Cube
21	Scotch Brite
22	Tissue Paper
23	Toilet Paper
24	Towel(Big)
25	Towel (Small)
26	Washing Items Misc. - Liquid/lizol

SANITIZERS

S.No.	Product	Qty.
1	Pursue, Disinfectant Cleaner (Amway)	5 Ltr.
2	Liquipure (handsanitizer, 80% Alcohol)	5 Ltr.
3	Sodium Hypochlorite	5 Ltr.
4	Room Spray - Freshner	