

Dated 14 May 2026

File/X/CSDS/Quotation/1/26

Notice Inviting Quotation for Stationery Items

Centre for the Study of Developing Societies (CSDS), Delhi invites sealed quotations from authorised stationery suppliers/dealers for the purchase of stationery items (*Annexure A*) required for office use.

Interested parties may submit their sealed quotations along with details of their firm, GST registration, and contact information at the Administration Office, CSDS, 29 Rajpur Road, Civil Lines, Delhi-110054.

Preference may be given to suppliers/dealers located near the Civil Lines area for ease of coordination and timely delivery.

The quotation may be submitted latest by 15 June 2026 up to 4 p.m.

For further details, please contact Administrative Officer (Officiating) on email: admin@csds.in

CSDS reserves the right to accept or reject any quotation without assigning any reason.



(Preethi M)
Administrative Officer (Officiating)
Centre for the Study of Developing Societies
29, Rajpur Road, Delhi – 110054

Annexure A

List of Stationary Items

S.no	Particular (items)	Brand
1	A4 Copier Paper (75 GSM)	JK Copier
2	A3 Copier Paper (75 GSM)	JK Copier
3	Ball Point Pen	Reynolds / Montex
4	Office Registers	As per Requirement
5	Roller Ball Pen	Uni-ball Eye
6	A4 Pastel Yellow Copier Paper (75 GSM)	JK Copier
7	Red Ball Point Pens	Reynolds / Montex
8	Green Ball Point Pens	Reynolds / Montex
9	Black Ball Point Pens	Reynolds / Montex
10	Permanent Marker Pen	Stick
11	HB Pencils	Nataraj
12	Eraser	Nataraj
13	Pencil Sharpener	Nataraj
14	Binder Clips	Aerotix
15	Self-Adhesive Sticky Notes	Oddy / Butterfly
16	Plastic Document Folder	Solo
17	Glue Stick	Fevicol
18	Cello Tape with Dispenser	Apex
19	Packing Tapes	Apex
20	Toner Refile-12-A	Refilling
21	Toner Refile-78-A	Refilling
22	Note pads	As per Requirement
23	Cissors	As per Requirement
24	Steplar pin 10m	Kangroo
25	Index file	Diplomat
26	Ring File	diplomat
27	Special cobra File	As per Requirement
28	CSDS office file	As per Requirement
29	Four flap File	Diplomat
30	leterheads (CSDS)	As per Requirement
31	Highlighter pen	Luxur
32	Duster	As per Requirement
33	AA & AAA Cells	Dura cell