

NATIONAL FILM DEVELOPMENT CORPORATION LIMITED
(GOVERNMENT OF INDIA ENTERPRISE)
REGIONAL OFFICE – NEW DELHI

NFDC/ND/ADMN/2025-26/

5th April, 2025

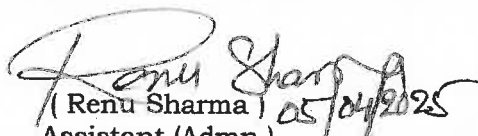
Subject: Procurement of Stationery Items for NFDC Office.

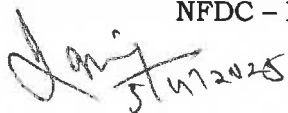
This is to bring to your kind attention the matter pertaining to the procurement of stationery items required for various purposes.

The procurement of these stationery items is essential to ensure the smooth functioning of administrative and operational activities of this locations. After reviewing the current inventory levels and considering the requirements, list of Stationery Items enclosed herewith for your perusal.

The total estimated cost for these items has been prepared through GeM. Detailed quotations from the approved suppliers will be obtained from the site of Government e-Market and the procurement will be carried-out by following due process of GeM.

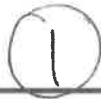
Kindly request your approval to proceed with the procurement process for the above-mentioned items through GeM.


(Renu Sharma) 05/04/2025
Assistant (Admn.)
NFDC – New Delhi

Jr. Officer (P&A), NFDC, New Delhi. 

General Manager (North), NFDC, New Delhi.

MD, NFDC, New Delhi



National Film Development Corporation Ltd. New Delhi

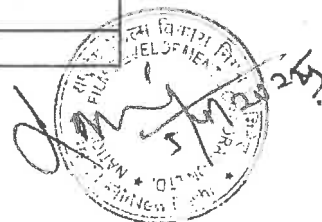
No. NFDC/ND/P&A/2025-26

Date :04-04-2025

Sub: Approval of various Stationery items from GeM portal at NFDC - Soochana Bhawan

The matter pertains to procurement of Stationery items for various purposes required in the NFDC various departments i.e. Production, Administration, Accounts, Social Media, Media Planning, Skill Department and International Promotion etc. New Delhi.

S. No.	Purchase of Items	Purchase of Quantity
1	Printing Papers (A4) - JK copies	20 Boxes (200 Packets)
2	Papers (A3)	2 Packets
3	Post -Its (Index tabs)	30 packets
4	Post -Its (Square shaped)	30 Packets
5	Post -Its (Rectangle shaped)	30 Packets
6	Stickers (Color Flag)	100 Packet
7	Stick Files (A4)	100 units
8	Document Files (Transparent)	50 Packet (L-folders)
9	Writing Pads	100 units
10	Pencils	200 units
11	Pens - Reynods	10 Packets
12	Pens (Black Ball) -uniball	5 Packets
13	Pens (Blue Ball) - uniball	20 Packs
14	Pens (Black Gel) - uniball	5 Packets
15	Pens (Blue Gel) - Uniball	200 Units
16	Pens (micro multicolor - Uniball	50 units
17	Pens (Red)	2 Packets
18	Colour Pens	2 Packets
19	Highlighters (All colours)	20 Packets (All 5 Colours)
20	Eraser	10 units
21	Sharpener	10 units
22	Rulers -Steel (15 cm)	4 units
23	Rulers - Steel (30 cm)	4 units
24	Note pad (mini size)	50 units
25	Note pad (medium size)	50 units
26	Paper clips	50 Packets Gem Paper Clips
27	Binder Clips (Large)	50 Packets (25mm and 32mm)
28	Binder Clips (Medium)	50 Packets (15mm and 19mm)
29	Binder Clips (Small)	50 Packets (15mm and 19mm)
30	Stapler (small)	10 units - Good Quality
31	Stapler (big)	2 units - Good Quality
32	Stapler Pins (big)	5 Packets
33	Stapler Pins (Small) -10 D	20 Packets
34	Feviquick	6 units
35	Fevicol (medium)	3 units
36	Glue stick	10 Boxes



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37	Scissors (small)	10 units
38	Scissors (Large)	10 units
39	Paper cutter	10 units
40	One hole punch	2 unit
41	Punching machine (Double hole punch) Big - Kangaro DP-800	2 unit
42	Punching machine (Double hole punch) Medium - Kangaro DP-600	10 unit
43	White Board	2 units With stand
44	White Board Duster	10 units
45	White Board Marker (All Colours)	20 Units (2 packets)
46	Permanent Marker Pen (Blue)	10 units
47	Permanent Marker Pen (Black)	10 units -Luxor CD Pens
48	Cello tapes	20 Units small- 1 inch, 20 units wide- 2 inch
49	Double sided tape	8 units small, 4 units wide
50	Laptop Cleaning kit	10 units
51	Box files	300 units
52	Paper Trays	10 units
53	Diary -Spril good quality	20 units
54	Paper Cutter Machine	2 units
55	Peon Book	2 units
56	Despatch Registers - Big size	2 units
57	Registers - Executive 32x19 CM	2 units
58	Visitors Register - Big Size	2 units
59	Stamp pad Ink	5 units
60	Envelops - A4 ,A3 and legal size	100 units each total - 300
61	Calculator	10 units
62	Pen Stand	10 units
63	Button Folders - Transparant	15 Packets
64	Brown taps -2 inch	50 units
65	Card holder - Skril Business card holder 240	10units

