

**DELHI DEVELOPMENT AUTHORITY**

(Nazarat Branch)

B-Block, 4<sup>th</sup> Floor, Vikas Sadan, INA, New Delhi

No.F5(42)/2016/Naz./DDA/258

Dated:- 16-11-16

**CIRCULAR**


Sub: Issuance of office stationery, cartridges, pen drives, CD and consumable items for official use.

Nazarat Branch will henceforth float annual consolidated tenders for procurement of office stationery items, printer cartridges, pen drives, CDs and other office use consumable items to receive competitive rates due to economy of scale. Consolidated indents for requisition of above said items for the next one year 2017-18, duly countersigned by the Head of Department, may kindly be sent latest by 15<sup>th</sup> December, 2016 to this office.

No request will be entertained for issue of above referred items other than the consolidated annual requirement. It may please be noted that in case of any requirement other than the quantity informed, the respective offices will have to make their own arrangements.

A list of stationery, consumable items and cartridges of different numbers along with requisition forms are enclosed herewith.

The circular along with requisition proforma have also been uploaded on DDA's website.



(BAL RAJ)

Dy. Director (Nazarat)

Encl: 1. List of stationery and consumable items.  
2. List of computer cartridges.  
3. Requisition proforma for stationery, cartridges etc.

1. All Commissioners
2. All Chief Engineers(Civil) Elect. Projects,
3. Chief Architect, DDA
4. All Directors

Copy for information to:

1. P.S. to V.C., DDA
2. P.S to E.M., DDA
3. P.S.to F.M., DDA.
4. P.S.to Pr.Commr.(Personnel, LM & Sys.), (Land Disposal & Housing).
5. P.S. to Commr. cum. Secy, DDA.
6. Dy.Director(Systems) with the request to kindly arrange to get this circular along with its enclosures uploaded on DDA's website urgently.

**DELHI DEVELOPMENT AUTHORITY  
(NAZARAT BRANCH)  
Requisition of Consumable Items for Computer**

1. Name of Branch/Department.
2. Printer No.
3. Particulars of item required.
4. Required quantity.
5. Date of issue of previous cartridge.

Certified that proper account of required item is being maintained by this office and item issued earlier has been used/consumed. Please issue item as mentioned in column No. 3 and 4 above.

Name \_\_\_\_\_

Attested Signature of Official  
Authorized to receive

Attested by  
Name \_\_\_\_\_  
Designation: \_\_\_\_\_

Signature of user  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Certificate "B"

-----I am satisfied with the record and requirement as stated above by the user. Hence please issue the required item.

Name \_\_\_\_\_

Designation \_\_\_\_\_  
Income/Phone No. \_\_\_\_\_

**Note:-**

1. This requisition form should be signed by HOD OR officer not below the rank of Dy. Director/EE/SE/DIRECTOR.
2. Name of the official, authorized to receive must be clearly mentioned and signature be attested by the Indenting Officer.
3. The material can be had from Nazarat Branch, 4<sup>th</sup> Floor, B-Block, between 3.30 P.M., to 4.30P.M.
4. All Cartridges issued only on return of blank/used cartridge.

LIST OF CONSUMABLE ITEMS

S. No	Description (Item List)
1	Electric Kettle
2	Thermos Flask 1000 ltr. & 1500 ltr.
3	Quarter Plates, Full Plates
4	Tray Aerylic
5	Steel Spoons
6	Cup Saucer
7	Borosil Glass
8	Room Heater
9	Oil Heater
10	Bowls
11	Cut Glasses
12	Coasters
13	Hot Casees
14	OTG
15	Hot Plates

Asstt. Director(Naz.)

DA(Naz.)

DELHI DEVELOPMENT AUTHORITY

Name of the Branch .....

NAZARAT BRANCH

Staff Strength\_.....

Excluding Class-IV -.....

Stationery clerk may please issue the following items of stationery for the month of-

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S.No	Item	Quantity
1.	All pin	
2.	Ball pen Ordinary	
3.	Basta cloth	
4.	Carbon tape	
5.	Cello tape	
6.	Duster	
7.	Dak pad	
8.	Envelope 9" x 4" white (Plain)	
9.	Envelope 9" x 4" white (window)	
10.	Envelope 16" X 6" craft	
11.	Envelope 16" X 12" craft	
12.	File Board	
13.	Gel Pen	
14.	Gum bottle	
15.	Glass tumbler	
16.	Gem clips	
17.	Gum tape (Khakhi)	
18.	Ink Stamp pad	
19.	Jug water (Plastic)	
20.	Pencil lead	
21.	Plastic scale	
22.	Pencil short hand	
23.	Pen Pencil Pot	
24.	Paper weight	
25.	Punch	
26.	Paper Type	
27.	Pin cushion	
28.	Rubber pencil	
29.	Register 2 Qr.	

### LIST OF CARTRIDGES

S.No.	Name of Article	Specification
1	H.P. Toner Cartridge 2612A	H.P
2	H.P. Toner Cartridge 6470A	H.P
3	H.P. Toner Cartridge 7516 A	H.P
4	H.P. Toner Cartridge 388 A	H.P
5	H.P. Toner Cartridge 540 A	H.P
6	H.P. Toner Cartridge 541 A	H.P
7	H.P. Toner Cartridge 542 A	H.P
8	H.P. Toner Cartridge 543 A	H.P
9	H.P. Toner Cartridge (8543)x 43x	H.P
10	H.P. Toner Cartridge 310	H.P
11	H.P. Toner Cartridge 311	H.P
12	H.P. Toner Cartridge 312	H.P
13	H.P. Toner Cartridge 313	H.P
14	H.P. Toner Cartridge 400	H.P
15	H.P. Toner Cartridge CB 401	H.P
16	H.P. Toner Cartridge CB 402	H.P
17	H.P. Toner Cartridge CB 403	H.P
18	H.P. Toner Cartridge CF 400	H.P
19	H.P. Toner Cartridge CF 401	H.P
20	H.P. Toner Cartridge CF 402	H.P
21	H.P. Toner Cartridge CF 403	H.P
22	H.P. Toner Cartridge 410	H.P
23	H.P. Toner Cartridge 411	H.P
24	H.P. Toner Cartridge 412	H.P
25	H.P. Toner Cartridge 413	H.P
26	Cannon 912	Cannon
27	Pen Drive 8 GB	Kingston
28	Pen Drive 16 GB	H.P
29	Pen Drive 4 GB	H.P, Kingston, Moserbear
30	Pen Drive 32 GB	H.P
31	CD(R)	Moserbear
32	CD R/W	Moserbear
33	DVD	H.P
34	MLT D 101 S Laser	Samsung
35	MLT D 203 Samsung	Samsung

*Qid*  
DA(Naz.)

Asstt. Director(Naz.)

30.	Register 4 Qr.	
31.	Register 4 Qr. R/B	
32.	Register 6 Qr. R/B	
33.	Register 10 Qr. R/B	
34.	Rubber band	
35.	Stamp pad	
36.	Scale (steel)	
37.	Shorthand Note Book	
38.	Stapler 10 D (small)	
39.	Stapler (Big)	
40.	Stapler Pin (small)	
41.	Stapler Pin (Big)	
42.	Sharpener	
43.	Signature pad	
44.	Table Glass	
45.	Tag Cotton	
46.	Correction fluid white	
47.	Basket	
48.	Slip Pad	
49.	Yellow Envelope (16x12)	
50.	Colour Flag	
51.	Highlighter	
52.	Marker	
53.	Pilot Pen (05)	
54.	Pilot Pen (V-5)	
55.	Pilot Pen (V-7)	
56.	Plastic Folder	
57.	Spiral Note Book	
58.	Fevistick	

Counter signature of Head of Deptt.

Director(Nazarat)

Name of the Indenting

Office of the Seal

**NOTE**

1. Certified that the stationery taken in the previous month has been consumed.
2. Stationary items will be distributed from 11:00 AM to 1:00PM, on date 11 to 25 of every month.