

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
NATIONAL TOBACCO TESTING LABORATORY
OFFICE OF THE CENTRAL DRUGS TESTING LABORATORY
Zonal FDA Bhawan, Belasis Road, Mumbai Central, Mumbai – 400 008
Ph. No. 022-23002138 / 23002309
Email : nttl-mumbai@gov.in

No. 7(3)/NTTL/CDTL-MUM/2025-26/376

Date: 18/12/2025

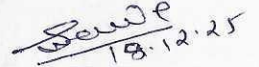
Notice Inviting Quotation

The Director, National Tobacco Testing Laboratory, Mumbai invites quotation from the interested and bonafide Manufacturer, Dealer, Distributor or retailer providing and supplying of Stationery items at National Tobacco Testing Laboratory, O/o Central Drugs Testing Laboratory, Mumbai.

For detailed notice, please visit <https://cdsco.gov.in/>

The detailed terms & condition of quotation for providing and supplying of Stationery items is available on the above website. Sealed quotation, accepting the stipulated terms & condition should be sent by post so as to reach the National Tobacco Testing Laboratory, O/o Central Drugs Testing Laboratory, Mumbai, Ministry of Health & Family Welfare, DGHS, Govt. of India, Zonal FDA Bhawan, GMSD Compound, Belasis Road, Mumbai Central, Mumbai – 400 008 by 12.01.2026 up to 3:00PM or dropped in the tender box on any working day between 11:00 AM to 3:00 PM up to 12.01.2026 and Tender / Quotation will be opened on the same day at 3:30 pm in presence of the interested Quotationers.

Yours sincerely,


18.12.25

(Sayali U. Warde)
Senior Scientific Officer,
Chairperson LPC of NTTL, Mumbai.

| Sr. No. | Name of Items | Quantity |
|---------|--|--|
| 01 | Note pad Specification – Size: 14 x 21cm, Sheets: 40 | 24 Nos. |
| 02 | Tissue Roll (3 ply) Specification – Size: (L-11.5cm) x (W-9.5cm), Sheets: 300 x 3(Usable) x 4 Rolls | 50 Nos. |
| 03 | Tissue Box (Jackson Maruti) Specification – Size: (L- 20 cm) x (W- 19cm), Sheets : 200 | 05 Nos. |
| 04 | Transparent Adhesive Tape – 1.5” | 06 Nos. |
| 05 | Fevistick Super Glue Stick – 25g | 06 Nos. |
| 06 | Disposable Mask (3ply) – (pack of 100 Pieces) | 4 Box |
| 07 | Pencil (10 x 4) – (Apsara / Natraj) | 4 Box |
| 08 | Erasers – Apsara – Pack of 20 | 1 No. |
| 09 | Ball Blue Pen - (Cello / Reynolds) | 20 Nos. |
| 10 | Permanent CD/DVD Marker Writing Pen – Black Ink (Small)- (Camlin) | 10 Nos. |
| 11 | Permanent CD/DVD Marker Writing Pen – Black Ink (Big) - (Camlin) | 5 Nos. |
| 12 | Whiteboard for office with Light weight Aluminium Frame (Medium Size 2 x 3 Feet) | 2 Nos. |
| 13 | Regular Paper Board Tag File for Documents, Papers, Certificate | 40 Nos. |
| 14 | Box file Specification : Material – Plastic / Cardboard Size - Legal, Letter, A4, F/S Size | 20 Nos. |
| 15 | Cleaner Brushes for bottles – (Medium) | 6 Nos. |
| 16 | Yellow Dusters Specification –Type: Wet and Dry, Material: Cotton, Size : 65L x 45W Centimetres | 10 Nos. |
| 17 | Black & White Dusters Specification –Type: Wet and Dry, Material: Cotton, Size : 65L x 45W Centimetres | 10 Nos. |
| 18 | Dettol Original Germ Protection Handwash Liquid Soap Refill, 1,350ml | 05 Nos. |
| 19 | Dettol Antiseptic Liquid for First Aid, Surface Disinfection and Personal Hygiene, 750ml | 05 Nos. |
| 20 | Wall clock - Ajanta /Orpat Specification - Size: 32 cm x 32 cm & Frame Material: Glass / Plastic | 02 Nos. |
| 21 | Zip Lock Pouch Reusable Transparent Plastic Bags – 51 Micron Specification - Size: 6 cm X 8 cm - 2 Nos. (Pack of 100) Size: 8 cm X 10 cm - 1 Nos. (Pack of 100) | 02 Nos. 01 Nos. |
| 22 | Noting Sheet (Green) Legal Pad - 95 GSM Paper – 80 Sheets | 02 Nos. |
| 23 | Cartridge - 925 / CE285A/CRG325 for Canon Printer LBP6030B | 02 Nos. |
| 24 | Cartridge – 071 for Canon Generic Plus UFR II V273 | 01 Nos. |
| 25 | Cartridge – 204A/CF510A(B) for HP Colour Laser Jet Pro- M154nw | 02 Nos. |
| 26 | Cartridge – 88A/CC388A for HP Laser Jet P1108 | 02 Nos. |
| 27 | Binder Clip Specification : Size: 15MM - Pack of 12 Size: 25MM - Pack of 12 Size: 32MM - Pack of 12 Size: 51MM - Pack of 12 | 20 Box. 30 Box. 30 Box. 20 Box. |

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
NATIONAL TOBACCO TESTING LABORATORY
OFFICE OF THE CENTRAL DRUGS TESTING LABORATORY
Zonal FDA Bhawan, Belasis Road, Mumbai Central, Mumbai – 400 008
Ph. No. 022-23002138 / 23002309
Email : nttl-mumbai@gov.in

No. 7(3)/NTTL/CDTL-MUM/2025-26/376

Date: 18/12/2025

NOTICE INVITING QUOTATION


Quotation is hereby invited from the interested and bonafide Manufacturer, Dealer, Distributer or retailer providing and supplying of Stationery items at National Tobacco Testing Laboratory - Mumbai, O/o Central Drugs Testing Laboratory, Mumbai under the following specification, terms:

| Sr. No. | Name of Items | Quantity |
|---------|--|----------|
| 01 | Note pad <u>Specification</u> – Size: 14 x 21cm, Sheets: 40 | 24 Nos. |
| 02 | Tissue Roll (3 ply) <u>Specification</u> – Size: (L-11.5cm) x (W-9.5cm), Sheets: 300 x 3(Usable) x 4 Rolls | 50 Nos. |
| 03 | Tissue Box (Jackson Maruti) <u>Specification</u> – Size: (L- 20 cm) x (W- 19cm), Sheets : 200 | 05 Nos. |
| 04 | Transparent Adhesive Tape – 1.5” | 06 Nos. |
| 05 | Fevistick Super Glue Stick – 25g | 06 Nos. |
| 06 | Disposable Mask (3ply) – (pack of 100 Pieces) | 4 Box |
| 07 | Pencil (10 x 4) – (Apsara / Natraj) | 4 Box |
| 08 | Erasers – Apsara – Pack of 20 | 1 No. |
| 09 | Ball Blue Pen - (Cello / Reynolds) | 20 Nos. |
| 10 | Permanent CD/DVD Marker Writing Pen – Black Ink (Small)- (Camlin) | 10 Nos. |
| 11 | Permanent CD/DVD Marker Writing Pen – Black Ink (Big) - (Camlin) | 5 Nos. |
| 12 | Whiteboard for office with Light weight Aluminium Frame (Medium Size 2 x 3 Feet) | 2 Nos. |
| 13 | Regular Paper Board Tag File for Documents, Papers, Certificate | 40 Nos. |
| 14 | Box file <u>Specification</u> : Material – Plastic / Cardboard Size - Legal, Letter, A4, F/S Size | 20 Nos. |
| 15 | Cleaner Brushes for bottles – (Medium) | 6 Nos. |
| 16 | Yellow Dusters <u>Specification</u> –Type: Wet and Dry, Material: Cotton, Size : 65L x 45W cm | 10 Nos. |
| 17 | Black & White Dusters <u>Specification</u> –Type: Wet and Dry, Material: Cotton, Size : 65L x 45W Centimetres | 10 Nos. |

| | | |
|----|---|--|
| 18 | Dettol Original Germ Protection Handwash Liquid Soap Refill, 1,350ml | 05 Nos. |
| 19 | Dettol Antiseptic Liquid for First Aid, Surface Disinfection and Personal Hygiene, 750ml | 05 Nos. |
| 20 | Wall clock - Ajanta /Orpat <u>Specification</u> - Size: 32 cm x 32 cm & Frame Material: Glass / Plastic | 02 Nos. |
| 21 | Zip Lock Pouch Reusable Transparent Plastic Bags – 51 Micron <u>Specification</u> - Size: 6 cm X 8 cm - 2 Nos. (Pack of 100) Size: 8 cm X 10 cm - 1 Nos. (Pack of 100) | 02 Nos. 01 Nos. |
| 22 | Noting Sheet (Green) Legal Pad - 95 GSM Paper – 80 Sheets | 02 Nos. |
| 23 | Cartridge - 925 / CE285A/CRG325 for Canon Printer LBP6030B | 02 Nos. |
| 24 | Cartridge – 071 for Canon Generic Plus UFR II V273 | 01 Nos. |
| 25 | Cartridge – 204A/CF510A(B) for HP Colour Laser Jet Pro- M154nw | 02 Nos. |
| 26 | Cartridge – 88A/CC388A for HP Laser Jet P1108 | 02 Nos. |
| 27 | Binder Clip <u>Specification</u> : Size: 15MM - Pack of 12 Size: 25MM - Pack of 12 Size: 32MM - Pack of 12 Size: 51MM - Pack of 12 | 20 Box. 30 Box. 30 Box. 20 Box. |

N.B. : Applicable Taxes and duties if any, which may be levied by the Government, should be shown separately.

Yours sincerely,



(Sayali U. Warde)

Senior Scientific Officer,
Chairperson LPC of NTTL, Mumbai.

Terms & Conditions :

1. The quotation / tender should be submitted in sealed covers. Open quotation / tender will be summarily rejected.
2. The quotation should be valid for a period of 90 (ninety) days from the date of opening of the tender / quotation.
3. The Director, National Tobacco Testing Laboratory - Mumbai reserves the right to reject the quotation or supply order at any stage without assigning any reasons thereof.
4. The quoted rate should be all inclusive and nothing will be paid extra for transportation, loading, un-loading at National Tobacco Testing Laboratory, Mumbai.
5. The Quotationer / supplier should supply of Stationery items in good condition, recently manufactured & strictly as per specification within thirty (30) days from the date of issue of supply order.
6. The person duly authorised by the quotationer will be allowed to deliver Stationery items at National Tobacco Testing Laboratory, Mumbai.
7. The quotationer should clearly mention the name of manufacturer, Catalogue No. / Product No. and year of manufacturing.
8. That on successful completion of supply of Stationery items as per specification to Store Section, National Tobacco Testing Laboratory, Mumbai, the quotationer / supplier should submit bill in triplicate along with mandate form to release e-payment through PFMS.
9. The quotationer should clearly quote their rates for both in figures and in words in net price (including any other taxes / discounts etc.) failing which your quotation will not be entertained. Any overwriting in rates or any change or alteration without attestation is liable to eliminate in the outright rejection of the quotation. In case there is any error between the amount specified in figures and words, the lower of the two will be taken for consideration.
10. The quotation duly completed as per the instruction given herein and accepting the same may be sent by speed post or dropped in the "Tender Box" on any working days between 11:00 AM to 3:00 PM up to 12.01.2026 at National Tobacco Testing Laboratory, Office of Central Drugs Testing Laboratory, Mumbai, Ministry of Health & Family Welfare, DGHS, Govt. of India, Zonal FDA Bhawan, GMSD Compound, Belasis Road, Mumbai Central, Mumbai - 400 008. **"Quotation for supply of Stationery items" and Quotation "No. 7(3)/NTTL/CDTL-MUM/2025-26/376 dt.18.12.2025"** should be written on the top of the envelop.
11. Late quotation i.e. quotation received after the specified date and time of receipt will not be considered in any circumstances.
12. The quotation so received will be opened on the same day i.e. on 12.01.2026 at 3:30 PM in presence of interested Quotationer (s) or their authorized representative.

Yours sincerely,


18.12.25

(Sayali U. Warde)
Senior Scientific Officer,
Chairperson LPC of NTTL, Mumbai.