

**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/2024-25/ 109

Date: 20/3/25

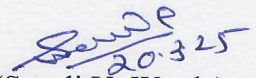
**Notice Inviting Quotation**

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 26.03.2025 up to 3:00PM or dropped in the tender box on any working day between 11:00 AM to 3:00 PM up to 26.03.2025 and Tender / Quotation will be opened on the same day at 3:30 pm 26.03.2025 in presence of interested Quotationers.

Yours faithfully,

  
(Sayali U. Warde)

Senior Scientific Officer,  
Chairperson LPC of NTTL, Mumbai.

<b>Sr. No.</b>	<b>Name of Items</b>	<b>Quantity</b>
01	(Cello / Reynolds) Ball Blue Pen	20 Nos.
02	(Cello / Reynolds) Ball Red Pen	5 Nos.
03	A4 Size Paper Ream (70 GSM)	24 Nos.
04	Tissue Roll (3 ply)	30 Nos.
05	Tissue Box (Jackson Maruti)	5 Nos.
06	Single Line Long Register (100 Pages)	10 Nos.
07	Cardboard Box files	20 Nos.
08	Spring office files	20 Nos.
09	Office Single tag file	30 Nos.
10	Battery AA	10 Nos.
11	Battery AAA	05 Nos.
12	Rubber Stamp Blue Ink Bottle (60ml) (Camlin/Faber-Castell)	1 No.
13	Stamp Pad (Blue) (Faber-Castell)	2 Nos.
14	Keyboard - Logitech	2 Nos.
15	Mouse - Logitech	2 Nos.

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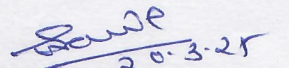
**NOTICE INVITING QUOTATION**

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	(Cello / Reynolds) Ball Blue Pen	20 Nos.
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15	Mouse - Logitech	2 Nos.

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

Yours faithfully,




(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 26.03.2025 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/2024-25/109 dt.20.03.2025"** 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 26.03.2025 at 3:30 PM in presence of interested Quotationer (s) or their authorized representative.

Yours faithfully,

  
20.3.25

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