

## Letter of Enquiry/Quotation

Date: 19/02/2026

Greetings from HelpAge India!

HelpAge India is a non-profit organization dedicated to serving the elderly population in India. It was established in 1978 and has since been actively involved in various initiatives aimed at improving the quality of life for senior citizens. HelpAge India runs various programs and services to address the needs of older persons. These include healthcare services, elder helplines, livelihood support, advocacy for elder rights, and disaster relief efforts tailored to the elderly population.

**Quotation is requested for below goods (Location Delhi NCR):**

S. no	Name of goods	Name of Brand	Quantity (approx.)	price per unit inclusive GST	Total Price inclusive GST
1	A 4 Spiral Pad 200 page	Neelgagan	12		
2	A 4 Spiral Pad 80 page	Neelgagan	100		
3	A 6 Spiral Pad	Neelgagan	20		
4	A4 DF 201 Solo Folder	Solo	360		
5	Add gel-300	Add Gel	25		
6	Add gel-500 Achiver	Add Gel	60		
7	Add gel-500 Refill	Add Gel	50		
8	Ball pen Flair	Flair	240		
9	Binder Clip SDI 19mm	Saya	120		
10	Binder Clip SDI 25mm	Saya	120		
11	Binder Clip SDI 41mm	Saya	72		
12	Board Pin	Generic	24		
13	Brown Tape (wonder) 1/2 INCH	wonder	10		
14	Brown Tape (wonder) 1 INCH	wonder	500		
15	Brown Tape (wonder) 2 INCH	wonder	200		
16	Calculator CT 500 / Casio MJ 120D	Citizen	10		
17	Calculator CT 501 / Casio MJ 12D	Citizen	10		
18	Camel Gum (700)	Camel	12		
19	Cello Tape 1'	wonder	150		
20	Cello Tape 1/2"	wonder	10		
21	Cello Tape 2"	wonder	50		

22	Confrence Pad	Trison 20 sheets (40Pgs)	1000		
23	Double side tape	Deer Grip	30		
24	Duster(White)	Generic	60		
25	Eraszer Apsara	Apsara	20		
26	Fevicol Tube 100GM	Fevicol	20		
27	Glue Stic (Kores)	Kore	60		
28	Highlighter All Colors( Luxar)	Luxor	100		
29	Index File (good quality)	Jimmy	600		
30	Marker Parmanent Luxor	Luxor	50		
31	My clear bag	Sun	50		
32	Paper A-3 Size COPIER PAPER 75GSM Rim	Trident Spectra	5		
33	Paper A-4 Size COPIER PAPER 75GSM Rim	Trident Spectra	1300		
34	Paper Photoglossy A-4 170gsm	Oddy -20 Sheets Pack	5		
35	Pen Stand Jali	Saya	10		
36	Pencil Natraj HB	Natraj	240		
37	Plastic Folder	Solo Worldone	240		
38	Plastic Folder Coloured	Solo Worldone	48		
39	Post it Pad 2x3(3M)	Oddy	50		
40	Post it Pad 2x3(3M)	Oddy	50		
41	Post it Pad 3x5(3M)	Oddy	36		
42	Post it Pad 3x5(3M)	Oddy	50		
43	Regiser 240 Pages, Approx size 295X187	Trison	48		
44	Rubber Band 500Gms.	Saya	20		
45	Scissors Big	Kangaro	10		
46	Scissors Small	Kangaro	12		
47	Stapler HD 10D	Kangaro	12		
48	Stapler HP 45	Kangaro	5		
49	Stapler Pin Max Big	Kangaro	200		
50	Stapler Pin Max No.10	Kangaro	10		
51	Uniball Eye Pen blue	Uniball	50		
52	Uniball Eye Pen (Violet)	Uniball	10		
53	Uniball Signo pen(207)	Uniball	50		
54	White Board Marker (Luxar)	Luxor	50		
55	Whitener Pen	Luxor	50		
56	Writing Pad Neelgagan 55 No.	Neelgagan	50		
57	Doms Pen Use & throw	Doms	1000		
58	FeviGum (200 gm)		10		
59	Cutter big	ikon	10		
60	Report file	WORLDONE	50		

61	Dustbin (small) 202 no		20		
62	Gem Clips 26 mm	rolex	20		
63	Gem Clips 35 mm	rolex	20		
64	Bond Paper Rim 50 sheet pkt.	JK	10		
65	File Tag small white		100		
66	File Tag Green		100		
67	Flags Colour (Promt)	ODDY	20		
68	Pen Pentonic		60		
69	Pen Unomex		50		
70	Pen HOUSER		24		
71	Gem clips Colour	Everbright	24		
72	Duracell battery AA		50		
73	Duracell battery AAA		50		
	Total				

<b>2. Housekeeping Items For HO</b>					
<b>S.No.</b>	<b>Goods</b>	<b>Quantity</b>	<b>Brand</b>	<b>Price per unit inclusive GST</b>	<b>Total Price inclusive GST</b>
1	Cleanzo Phenyl/5 ltr.	50 pcs			
2	Harpic Flusmatic	84 pkt			
3	Harpic 5 ltr	4 pcs			
4	Harpic small	6 pcs			
5	Duster Cloth	60 pcs			
6	Pocha Big	60 pcs			
7	Broom Soft	12 pcs			
8	Broom Hard	12 pcs			
9	Wiper Big	12 pcs			
10	Wiper Small	12 pcs			
11	Toilet Roll	1200 pcs	Wintex		
12	Face Tissue Box 100 pull	200 pcs	Wintex		
13	Napkin/Tissue Paper	12 pcs			
14	Urinal Cube	50 pkt	Sani fresh		
15	HIT 400ML Black/Red	6 pcs			
16	Room Freshner	6 PCS	ODONIL		
17	Odonil	24 pkt			
18	Lizol 2 ltr	24 pcs			
19	WC Pump	6 pcs			
20	Dustbin Small	6 pcs			
21	Bucket Small	6pcs			
22	Nip Powder	48 pkt			

23	Vim Soap	48 pcs			
24	Roff	12 pcs			
25	Scroach Bite	30 pcs			
26	COLLIN	6 PCS			
27	Collin 5LTR	3 PCS			
28	Bathroom Scrubber Brush	12 pcs			
29	MOP	6 PCS			
30	Vim Liquid	12 pcs			
	Total				

Please send your quotation on your official letterhead to the email ID:

[Procurement@helpageindia.org](mailto:Procurement@helpageindia.org) by 26 February 2026.

Important:

Please do not CC your quotation to any other email ID.

Quotations sent to any email ID other than [Procurement@helpageindia.org](mailto:Procurement@helpageindia.org) will be summarily rejected

Please share your GST and PAN number along with the quotation.

The rate quoted by the agency will be valid for 1 year from the award of the contract.

HelpAge India

Tel. 011-42030400