

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS 618, ANNA SALAI, TEYNAMPET, CHENNAI – 600 018. RECORDS SETION	
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No. REC/808/ASI/2021-2022

Date: 08/12/2021

CIRCULAR

To

All Sub Offices under CDA Chennai organisation
All Sections in Main Office

Sub: Procurement of Annual Stationery items

As we are fast approaching towards the end of the financial year, procurement of Annual stationery items and its distribution for the ensuing year is of utmost importance. In order to facilitate smooth procurement through GEM portal, Sections in the main office and sub offices under CDA Chennai organization are requested to render their annual stationery indent in the prescribed format enclosed as Annexure. The indent may please be furnished latest by 27/12/2021 through recordschennai@gmail.com.

Deviavant
DAE
ACDA (Records) 10/12/21

Annexure

Annual Stationery Indent List - 2022					
Strength of Officers (GO/SAO/AAO) :					
Strength of Staff (Auditor/Clerk/MTS) :					
Name of the item required	Quantity projected last year	Quantity received	Current stock	Quantity required	Remarks
A4 photocopier paper 75 GSM (in Reams)					
A4 Size 65 gsm index copier (in Reams)					
Ball Point Pen (Black)					
Ball Point Pen (Blue)					
Ball Point Pen (Red)					
Brown Tape(big)					
Calculator					
Cello Tape White (small) 1"					
Cello Tape White (Big) 2"					
Cloth Cover (A4 size)					
Cloth Cover (FS size)					
Cloth Lined 120x275 mm					
Correction Pens (Whitener)					
Envelope 10" x 4"					
Envelope 9" x 4" (SE-5)					
Eraser					
Fevi stick (15 gms)					
File Covers Paper					
File Covers Plastic					
Flags coloured					
FS photocopier paper 75 GSM (in Reams)					
Gell Pen (Black)					

Gell Pen (blue)					
Gell Pen (Green)					
Gell Pen (Red)					
Gem Clip (Plastic Coated) Box					
Gum Bottle (big)					
Gum Bottle (Small) (300 ml)					
GumTube					
Highlighter Pen					
Ink violet for Rubber Stamp					
Jute (in kgs)					
Legal Paper Green (in Reams)					
Marker Pen (CD Marker)					
Nylon Thread (in Roles)					
Paper Carbon (black) 21x29.7 cm std wt (in Reams)					
Paper Carbon (blue) 20.5x33cm std wt (in Reams)					
Paper Weights					
Pen (Black) for (AO/GO)					
Pen (Blue) for (AO/GO)					
Pen (Green) for (AO/GO)					
Pen (Red) for (AO/GO)					
Pen Knife					
Pen Stand					
Pencil (Black)					
Permanent Marker Pen (Black)					
Permanent Marker Pen (Blue)					
Pin (box) Alpins					
Plastic Tray Big					
Plastic Tray small					
Poker					
Punching Machine (double hole)					
Punching Machine (Single hole)					
Registers (Large) (Ruled)					
Registers (Large) Unruled					
Registers (Medium) Ruled					

Registers (Medium) Unruled					
Registers (Small) (Ruled)					
Registers (Small) Unruled					
Scale (big) Steel					
Scale (Big) Transparent					
Scissors					
Scribbling Pads					
Sharpner					
Sketch Pen					
Stamp Pad (Big)					
Stamp Pad (Small)					
Stapler - Small No.10					
Stapler (Big) No.24					
Stapler Pins (small) No.10 (box)					
Stapler Pins (Very big) No.24 (box)					
Sticky Notes for Officers					
Submission Pad (File Board)					
Tags (big)					
Tags Small (bunch)					
Thread Twine (Packet)					
White Board Marker (Black)					
White Board Marker (Blue)					
White Board Marker (Red)					