



**भारत सरकार लेखन सामग्री कार्यालय, 3 चर्च लेन, कोलकाता -700 001**  
**GOVERNMENT OF INDIA STATIONERY OFFICE, 3 CHURCH LANE, KOLKATA - 700 001.**

To,

All Indentors

**Sub: Demand Survey of Anti COVID Items.**

Sir/ Madam,

On the outbreak of COVID-19 and existing threat of containment in Govt establishment, this office propose to supply Anti COVID items alongwith the Stationery items to our valuable indentors, which are as follows:-

S.No	Proposed/Vocab	Proposed Items	A/u
1	NV100	Triple layer Mask disposable	Nos
2	NV101	Mask Washable	Nos
3	NV102	Hand Sanitiser 100 MI	Nos
4	NV103	Hand Sanitiser 500 MI	Nos
5	NV104	Thermal Gun	Nos
6	NV105	Hand Gloves Nitrite	Pairs
7	NV106	Liquid Soap 200 MI	Nos

2. In view of above this office is making a demand survey to get the estimate of quantum required by our indentors, therefore it is requested to fill up the prescribed form (Appx 'A') (Copy enclosed) and send the same to our e mail ID [dcg.giso@nic.in](mailto:dcg.giso@nic.in) at the earliest.

**Yours Faithfully,**

**BISWANATH HALDER**  
Dy. Controller Sty.(A)  
Govt. of India Sty. Office  
3, Church Lane, Kolkata-1

**(B.N. Halder)**  
**Deputy Controller Sty.(Admn.)**



जनगणना 2021 अन्न कल्याण



(Please use office letter head)

To,

GISO Kolkata/ RSD NewDelhi/ Chennai/ Mumbai.

1. Name of the Office:
2. Address
3. If Indent already placed mention No and Date:
4. No of Staff:
5. E-mail ID.
6. Whether door delievery is required.
7. The following items are required:-

S.No	Proposed /Vocab	Proposed Items	A/u	Qty required
1	NV100	Triple layer Mask disposable	Nos	
2	NV101	Mask Washable	Nos	
3	NV102	Hand Sanitiser 100 MI	Nos	
4	NV103	Hand Sanitiser 500 MI	Nos	
5	NV104	Thermal Gun	Nos	
6	NV105	Hand Gloves Nitrite	Pairs	
7	NV106	Liquid Soap 200 MI	Nos	

Sign and Stamp of Authorised officer/ Indentor

