



No. 12, Vaibhav Complex, Smith Road,  
Off Anna Salai, Chennai - 600002



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[www.naturalofficemart.in](http://www.naturalofficemart.in)



GSTIN: 33A1SPN3302Q1ZU

Date: \_\_ / \_\_ / \_\_

To: M/S.

Attention:

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**Subject: Proposal for the Supply of Premium Stationery & Housekeeping Materials**

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### Company Profile

Since our inception in 1995, **Natural Office Mart** has emerged as a trailblazer in providing cutting-edge stationery, housekeeping supplies, IT products, and advanced printing solutions. Over our 25+ years of excellence, we have partnered with diverse sectors—including public and private corporations, IT firms, automobile manufacturers, educational institutions, banks, hotels, hospitals, and consulting agencies—delivering tailored, high-performance products that drive business success.

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### Our Expertise & Offerings

#### **Office Essentials & Beyond**

- **Office Stationery:**  
Latest-generation products ranging from everyday essentials to premium corporate stationery designed to elevate your brand image.
- **Housekeeping Supplies & Chemicals:**  
Industry-leading cleaning chemicals and materials, engineered to maintain impeccable work environments with eco-friendly and technologically advanced formulations.
- **Packing Materials & Industrial Safety Items:**  
Innovative packing solutions combined with state-of-the-art safety equipment to protect your assets and workforce.
- **Electrical & Hardware:**  
A comprehensive assortment of quality electrical and hardware components that ensure durability and optimum performance.
- **Corporate Gifts:**  
Custom-branded, high-quality gift options that create lasting impressions and foster deeper business relationships.
- **Pantry:**  
We provide a curated selection of premium pantry essentials tailored specifically for corporate environments, designed to elevate workplace experiences and meet everyday needs.

#### **SUPER STOCKISTS, SUPPLIERS & DEALERS OF:**

Full Range of Stationery Items, Housekeeping Products & Chemicals, Computer Peripherals & accessories, printing solutions, Packing Materials & Industrial Safety Items, Corporate Gifting and much more.





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### IT & Computer Consumables

- **Computer Peripherals:**  
From high-performance Printer and printer inks, toner cartridges to state-of-the-art computer components (RAM, CPU, Motherboard, Processors, Cabinets, SMPS, Monitor, CPU and Cabinet Fans, Branded Keyboard, Mouse etc.), we offer an expansive range that supports modern office dynamics.
- **Computer Consumables:**  
All types of cables (VGA, HDMI, Ethernet, Type C to C etc.), laptop adapters, Batteries.
- **Multimedia Storage & Accessories:**  
Internal and External Storage solutions like HDD, SSD, Pen drives, and data cartridges that are essential for today's fast-paced digital environments.
- **Networking:**  
All types of branded Switches (Cisco, Netgear, TP-Link, D-Link), Hubs, Routers, Lengthy cat 6, 6e cables etc.

### Advanced Printing & Manufacturing Solutions

- **Comprehensive Printing Services:**  
Utilize our cutting-edge printing technology for:
  - ID card and badge printing
  - Basic Coloured and Customized Lanyard
  - Visitor and business cards
  - Corporate envelopes and brochures
  - Customized letterhead solutions
  - Multi-colour offset printing, along with both color and black & white Xerox services (including jumbo printouts)
- **Specialty Manufacturing:**  
Tailor-made products such as plastic files, box files, spring and tag files, notice boards, whiteboards, rubber stamps and more—all crafted to your specifications with premium materials.

### Operational Excellence Nationwide

#### Reach:

With strategically located branches in **Chennai, Mumbai, and Bangalore**, our logistics are powered by state-of-the-art warehouse facilities, an integrated delivery fleet, and robust local distribution channels. Customers can effortlessly place orders through our dedicated mobile app or web platform, ensuring a seamless, best-in class digital experience.

#### Quality & Efficiency Guarantee:

At Natural Office Mart, we are committed to delivering:

- **Quality Products & Timely Services:** Our promise is to offer best-in-class products paired with prompt, reliable delivery.
- **Competitive Pricing:** Enjoy economically sound, competitive rates—enhanced with full product and price guarantees.

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- **Flexible Credit Terms:** Benefit from a 30-day credit period from the invoice date, supporting your cash flow management.

### Why Choose Natural Office Mart?

#### Authorized & Trusted:

We are the exclusive resellers for leading corporate brands, backed by a strong financial history and proven success.

- **Nationwide Influence:**  
Drawing from over 12 top-tier manufacturers, our footprint spans every corner of India, ensuring regional availability and localized support.
- **Customer-Centric Philosophy:**  
Our business is built on long-term relationships; we listen, adapt, and offer bespoke solutions that align with your unique business goals.
- **Exemplary Service Commitment:**  
Our highly experienced team—comprising marketing professionals, customer support specialists, and a dedicated dispatch crew available from **8:00 AM to 10:00 PM**—is committed to exceeding your expectations.
- **GST Filing:**  
Our routine GST filings ensure compliance and create opportunities for companies like yours to gain financial advantages.
- **Following Advantages:**  
Our exceptional resources empower us to deliver products with unmatched punctuality.  
Total No. Of Employees – 30+ which includes big fleet of good delivery boys.  
Total No. Of Vehicles - 13+ which includes 2 big Tempo's and 11+ two wheelers
- **Our clients:**  
Few of our robust clients include top notch companies like HCL infotech, Miot Hospitals, IDBI Bank, Delhivery Logistics, Aditya Birla and much more.

### Connect with Us

#### Primary Contact:

Mr. Govind Nor

Mobile: +91 99624 67467 (Available 24x7)

#### For Orders & Inquiries:

- **Email:** [sales@naturalofficemart.in](mailto:sales@naturalofficemart.in) | [accounts@naturalofficemart.in](mailto:accounts@naturalofficemart.in)
- **Website:** [www.naturalofficemart.in](http://www.naturalofficemart.in)

### Brands We Carry



Govind Nor

Natural Office Mart

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