

Date: __/__/__

To: M/S.

Attention:

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

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.

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.



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

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Brands We Carry



SAMSUNG



KORES
Office Professional



TNPL



CASIO



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