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**Subject: Supply of quotation for stationary material.**

This office has decided to purchase the stationary materials for office use hence it is requested to supply the quotation for the stationary of which the details are given below (specification) with the terms and conditions given on overleaf.


Sr. No.	Name of Items	Specification	Remark
1	Paper A4 size	75 GSM	Rate Provide for each items
2	Paper legal size	75 GSM	
3	Board Bandi	Good quality	
4	Gum Bottle	150ml & 1 Lit	
5	Pin Box		
6	Pin Box Cautation	Cello	
7	Stapler	10 & 45No	
8	Stapler Pin	10 & 45No	
9	White Tag	18"	
10	Eraser Pen	Camel Make	
11	Pencil Box	HP	
12	Box File	Std. Size	
13	Register	1Q, 2Q, 4Q (Full Size)	
14	Calculator	10 Digit (Casio make)	
15	Envelope(Brown)	9x4 (75GSM)	
16	Envelope	A4 size (inner cloth)	
17	Tape(Brown& Transparent)	2.5"	
18	Scissor	Stainless Steel (Made in India)	
19	Paper Cutter	Stainless Steel (Small Size)	
20	Marker Pen	(OHP) Black& Blue	
22	Dustbin	10 Lit. Capacity	
23	Duster	Good quality	
24	Wall Clock	Black & White	
25	Punching machine	Small(kangaroo make)	
26	Highlighter Pen	Yellow & Pink	
27	Coloured Flags	Small Size	
28	Door Lock	Godraj (9 level)	
29	Extension Box	Bajaj Make or Branded	
30	Stamp Pad (Small Size)	Camale	
31	U Pin	Plastic coated	
32	Dak Pad	With Flap	
33	Pen Stand		
34	Pen	Traimax	
35	Office Bell With Electric Supply		
36	Dustfree White Chalk	White cores	
37	Basta Cloth		Per Mt.

The completed quotation shall reach this office on or before **07/09/2018** at 3.00 pm. The quotations received late will not be entertained.

*Chav*

**CONDITION:**

1. The quotation should be sent in enveloped only.
2. On the left hand corner of envelope following matter must be clearly mentioned in block letters. '**Quotation for Sanitary materials**' with reference to this office enquiry letter no. **No. AD/HC/Quot. Let./ / 2018 Dated 28/08/2018**
3. Item available in ready stock and which can be supplied on placing of firm order, may only be quoted.
4. Price / rate should be inclusive of all the taxes.
5. The detail specification, make, model, manufacturer of accessories required be given in the quotation with the sample (if necessary). Without incomplete details/ specification the quotation are liable for rejection.
6. The payment of bill will only be made after satisfactory compliance of complete supply and hence condition such as full or part payment in advance, etc. are not acceptable.
7. Quotation received after mentioned date will not be considered.
8. Time period for which the quotation will be valid should be clearly mentioned. Otherwise, the validity period for the quotation should be at least for **180 days** will be considered
9. The conditional quotations are liable for rejection.
10. The undersigned reserves full right to reject any or all the quotations without assigning the reasons thereof.
11. Authorization letter/ certificate (if necessary) in the support of the authorized dealer of the company may be attached with the quotation.
12. **GST** may please be mentioned on the quotation letter (for repairing not necessary).
13. Tentatively quotation will be opened on **10/09/2018** at 5.00 pm. in the chamber of the undersigned.

  
Associate Dean  
College of Horticulture,  
Dr. PDKV. Akola