

No.AD/.LAE/Acct/ 856 /2018  
Office of Asso. Dean LAE  
Dr.PDKV,Akola.  
Dated 13 / 12 / 2018

To,

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**Subject – Quotation for supply of Office Stationary...**

Please arrange to send quotation for supply of Stationary with particulars and Conditions of supply is mention below.

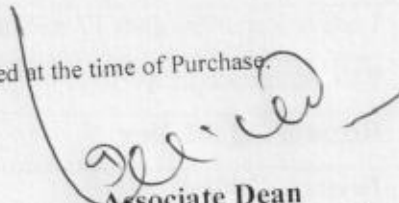
**Particulars of supply to be made :-**

SN	Name of Item	Specification	Total No. Required
1	A-4 Paper 75 gsm	( copy power )	400 Rim
2	Ledger Paper 90 gsm	(Matrix Make)	30 Rim
3	Ledger Paper 90 gsm 12 x18 inch	(Matrix Make)	01 Rim
4	PVC laminated Envelope (10x14 Size)	-----	1500 Nos.
5	Register 2Q full Size	-----	24 Nos.
6	Fevicol (200ml)	-----	100 Nos.
7	Cloth Bag (18x18 in)	-----	50 nos.
8	Nylon Binding Rope Bundle (medium Size)	-----	10 Nos.
9	Niddle Big Size (for Stitching of Cloth Bags)	-----	05 Nos.
10	Whitener pen Make-Cello	-----	10 Nos.
11	Highlighter (Yelow)Make- Cello	-----	05 Nos.
12	Pencils (Make-Natraj)	-----	10 Box.
13	Pen Red Colour (Cello)	-----	300 Nos.
14	Refill Red Colour (Cello)	-----	300 Nos.
15	Pen blue Colour	-----	50 Nos.
16	Pen green Colour	-----	50 Nos.
17	Permanent Marker Pen Make-Cello	-----	05 Nos.
18	Scissor 10 inch (Hevy Duty)	-----	02 Nos.
19	PVC Scale (12 inch) Heavy duty	-----	02 Nos.
20	HDPE 50 Kg. Empty Bags.	-----	50 Nos.

21	Transparent Tape 2"	-----	100 Nos.
22	Box Files	-----	48 Nos.
23	Riso duplicator ink Z type Black	-----	08 Nos. (4 Boxes)
24	Riso master roll RZ-220AS	-----	01 No.

**Terms and conditions of supply:**

- 1) The sealed quotation should be in the of **Associate Dean, Lower Agriculture Education, Dr Panjabrao Deshmukh Krishi Vidyapeeth, Akola** mentioning quotation for **Stationary**.
- 2) The items in stock should only be quoted
- 3) The quotation should reach this office with samples of \_\_ as specified, on Or before **Dated -26-12-2018 and Hrs. 05.00 pm**
- 4) The rates quoted should be valid for a period of **Three months** from the date fixed for opening of the quotations
- 5) **The Rates quoted will have to be Inclusive of All Taxes & GST with Delivery at this office.**
- 6) The right to accept whole or part of the quotation or reject without assigning any reason therefore is reserved with the undersigned.
- 7) The material should be supplied as per specifications asked for (and not for any other make ) with **EIGHT Day's** for the date of acceptance of the quotation.
- 8) A separate reference be made for the item which are not in stock and the same be quoted, if particular Dealer takes the risk for its supply within specific time.
- 9) In the event of failure to supply the material within specified period, the undersigned is authorized to cancel the order for supply.
- 10) Quotation will be accepted only on working days.
- 11) The quantity required is subject to variation.
- 12) The above-mentioned quantity may be increased or decreased at the time of Purchase.

  
**Associate Dean**  
**Lower Agriculture Education,**  
**Dr. PDKV, AKOLA**