

To,

Subject :- Quotation for supply of Office Stationary...

Please arrange to send quotation for supply of **Office Stationary...** with particulars and conditions of supply is mentioned below.

Particulars of supply to be made :-

Sr.No.	Particulars	Quantity	Remarks
1	Highlighter (Yellow) Make –Camlin / Cello	01 Nos.	For examination work
2	Antivirus (Quick Hel Security)	01 Nos.	For examination work
3	PVC Laminated envelops (10x14Size)	01 Nos.	For examination work
4	A-4 Paper 75 gsm (copy power)	01 rim	For examination work
5	Nylon Binding Rope Bundle (medium Size)	01 Nos.	For examination work
6	Transparent Tape 2 inch	01 Nos.	For examination work
7	Stainless Steel paper cutter (Medium size)	01 Nos.	For examination work
8	Pencils (Domes) X-Tra Super	01 Box	For examination work
9	Pen Blue colour (Goldex)	01 Nos.	For examination work
10	Pen Black colour (Goldex)	01 Nos.	For examination work
11	Pen Red colour (Goldex)	01 Nos.	For examination work
12	Pen Green colour (Goldex)	01 Nos.	For examination work
13	Register 2Q full Size	01 Nos.	For examination work
14	Register 4Q full Size	01 Nos.	For examination work
15	Stapler HP -10 Big size (No. 10) Kangaroo	01 Nos.	For examination work
16	Whitener pen Make – Faber - Castell	01 Nos.	For examination work
17	Stapler pins (No. 10) Kangaroo	1 Box (20 Nos.)	For examination work
18	White Paper 90 gsm (Matrix Make) (12x18) (A3)	01 rim	For examination work
19	Permanent Marker Pen Make –Cello	01 Nos.	For examination work
20	Permanent Marker Pen (Black CD Write) –Cello	01 Nos.	For examination work
21	Scissor 10 inch (Heavy Duty)	01 Nos.	For examination work
22	Stainless Steel scale (12 inch Heavy Duty)	01 Nos.	For examination work
23	Pen Drive 64GB (Sony/Sandisk) C-Type	01 Nos.	For examination work
24	Mouse Pad	01 Nos.	For examination work
25	Fevicol 200 ml	01 Nos.	For examination work
26	White Tags cotton (12inch) Good Quality	01 Bundles	For examination work
27	Office calendar (Kalnirnay Office-2026)	01 Nos.	For examination work
28	Camlin Glue Stick	01 Nos.	For examination work
29	U Pins V Shape (32mm)	01 Boxes	For examination work
30	Stamp Pad Blue 11.6cm x 6.5cm (Medium size)	01 Nos.	For examination work
31	Stamp Pad ink Blue (100 ml.) - Camel	01 Nos.	For examination work
32	Rubber band (Full size)	250 gm	For examination work

33	Transparency Film – A4 (Oddy)	01 Box (100 Sheets)	For examination work
34	Photo Paper A4 (Oddy)	01 Box (100 Sheets)	For examination work
35	Hard disk (External) 1TB (Sony/Toshiba)	01 Nos.	For examination work
36	Camlin Stamp pad	01 Nos.	For examination work
37	Stapler HP -45 24/6 Kangaroo	01 Nos.	For examination work
38	Kangaroo pin remover SR -100	01 Nos.	For examination work
39	Legal Paper 75 gsm (copy power)	01 rim	For examination work
40	Mahavir Mustter register	1 Nos.	For examination work
41	Neel gagan	1 Nos.	For examination work
42	Pen Blue colour (Goldex Rollink-30)	01 Nos.	For examination work
43	Refil Blue colour (Goldex Rollink-30)	01 Nos.	For examination work
44	Stamp Pad Blue Camlin (Big size)	01 Nos.	For examination work
45	Pen Blue colour Cello 0.5 Gripper ball	01 Nos.	For examination work
46	Pc Keyboard Hp	01 Nos.	For examination work
47	Pc Mouse Hp	01 Nos.	For examination work
48	Calculator Casio MJ-120D	01 Nos.	For examination work
49	Nagmani Cloth	01 miter	For examination work

Terms and conditions of Supply:

- 1) The sealed quotation should be submitted in the office of Associate Dean, Lower Agriculture Education, Dr.P.D.K.V., Akola. Mentioning quotation for office **Stationary.**
- 2) The items to be supplied be only quoted.
- 3) The quotation should reach thin office as specified, on of before Dated **08 th December, 2025 and 5.00 pm.**
- 4) The rates quoted should be valid for a period of **Six months** from the date fixed for opening of the quotations.
- 5) The rates quoted will have to be Inclusive of **GST** with Delivery at this office.
- 6) The right to accept whole or part of the quotation of reject without assigning any reason is reserved with the undersigned.
- 7) The material should be supplied as per specifications asked for (and not for any other make) with EIGHT days for the date of acceptance of the quotation
- 8) A separate methods be made for the item which are not in stock and the same be quoted if particular Dealers 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.

(Signature)

Dean & Associate Dean,
Faculty of Lower Agriculture Education,
Dr.P.D.K.V.,Akola