

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.

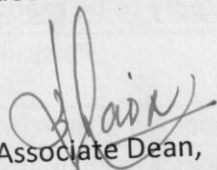
Particulars of supply to be made :-

Sr. No.	Particulars	Quantity	Remarks
1	Ledger Paper A-4 90 gsm (Matrix Make)	10 rim	For examination work
2	Ledger Paper 90 gsm (Matrix Make) (12x18) (A3)	02 rim	For examination work
3	PVC Laminated envelops (10x14Size)	500 Nos	For examination work
4	Register 2Q full Size	12 Nos.	For examination work
5	Register 4Q full Size	12 Nos.	For examination work
6	Fevicol 200 ml	50 Nos.	For examination work
7	Cloth Bag (18x18inch)	50 Nos.	For examination work
8	Thread Bundle Cone (Big size)	05 Nos.	For examination work
9	Whitener pen Make -Cello	10 Nos.	For examination work
10	Pencils (Domes)	10 Box	For examination work
11	Pen blue colour (Cello)	50 Nos.	For examination work
12	Pen black colour (Cello)	10 Nos	For examination work
13	Permanent Marker Pen (Black CD Write) –Cello	10 Nos.	For examination work
14	Transparent Tape 2 inch	50 Nos.	For examination work
15	Stepler pins (No.10)	05 Boxes	For examination work
16	White Tags cotton (12inch) Good Quality	25 Bundles	For examination work
17	Stainless Steel paper cutter (Medium size)	10 Nos.	For examination work
18	File paper flag (25 x 75 mm. four colour)	10 Nos.	For examination work
19	DR 2365 Brother Cartridge	10 Nos.	For examination work
20	DR 2365 Brother Drum	02 Nos.	For examination work
21	Toner RICOH-MP C2503S (Black)	04 Nos.	For examination work
22	Canon 337 Cartridge	10 Nos.	For examination work
23	Pen Reynolds Trimax black colour	50 Nos.	For examination work
24	Refill Reynolds Trimax black colour	50 Nos.	For examination work
25	Hard disk (External) 1TB (Sony/Toshiba)	02 Nos.	For examination work
26	Pen Drive 64GB (Sony/Sandisk) C-Type	03 Nos.	For examination work
27	Antivirus (NetProtector)	05 Nos.	For examination work
28	Water sponge damper	06 Nos.	For examination work
29	Office calendar (Kalnirnay Office 2022)	01 Nos.	For examination work

Terms and conditions of Supply:

- 1) The sealed quotation should be reach to the office of Associate Dean, Lower Agriculture Education, Dr.P.D.K.V.,Akola on or before 16-02-2022 upto 5.00 p.m.
- 2) The items which can be supplied that to be only quoted in quotation.

- 3) The rates quoted will be valid for a period of Three months from the date of opening of the quotations.
- 4) The rates quoted must be Inclusive of All Taxes & GST with Delivery to this office.
- 5) The right to accept whole or a part of the quotation or reject without assigning any reason is reserved with the undersigned.
- 6) The material should be supplied as per specifications asked for within EIGHT days from the date of acceptance of the quotation.
- 7) In the event of failure to supply the material within specified period, the undersigned is authorized to cancel the order for supply.
- 8) Quotation will be accepted only on working days.
- 9) The above-mentioned quantity may be increased or decreased at the time of Purchase.


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