

Department of Unconventional Energy Sources and Ele. Engg.
College of Agricultural Engineering and Technology
Dr. P.D.K.V., Akola

SUPPLY OF QUOTATION

No. HD/UCES&EE/Sup. Qut/ 354/2023
 Date: 08/ 03 /2023

To,

Subject: Supply of quotations for purchase of following Stationery items

Please arrange to supply the quotation for the following material against the terms and conditions mentioned below on or before 16/03/2023.

SN	Brief Description of the goods	Specifications*	Approx. Quantity	Rate per Unit
1.	Plastic folder with button	Single packet, legal size	20 nos.	
2.	Pen	Red & Black color	12 each	
3.	Pen	Ball type blue color	50 nos.	
4.	Pen	Roller type blue color	10 nos.	
5.	Pen stand	fiber	3 nos.	
6.	Pencil box	with sharpener Erasers	12 nos.	
7.	Sketch pens	12 color boxes	2 nos.	
8.	White board marker pen	1.2 mm, color Blue and Black	6 each	
9.	CD markers	0.5 mm thick, Color: Blue, Black & Green	2 each	
10.	Duster	White boards	6 nos.	
11.	Box file	A4/Legal	08 nos.	
12.	Visiting Card Holder	For 200 cards	1 nos.	
13.	Visitors remark Book	100 pages	2 nos.	
14.	Photo paper, high glossy	A4 size, 200 GSM, 50 sheet pack	5 pack	
15.	Paper Rim	A4 size, 75 GSM, 500 sheet pack	50 pack	
16.	Paper Rim	legal size, 80 GSM, 500 sheet pack	5 pack	
17.	Executive Bond paper rim	A4, 100 mg, 500 sheet per pack	10 pack	
18.	Transparent sheet pack	A4 size, 100 mic., 100 sheets per pack	2 nos.	
19.	Color Paper separators pack	A4 size, different color, 100 sheets per pack	2 nos.	
20.	Two-way tape	1 inch	10 nos.	
21.	Fevicol	100 ml packing plastic bottles	5 nos.	
22.	Registers	100 pages	6 nos.	
		200 pages	6 nos.	
		300 pages	6 nos.	
23.	Stapler pins 1000 staples per box	No 10	12 nos.	
		No 24/6-1M	6 nos.	
24.	Stapler	10 No	3 nos.	
		17 No	1 nos.	
25.	Staple pin Remover	Heavy Duty	1 nos.	
26.	Transparent tape	1 inch	10 nos.	
		½ inch	10 nos.	
27.	Paper weight	glass	5 nos.	
28.	Scissors	Medium size, 8-inch, Stainless Steel	2 nos.	
29.	Paper cutters	6 inch	2 nos.	
30.	Ruler scale	30 cm (12 inch), Stainless Steel	2 nos.	

P.T.O.

31.	Punching machine	Punching Capacity Upto 22 Sheets	3 nos.	
32.	Paper Tags	5 colors pack 500 nos. tag	10 pack	
33.	Tags (less)	White color 100 less per pack	10 pack	
34.	Envelopes (pack of 50)	4.1 x 9.5 (White and brown)	6 pack	
35.	Envelopes (pack of 50)	A4 size	3 pack	
36.	U pins box	Steel 100 pins per pack	6 pack	
37.	Highlighters	5 cm thickness of green color	6 nos.	
38.	Stamp pad	Medium size 3" x 5"	6 nos.	
39.	Board pins box	Steel with plastic head 100 pins per box	5 box	
40.	Board bandi	Hardboard with less	24 nos.	
41.	Colored tisco tape	1"	12 nos.	
		2"	6 nos.	

Terms and Conditions:

- 1 The sealed quotations should be addressed to **Head, Deptt. of UCES&EE, Dr. PDKV, Akola.**
- 2 Quotation for supply of required and due date should be mentioned n envelop in **BLOCK LETTERS.**
- 3 Items available in ready stock and which can be supplied against order only be quoted.
- 4 Price/rates should be inclusive of all taxes, tariff and expenses & F.O.R. Akola.
- 5 Quotations received after due date will not be considered.
- 6 The material will have to be supplied within 15 days or as specified in the supply order.
- 7 Conditional quotations are liable to be rejected.
- 8 Undersigned reserves full right to reject any or all the quotations without assigning any reason thereof.
- 9 The payment of bill can only be made after satisfactory compliance of complete supply and hence conditions such as full or part payment in advance or against R. R. is not acceptable.
- 10 Normal commercial warranty/guarantee shall be applicable to the supplied goods.
- 11 The quotations will be opened on the last date at 04:00 pm.

Head,
Deptt. of UCES&EE
Dr. PDKV, Akola