

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.

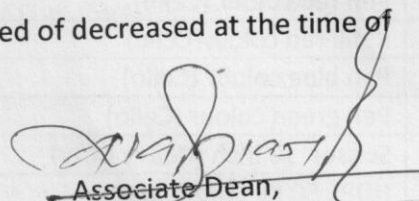
Particulars of supply to be made :-

Sr. No.	Particulars	Quantity	Remarks
1	A-4 Paper 75 gsm (copy power)	300 rim	For examination work
2	Ledger Paper 90 gsm (Matrix Make)	20 rim	-----do-----
3	Legal Paper 90 gsm 12 x 18 inch (Matrix Make)	02 rim	-----do-----
4	PVC Laminated envelops (10x14Size)	2000 Nos	-----do-----
5	Register 2Q full Size	12 Nos.	-----do-----
6	Register 4Q full Size	12 Nos.	-----do-----
7	Fevicol 200 ml	100 Nos.	-----do-----
8	Cloth Bag (18x18in)	50 Nos.	-----do-----
9	Nylon Binding Rope Bundle (medium Size)200gm	05 Nos.	-----do-----
10	Niddle Big Size (for Stitching of Cloth bag)	05 Nos.	-----do-----
11	Whitener pen	10 Nos.	-----do-----
12	Highlighter (Yellow)	05 Nos.	-----do-----
13	Pencils (Domes)	10 Box	-----do-----
14	Pen red colour (Cello)	300 Nos.	-----do-----
15	Refill red colour(Cello)	300 Nos.	-----do-----
16	Pen blue colour (Cello)	50 Nos.	-----do-----
17	Pen green colour (Cello)	50 Nos	-----do-----
18	Scissor 10 inch (Heavy Duty)	02 Nos	-----do-----
19	HDPE 50 Kg Empty Bags	50 Nos.	-----do-----
20	Transparent Tape 2 inch x 65mts x 40 micron	100 Nos.	-----do-----
21	Box file	48 Nos.	-----do-----
22	Riso duplicator ink Z type Black	08 Nos. (4 Boxes)	-----do-----
23	Riso master roll for RZ-220AS	01 Nos.	-----do-----
24	TN 2365 Brother Drum	20 Nos.	-----do-----
25	DR2365 Brother Drum	02 Nos.	-----do-----
26	Pen Drive 32 GB (Sony/Sandisk OTG)	06 Nos.	-----do-----
27	Hard disk (External) ITB (Sony/Toshiba)	02 Nos.	-----do-----
28	Toner RICOH-MPC25035 (Black)	04 Nos.	-----do-----
29	Trimax (Black colour Pen)	50 Nos.	-----do-----
30	Trimax Refill (Black colour Pen)	50 Nos.	-----do-----
31	Thermocol cutter (Heavy duty)	10 Nos.	-----do-----
32	CD/DVD Writter Pen black colour	10 Nos.	-----do-----
33	Punching Machine (Kangaroo Model No.DP-700)	03 Nos.	-----do-----

34	Colour paper clips (U Pins with plastic coating)	20 Nos. Box	-----do-----
35	Antivirus (Net Protector) for Computer	02	-----do-----
36	Office calendar (Kalnirnay-2021)	01	-----do-----
37	Easy push T pins (70 gm)	05 Box	-----do-----
38	Rubber date stamp	06	-----do-----
39	Water sponge damper	06	-----do-----

Terms and conditions of Supply:

- 1) The sealed quotation should be in the office of Associate Dean, Lower Agriculture Education, Dr.P.D.K.V.,Akola. Mentioning quotation for office **Stationary.**
- 2) The items in which can be supplied be only quoted.
- 3) The quotation should reach thin office as specified, on of before Dated **14th January,2021 and Hrs.5.00 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 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 of decreased at the time of Purchase.


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