**Ref. No. : PUR/19/12/2075 Dated : 19.03.2013**

**Subject : Notice Inviting Quotation for Purchase of Stationery, Printing Material and General Items.**

This institute intend to purchase the items mentioned above as per **Annexure - ‘A’** enclosed herewith. Interested firm/party having valid registration No./Sales Tax No./Service Tax Tin No. are requested to send the quotation to the office of undersigned in a sealed cover superscribed **“Quotation for Stationery Items” on or before 09.04.2013.**

**Note : It may be noted that quotation received only through post shall be considered only. The institute is located in remote area and it take 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time considering this factor.**

**N.B. :**

1. Rate of ST/VAT if extra must be mentioned clearly.

2. Price quoted must be FOR SLIET.

3. Quotation received later than 03.00 P.M. on due date are liable to be

ignored/rejected.

4. The terms and condition for submitting the quotation are hereby displayed

which must be carefully read before submitting the quotation.

5. We are not responsible for accidental opening of the cover if it is not

properly subscribed and sealed.

6. Quotation must be submitted on letter head of the firm with all particular,

any other format will not be acceptable.

**Sd/-**

**(Dr. R.K. Mishra)**

**Faculty I/c, Purchase**

**Administrative Building,**

**Ground Floor,**

**SLIET, Longowal – 148106.**

**Contd. P/2**

**TERMS & CONDITIONS FOR QUOTATION**

|  |  |
| --- | --- |
| **DELIVERY** | The rate quoted must preferably be free delivery/F.O.R. Longowal after allowing the discount, if any. Where quoted extra advalorem rate payable should clearly be indicated. Supply should be made within the specified delivery period. |
| **TERMS OF PAYMENT** | Our normal terms of payment is within 30 days after receipt of stores in good condition by means of cheque/draft |
| **TAXES** | No sales tax concession against Form C and ‘D’ is admissible to this Institute. However, **form of** **certificate** being an educational institute can be issued if sales tax concession is admissible. |
| **EXEMPTIONS** | Excise and customs duties are exempted to the institute. |
| **DIRECTOR’S RIGHTS** | Director, SLIET, reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with him. SLIET also not bind itself to accept does the lowest price. In case of any dispute, the decision of Director SLIET will be final & binding. |
| **VALIDITY OF QUOTATIONS** | Quotations will be considered valid for 3 months from the date of receipt. |
| **CORRESPONDENCE** | No correspondence regarding acceptance/rejection of a quotation will be entertained. |
| **SAMPLE/BRAND/MAKE/WEIGHT** | Sample where asked for, will invariably be made available and sent along with the quotations. However, Brand/Make/Weight etc. must be mentioned clearly in the quotations. Technical literature/pamphlet should also be enclosed. |
| **REJECTION** | Quotation not confirming to the set procedure as above will be rejected. |
| **DISCOUNT/REBATES** | A special discount/rebate wherever admissible keeping in view that the supplies are being made for education purpose in respect of Public Institution of national importance may please be indicated. |
|  | Conditional, telegraphic quotation shall be rejected out rightly. |
|  | SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation. |
| **Sd/-**  **Faculty I/c, Purchase** | Quotation should be free from corrections & erasures. |

**ANNEXURE – ‘A’**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Description of items** | **Qty.** | **Remarks** |
| 1 | Adhesive Tape Brown 2’’ 50 mtr each roll(Cello)/any reputed make | 300 Nos. | As per brand, if rates quoted for any other reputed make than provide sample |
| 2 | Ball Pen Cello Super Glide/any reputed make | 2500 PC | -do- |
| 3 | Black Board Duster Omega 1561/any reputed make | 300 Nos | -do- |
| 4 | Carbon Papers kores/ any reputed make | 20 PKT | -do- |
| 5 | Chalk Dustless kores( each box 50Pc)/any reputed make | 500 PKT | -do- |
| 6 | Coloured Paper A4 Neelgagan 100 sheets each pkt/ any reputed make G/B/Y/Pink | 30 PKT | -do- |
| 7 | Daily Receipt Reg.200pg Neel gagan/any reputed make 90GSM Ledger paper | 50 Nos | -do- |
| 8 | Dispatch Register 200pg. Neel gagan/any reputed make 90GSM Ledger paper | 50 Nos | -do- |
| 9 | Drawing Pin plastic coated oddy/any reputed make | 200 PKT | -do- |
| 10 | Eraser Natraj/ any reputed make | 1000 Nos | -do- |
| 11 | File Board with flapper 9 ½ x 13 ½ | 400 Nos | -do- |
| 12 | File Cover printed with institute name Sweety-1000/ Reputed Make | 15000 Nos | -do- |
| 13 | Flapper 4’’x27’’ + 1 cloth lined | 3000 Nos | -do- |
| 14 | Fluid Pen Corrector Renolyed/ any reputed make | 100 Nos | -do- |
| 15 | Green Sheet Pad 90 GSM 21x34cm balarpur each pad 100sheets/ reputed make (as per sample) | 500 Pads | -do- |
| 16 | Marker Permanent (luxer/oddy/Camlin) any reputed make | 300 Nos | -do- |
| 17 | Marker White Board Art-line 500/Oddy/any reputed make | 300 Nos | -do- |
| 18 | Page marker oddy/reputed make 1’’x3’’ 50x3(150 sheets) in 03 color | 100 Nos | -do- |
| 19 | Paper A4 75 GSM Bilt/JK /classmate/any reputed make | 1000 Ream | -do- |
| 20 | Binder Clipp 25mm oddy/any reputed make | 500 Nos | -do- |
| 21 | Pilot pen-V5 Luxor | 500 Nos | -do- |
| 22 | Poker National 8" plastic handle/any reputed make | 100 Nos | -do- |
| 23 | Rulled Reg. 192pg/ any reputed make | 500 Nos | -do- |
| 24 | Slip Pad 80pg with institute name/any reputed make | 1000 Nos | -do- |
| 25 | Stamp Pad Ashoka 110x70mm/any reputed make | 50 Nos | -do- |
| 26 | Stapler HD-10D/any reputed make | 100 Nos | -do- |
| 27 | Stapler HD-45/any reputed make | 50 Nos | -do- |
| 28 | Tag White (10 pkt of 10tags in each bundle) | 200 bundle | -do- |
| 29 | Transparent Tape 1" 50mtr(Cello)/reputed Make | 300 Nos | -do- |
| 30 | Sharpener Natraj/ Reputed make | 1000  Nos | -do- |
| 31 | 16 Labels Per Sheet Size 35x51mm oddy/Reputed make | 10.00pkt | -do- |
| 32 | Steno Note Book Neel Gagan | 100Nos | -do- |
| 33 | Staples No.10-1M (20x50) each pkt | 2000 Pkt | -do- |

**Contd. P/2**

**-2-**

|  |  |  |  |
| --- | --- | --- | --- |
| 34 | Staples No.24/6 (20x50) each pkt | 500 Pkt | -do- |
| 35 | File cover Plastic China Strip | 200 Pc | -do- |
| 36 | Scale Plastic 12’’ Natraj | 300 Pc | -do- |
| 37 | Envelop 10x5’’ printed with institute name | 5000 Nos | -do- |
| 38 | Envelop 10x5’’ Window printed with institute name | 5000 Nos | -do- |
| 39 | Envelop 10x12’’ printed with institute name | 5000 Nos | -do- |
| 40 | Envelop 16x12’’ printed with institute | 3000 Nos | -do- |
| 41 | Fevi Gum Kores 15gm/ any reputed make | 500 Nos | -do- |
| 42 | Glue Stic/ Fevi Stic 8gm | 200 Nos | -do- |
| 43 | Gom Bottle Kores 750ml | 50 Nos | -do- |
| 44 | Pasting Slip/ Re stic 72.2x101.6mm | 100 Nos | -do- |
| 45 | Paper Cuter best 103 | 300 Nos | -do- |
| 46 | Punch DP-280 Kangaro | 50 Nos | -do- |
| 47 | Pencil Natraj/Reputed make | 1000 Nos | -do- |
| 48 | File Ring Binder sweety | 500 Nos | -do- |
| 49 | Index File Plastic Cover Sweety SSC | 100 Nos | -do- |
|  | **General items** |  |  |
| 50 | Cup Plate set Bone china | 75 SET | -do- |
| 51 | Dustbin KBI WPB-222/ Reputed make | 100 PC | -do- |
| 52 | Room refresher yarlay/any reputed make | 100 PC | -do- |
| 53 | Scissor Fiskar/oddy/any reputed make 6.5’’ Blade 3’’+ | 100 PC | -do- |
| 54 | Thermoses 1Lt Milton/ cello/any reputed make | 75 PC | -do- |
| 55 | Towel Big BTM 24x48’’/any reputed make | 100 PC | -do- |
| 56 | Towel Small BTM 24x15’’/any reputed make | 100 PC | -do- |
| 57 | Colin 500 ml. | 200 Pc | -do- |
| 58 | Service Tray Cello 10X12’’/Reputed make | 50 Pc | -do- |
| 59 | Glass Borosil Full Size | 75 Set | -do- |
| 60 | Glass Ordinary Yera | 300 PC | -do- |
| 61 | Washing Powder 01Kg/ Standard packing (Wheel) | 100 Pkt | -do- |
| 62 | Toilet- Soap Detol 75gm | 200 Pc | -do- |
|  | **Printing Material** |  |  |
| 63 | Student Attendance Register | 3000 Nos |  |
| 64 | Stock Register Consumable 300 Pg with Printing as per specimen | 50 Nos |  |
| 65 | Stock Register Non-Consumable 300 Pg with Printing as per specimen | 50Nos |  |

**Sd/-**

**Faculty I/c, Purchase**