

**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 **24.10.2013**.

**Note :** It may be noted that quotation received only through registered/speed 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 05.30 P.M. on due date are liable to be ignored/rejected.
4. The terms and condition for submitting the quotation are given overleaf 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 signed/submitted on letter head of the firm with all particular, any other format will not be acceptable.

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**PTO**

## 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, <b>form of certificate</b> 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	<p>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.</p> <p>Conditional, telegraphic quotation shall be rejected out rightly.</p> <p>SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation.</p> <p>Quotation should be free from corrections &amp; erasures.</p>

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**ANNEXURE – ‘A’**

<b>S.No.</b>	<b>Description of items</b>	<b>Qty.</b>	<b>Remarks</b>
1.	Adhesive Tape Brown 2” 50 mtr each roll(Cello)/ any reputed make	400 Nos.	As per brand, if rates quoted for any other reputed make than provide sample
2.	Ball Pen Cello Butter Flow/ Reputed make	2500 PC	-do-
3.	Black Board Duster Omega 1561	400 Nos.	-do-
4.	Carbon Papers kores	30 PKT	-do-
5.	Chalk Dustless kores( each box 50Pc)	1000 PKT	-do-
6.	Coloured Paper A4 Neelgagan 100 sheets each pkt/ G/B/Y/Pink	100 PKT	-do-
7.	Daily Receipt Reg.200pg Neel gagan/ 90GSM Ledger paper	50 Nos.	-do-
8.	Dispatch Register 200pg. Neel gagan 90GSM Ledger paper	100 Nos.	-do-
9.	Drawing Pin plastic coated oddy	200 PKT	-do-
10.	Eraser Natraj	1000 Nos.	-do-
11.	File Board with flapper 9 ½ x 13 ½	1000 Nos.	-do-
12.	File Cover printed with institute name Sweety-1000	20000 Nos.	-do-
13.	Flapper 4”x27” ± 1 cloth lined	10000 Nos.	-do-
14.	Fluid Pen Corrector Reynolds.	200 Nos.	-do-
15.	Green Sheet Pad 90 GSM 21x34cm balarpur each pad 100sheets/ make (as sample)	1000 Pads	-do-
16.	Marker Permanent (luxer/oddy/Camlin)	500 Nos.	-do-
17.	Marker White Board Art-line 500/Oddy/	500 Nos.	-do-
18.	Page marker oddy/ 1”x3” 50x3(150 sheets) in 03 color	300 Nos.	-do-
19.	Paper A4 75 GSM Bilt/JK /classmate	2000 Ream	-do-

**Contd. P/2**

20.	Paper A3 75 GSM Bilt/JK /classmate	50 Ream	-do-
21.	Binder Clip 25mm oddy/	500 Nos.	-do-
22.	Pilot pen-V5 Luxor	500 Nos.	-do-
23.	Poker National 8" plastic handle/ any reputed make	100 Nos.	-do-
24.	Rulled Reg. 192pg	1000 Nos.	-do-
25.	Slip Pad 80pg with institute name Neel Gagan 33 Nos	1000 Nos.	-do-
26.	Stamp Pad Ashoka 110x70mm	100 Nos.	-do-
27.	Stapler HD-10D Kangaroo	200 Nos.	-do-
28.	Stapler HD-45 Kangaroo	50 Nos.	-do-
29.	Tag White (10 pkt of 25tags in each bundle)	400 bundle	-do-
30.	Transparent Tape 1" 50mtr(Cello)	500 Nos.	-do-
31.	Transparent Tape 2" 50mtr(Cello)	200 Nos.	-do-
32.	Sharpener Natraj/ Classmate	1000 Nos.	-do-
33.	16 Labels Per Sheet Size 35x51mm oddy	200 pkt	-do-
34.	Steno Note Book Neel Gagan	100 Nos.	-do-
35.	Staples No.10-1M (20x50) each pkt	2000 Pkt	-do-
36.	Staples No.24/6 (20x50) each pkt	500 Pkt	-do-
37.	File cover Plastic China Strip	200 Pc	-do-
38.	Scale Plastic 12" Natraj	500 Pc	-do-
39.	Envelop 10x4/ ½" printed with institute name Taj Mahel	10000 Nos.	-do-
40.	Envelop 10x4/ ½" Window printed with institute name	10000 Nos.	-do-
41.	Envelop 10x12" printed with institute name Taj mahel	5000 Nos.	-do-

42.	Envelop 16x12" printed with institute name	3000 Nos.	-do-
43.	Fevi Gum Kores 15gm	1000 Nos.	-do-
44.	Glue Stic/ Fevi Stic 8gm	500 Nos.	-do-
45.	Gom Bottle Kores 750ml	50 Nos.	-do-
46.	Pasting Slip/ Re stic 72.2x101.6mm	100 Nos.	-do-
47.	Paper Cutter best 103	1000 Nos.	-do-
48.	Punch DP-280 Kangaro	100 Nos.	-do-
49.	Pencil Natraj/ Camlin	2000 Nos.	-do-
50.	File Ring Binder sweety	500 Nos.	-do-
51.	Index File Plastic Cover Sweety SSC	200 Nos.	-do-
<b>General items</b>			
52.	Cup Plate set Bone china	100.00 SET	-do-
53.	Dustbin KBI WPB-222/ Reputed make	100.00 PC	-do-
54.	Room refresher yarlay. 200 Ml.	100.00 PC	-do-
55.	Scissor Fiskar/oddy 6.5" Blade 3"+	100.00 PC	-do-
56.	Thermoses 1Lt Milton/ cello/	100.00 PC	-do-
57.	Towel Big BTM 24x48"/	100.00 PC	-do-
58.	Towel Small BTM 24x15"/	100.00 PC	-do-
59.	Colin 500ml	300 Pc	-do-
60.	Service Tray Cello/Milton 10"X12" ± 1"	50 Pc	-do-
61.	Glass Borosil Full Size	100Set	-do-
62.	Glass Ordinary Yera	1000 PC	-do-
63.	Washing Powder 01Kg/ Standard packing (Wheel)	100 Pkt	-do-
64.	Vim liquid 250ML	100Pc	-do-
65.	Toilet- Soap Detol 75gm	300 Pc	-do-

**Contd. P/4**

66.	Hit Spray 500ml	100Pc	-do-
67.	Tea Coaster Plastic	100Pc	-do-
68.	Good Knight machine with refill	100Pc	-do-
69.	Cell Pencil Type AA Eveready / Panasonic	500Pc	-do-
<b>Printing Material</b>			
70.	Student Attendance Register 24 pages(12 Leaves). Single color. Size 21 cm x 33 cm. Paper 70 GSM Maplitho. Cover art paper 130 GSM duly printed..	3000 Nos.	Enclose the sample of paper to ascertain the quality.
71.	Stock Register Consumable 300 Pages duly numbered 1 to onwards. Ledger paper Ballarpur 110 GSM. Size 13" x 17". Canvas Cloth Binding having Index A to Z.	50 Nos.	-do-
72.	Stock Register Non-consumable 300 Pages duly numbered 1 to onwards. Ledger paper Ballarpur 110 GSM. Size 13" x 17". Canvas Cloth Binding having Index A to Z.	50 Nos.	-do-

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