

REGISTERED

M/s _____

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

This institute intends to purchase the items mentioned above as per **Annexure - 'A','B' and 'C'** enclosed herewith. Interested firm/parties 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 super scribed **“Quotation for Stationary Items” on or before 08.04.2015.**

Note: It may be noted that quotation received only through REGISTERED/SPEED post shall be considered. The institute is located in remote area and it takes 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 due date are liable to be ignored/rejected.
4. Other terms and condition for submitting the quotation are given overleaf which must be read carefully before submitting the quotation.
5. We are not responsible for accidental opening of the cover if it is not properly super scribed and sealed.
6. Quotation must be submitted on letter head of the firm with all particular, any other format will not be acceptable.

Faculty I/c (Purchase)

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 ad-valorem rate payable, it should be clearly 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/RTGS
TAXES	No sales tax concession against Form C and 'D' is admissible to this Institute. However, 'Form E' certificate being an educational institute can be issued if sales tax concession is admissible.
EXEMPTIONS	Excise and customs duties are exempted to the institute. The relevant exemption certificate will be issued to the successful bidder only if the excise duty/custom duty is exclusively mentioned in the Quotation. In case the offered items are to be imported, the rates should be quoted in foreign currency on FOB basis. Basic duty as applicable under notification No. 51/96 customs dated 23.07.1996 as applicable shall be borne by the institute. If the price quoted is in foreign currency then payment shall be made through letter of credit against submission of B.G. of Min. 25% value of supply order, if the order value is more than US\$ 10,000 or through Telegraphic Transfer (TT) if the order value is less than US\$ 10,000 through Nationalized banks. The bank charges outside India should be borne by the Beneficiary. Clearance at customs will be arranged by us but you will assist our clearance agent. In case of indigenous item the price must be quoted in Indian Rupees and 100% payment will be made only after successful installation, testing and commissioning of equipment. No advance payment will be made.
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 03 months from the date of quotation
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.
	Quotation should be free from corrections & erasures.
	Faculty I/c (Purchase)

STATIONERY ITEMS

Sr. No.	Description of items	Qty.
1.	Adhesive Tape Brown 2 0 50 mtr each roll(Cello)/ any reputed make	500 Nos
2.	Ball Pen Cello Super Glide/ Reputed make	2500 Pcs.
3.	Black Board Duster Omega 1561/ any reputed make	500 Nos
4.	Carbon Papers kores/ anyreputed make	30 PKT
5.	Chalk Dustless kores (each box 50Pc)/ any reputed make	2000 PKT
6.	Daily Receipt Reg.200pg Neel gagan/ 90GSM Ledger paper/ any reputed make	100 Nos
7.	Dispatch Register 200pg. Neel gagan 90GSM Ledger paper	100 Nos
8.	Drawing Pin plastic coated oddy/ any reputed make	500 PKTs
9.	Eraser Natraj/ any reputed make	2000 Nos
10.	File Board with flapper 9 ½ x 13 ½	1000 Nos
11.	File Cover printed with institute name Sweety-1000/ any reputed make	20000 Nos
12.	Flapper 4 0 27 0 ± 1 cloth lined	10000 Nos
13.	Fluid Pen Corrector / any reputed make Renolyed/	300Nos
14.	Green Sheet Pad 90 GSM 21x34cm balarpur each pad 100sheets/ make (as sample)/ any reputed make	1000 Pads
15.	Marker Permanent (luxer/oddy/Camlin)/ any reputed make	500 Nos
16.	Marker White Board Art-line 500/Oddy/ any reputed make	1000 Nos
17.	Page marker oddy/ 1 0 3 0 50x3(150 sheets) in 03 color/ any reputed make	300 Nos
18.	Paper A4 75 GSM Bilt/JK /classmate	2000 Ream
19.	Paper A3 75 GSM Bilt/JK /classmate/ any reputed make	100 Ream
20.	Binder Clip 25mm oddy/	500 Nos
21.	Pilot pen-V5 Luxor	700 Nos
22.	Poker National 8" plastic handle/ any reputed make	200 Nos
23.	Rulled Reg. 192pg	2000 Nos
24.	Slip Pad 80pg with institute name Neel Gagan 33 Nos (22 0 14 0 / any reputed make	1000 Nos
25.	Stamp Pad Ashoka 110x70mm/ any reputed make	100 Nos
26.	Stapler HD-10D Kangaroo	300 Nos
27.	Stapler HD-45 Kangaroo	100 Nos
28.	Tag White (10 pkt of 25tags in each bundle)	400 bundle
29.	Transparent Tape 1" 50mtr(Cello)/ any reputed make	500 Nos
30.	Sharpener Natraj/ Classmate/ any reputed make	2000 Nos

31.	16 Labels Per Sheet Size 35x51mm oddy / any reputed make	50 pkt
32.	Steno Note Book Neel Gagan/ any reputed make	200 Nos
33.	Staples No.10-1M (20x50) each pk	3000 Pkt
34.	Staples No.24/6 (20x50) each pkt	1000 Pkt
35.	File cover Plastic China Strip	500 Pc
36.	Scale Plastic 12cm Natraj/ any reputed make	500 Pc
37.	Envelop 10x4 ½cm printed with institute name Taj Mahel / any reputed make	10000 Nos
38.	Envelop 10x4 ½cm Window printed with institute name/ any reputed make	10000 Nos
39.	Envelop 10x12cm printed with institute name l	10000 Nos
40.	Envelop 16x12cm printed with institute name	5000 Nos
41.	Fevi Gum Kores 15gm/ any reputed make	1000 Nos
42.	Glue Stic/ Fevi Stic 15gm/ any reputed make	500 Nos
43.	Gum Bottle Kores 150ml/ any reputed make	300 Nos
44.	Paper Cuter best 103/ any reputed make	2000 Nos
45.	Punch DP-280 Kangaro/ any reputed make	100 Nos
46.	Pencil Natraj/ Camlin/ any reputed make	3000 Nos
47.	File Ring Binder sweety/ any reputed make	1000 Nos
48.	Index File Plastic Cover Sweety SSC/ any reputed make	200 Nos
49.	All Pin National/ Reputed make	100 pkt
50.	Computer Stationery 132col. 110GSM	30 Pkt
51.	Dak Pad	100 Nos
52.	High Lighter Luxor/ any reputed make	300 Nos
53.	Legal Paper Bilit/ any reputed make	50 Ream
54.	Paper Weight(Acrylic) 50x50x30mm	300 Nos

PRINTING MATERIAL

Sr. No.	Name of items	Specifications	Qty.
1.	Student Attendance Register	70GSM maplitho, single color size 21cmx33cm cover art paper 130GSM duly printed.	3000 Nos.
2.	Stock Register Consumable	300 Pg with Printing as per specimen (Duly numbered 1 to 300, ledger paper ballarpur 110Gsm 13 0 ⁰ x17 0 ⁰ centre canvas/ cloth binding having index A to Z)	50 Nos
3.	Stock Register Non-Consumable	300 Pg with Printing as per specimen (Duly numbered 1 to 300, ledger paper ballarpur 110Gsm 13 0 ⁰ x17 0 ⁰ centre canvas/ cloth binding having index A to Z)	50 Nos.
4.	Letter Head SLIET	Each pad 100page Paper A4 size 75Gsm Pad Binding	500 Nos

GENERAL ITEMS

Sr. No	Description of items	Qty.
1.	Cup Plate set Bone china	100 Sets
2.	Dustbin KBI WPB-202/ (For Office Use)/ any reputed make	200 Pcs
3.	Duster Cloth(Khadi Gram Udyog)	500 Mtr.
4.	Room refresher yarlay/ any reputed make	200 Pcs
5.	Scissor Fiskar/oddy 6.5cm Blade 3cm/ any reputed make	200 Pcs
6.	Towel Big BTM 24x48cm any reputed make	200 Pcs
7.	Towel Small BTM 24x15cm any reputed make	300 Pcs
8.	Colin 500ml	300 Pcs
9.	Service Tray Cello/Milton 10cm x 12cm ± 1+ / any reputed make	100 Pcs
10.	Glass Borosil Full Size/ any reputed make	100 Sets
11.	Glass Ordinary Yera/ any reputed make	1000 Pcs
12.	Vim liquid 250ML	100 Pcs
13.	Toilet- Soap Detol 75gm/ Life Bouy	300 Pcs
14.	Hit Spray 500ml	100 Pcs
15.	Tea Coaster Plastic	100 Pcs
16.	Cell Pencil Type AA Eveready / Panasonic/ with refill	500 Pcs
17.	Table Glass 2cm x 3cm x 5mm	100 Pcs.