

QUOTATION ENQUIRY

No. IITMandi/S&P/PUR-07/2015-16/Stationary item/406

Date: 20-04-2015

To,

1. IIT Mandi Website

Sealed quotations are invited for **Stationery Items** as per specifications mentioned below: -

S.NO.	ITEM NAME	Specifications	Rates
1.	A4 Size Rim	75gsm Spectra,Keon, Image,JK Copier	
2.	Colored Rim A4	75gsm Matrix,Spectra,Keon, Image,JK Copier	
3.	Pencils	Natraj HB	
4.	Sharpner	Natraj	
5.	Rubber	Aspara Non Dust	
6.	Pens	Cello Maxwriter Blue,Red,Black	
7.	Marker	Permanent &Board Luxor Blue,Green,Black,Red	
8.	CD Marker	Luxor Blue,Green,Red,Black	
9.	Scale	12' Glass	
10.	Fevistick	8grams Pidilite	
11.	Tapes	2' Brown,Transparent 2',Transparent 1',Transparent 1 1/2'	
12.	Stapler	HD10 Kangaroo,HD45Kangaroo	
13.	Stapler Pin	No.10,24*6,2317	
14.	Registers	216 platinum,288platinum	
15.	Colours Flags	25*75	
16.	Punch Machine	Single hole &Double hole	
17.	File Covers	Transparent	
18.	Blinder Clips	15mm,19mm,25mm,32mm,41mm	
19.	Clips	Steel & Coloured	
20.	Office Set	Single & Combined	
21.	Paper Weight	Round and Square	
22.	Drawing Pins	Plastic coated & Steel	
23.	Paper Pin	Any good Quality	

24.	Calculator	Citizen Digital	
25.	Sticky Pads	76mm*76mm*100sheets (3*3)	
26.	Box File	100 No.	
27.	Fluid	Pencil fluid Infinity	
28	Stamp Pad	Faber Castell 110*69mm	
29	Dusting Cloth	12*12	
30	White Board Duster	Simple	
31	Tags	White and Green	
32	Hilighter	Luxor	
33	Poker	Any Good Quality	
34	Dumper	Any Good Quality	
35	Pin Cushion	Magnetic	
36	Dustbin	Plastic	
37	Gums	Small,Medium,Large	
38	Envelopes	9*4 without windows,10*4without windows,10*41/2 without windows, Yellow Size 8*10without windows ,10*12 without windows,10*14,12*16	
39	Scissors	Small, Medium, Large	
40	Cutter	Small, Medium, Large	
41	Tape Dispenser	Any Good Quality	
42	Paper Tray	Closed From Three Sides	
43	L Shape Folder	Any Good Quality	
44	Clear Bags	Any Good Quality	
45	Bond sheets	White	
46	A3 Rim	75gsm	

➤ Office stationery required other than listed above may please be quoted separately.

Terms & Conditions:

1. The quotations should be submitted on **printed Letterhead with sales tax number** of the firm. The quotation must bear original signature.
2. The quotation must bear the **email ID, phone numbers, FAX Number and owners/proprietor's mobile number**.
3. The **rates must be quoted both in figures and words** and over writing should be avoided. However all cuttings/corrections must be duly authenticated.

4. The rates quoted should **include transportation costs upto IIT Mandi/Kamand** clearly mentioning the percentage/rate of **sales tax / VAT** or all other taxes and duties and the rates quoted should be valid for at-least one month from the date of opening of the quotation
5. While sending rates, the firm shall give an undertaking to the effect that the terms/conditions mentioned in the enquiry letter against which the rates are being given are acceptable to the firm. In case the firm does not give this undertaking their rates will not be considered.
6. The bidder should invariably give the details of the product exactly as per particulars mentioned in quotation enquiry.
7. **Period required for Delivery should be clearly mentioned.**
8. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason
9. Bids not meeting the details as given in particulars of quotation enquiry are liable to be rejected
10. The firm/Vendor may quote rates, only if the firm/vendor agrees to the terms & conditions given in this enquiry letter.
11. **Period required for delivery to IIT Mandi, Mandi must be mentioned**
12. The payment will be made **through e- payment system** on satisfactory receipt of material with regard to quality and quantity and on submission of pre-receipted bill by the firm.
13. The sealed quotation subscribing "QUOTATION FOR STATIONARY" must reach on the address below:
**Assistant Registrar, Stores & Purchase,
IIT Mandi, Administrative Block
Mandi, H.P. -175001
Email: - arsp@iitmandi.ac.in**
14. The last date for receipt of quotations is **05th May, 2015 till 4:00 P.M.**
15. The quotations will be opened on **06th May, 2015 at 03:30 P.M.** in the IIT Mandi, Administrative Block (Conference Room), Near Director Office, at Kamand, Distt. Mandi

Sd/-
**Assistant Registrar
(Stores & Purchase)**