



GECR/TEQIP-II/Inq./Stationery Items/16-17/2190

Date: 16/02/2017

INQUIRIES

Sub.: Quotation for **Stationery Items (As per attached Sheet)**

Sir,

I have to request you to sent your valued QUOTATION for the items mentioned in the statement enclosed (where necessary), with this letter. The following **Conditions** should be complied within your quotation and failure to which will render your quotation liable to rejection.

1. The quotation should be sent in a **sealed cover**. Outside the cover it should be clearly written "**Quotation for Stationery items (As per attached sheet)**", last date **28/02/2017**. If this writing is not shown outside the cover, the cover is likely to be opened earlier and be rejected.
2. The last date for receiving the quotation is **28/02/2017**, and the quotations will be opened at 1600 hrs on **01/03/2017**. You may remain present at the time and date of opening, if you so desire.
3. Your rates should be strictly **F.O.R. Institute, inclusive of all taxes, VAT & whatsoever**. In case of Sales Tax, we shall furnish the tax exemption "P" or "D" form, as and when necessary (and if required), as the case may be. This being a Govt. Institute you are allowed to charge the sales tax as per the norms laid-down by the Central/State Govt.
4. The specifications of each item quoted should be completely described in the quotation. These specifications should be the same as those given in the statement enclosed herewith. In case you are unable to quote for one or more item/s, exactly as per the specifications of the tender/inquiry, you may quote for the item/s having identical or nearest resembling specifications stating respectively in accordance with specifications of the item offered by you differs with those prescribed by us.
5. Rate must be quoted in specified units mentioned in the tender/quotation form.
6. **Conditional tender will not be accepted.**
7. The validity period for the quotation should be at least 3(three) months or more from the date of opening of tender/quotation. Tender/Quotation once submitted shall remain final and irrevocable.
8. Items should be given in same serial number in the quotations as given in the tender form.
9. The inspection of the materials for approving them will be done only after the receipt of the goods by this Institution. Payment will be made only after the receipt of totally ordered acceptable items. Every effort will be made to make payment at an earliest, but in no circumstances any offer of discount for early payment will be accepted and any such offer of discount shall mean that you desire to give the said discount, and the said discount will be deducted from your bill under all circumstances.
10. Goods/Articles ordered are not receivable by retrieving documents through bank as no Security Deposits or Earnest Money Deposit are taken from the bidders nor the inspection of goods is carried out prior to the dispatch.
11. This Office reserves the right to accept or reject any or all quotation/s without assigning any reason.
12. You may please note that you have to quote only those items which are ready in your stock and the delivery can be made within **01 weeks**.

Encl: List of requirement – 01 sheets

Yours faithfully,


PRINCIPAL;
GOVT. ENGINEERING COLLEGE,
RAJKOT

Sr.No.	Name of Item	Quantity Required	Remarks
1	Box File A4 3", 243mm X 325mm X 68mm	354	
2	Box File Mini (Kobra)	195	
3	Cutter 18 mm	52	
4	Stapler 24/6, loading capacity 50 staples, stapling capacity 30 sheets	46	
5	Stapler Small No.10, loading capacity 50 staples, stapling capacity 20 sheets	102	
6	Big Stapler Pin (24/6)	89	
7	Small Stapler Pin (10 No. Pin)	114	
8	Punching Machine Jambo punching capacity 60 sheets	17	
9	Punching Machine, punching capacity 15 sheets	94	
10	Scissors (Big) 210 mm	45	
11	Clips (19 MM)	80	
12	Needle Pins	120	
13	U Pin (19 MM)	29	
14	Glue Stick 25 gm.	147	
15	Stamp Pad (Size: 110 mm x 69 mm)	10	
16	Stamp Pad (Size: 155 mm x 95 mm)	52	
17	Gum Bottle (300 ML)	55	
18	Gum Bottle (700 ML)	36	
19	Transparent Glue Taps 1"	97	
20	Whitner Pen	105	
21	Permanent Markers	91	
22	Oil Paint Marker Pen White	56	
23	Oil Paint Marker Pen Black	56	
24	HB Pencil Pkt (10 piece), 172 mm length and 6.9 mm diameter, non toxic	40	
25	Dustless Eraser Pkt (10 Piece), regular (size 33X17X10mm)	22	

26	Sharpner (10 piece) regular	28	
27	White Board Marker Pen (Blue), refilable with liquid ink	135	
28	White Board Marker Pen (Black), refilable with liquid ink	135	
29	White Board Marker Pen ink (Blue)	84	
30	White Board Marker Pen ink (Black)	84	
31	White Board Duster regular hangy	102	
32	Register (2 Quire)	126	
33	Register (3 Quire)	127	
34	Register (4 Quire)	146	
35	Steel Foot (12")	98	
36	Chowk white Dust Less pkt (10 piece)	150	
37	Chowk Colour Dust Less pkt (10 piece)	140	
38	A4 size plastic tray for file keeping purpose	102	
39	Normal Lock 5 lever	83	
40	Pad Lock Brass, 1" x 3/8" diameter stainless steel shackle, key retaining	55	
41	Steel Foot (24")	20	
42	Stiacky Note (Three Colour)	80	
43	CD	50	
44	DVD	50	
45	CD Cover	100	
46	Envelope clouth mounted A4 size	100	
47	Envelope clouth mounted Legal Size	200	
48	High lighter pen regular	75	
49	Rubber Band 250 gm.	70	
50	Black Board Duster regular handy	102	