

**DR. S. S. BHATNAGAR UNIVERSITY INSTITUTE OF CHEMICAL ENGINEERING
AND TECHNOLOGY, PANJAB UNIVERSITY, CHANDIGARH**

No. SSBUI CET/TEQIP-III/68

Date: 19/09/2018

**Subject: Invitation for Quotations for Stationery Items for Conference/
Symposium/workshop /FDP etc and for daily use purposes under TEQIP III.**

Dear Sir,

Dr. SSBUI CET, Panjab University is frequently organizing Conference /symposium/workshop/ FDP etc under TEQIP III Project. The list of stationery items is attached along with our approximate requirement for 1 year for daily use purposes and for various events.

Kindly quote the best rates for the specified items with specifications given in Annexure-I in the name of Project Head, TEQIP-III, Dr. SSB University Institute of Chemical Engineering and Technology, Panjab University, Chandigarh by 03:00 P.M., 03/10/2018.

- Quotation should be submitted in a sealed envelope superscribed with words “**QUOTATION FOR STATIONERY ITEMS UNDER TEQIP-III PROJECT**”.
- The rates should be quoted inclusive of all taxes and rate should be quoted for each item separately.
- The validity of quotation should be one year.
- The rate contract will be split up item wise and awarded to the vendor who happens to be lowest in that particular item.
- For the purchase of stationery items, an individual order will be issued on time to time basis.
- The rate contract can be extended further for one year if the delivery is of satisfactory quality.
- Income tax as per existing rate will be deducted at source.
- GST and PAN No should be mentioned.
- 100% payment will be made directly in bank account of the vendor by TEQIP-III, Dr. SSB UI CET after the receipt of bill and acceptance of material.
- The Project Head, TEQIP-III, Dr. SSBUI CET reserves the right to reject any or all offers without assigning any reason thereof.
- The Project Head, TEQIP-III, Dr. SSBUI CET, Panjab University, Chandigarh will be the arbitrator for any dispute. The place of jurisdiction for the purpose of any dispute arising within shall be Chandigarh.

NOTE:- Vendor should mentioned the MAKE of the product while quoting their rates wherever possible.

Thanking You,
Yours Sincerely,

Prof. Anupama Sharma
Coordinator- TEQIP III

Prof. Amrit Pal Toor
Project Head-TEQIP-III

ANNEXURE-I

Rate for Unit Rs In Figures

List of Stationery items under TEQIP-III				
S.No.	Item	Make	Approx. requirement for one year (Qty.)	
1	Binder Clips 15 mm		15	Box
2	Binder Clips 19 mm		15	Box
3	Binder Clips 25 mm		15	Box
4	Brown Tape Dispenser		5	pcs
5	Brown Tape Wonder, Size 1", Size 2"		10	pcs
6	Calculator - 12 digit – Model MJ-120 "CASIO"		4	pcs
7	Cello Tape 1" x 72 yard (TIXO)		10	pcs
8	Correction Fluid pen		10	pcs
9	Double Side Tape , Big size		10	pcs
10	Board pins		5	box
11	Magnetic board pins		5	box
12	Dusters (Cloth)		20	pcs
13	Folders Transparent - A4 size		20	pkt
14	Folders Transparent - Foolscap		20	pcs
15	Foot Ruler, Metal, Size 1'		5	pcs
16	Glow Highlighter Pen – (Luxor/Faber Castel/ Camlin)		10	pkt
17	Gluestick – Camlin/Kores/or equivalent		20	pcs
18	Gum tube		10	pcs

19	Fevicol tube		10	pcs
20	Office Clip		10	box
21	Office pins		5	box
22	Pen (MRP 10/, 20/, 50/- Rs) (cello/butterflow/ montex/luxor/faber castel)		25	pkt
23	Attendance Register		05	pcs
24	Lead Pencil (Natraj/Apsara/Camlin)		5	box
25	Pen stand		5	pcs
26	Pencil Eraser (Natraj/Apsara/ Camlin)		3	box
27	Pencil Sharpener (Natraj/Apsara/ Camlin)		1	box
28	Permanent Marker - Black / White		5	pcs
29	Punching Machine DP500 Kangaroo/Kores		3	pcs
30	Spiral Bound, Ruled Writing Pads 30 pages 50 pages 100 pages		300	pcs
31	Spiral Pad - Maruti 8 no.		20	pcs
32	Stamp Pad - Medium (Camlin/Faber Castle)		2	pcs
33	Stapler Machine No.10 (Max) Kangaroo		10	pcs
34	Stapler Pin - Kangaroo No.10 -1m		100	pcs
35	Stapler pin , 24 x 6 - Kangaroo		6	box
36	Thread Tags for tying documents		5	pkt

37	Water Bottle (opaque)		6	pcs
38	White Board Markers Green /Red/ Black/ Blue		5	pcs
39	Paper ream A4 GSM - Copy Power/ Bilt/Trident/JP (75GSM)		200	pcs
40	White Envelopes Plain size, without window 22.8× 10.1 cm (9"×4")		5	box
41	A4 size, plain, yellow Envelopes		10	pkt
42	Register 100 pages, size 27.2 x 16.7 cm, single line (Classmate/Bilt)		5	pcs
43	L shaped folder		25	pkt
44	Tag files		5	pkt
45	Big stapler(Kangaroo/Kores)		10	pcs
46	Cobra files		400	pcs
47	Spiral Diaries		5	pcs
48	Colored flags		50	pcs
49	Index file		50	pcs
50	Punch Poker (metal)		02	pcs
51	Big tape Dispenser		2	pcs
52	Big Punching machine		2	pcs
53	Box file		20	pcs
54	Scissors (Big)		05	pcs
55	Single hole punching tool		05	pcs
56	Dustbin (without lid) (medium)		05	pcs
57.	Cartridge (model : 88A)		20	pcs
58.	Cartridge Refiling		100 times	
59.	Cartridge Drum replacement (88A)		20	pcs
60	Self inking Stamp		20	pcs

61.	Extension Board (6 amp, 4-5 switch) Philips/Orpat/Havels		10	pcs
62.	Acrylic writing Desk (small size 16" x 12") with adjustable height, premium quality (Smoke Black color)		10	pcs
63.	Mouse (wired) Logitech/Dell/HP		05	pcs
64.	Mouse (wireless) Logitech/Dell/HP			
65.	Mouse pad		05	pcs
66.	Keyboard (wired) Logitech/Dell/HP		05	pcs
67.	Keyboard (wireless) Logitech/Dell/HP			
68.	External Hard Disk (1 TB) Seagate/WD		05	pcs
69.	UPS (0.625 kVA) for PC APC		05	pcs
70.	Room freshner (Ambipur/Godrej)		05	pcs
71.	Colin		10	pcs
72.	Grayscale Xeroxing (A4,A5,A3)		20,000	pages
73.	Colored Xeroxing (A4,A5,A3)		1000	pages
74.	Spiral binding of pages (100,200,500)		200	pcs
75.	Pendrive 32 GB/ 64 GB Kingston/ sandisk/ hp / transcend		10/10	pcs