

Quotation Invited

Sub: Quotation in sealed cover are invited for supply of Stationary items with duly filled in, “Annexure A” (Commercial/Financial Bid) with the following Details.

1. Sealed quotations are invited for **supply of Stationary items** at Gujarat Technological University, Ahmedabad as per list attached/given overleaf **10th October, 2017 up to 06: 00 P.M**
2. The rates quoted should be for Gujarat Technological University, Ahmedabad inclusive of all Taxes & charges viz. packing, forwarding, taxes and duties, freight, transit insurance etc. and free delivery at University stores.
3. The rates quoted by the agency should be valid for a period of 90 days after date of issue purchase order.
4. Bidders are requested to quote rates as per format mentioned in **“Annexure A”**, if any bidder fails to do the same then his bid will be rejected. The rates shall be quoted both in figures and words and should be signed by the authorized signatory.
5. No payment will be made in advance for any supplies under this **INQUIRY**.
6. The incomplete and conditional bids will be rejected. Quoting unrealistic rates will be treated as disqualification.
7. The item (s) shall be purchased on “as & when required” basis & supplier should be in a position to complete supply within 2 (Two) days from the date of placing the supply order.
8. Normal Commercial warranty/ guarantee shall be applicable to the supplied goods.
9. Order for items shall be placed on requirement basis. Bills in duplicate for the items supplied by the selected agency should be raised for payment. Payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any item are found to be defective or not of the desired quality etc. the same shall be replaced by the selected agency immediately for which no extra payment shall be made.
10. If the successful bidder is not able to supply the goods items within the delivery date specified in the purchase order, the purchase order will be automatically treated as cancelled Due to non-supply of ordered goods; this institute sustained a great loss. Non supply is a breach of contract and liable to take action against the supplier
11. 100% Payment will be made after receipt of supply in good condition with regard to quality and quantity and inspection.
12. The University reserves the right to reject any or all quotations without assigning any reasons.
13. The University reserves the right to place purchase order partially or fully without assigning any reasons.
14. Judicial jurisdiction of all the dispute will be Ahmedabad (Gujarat) only.
15. Delivery period: - within 02 days after receiving purchase order.

**Sd/-
Registrar**

Price Bid

Annexure A

(on the letter head of bidder)

Sr No.	Detail of Stationary items	Company Name/ Brand/Specification	Unit/Nos/Pkt	Unit Price	Total Amount(Rs.)
1	Madarpot Cotton cloth	(Each of 1 MTR) 42" width, Thick Quality	200 MTR		
2	Office Noting File	(Double pair Hardboard, Good Quality)	1000		
3	Calculator 12 Digit	Casio MJ-512	10		
4	Register 3 Quires	{Regular size, Lezer Paper in 70 gsm,with Leather Binding Hand/Machine	25		
5	GTU Letter Pad	A4 size with 100 GSM Executive Bond Paper, Four Color Printing	5000		
6	Rubber Band 6 inch (500 gm x 1 Pkt)	Good Quality	20		
7	Yellow Cloth duster	Good Quality	20		
8	Registry Cover (Printed) Green	16"x 12" 70 GSM laser cloth Bound Medium Net, Flap size 2 " Vescos/Bellarpur (A Grade Mill) (As per sample)	500		
9	Register 4 Quires (RED)	{Regular size, Lezer Paper in 70 gsm,with Leather Binding Hand/Machine	20		
10	Scale {Stainless Steel/ 30 cm}	Ajanta	10		
11	Write On-Removable self-Adhesive Notes	120 Prompts-3 Flouresce size 25 mm x 75 mm each O Claro	200 pkt		
12	Sketch Pen -Small Size (12 pen per set)	Camlin	10 pkt		
13	Stapler (Small Size No 10 D)	Kangaroo	5		
14	Stapler (Medium size) No HD-45	Kangaroo	5		
15	Write On-Removable self-Adhesive Notes-	100 sheets ,75mm x 75mm O Claro	50		
16	Sharpner {Pencil sharpner/medium size/20 Nos x 1 pkt}	Apsara	1 Pkt		
17	Tag {8 inch/100 Nos packet}	Export Quality	10 Pkt		

18	Pencill cell Size-AA	Novino Gold	20		
19	Pencill cell Size-AAA	Novino Gold	20		
20	U Pin CoLour -28mm (10 Packet x 1 Box)	Pilot	25 Pkt		
21	Binder Clip -32mm	Infinity	50 Pkt		
22	Brown Tape {Brown /65 mtr Length/2 Inch Width}	Wonder	50		
23	Office Keychain	Good Quality	20		
Amount in words :					

Name:

Business Address:

Signature of bidder:

Seal of bidder:

Place:

Date: