

**PANJAB UNIVERSITY, CHANDIGARH**

**ACADEMIC STAFF COLLEGE**

From:- Honorary Director Academic Staff College Panjab University, Chandigarh	To:
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**NIQ-1**

No. \_\_\_\_\_200-205/ASC\_\_\_\_\_

Dated\_\_22/7/2013

Dear Sir,

Please quote your lowest market rate for the supply of stationery items to the Academic Staff. The tentative quantity of each item to be purchased over a period of six months are written against each item. After the approval of the vendor, orders will be given as per requirement and payment shall be made within seven days after the supply of material. The quotation must reach in a sealed cover by **12.8.2013 at 3.30 p.m.** along with your other terms and conditions of supply, if any.

**LAST DATE OF RECEIPT OF QUOTATION: 12.8.2013 at 3.30 p.m.**

**OPENING OF QUOTATION: 19.8.2013 AT 3.30 P.M.**

**Note:-**

1. The quotation must reach by Registered Post or Speed Post before **12.8.2013 at 3.30 p.m.** on the following address:

Honorary Director  
Academic Staff College  
Panjab University, , Sector-14, Chandigarh-160014

2. Panjab University does not take any responsibility for any postal delay in delivery by Registered/Speed Post or lost in transit of the quotation. No quotation will be entertained by hand/courier/ Ordinary post.
3. Rates should be quoted both in words and figures in quotation.
4. Conditional and unsigned quotation will not be accepted.

5. The supply be commenced/made within 7days of the issue of supply order.
6. All quoted rates should be FOR Panjab University and firm should quote the rate of all taxes.
7. No payment will be made on the Performa invoice.
8. The quotation shall not contain corrections, erasers and overwriting.
9. Please mention Name of work and due date on the Envelope.
10. The undersigned reserves right to accept or reject any quotation without assigning any reason.
11. Quote the discount rate of MRP of each item.
12. Quotations will be opened on **19.8.2013 at 3.30 p.m.** and you may depute your representative at the time of opening of quotations.

**The items and their tentative quantity are:**

<b>Sr.No.</b>	<b>Name of the Items</b>
1.	Paper-A-4 JK Ream : 50 No.
2.	Legal Papers JK Ream : 20 No.
3.	File Covers - Super : 50 No.
4.	Index files – Super: 12 No.
5.	Pencils – 2 Dozens Faber-Castell
6.	Eraser – 1 Dozen
7.	Glue - 150 ml bottles – 2 Dozens - Camel
8.	Fevicol Tubes – 2 Dozens
9.	Stamp Pad – Faber Castell – 2 No.
10.	Staplers – 10 No. Kangaroo/Stapler-pins/Stapler HP 45 – Kangaroo & pins
11.	Stapler Pins – 2 Dozens
12.	Clips (Small & Big) – 2 Boxes
13.	Fevisticks – 15gm – 10 No.
14.	Pad small – Neelgagan (30-40 pages) - 50
15.	Highlighters – 1 Dozen – Faber Castell/Luxor-Gloliter
16.	Single File Covers – 100 No.
17.	General Registers (Small) – 50 No.
18.	General Register (Big) – 50 No.
19.	Certificate signing pens – Reynods – 20 No.
20.	Short Hand copies – Neelgagan – 1 Dozen

21.	Short Hand Pencils – Natraj/Apsara – 1 Dozen
22.	Correcting fluid pens – Faber Castel – 6 No.
23.	Paper Cutter – 2 No.
24.	Scissors Corporate – 2 No.
25.	File Tag (Small & Big size) – Bunch – 2 Dozen
26.	Poker – 1 No.
27.	Tape – Brown Tape Roll 2”, Cello Tape – Roll ½”
28.	Tape Stands – 2 No.
29.	Envelops (Various sizes)- 10”x4.5” white, Taj Mahal/11”x8” Cloth & Paper/A 4 Size Cloth & Paper 100 pcs.each
30.	Pin boxes – 1 Dozen
31.	Sketch Pens – Luxor – 2 Packets
32.	Candles – Large – 2 Dozen
33.	Permanent markers – Luxor – 6 No.
34.	Fax Cartridge – Panasonic EXFP 185/KXEP-343/FAX Roll No.F-223.
36.	Flaps (various types) – 2 Dozens
37.	Rubber bands (Small & Big ) – 2 Boxes
38.	Sutli – 5 kg
39.	Calculators – 12 Digit Casio - 2 No.
40.	Blank CD’s – HP/Sony 12 No., DVDs – 1 Dozen
41.	Pen Drives – 4 No.
42.	Note Books for Participants – 300 – Spiral binding Neelgagan
43.	Pens – 300 No. (Range Rs.10/ – Rs.15/- MRP.)
44.	Carbon Paper 210 m – Sapphire – 2 packets

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