

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

No. SSBUICET/.....

Date: .....

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

Dear Sir,

Dr. SSBUICET, Panjab University is frequently organizing / symposium/workshop/ FDP etc and for daily use purposes under TEQIP II. The list of items is attached along with our approximate requirement for six months and quoting the rates in the column given in the list.

Quote the best rates for the given specifications in the name of **Chairperson, TEQIP-II, Dr. SSB University Institute of Chemical Engineering and Technology, Panjab University, Chandigarh** by **4:00 PM, April 11, 2016**,

- Please clearly mention on the envelop “**Quotation for Stationery**”.
- The rate should be quoted inclusive of all taxes except VAT and rate should be quoted of each item separately.
- The validity of quotation should be for the next 6 months from the date of finalization of rate contract.
- For purchase of stationery individual purchase order will be submitted time to time on need basis.
- The Rate contract will be split up item wise and awarded to parties who happens to be lowest in that item.
- The rate contract can be extended further for three months if the vendor delivers satisfactory quality and with the mutual consent of vendor.
- The institute is fully authorised and has absolute right to terminate the rate contract without assigning any reason thereof.
- The payments will be made directly in bank account of the vendor by TEQIP-II, Dr. SSB UICET receipt of bill and acceptance of material..

Thanking You,  
Sincerely Yours,

**Prof. Anupama Sharma**

Coordinator- TEQIP II

SSB University Institute of Chemical Engineering and Technology  
Panjab University, Chandigarh

**Prof. Meenakshi Goyal,**  
Chairperson

S.NO.	Item	Approx. requirement for six months		Rate for unit Rs	
				In Figures	In words
1	Binder Clips 15 mm	10	Box		
2	Binder Clips 19 mm	10	Box		
3	Binder Clips 25 mm	10	Box		
4	Brown Tape Dispenser	2	pcs		
5	Brown Tape Wonder	5	pcs		
6	Calculator - 12 digit - Model MJ-120 "CASIO"	2	pcs		
7	Cello Tape 1" x 72 yard (TIXO)	5	pcs		
8	Correction Fluid pen	10	pcs		
9	Double Side Tape	10	pcs		
10	Board pins	5	box		
11	Magnetic board pins	5	box		
12	Dusters	10	pcs		
13	Folders Transparent - A4 size	20	pkt		
14	Folders Transparent - Foolscap	20	pcs		
15	Foot Ruler Metal	4	pcs		
16	Glow Highlighter Pen - Luxor	10	pkt		
17	Gluestick - Camel Medium	10	pcs		
18	Gum tube	8	pcs		
19	fevicol tube	8			
20	Office Clip	10	box		
21	Office pins	5	box		
22	Pen (MRP range 30-60 rs)	20	pkt		
23	Pen( cello/butterflow/ montex)	500	pcs		
24	Pencil	5	box		
25	Pen stand	5	pcs		

26	Pencil Eraser	3	box		
27	Pencil Sharpener -	2	box		
28	Permanent Marker - Black / White	5	pcs		
29	Punching Machine DP500 Kangaro	2	pcs		
30	Spiral Bound Ruled Writing Pads	100	pcs		
	30 pages				
	50 pages				
	100 pages				
31	Spiral Pad - Maruti 8 no.	10	pcs		
32	Stamp Pad - Medium - Camlin	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)	10	pcs		
38	White Board Markers - Green /Red/ Black/ Blue	5	pcs		
39	Paper ream A4 GSM - Copy Power/ Bilt/trident (75 gsm)	200	pcs		
40	White Envelopes Plain size 22.8× 10.1 CM (9"×4")	5	box		
41	A4 size yellow Envelopes plain	10	pkt		
42	Register 100 pages size 27.2* 16.7 cm, single line (classmate/bilt/ )	20	pcs		
43	L shape folder	10	pkt		
44	Tag files	5	pkt		
45	Big stapler	5	pcs		
46	cobra files	100	pcs		
47	Spiral Diaries	5	pcs		
48	Colored flags	50	pcs		

49	Index file	30	pcs		
50	File Separators(plastic)	20	Pcs		
51	Big tape Dispenser	2	pcs		
52	Big Punching machine	2	pcs		
53	Box file	10	pcs		
54	Cartridge Refiling	80 times			