



Ref. No.: RGIPT/JAIS/DOSA/QE/2022-23/09

Date: 23.12.2022

To,

M/s _____

Sub: Quotation enquiry for supply of Stationary item at RGIPT Jais, Amethi.

Dear Sir,

We request you to submit your competitive rates (quotation) for supply of Stationary item at RGIPT Jais Campus as per the attached BOQ as **Annexure - 1**.

Terms & conditions:

1. The quoted rate should be inclusive of **GST & Freight charges**.
2. The quotation should be sent to us duly **Signed and Stamped** only in **Sealed Envelope** and Super scribed as **Ref. No.: RGIPT/JAIS/DOSA/QE/2022-23/09, Quotation for supply of Stationary item at RGIPT Jais** by registered post or by hand to the office of The Dean Students' Affairs, RGIPT Jais, Amethi.
3. The quotation should be submitted within 07 days from the date of quotation enquiry i.e., the quotation should be received on or before 30.12.2022 by 03:00 PM.
4. Quotations received after the due date, for whatever reason, will not be considered for evaluation. The order will be awarded to the vendor, whose rate will be lowest in grand total.
5. The Institute reserves the right to accept/reject all or any part of the offer without assigning any reason thereof.
6. Your sealed quotation should be addressed to: **The Dean Students' Affairs, Rajiv Gandhi Institute of Petroleum Technology Jais, Mukhetiya More, Harbanshganj, Tiloi, Amethi, UP - 229304.**


23/12/2022
Assistant Registrar - Students' Affairs
Rohit

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

List of Stationary Items						
Sr. No.	Item Name	Brand	Qty	Unit	Rate	Total Amount
1	Binder Clip 15 MM	Infinity	10	Box		
2	Binder Clip 19 MM	Infinity	20	Box		
3	Binder Clip 25 MM	Infinity	25	Box		
4	Binder Clip 32 MM	Infinity	30	Box		
5	Binder Clip 41 MM	Infinity	2	Box		
6	Box File	Boss/One Plus	25	Pcs		
7	Ball Pen Blue	Linc	250	Pcs		
8	Ball Pen Black	Linc	100	Pcs		
9	Cello Tape 1 inch White	Best Quality	48	Pcs		
10	Cello Tape 2-inch White	Best Quality	2	Pcs		
11	Cello Tape 2-inch Brown	Best Quality	2	Pcs		
12	Correction Pen (Whitener)	Camlin	10	Pcs		
13	Glue Stick 8 gm	Fevistick	30	Pcs		
14	Highlighter	Faber Castell	20	Pcs		
15	Pencil	Apsara	20	Pcs		
16	Push Pin	Best Quality	3	Box		
17	Permanent Marker Pen Blue	Flair/Camlin	10	Pcs		
18	Permanent Marker Pen Black	Flair/Camlin	10	Pcs		
19	Permanent Marker Pen Red	Flair	5	Pcs		
20	Register 40 Sheet	Gracemark	15	Pcs		
21	Register 60 Sheet	Gracemark	10	Pcs		
22	Register 80 Sheet	Gracemark	15	Pcs		
23	Register 120 Sheet	Gracemark	20	Pcs		
24	Sticky Note (Three Colour)	Oddy	15	Pcs		
25	Sticky Note (One Colour)	Oddy	10	Pcs		
26	Uniball Pen Blue	Uniball	20	Pcs		
27	Uniball Pen Black	Uniball	10	Pcs		
28	Room Freshner	Premium (Rose)	5	Pcs		
29	Stock Register No. 2	Gracemark	3	Pcs		
30	Calculator Big	Citizen	5	Pcs		

31	Scissor Big	Best Quality	2	Pcs		
32	Stapler No. 10	Kangaroo	5	Pcs		
33	Stapler No. HP 45	Kangaroo	1	Pcs		
34	Cello Griper Pen Blue	Cello Griper	25	Pcs		
35	Cello Griper Pen Black	Cello Griper	20	Pcs		
36	Pilot Pen Blue	Pilot V7	35	Pcs		
37	Pilot Pen Black	Pilot V7	10	Pcs		
38	Basta Folder	Best Quality	10	Pcs		
39	Attendance Register	Best Quality	5	Pcs		
40	Napkin Paper	Best Quality	25	Pkt		
41	Paper Punching Machine	Kangaroo HDP 2320	1	Pcs		
42	Paper Cutter Big	Nataraj	2	Pcs		
43	Paper Cutter Small	Nataraj	5	Pcs		
44	Scale Big	Nataraj	5	Pcs		
45	Scale Small	Nataraj	5	Pcs		
46	Masking Tape 1/2 inch	Premier	2	Pcs		
47	U Clip (Steel)	Kesetko	5	Box		
48	White Board Marker Blue	Camlin/Flair	50	Pcs		
49	White Board Marker Black	Camlin/Flair	50	Pcs		
50	Stapler Pin 10 No.	Kangaroo	40	Box		
51	Photo Paper	Best Quality	5	Pkt		
52	Bond Paper	Best Quality	1	Pkt		
53	Glossy Sheet 240-300 GSM A4	Best Quality	1	Pkt		
54	Textured Sheet 240-300 GSM A4	Best Quality	1	Pkt		
55	A 4 Paper	Century Star / JK	20	Pkt		
56	Battery 9 Volt	Duracell	5	Pcs		
57	Cell (Wall Clock)	Duracell	20	Pcs		
58	Ink Stamp Pad Big	Best Quality	2	Pcs		
59	Water Jug 1 Litre	Milton	2	Pcs		
60	Dustbin	Cello	2	Pcs		
A	Total Amount (Sl. No. 1 to Sl. No. 60)					
B	GST @ ____ %					
C	Freight / Transportation Charges inclusive of GST (If any)					
D	Total Amount (Sl. No. A, B, C)					