

SHRI G.S. INSTITUTE OF TECHNOLOGY AND SCIENCE, INDORE  
23, Park Road, Indore-452003, Madhya Pradesh.

**Stores/Office Stationery/2024-25 Dated 25.04.2024**

Following Office-Stationery items are required for use of Institute:

S. No.	Name of item	Required Quantity (Approx.)
1	Stapler Pin No. 10 : Kores/Kangaroo	400 Pkts.
2	Stapler Pin No. 24/6: Kores/Kangaroo	200 Pkts.
3	Stamp Pad (Medium) : Kores/Ashoka	50 Nos.
4	Stamp Pad (Big) : Kores/Ashoka	25 Nos.
5	Box/Lever Files : Good quality Lever	100 Nos.
6	Envelopes Brown: Size- 14"x10" Printed as per our sample.	2000 Nos.
7	Paper:-75 GSM.(Pack of 500 Sheet): a. Size- A4 b. Size- FS/Legal c. Size- A3	400 Pkts. 50 Pkts. 25 Pkts.
8	Stapler No. 10: Kores/Kangaroo	50 Nos.
9	Plastic Sutli/Rope for packing of Bundles	10 Kgs.
10	File Pad/Folder (For safe keeping of file)	1000 Nos.
11	Fevistick: Medium and Big size tube.	50 Nos.
12	Drawing Sheet: <b>Imperial size:</b> Printed as per our samples: Size: a. Full/Imperial b. Half of Imperial c. ¼ of Imperial	500 Nos. 500 " 2000 "
13	Al-pin T-head (Sharp point & Rust free).	5 Kg.
14	Brown Paper: Full size Non-breakable for packing purpose.	1000 Sheet
15	Adhesive Tape- 1" 50 Mtr. Length Roll	100 Rolls
16	Paper Colour- A4 size, 75 GSM: Light Blue, Green, Pink and Yellow	50 Pkts.
17	Files: Spring (Non-Laminated)	2000 Nos.
18	Paste/Gum Bottle- 300 ml.	50 Nos.
19	Register Ruled: Regular size in 60 GSM paper duly ruled and bounded: a. 1 Quir (20 Sheets) b. 2 Quir (40 Sheets) c. 3 Quir (60 Sheets) d. 4 Quir (80 Sheets) e. 6 Quir (120 Sheets)	100 Nos. 100 Nos. 50 Nos. 100 Nos. 50 Nos.

**NOTE:**

1. Quoted rates should be FOR- Institute (Free Delivery) within a week.
2. GST: EXTRA (Rate of tax to be mentioned), **Firm must have valid GST Registration.**
3. Quoted rates to be valid for 90 days.
4. Payment: 100% within 3 weeks, after satisfactory receipts at our Institute.
5. Specimen of above required items can be seen during of working office hours.
6. **Sample of quoted/offered items should be attached/submitted along with quotation/offer.**

Please mention on Top of envelope "Office Stationery" with enquiry no. and Due Date, addressed to Director, SGSITS, INDORE-452003.

Yours faithfully,

Prof. I/C-Stores

**ATTENTION:-** Please mention the name of the Department on the envelope with enquiry number and due date.

**SHRI G.S. INSTITUTE OF TECHNOLOGY AND SCIENCE, INDORE**  
23, Park Road, Indore-452003, Madhya Pradesh.

**GST No. 23AAETS 0767 J1ZC**

TELEGRAM:-GOSTINST  
E-Mail:- director@sgsits.ac.in  
Website: [www.sgsits.ac.in](http://www.sgsits.ac.in)

Telephones:-Director:(0731)2433332/2582111  
FAX: (0731)2432540  
Director Office: (0731)2544415/2582112

126 APR 2024

To, \_\_\_\_\_  
M/s \_\_\_\_\_

Enquiry for the Department of Stores/Office Stationery/2024-25/ 149  
Enquiry No. -----Dated 26.04.2024  
Due Date 14.05.2024

**Subject:- Quotations for material required**

Dear Sir,

Kindly quote your lowest price/rates for the following materials from ready stock, in sealed cover giving enquiry number and dates and due date on the cover of the quotations so as to reach the under signed on or before 14.05.2024 failing which the quotation will not be considered. The rates should be for only the materials asked for and not for any other substitute. The quotations are not conforming to the terms and conditions given overleaf may be rejected:

S. No.	Description of items	Quantity (Approx.)
1.	<b>Office Stationery for use of Institute:</b> (Details of items required as per enclosed List)  <b>NOTE:</b> 1. Quoted rates should be FOR- Institute (Free Delivery) within a week. 2. GST: EXTRA (Rate of tax to be mentioned), <b>Firm must have valid GST Registration.</b> 3. <b>Quoted rates to be valid for 90 days.</b> 4. Payment: 100% within 3 weeks, after satisfactory receipts at our Institute. 5. Sample of quoted/offered items should be attached/submitted along with quotation/offer. 6. Specimen of above required items can be seen during of working office hours.  Please mention on Top of envelope "Office Stationery" with enquiry no. and Due Date, addressed to Director, SGSITS, INDORE-452003.	As per List

Thanking you.

Yours faithfully,

  
Prof. I/C-Stores

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1. Quotations should be sealed.
2. Quotations shall be only for the item required.
3. Price quoted should basic price, in case of local firms they should quote **F.O.R. delivery in the Institute premises.**
4. Tender may be accepted in part or in full or may be rejected summarily without assigning any reasons.
5. **Rejected (not up to the standard) articles should be removed by supplier within 15 days from the Institute at their own expenses.**
6. Delivery period must be mentioned.
7. Tender should be valid for at least 90 days from the date of quotation, except for furniture for which this offer shall be considered only from the date of the samples have been received at the Institute.
8. In case of dispute the decision of the Director shall be final.
9. Ordinary the payment of the materials/equipment etc. shall be made only after receiving complete articles in a good and satisfactory condition unless, otherwise agreed.
10. Prices should be quoted F.O.R. destination, Indore.
11. (a) Two copies of the orders are sent to supplier. The firm should send their bill along with the original white copy of order. **The payment shall not be made without the original white copy of the order.**  
(b) In case of the white copy of the indent is misplaced or lost, the firm should produce the following certificate on **Non Judicial Stamp** paper of Rs.50/- only, which may be sent along with the bill for payment:

**CERTIFICATE:**

"Certified that the original indent No. \_\_\_\_\_ dtd . \_\_\_\_\_ for the supply of \_\_\_\_\_ was sent to be submitted along with the Bill/Invoice No. -----  
--- dated \_\_\_\_\_ for Rs. \_\_\_\_\_ but the same is misplaced. The claim is put up for the first time and in case the original is found no further claim will be put up.

Place \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURE  
With Rubber Stamp