



Estd. – 2009
A Government Engineering College
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INVITATION FOR QUOTATION

PARALA MAHARAJA ENGINEERING COLLEGE

(A constituent college of Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI: BERHAMPUR: DIST.: -GANJAM: PIN – 761003

16-Feb-2018

To,

All Interested Suppliers.

Sub: Invitation for Quotations for supply of Stationary

TEQIP Cell PMEC invites Quotation for the below listed stationary items for the office use.

1. Government of India has received a credit from the International Development Association (IDA) towards the cost of the **Technical Education Quality Improvement Program [TEQIP]-Phase III** Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
2. Quotation,
 - 2.1 The contract shall be for the item wise.
 - 2.2 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
 - 2.3 Applicable taxes shall be included for all items.
 - 2.4 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - 2.5 The Prices should be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation.
4. Quotation shall remain valid for a period not less than **365** days after the last date of quotation submission.
5. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - 5.1 are properly signed ; and
 - 5.2 confirm to the terms and conditions, and specifications.

6. The Quotations would be evaluated for all items separately.

7. Award of contract:

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for time to time for procurement.

7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

8. Payment shall be made in Indian Rupees after delivery and inspection.

9. All supplied items are under warranty of **36** months from the date of successful acceptance of items.

10. You are requested to provide your offer latest by **02:00** hours on **22-Feb-2018** .

11. Detailed specifications of the items are at Annexure I.

12. Sealed quotation to be submitted/ delivered at the address mentioned below,
TEQIP Cell, PMEC, Sitallapalli, Berhampur, Odisha. Pin-761003

17. We look forward to receiving your quotation and thank you for your interest in this project.

-sd-

Principal
PMEC, Berhampur

ANNEXURE – I
List Of Stationary Items

Sl. No.	List Of Stationery Items	Per Unit	Rate
1	A4 Size Paper 75GSm Century	Per Pak.	
2	F/S Size Paper 75GSM Century	Per Pak.	
3	A/3 Size Paper 75GSM Century	Per Pak.	
4	Envelop (10"*4.5") White TajMahal 100 pc	Pack of 100 Pcs.	
5	Envelop (11"*8") Cloth & Paper	Pack of 100 Pcs.	
6	Envelop A4 Size Cloth & Paper	Pack of 100 Pcs.	
7	CD General (HP/Sony)	Pack of 100 Pcs.	
8	CD R/W (HP/Sony)	Pack of 10 Pcs.	
9	Flopy Amkett	Pack of 10 Pcs.	
10	My Clear Bag Button Type Folder (Solo)	Pack of 10 Pcs.	
11	L Shapered Folder A/4 Size (Solo)	Per Piece	
12	Plastic Stick A/4 Size (Solo)	Per Piece	
13	Index Fille Plastic Coated (Solo)	Per Piece	
14	Report File R-Fill (Solo)	Per Piece	
15	Guard file - Durga	Per Piece	
16	Board File- Durga	Per Piece	
17	Paler Flag- Corporate 3 Pd Sol 25mm*75mm	Per Piece	
18	White on Slip/ pad corporate 3*3	Per Piece	
19	Sprial Pad (Neelgagan) 66	Per Piece	
20	Sprial Pad (Neelgagan) 88	Per Piece	
21	Whiteing Pad No. 8 Milan	Per Piece	
22	Short Hand Copy Milan	Per Piece	
23	2Q Fancy General Register	Per Piece (General)	
24	4Q Fancy General Register	Per Piece (General)	
25	6Q Fancy General Register	Per Piece (General)	
26	2Q Fancy Stock General Register	Per Piece	
27	4Q Fancy Stock General Register	Per Piece	
28	6Q Fancy Stock General Register	Per Piece	
29	2Q Despach Register- Monaf	Per Piece	
30	4Q Despach Registe - Monaf	Per Piece	
31	6Q Despach Register - Monaf	Per Piece	
32	2Q Fancy Letter Receiving Reg.- Monaf	Per Piece	
33	4Q Fancy Letter Receiving Reg.- Monaf	Per Piece	
34	6Q Fancy Letter Receiving Reg.- Monaf	Per Piece	
35	2Q Fancy Case Book Double Extnra - Monaf	Per Piece	
36	2Q Fancy Case Book Double Extnra - Monaf	Per Piece	
37	6Q Fancy Case Book Double Extnra - Monaf	Per Piece	
38	2Q Fancy Ledger Book - Monaf	Per Piece	
39	4Q Fancy Ledger Book - Monaf	Per Piece	
40	6Q Fancy Ledger Book - Monaf	Per Piece	
41	Fancy Attendance & C.L. Register - Monaf	Per Piece	
42	Note Sheet Pad - General	Per Piece (100 Set)	
43	Signature Pad Neelgagan	Per Piece	
44	Log Book Monaf	Per Piece	
45	Marker Pen -Luxor	Per Piece	
46	Hiligher Pen Luxor Gloliter	Per Piece	
47	White Boared Pen Camlin	Per Piece	
48	Pen Agni Gel	Per Piece	
49	Pen Linc Smart Gel	Per Piece	
50	Piol Pen Hi Tec Point 0.5	Per Piece	
51	Ball Pen Refill Small - Linc	Per Piece	
52	Tube Gum 700 ml Camal	Per Bottel	
53	Bottal Gum 700 ml Camal	Per Tube	
54	File Tag 100 Pecs Bunch	Per Piece	
55	Paper Pin	Per Piece	
56	Gems Clip	Per Piece	
57	Fevi Stick 15 gm	Per Piece	
58	Stamp Pad Faber Castell 88*54 mm	Per Piece	
59	Stamp Pad Faber ink 100ml 100 mk - Camlin	Per Piece	
60	Sharper - Natraj	Per Piece	

List Of Stationery Items

Sl. No.	List Of Stationery Items	Per Unit	Rate
61	Pencil	Per Piece	
62	Short Hand Pencil Natraj/Apsara	Per Piece	
63	Pencil Eraser - Natraj	Per Piece	
64	Scale 15 cm - Natraj	Per Piece	
65	Scale 30 cm - Natraj	Per Piece	
66	Easer Correction Fluid 15ml	Per Piece	
67	Brown Tape - Roll 2" - wonder	Per Piece	
68	Callo Tap-Roll 1/2 Cello/ Wonder	Per Piece	
69	Calculator 12 Digit Casio MJ120	Per Piece	
70	Binder Clip 32mm - Solo	Per Piece	
71	Document Trays - Classic No. 1738 Omega	Per Piece	
72	Deluxe Pencil Cap Stand No. 1704 Omega	Per Piece	
73	Pin Stabd Pin-O- Clip Deluxe 1797 Omega	Per Piece	
74	Paper Cllip Round Medium - 1778 Omega	Per Piece	
75	Paper Cutter Snap of Cutter Big No. 1793 Omega	Per Piece	
76	Drawing Board Pin -Push Long-1721 Omega	Per Piece	
77	Sponga Pad-Damper Round No. 1725 Omega	Per Piece	
78	Plastic Box File Elite Box No. - 1801 Omega	Per Piece	
79	Stapler 10 No - Kangaroo	Per Piece	
80	Stapler H.P. 45 - Kangaroo	Per Piece	
81	Stapler Pin No.10 - Kangaroo (Pocket)	Per Pkt.	
82	Stapler Pin No.24/6 - Kangaroo (Pocket)	Per Pkt.	
83	Paper Punching Machine Single - Kangaroo	Per Piece	
84	Paper Punching Machine Double - Kangaroo	Per Piece	
85	Penstand 4 Pen Plastic	Per Piece	
86	Paper Weight - Glass	Per Piece	
87	Scissor Corporate 100sg/1301	Per Piece	
88	Tekue With Plastic hand 10	Per Piece	
89	Fax Cartridge Panasonic FXFP 185/KXEP-343	Per Piece	
90	Fax Roll Eliganga -F- 223	Per Piece	
91	Fax Roll No. - P610 Modle	Per Piece	
92	Printer Cartridge 12AN -Tone HP 1020	Per Piece	
93	Printer Cartridge 15AN -Tleasser Jet Toner 1200	Per Piece	
94	Printer Cartridge 20AN No.- Toner HP 1410	Per Piece	
95	Printer Cartridge 22AN No.- Toner HP 1410	Per Piece	
96	Printer Cartrtridge For HP 2600 Series 6000A B/W	Per Piece	
97	Printer Cartrtridge For HP 2600 Series 6001A B/W	Per Piece	
98	Printer Cartrtridge For HP 2600 Series 6002A B/W	Per Piece	
99	Printer Cartrtridge For HP 2600 Series 6003A B/W	Per Piece	
100	Printer Cartrtridge Q2610 A	Per Piece	
101	Printer Cartrtridge 20A For HP Ink Jet2610 A	Per Piece	
102	Printer Cartrtridge 49 A for HP	Per Piece	
103	Printer Cartrtridge 27A For HP Ink Jet	Per Piece	
104	Printer Cartrtridge 29A For HP Ink Jet	Per Piece	
105	Printer Cartrtridge 42A for Laser jet 4250/4300	Per Piece	
106	Printer Cartrtridge 06F For HP Laser Jet C Scnor	Per Piece	
107	Printer Cartrtridge Lesor Jet 3050	Per Piece	
108	Carbon Paper 210 mm*330mm Sappire	Per Pkt.	
109	Room Frashner - Premium	Per Piece	
110	Colin 500 ml	Per Piece	
111	Cloth Duster Orange Approx 15"*20" Cotton/Khadi	Per Piece	
112	Floor Duster Approx 20*20 Cottin/ Khadi	Per Piece	
113	Dustbin with Flap medium Size Prince/ Cello	Per Piece	
114	Fly Leaf (Printed)	Per Piece	
115	6Q Cheque Book Register (Printed)	Per Book	
116	Measermnt Book(Printed)	Per Book	
117	Money Receipt (Printed)	Per Book	
118	Casr Book (Printed 150 Page)	Per Book	
119	Demand Ledger (Printed 250 Page)	Per Book	
120	Salary Rgister (Printed 180 Page)	Per Book	

List Of Stationery Items

Sl. No.	List Of Stationery Items	Per Unit	Rate
121	Tracing Cloth (104/108cm/19MTS)	Per Pak.	
122	Tracing Paper (18 MTs, Cores)	Per Pak.	
123	Table Glass	Per Piece	
124	Markeen Cloth (in MTS)	Per Mt.	
125	Pencil Battery	Per Piece	
126	Sprial Binding Strip (Per Hundred)	Per Pkt.	
127	PVC Plastic Leaf (Per Hundread)	Per Pkt.	
128	DVD	Per Piece	
129	Gel Pen (Achiver)	Per Piece	
130	Pen (Getter)	Per Piece	
131	Pen Stand	Per Piece	
132	Visiting Card Floder	Per Pak.	
133	Mug	Per Pak.	
134	Paper Clip (Chamita)	Per Pak.	
135	Art Pin (Clip)	Per Pak.	
136	Calculator (Scientific)	Per Piece	
137	Guard Stand File	Per Piece	
138	String (Jute)	Per Piece	
139	Engagement Pad	Per Piece	
140	Stamp (Ink Pad)	Per Pak.	
141	Pen Drive (4GB)	Per Piece	
142	Colour Pencil	Per Pak.	
143	Sketch Pen	Per Pak.	
144	Life Boy Soap Small	Per Piece	
145	Towel (Big)	Per Piece	
146	Towel (Small)	Per Piece	
147	Measerment Tape (100 Metre)	Per Piece	
148	Measerment Tape (05 Metre)	Per Piece	
149	All Out/ Good Nignt (Mosquito Liquidl) With Machine	Per Pak.	
150	All Out/ Good Nignt (Mosquito Liquidl)	Per Pak.	
151	Visiting Card (Printed) (100 Per Book)	Per Book	
152	New Printing Cartridge HP 1020 Leser Jet	Per Piece	
153	Cartridge Refilling	Per Piece	
154	Cartridge Drum Replacement	Per Piece	
155	Cartridge Magnet Rod Replacement	Per Piece	
156	Cartidge Blade Replacement	Per Piece	
157	Toilet Tissue	Per Pak.	
158	Q6000A Black Cartride	Per Piece	
159	Q6001A Yellow Cartride	Per Piece	
160	Q6002A Blue Cartride	Per Piece	
161	Q6003A Red Cartride	Per Piece	