



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2254538

File No. B/19/4/15/ 148

Date: -12.02.2020

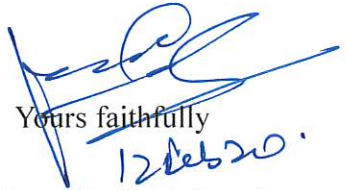
Sub: - Call for quotations for Supply of A4 size Ream at IIM Amritsar.

Sir,

IIM Amritsar intends to procure A4 Size Ream for IIM Amritsar. Sealed quotations may be submitted in sealed envelopes super-scribed as "*Quotation for Supply of A4 size Ream at IIM Amritsar*" addressed to the **Chief Administrative Officer, IIM Amritsar** so as to reach the undersigned by **03.00 PM. on or before 03.03.2020** and quotation will be opened on the same day i.e. **03.03.2020 at 03:30 PM**. If the representatives of the firm wish, they can be present during the opening of quotation letters. The last date of submission of the quotation may also be mentioned, on their envelope. Quantity and specification of the items are mentioned in **Annexure I**.

Terms & Conditions

- 1) Please mention this office Ref. No. and date on the envelope 'QUOTATION' should be written in block Letters On the top of the Envelope.
- 2) Any other charges, such as packing and forwarding, delivery charges, sales tax etc. if any should be Mentioned clearly and separately.
- 3) Quotations received after the prescribed date and time will not be considered.
- 4) Articles for which quotations are furnished should be available for in section to a representative of the Institute, if required by this office.
- 5) This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
- 6) Please, mention the opening date of the quotation on top of the sealed cover.
- 7) The Invitation is open to all registered suppliers who are having PAN/GSTN number and Bank A/c Number in their name.
- 8) The delivery charges are to be inclusive of price of the item and will not be paid separately by the Institute.



Yours faithfully

12 Feb 2020

(Kamaljit Singh Jassal)
Chief Administrative Officer



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Annexure I

Sr. No	Description Name of items	A/u	Total quantity	Preferred Make	Quoted Make	Unit Rate Estimated	Total
4	A4 Ream of 500 sheets	Ream	1000	Trident/Khanna/Jk easy copier			
						Total	
						GST @ _____	
						Grand Total	

(Kamaljit Singh Jassal)
Chief Administrative Officer