



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/ 149

Date: -18-02-2020


Sub: - Call for quotations for Supply of Stationery Items at IIM Amritsar.

Sir,

IIM Amritsar intends to procure Stationery items for IIM Amritsar. Sealed quotations may be submitted in sealed envelopes super-scribed as "*Quotation for Supply of Stationery items at IIM Amritsar*" addressed to the **Chief Administrative Officer, IIM Amritsar** so as to reach the undersigned by **03.00 PM. on or before 25.02.2020 and quotation will be opened on the same day i.e. 25.02.2020 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 & Condition.

- 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) Please mention if the material in quotation is really available with you and if you will be able to supply the same within 5 days after receive the supply/purchase order.
- 8) The Invitation is open to all registered suppliers who are having PAN/GSTN number and Bank A/c Number in their name.
- 9) Pricing should be inclusive of all delivery, packing and administrative overheads.


Yours faithfully 18 Feb 20
(Kamaljit Singh Jassal)
Chief Administrative Office




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Annexure I

Sr. No	Description	Name of items	A/u	Total quantity	Preferred Make	Quoted Make	Unit Rate Estimated	Total
1	GEL PEN	Blue	Pcs	50	Cello Butter flow/ Rorito forcer			
		Red	Pcs	20				
		Black	Pcs	20				
2	Ball PEN	Blue	pcs	50				
		Red	Pcs	20				
		Black	Pcs	20				
3		Calculator	Pcs	3	Casio			
4		Scientific Calculator	pcs	1	Casio			
5		Spring File	pcs	50	Cobra/ Deluxe/ Status			
6		Box File	pcs	40	Cobra/ Deluxe/ Status			
7		Measuring tape (5M)	pcs	2	High Quality			
8		Monthly Planner	pcs	2	High Quality			
9		Punch Medium	Pcs	3	Kangaroo			
10		Punch big	pcs	2	Kangaroo			
11		Pen Stand (Plastic)	pcs	3	High Quality			
12		Register	pcs	20	High Quality			
13		Sticky flag/notes	pcs	10	High Quality			
14		Paper weight	pcs	2	High Quality			
Total								
GST @ _____								
Grand Total								


 (Kamaljit Singh Passal)
 Chief Administrative Officer