



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

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

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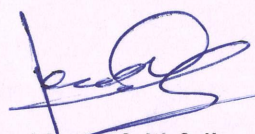
Sub: - Call for quotations for Supply of Stationery Items at IIM Amritsar.

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 29.02.2020** and quotation will be opened on the same day i.e. **29.02.2020 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, administrative overheads. if any should be inclusive of price. GST/Taxes should be stated 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 inspection 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 in short notice 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.


Yours faithfully
(Kamaljit Singh Jassal)
Chief Administrative Office



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Annexure I

Sr. No	Name of items	A/u	Total quantity	Preferred Make	Quoted Make	Unit Rate Estimated	Total
3	Ball Pen Blue	Pcs	800	Cello butter flow/ Rorito forcer/ Reynolds			
4	Paper Ream	pcs	50	Trident/ JK easy copier			
5	Clear Bag (plastic)	pcs	50	High Quality			
6	Stapler Big (HP - 45)	pcs	5	High Quality			
7	Box file	pcs	20	High Quality			
8	CD marker (Black, Green, Red)	pcs	10 Each	High Quality			
9	Key Chain	Pcs	50	High Quality			
10	Spring File	pcs	20	High Quality			
						Total	
						GST @	
						Grand Total	


(Kamaljit Singh Jassal)
Chief Administrative Officer