



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/ 146.

Date: -07-02-2020

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 14.02.2020 and quotation will be opened on the same day i.e. 14.02.2020 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) 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

Date-07.02.20

Sr. No	Name of items	A/u	Total quantity	Preferred Make	Quoted Make	Unit Rate Estimated	Total
1	27A battery (12V)	pcs	4	Duracell			
2	Writing pad	pcs	10	High Quality			
3	Magnetic Duster	pcs	10	National/Imprints			
4	Battery AA	pcs	500	Duracell			
5	Battery AAA	pcs	200	Duracell			
6	Transparent OHP Sheets	pcs	4000	High Quality			
7	Marker(Black)	pcs	80	Super jamboo/Artline			
8	Cello tape 1 inch	pcs	5	High Quality			
9	Stamp pad (Black Ink)	pcs	2	High Quality			
10	Brown tape roll	pcs	10	High Quality			
11	Fevistick	box	1	High Quality			
12	Window Envelop	box	2	High Quality			
13	Envelops A4 size (yellow)	pcs	1000	IIM Amritsar Name, Address & logo printed			
14	Envelops A3 size (Yellow)	pcs	700	IIM Amritsar Name, Address & logo printed			
15	Stapler pin 23/17-H	box	5	High Quality			
						Total	
						GST @ _____	
						Grand Total	


(Kamaljit Singh Jassal)
Chief Administrative Officer