

**Stationary Items (Details Attached)**

**Subject:** -----

Dear Sir,

We are interested in purchase of the articles mentioned overleaf, Please send your quotation in sealed covers so as to reach this office of or before 02.03.2010.

While submitting quotation please note that:

1. We are interested in the material either of indigenous manufacturer or of foreign make, available from ready stock. Any offer to supply on forward Delivery Basis under suppliers own quota license will also be considered.
2. The price quoted should be F.O.R. Destination.
3. Your rates should include packing, insurance and forwarding charges.
4. The rates of Sales Tax should be clearly indicated wherever chargeable. The tendered should also indicate Central/Sales Tax Registration Number and date in this quotation.
5. Specific mention should be made whether the offer is for supplies available ex-stock. In case the officer is on Forward Delivery basis, firm delivery period must be indicated.
6. Each quotation must be enclosed in a double cover. The inner cover should be sealed and subscribed "Quotation for above must be written on envelope. Date of opening Next day.
7. Payments will be made by crossed cheque on The Indian Overseas Bank, Lucknow only after receipt of the Store in good condition.
8. The acceptance of the quotation will rest with the Director who dose not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotation received without assigning any reasons.
9. The quotations are liable to be cancelled if any of the above mentioned conditions are not compiled with.

Yours faithfully,

SECTION OFFICER  
(Stores & Purchase)

|                                      |   |           |
|--------------------------------------|---|-----------|
| 1. Paper A-4 Size (JK Bond)          | - | 500 Reams |
| 2. File Board                        | - | 1000 Nos  |
| 3. Cello Tape (A-1) 1 inch           | - | 200 Nos   |
| 4. Cello Tape (A-1) ½ inch           | - | 200 Nos   |
| 5. Permanent Marker Pen (Luxer)      | - | 100 Nos   |
| 6. Gem Paper-Clip                    | - | 100 Box   |
| 7. Sketch Pen                        | - | 50 Pkt    |
| 8. Eraser (Natraj/Apsara)            | - | 300 Nos   |
| 9. Plastic Scale 12 inch             | - | 50 Nos    |
| 10. Stapler (Kangaroo) HD-10         | - | 50 Nos    |
| 11. Stapler (Kangaroo) HD-45         | - | 50 Nos    |
| 12. Stapler Pin (24/6)               | - | 200 Box   |
| 13. Stapler Pin (No.10 1M)           | - | 200 Box   |
| 14. Pencil Cutter (Plastic)          | - | 100 Nos   |
| 15. Paper Weight (Glass)             | - | 50 Nos    |
| 16. Dust Bin (Plastic, Good quality) | - | 25 Nos    |
| 17. File Tag (Superior quality)      | - | 100 Bunch |
| 18. Register 2Q                      | - | 200 Nos   |
| 19. Register 3Q                      | - | 200 Nos   |
| 20. Register 4Q                      | - | 200 Nos   |

1. Samples are necessary to show quality and should accompany your quotations wherever possible. All samples must be cleared Labeled with the supplier name, address, our enquiry No. and date.
2. Your offer should remain open for six weeks/months at least from the date of submission of quotation.
3. Sales Tax, Excise Duty or any other charges payable in addition to the quoted price should be clearly indicated.