

बीरबल साहनी पुरावनस्पतिविज्ञान संस्थान, लखनऊ
BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, LUCKNOW

टेलीग्राम पेलियोबॉटनी

दूरभाष 2740008, 2740011

फैक्स ९१-91-522-2740485, 2740098

बी सा पु सं /III/भंडार एवं क्रय/८-271

53, विश्व विद्यालय मार्ग

लखनऊ - 226007

Date: 17.06.2015

SPEED POST

Stationary Items (List overleaf)

Subject: -----

Dear Sirs,

This Institute intend to purchase item mentioned above. Sealed quotations are invited so as to reach this office on or before 5: 00P.M. on 03.07.2015 duly superscribed by "**Stationary Items**" due to open in presence of vendors at a later date to be notified.

While submitting quotation please note that:

1. The material may 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. The cover should be sealed and superscribed "Quotation for "**Stationary Items**" must be written on envelope in the name of "**Director, Birbal Sahni Institute of Palaeobotany, Lucknow**". The quotations not complying the procedure will be rejected.
7. Payments will be made by crossed cheque on The Indian Overseas Bank, Lucknow only after receipt and acceptance of supply and installation/ if required satisfactory.
8. The acceptance of the quotation will rest with the Director who does 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 complied with.

Yours Sincerely,



(R.S. Singh)

Scientist 'F'

& Additional duties of Registrar

Convener, Website Committee, BSIP, Lucknow

Sl.No.	Items	Qty
1.	Ball pen Butter Flow Cello make	2000 Nos.
2.	Cello Tape 1"Avon	300 Nos.
3.	Cutter Pencil Natraj	300 Nos.
4.	Clip Steel U Type Odey	200 Nos.
5.	Board Pin Thumb Odey	50 Nos.
6.	Double sided tape Odey	50 Nos.
7.	Eraser Pencil Natraj	500 Nos.
8.	Stick Pad Kores 3 color	50 Nos.
9.	File Board Good Quality	3000 Nos.
10.	Glue Stic Kores 15 gm	300 Nos.
11.	Glass Marker Thin Luxar	400 nos.
12.	Pencil Apsara	1000 Nos.
13.	Polythene Bags 6x8,8x10,12x15	500 Kg.
14.	Plastic Folder Cello make	1000 Nos.
15.	Quick Fix Wembley	150 Nos.
16.	Register 4Q & 3 Q	200 Nos. Each
17.	Scale plastic Kores	100 Nos.
18.	Stapler Pin Small & Big	25 Nos.
19.	Tape Dispenser Omega	20 Nos. Each
20.	White Ink Kores	50 Nos.
21.	Guard/ Box File	50 Nos.
22.	Table Glass 2.5"x4"	25 Nos.
23.	Punching Plass Single hole	50 Nos.