

**बीरबल साहनी पुराविज्ञान संस्थान, लखनऊ**  
**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, LUCKNOW**

टेलीग्राम पेलियोबॉटनी  
 दूरभाष 2740008, 2742983  
 फैक्स ९१-91-522-2740485, 2740098  
 बी सा पु सं /III/भंडार एवं क्रय/ C-245

53, विश्व विद्यालय मार्ग  
 लखनऊ - 226007

Date: 22.05.2019

संयोजक वेबसाइट समिति,  
 बी सा पु सं, लखनऊ।

**Stationery Items (Details at the Back)**

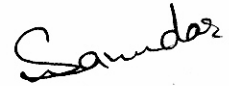
**Subject:** -----

Dear Sirs,

This Institute intend to purchase item mentioned above. Sealed quotations are invited so as to reach this office on or before 5:00 P.M. on 07.6.2019 duly superscribed by "Stationery".

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 GST should be clearly indicated wherever chargeable. The tendered should also indicate GST 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 "Stationery" must be written on envelope. 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.
10. The items may be increase or decrease at the time of purchase.



(Swapna Mazumdar)  
 Section Officer  
 Store & Purchase Section

<b>SN</b>	<b>NAME OF ITEMS</b>	<b>QUANTITY</b>
1	Ball Pen	500
2	Clip Board	50
3	Marker Pen (Thik)	400
4	Marker Pen (Thin)	400
5	Dustbin	50
6	Eraser Pencil	500
7	File Cover with Printing	2000
8	File Board	2000
9	Guard File	100
10	Paper A4 J.K. Bond	500
11	Pin Cushion	25
12	Plastic Folder	1000
13	Paper Cutter	50
14	Quick Fix	500
15	Register 3Q	400
16	Register 4Q	400
17	Cello Tape	500
18	Stamp Pad	50
19	Stapler Big & Small	50 each
20	Stapler Pin Big	500
21	Stapler Pin Small	200
22	Cutter Pencil	500
23	Tape Dispenser	50