

Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

Vazhudavur Road, Kathirkamam, Puducherry - 605 009 Ph :0413-2277545, Fax:0413-2277289

Email: puducherrymedicalcollege@gmail.com, Web:www.igmcricollege.com

No. 59-3/IGMC&RI/ADMN-Pur/A5/ Stores/Stationery/2024 /A603

Dated the 11 NOV 2024

Calling for Quotation

Sub: IGMC&RI- Supply of Stationery Items – Reg.

Quotations are invited from the Dealer/Whole - sale supplier for the supply of the following item to this institute. The hard copy of the quotation in a duly sealed cover shall be addressed and submitted to **the Director, IGMC&RI**, Puducherry, **on or before 22.11.2024.**

Sl. No	Name of the Items	Requirement	Rate per item (Including all Tax) Rs.
1	Stapler machine 24/6	20 Nos	
2	Fevi Stick (9 Grm)	100 Nos	
3	Stamp Pad ink (Violet) 30 MI	100 Nos	
4	Stamp Pad ink Red 30 ml	50 Nos	
5	Twine thread	300 Nos	
6	Glass marking pencil white	100 Nos	
7	Stapler pin box 24/6	100 Boxes	
8	Eraser (Small Size)	200 Nos	
9	Bed side pad with hook	200 Nos	
10	Punching Machine Single Hole	30 Nos	
11	Correction fluid pen (Whitner)	100 Nos	
12	Sealing Wax (Tiger Brand 400 grm.)	20 Nos	
13	White board duster (wood)	30 Nos	
14	Scissor (Big Size)	10 Nos	
15	Plastic Scale (30 cm)	50 Nos	
16	Ruled note book (198 page) with binding	300 Nos	
17	Unruled note book (198 page) with binding	100 Nos	
18	Plastic paper clip	100 Nos	
19	File flag	100 Nos	

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Terms and conditions

1. Price should be inclusive of all taxes.
2. The supplier should be responsible until the items arrived to this Institution in good condition.
3. The rates once quoted and approved will be final and no revision in rates will be allowed.
4. Supply should be made within 15 days from the date of receipt of our supply order.
5. Delivery should be made on FOR, Puducherry, door delivery basis.
6. The quotation should be based strictly on the specification.
7. The Material should be supplied strictly in accordance with the specifications enclosed/Mentioned.
The items which are not conforming to the specifications should be taken back at their cost.
8. The quotation shall contain the GST Number, Contact Phone Number & E Mail I.D.
9. The rate quoted shall be valid till 31.03.2025 if further Order placed for further requirement.
10. The quotation cover should be properly sealed with postal address and subscribed
"Stationery Items" and the sealed Cover shall be dropped in the tender Box kept at the Despatch Section.
11. The items required are subject to be increased / decreased.
12. The quotations received will be opened by 11.00 A.M on 25.11.2024, in case, quotation
Opening date falls on Public Holiday, the quotation will be opened on the next working day.

// BY ORDER//

Yours faithfully,

ADMINISTRATIVE OFFICER

To:

1. The Programmer, IGMC&RI, Puducherry-with instruction
to upload in our official Web-Site and Central Procurement Portal and submit a compliance report.

Copy to:

1. The Officer-in-Charge (Central Stores), IGMC&RI, Puducherry.