

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-A/IGMC&RI/ADMN-Pur/A5/Stores /Stationery /2024 /1051

Dated the 16 MAR 2024

Calling for Quotation

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

The following Items are required for the use of this Institution. Hence, quotations are invited from the Dealer/Whole sale Supplier for supply of the following Items. The Hard Copy of the quotation shall be addressed and submitted to **the Director, IGMC&RI**. Puducherry in a duly sealed Cover so as to reach this office **on or before 01.04.2024**.

Sl. No	Name of the Items	Requirement	Rate for each Rs. (Including all Tax)
1	A4 Copier Paper	300 Ream	
2	A3 Copier Paper	20 Ream	
3	A5 Paper	300 Ream	
4	Exam Pad with clip	30 Nos	
5	360 Page Leather bound Account Note Long size	10 Nos	
6	Sharpner	50 Nos	
7	Sketch Pen set	10 Nos	
8	Calclater casio MJ 120 D	4 Nos	
9	Box File	5 Nos	
10	Class marking pencile (White)	100 Nos	
11	24/6 Stapler Machine	20 Nos	
12	File Flag (19mmx75mmx4)	50 Nos	
13	Plastic Tea Tray sizes 12x174	10 Nos	
14	Paper Cutting Knife	20 Nos	
15	Battery Big Size	50 Nos	
16	Glass Tumbler Lid	50 Nos	
17	Battery Medium	100 Nos	
18	Hard Broom	200 Nos	
19	Hand wash soap 50g	2000 Nos	
20	Plastic Bucket 20 Lit	50 Nos	
21	Plastic Bucket 10 Lit	50 Nos	
22	Toilet Brush	60 Nos	
23	Stapler pin 24/6	100 Nos	

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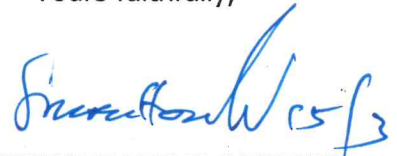
Terms and conditions

1. Price should be inclusive of all taxes.
2. The supplier should be responsible until the item 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 item 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 quotation cover should be properly sealed with postal address and superscribed **"Stationery and Consumable items"** and the Cover shall be dropped in the tender Box kept at the Despatch Section.
10. The items required are subject to be increased / decreased
11. The quotations received will be opened by 11.00 A.M on 02.04.2024, in case, quotation Opening date falls on Public Holiday, the quotation will be opened on the next working day.

// BY ORDER//

Yours faithfully,

1/3



ADMINISTRATIVE OFFICER

To:

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

Copy to:

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