

Sub: **Annual Rate Contract for supplying General Stationary**

Notice Inviting Quotations

We require office stationery on Annual Rate Contract basis for the year 2011-12. A detailed list of estimated quantity of item to be supplied, as per our requirement is enclosed herewith. If you are interested you may submit your offer to this office on the following terms and conditions latest by 5.00 p.m. on or before 28th March, 2011 in a sealed envelope along with Earnest Money Deposit of Rs.2500/- (refundable) by DD/Pay order in favour of FORE School of Management, payable at New Delhi.

Terms & Conditions

- Purchase order will be sent by fax, E-mail or communicated to you by telephone;
- Delivery should be made within two days after receiving order from FORE School of Management;
- No delivery charges will be paid extra
- Tax shall be paid as applicable;
- Payment will be made within 10-15 days after receiving the items in good conditions and verification of the same;
- Rate offered shall remain firm for a period of one year;
- In complete and without Earnest Money Deposit, quotation shall not be entertained.
- Quotation in sealed envelopes, mentioning “Quotation for General Stationery” on the envelopes is to be dropped in the box kept with “security” before the due date.

Thanking you,

Yours faithfully,

K J Mathew
Assistant Administrative Officer

Encl: As above

**FORE SCHOOL OF
MANAGEMENT
Rate list of General
Stationery items**

2011-2012

S.No.	Item	Annual Req.	Unit	Rate	Tax%
		Approx.	one		
1	Ball pen Reynold 045	890			
2	Brown tape 2" Taipack	61			
3	Computer sticker 4x2 Century	5000			
4	Dustless chalk Kores	36			
5	Gel pen Reynold	155			
6	Gem clip vikram 30 mm	25			
7	Highlighter luxor	60			
8	Index file PVC Kangaroo clip	76			
9	Graph sheet A-4 25 sheets	10			
10	OHP Pen Marvey				
11	OHP Sheets 100 micron Century				
12	Post it 3x3 century	63			
13	Punching machine Kangaroo 480	8			
14	Pilot pen luxor 0.5	76			
15	Glue stick 8 grm. Century	125			
16	Plastic folder Neo Tans. with name				
	and address printed	800			
17	Plastic folder Rexine .with name				
	and address printed	300			
18	Punching m/c. HD Veeto				
19	Paper Century A-4 75gsm	620			
20	Paper JK copier A4	140			
21	Pencil Natraj	860			
22	Pencil Erassor Apsara	130			
23	Ruled Register Saras. 2qr.	20			
24	Ruled Register Saras. 4 qr..	30			
25	Rubber band Nylon 50 grm pkt	70			
26	Stapler pin Kangaroo No.10	240			
27	Stapler Kangaroo HD10D	25			
28	White fluid w/o thinner	66			
29	White board marker luxor	140			
30	Writing pad A4 Saras. 80 shts.	15			
31	Writing pad 1/6 Saras. 80 shts.	80			
32	Writing pad 1/8 Saras. 80 shts.	115			
33	File cover Ord. 22 kg. with name				

	and address printed	600			
34	File cover Cobra 31.5 kg with name				
	and address printed	600			
35	Plastic name badges with clip	500			
36	Cello tape 1" Captain	58			
37	Cello tape 1/2"	52			
38	Ivory sheets A-4 210 gsm	500			

FORE SCHOOL OF MANAGEMENT - Gen.Stationery (Less Use) 2011-2012

S.No.	Item	Annau Estimated Quantity	Unit Per each	Rate	Tax %
1	Alpin Container with Magnetic				
2	Calculator CT-33				
3	Calculator LH 787 Citizen				
4	Chart Paper sheet				
5	Dak Pad	10			
6	Dispatch Register 8 qr.Nellgagn.				
7	Drawing pin Scholar	30			
8	Dustor - Rolex	10			
9	Gum tube Kohinoor	20			
10	Gum bottle Kores	10			
11	File Folder 3 fold				
12	Flap Board file	10			
13	Flip Chart 50 shts. Lotus				
14	Ink cartridge (Parker)				
15	Memo Cube pad 4x4 250 shts.				
16	Paper clamp 2" Steel Scholar				
17	Paper cutter 6" Ikon	6			
18	Paper weight	10			
19	Paper Tray Transperent Omega	1			
20	Pen Stand Omega	4			
21	Pencil Carbon - Kores				
22	Pencil Sharpner Natraj	60			
24	Plastic Robe 500 grm.	8			
25	Pilot V Signature black				
26	Plastic folder milky				
27	Post it 2x1.5 century	30			
28	Scale 12" fiber Delux	20			
29	Scissor Gem big	4			
30	Sketch Pen	5			
31	Signature pen (Luxor)	10			
32	Stapler pin 24x6 Max	10			
33	Stamp pad Chlpark				
34	Stamp pad Ink Kores 30 ml.	4			
35	Stapler Kangaroo HP 45	2			
36	Stapler Kangaroo 555				
37	Stock Register 4 qr.Saras.				
38	White fluid with thinner Kores				
39	White Tag 6" length				
40	Writing pad 20 sheets Saras.1/8				
41	Water Spnge				
42	Alpin bell	16			
43	Punching m/c. HD Veeto				
44	Ivory sheet A4 210 grm	500			
45	Plastic name badges with clip	500			
46	Binder clip 32mm				
47	Binder clip 25mm				
48	Binder clip 19 mm				
49	Binder clip 15 mm				
50	Stick flag 3x1") colour pkt.				