

NOTICE INVITING QUOTATIONS

Sub: Quotations for the supply of Stationery items for the year 2019-2020 –reg.

Sealed Quotations are invited from well-established stationery firms for supplying Stationery items mentioned in the Annexure as per the following terms and conditions. The sealed quotations with superscription **“Quotation for supply of Stationery items 2019-2020”** enclosing a EMD for Rs.10, 000/- (Rupees Ten Thousand Only) drawn in favour of PAO, IAD, BENGALURU, should reach this office on or before 13.09.2018 to be sent by Registered or speed post. The quotations should be addressed to

Sri. M. CHANDRAMOHAN,
Senior Accounts Officer (OM),
Office of the Accountant General (A&E),
Karnataka, Bengaluru-560001.

TERMS & CONDITIONS

1. The rates quoted should indicate Net prices and GST.
2. The vendors may visit the office premises and check the samples before quoting the rates.
3. The supplies are to be made within a period of within 10 days, if and when orders are placed.
4. Quality of the items supplied shall be of same brand /trade mark as per the samples attached at the time of inviting quotation. If any article is found to be defective / or not up to the quality, the same shall be replaced immediately.
5. If the selected firm fails to supply the items as per the supply order within the stipulated period at the agreed rate, the items will be purchased from the other supplier at the risk and cost of the selected firm. Any additional amount incurred for this purpose will have to be borne by the defaulting supplier.
6. If any inferior quality of item is supplied/ item not supplied as per the specifications /failure to supply in time etc., will entail the firm/ company ineligible for future contracts with this office and appropriate action including forfeiture of security deposit will be taken against the firm/company as the case may be.
7. This office reserves the right to reject any quotation without assigning any reasons thereof.
8. The supply should be made to the premises of Office of the Accountant General (A&E), Karnataka, Bengaluru at risk & cost of the supplier.

Yours faithfully,

M. CHANDRA MOHAN.
Senior Accounts Officer (OM)
Ph-080-22640253

ANNEXURE

Sl. No.	Description	Desired Quantity
1.	Scribbling pad: 30 Pages with good quality 75 gsm paper, printing of National emblem, office address, office logo on the cover page	1000 Nos
2.	Spiral conference pad: 50 Pages with good quality 75 gsm paper, printing of National emblem, office address, office logo on the cover page	1000 Nos
3.	Window Envelopes: 11cm X 29cm with quality 65 gsm & above kraft paper with printing	1,00,000 Nos
4.	Envelopes: 26cm X 31cm with quality 90 gsm kraft paper cloth line with printing (Green colour)	5,000 Nos
5.	Envelopes: 11cm X 29cm with quality 65 gsm & above kraft paper with printing	50,000 Nos
6.	Envelopes: 15cm X 40cm with quality 90 gsm kraft paper with printing	50,000 Nos
7.	File boards: 27cm×34m with printing	2,500 Nos
8.	Note Sheet Pad: 20.5cm×31.5cm with quality 65gsm & printing 100 sheet per pad	1000 pad

Note: The quantity indicated is not the exact figure and may vary at the time of purchase.