



NATIONAL INSTITUTE OF UNANI MEDICINE

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(An autonomous body under Ministry of AYUSH, Govt. of India)
(Accredited to NABH)



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27/06/19

(Stationery and General Items)

To,

Sub: “Inviting Quotation for supply of Stationery and General Items 2019 .” –reg.

Sir,

With reference to subject cited above, quotations are invited from reputed firms/dealers for supply of following requirements as detailed below:

Sl No	Item and Specifications	Qty Required	Unit Price	GST %	Total Amount (Incl GST)
01	Attendance Registers (14 pages)	100 no's			
02	Scissors (Big- Office Use)	50 pcs			
03	Calculator (Citizen)	20 no's			
04	Glue Stick (Scotch Brand) 22gms	200 no's			
05	Gum Bottles Camel 150 ml(15 no's in each box)	05 boxes			
06	Reynolds Pen a) Red b) Blue c) Black	100 no's 400 no's 400 no's			
07	Pencil Sharpeners(Nataraj)	100 no's			
08	Green Sheets/ Ledger paper, A3 size, 80 GSM (500 sheets per pkt) (JK Brand)	20 reams			
09	100 pages long registers- Ruled.	100 no's			
10	200 pages long registers- Ruled.	100 no's			
11	Stapler medium size(kangaroo)	30 no's			
12	Whitener Pens/ Correction pens (Camlin)	100 no's			
13	Plastic Bucket 20 ltr (Neel Kamal)	25 no's			
14	Renyolds refill blue	200 no's			
15	Reynolds refill red	100 no's			
16	C-fold tissue papers	100 packs			
17	Self locking covers (4X5 inches) 250 gauge	2,00,000 no's (2 lakh)			
18	Self locking covers (5X6 inches) 250 gauge	50,000 no's			
19	Scale 12 inches (plastic omega)	25 no's			
20	File tags (large)-50cms, 100 no's in one bunch	200 bunches			
21	Stapler Big (kangaroo)	10 no's			
22	Stapler pin (big)	40 boxes			
23	Stapler pins (medium)	50 boxes.			
24	Punching Machine (big)	30 no's			
25	Date seal (date month year)	04 no's			

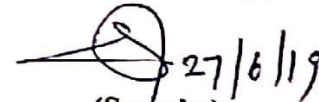
26	CD/DVD Marker pens(Camlin)	110 no's			
27	"TO" Register (200 pages)	100 no's			
28	"FROM" Registers(200 pages)	100 no's			
29	Paper cutter	50 no's			
30	File flags (3 colors per pkt)	100 no's			
31	Plastic file folder	100 no's			
32	Rubber bands	10 packs			
33	Table cleaning cloth	100 no's			
34	AAA Batteries- (Eveready)	3000no's			
35	Stamp pad (87X143 mm) supreme	20 no's			
36	Stamp Ink supreme-30ml	30 no's			
37	Scribbling Pads (15 pages)	100 no's			
38	AA Batteries(Eveready)	500 no's			

The quotation may be submitted in sealed cover on or before 15/07/2019, by hand or post quoting details of price, taxes (if any). The item has to be supplied F.O.R, NIUM, B'lore. The sealed quotation cover should be super scribed as "Quotation for Supply of Stationery and General Items-2019".

NOTE:

- A copy of GST Certificate must be enclosed.
- If the items are not supplied within the scheduled time, 5% of the billed amount shall be deducted for delay up to 15 days and 10% of billed amount up to 30 days shall be deducted as penalty. If the items are supplied after 30 days no payment shall be made.
- The prices quoted by you will be valid for "**One Year**" from the date of Acceptance of the quotations.

Your's faithfully,


27/6/19
(Suresha)
Accounts Officer.

Copy To:

- 1) DMS, for information.
- 2) Dr.Mallik Itrat, Website I/c with request to upload in the website.
- 3) Concerned file.
- 4) Guard File.