

NOTICE**Quotation No:D3/2964/18/RIT**

Sealed quotations are invited for the supply of the materials specified in the schedule attached below/overleaf. The rates quoted should be for delivery of the articles at the place mentioned below the schedule. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted below. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the articles should also be mentioned. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

The prices quoted should be inclusive of all taxes, duties, cesses, etc. which are or may become payable by the contractor under existing or future law or rules of the country of origin/supply or delivery during the course of execution of the contract.

Special conditions, if any, printed on the quotation sheets of the tenders or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

Superscription : Purchase of stationery items for the use of CSE
Department

Quotation No : D3/2964/18/RIT

Due date and time for receipt of quotations : 21/06/2018 , 1 p.m

Date and Time for opening Quotation : 21/06/2018, 2 p.m

Date up to which the rates are to remain firm for : 31/03/2019
acceptance

Designation and address of Officer whom the : Principal
quotation is to be addressed Rajiv Gandhi Institute of Technology, Kottayam

Place:Kottayam

Date:02.06.2018

Details of items**Quantity**

1. List attached

Place:Kottayam

Date:02.06.2018

Rajiv Gandhi Institute of Technology, Kottayam

List of items required

Sl.No	Item with specification	Quantity
1	Permanent Marker	10 nos
2	Refillable white board marker	40 nos
3	Register book (350 pages)	5 nos
4	Paper, Carboard Two Flap Cloth file (Size 14 x 10 inches)	50 nos
5	Plastic coated file	100 nos
6	Box file - High Quality (31 cmsx 35 cms x 8 cms)	25 nos
7	A4 paper 75 GSM	30 bundles
8	Stapler	5 nos
9	Stapler pin	10 pkt
10	Gem clip (plastic coated)	10 pkt
11	Dustless white Chalk(pkt)	25 box
12	Room Freshner	8 nos
13	Paper punch	5 nos
14	Extension box 5 meter with 4 socket	8 nos
15	Screw driver set	4 nos
16	Lineman plier	4 nos
17	Multifunction adjustable unversal grip wrench tool spanner set(9-32mm)	4 nos
18	Wheel head plastic dust bin 120 ltr	3 nos
19	Battery size AA 1.5V	25 nos
20	Battery size AAA 1.5V	25 nos
21	Lotion (Floor & Bathroom cleaner) 1 ltr	15 nos
22	Toilet cleaning liquid 1Ltr	15 nos
23	Broom	3 nos
24	Grass Broom	8 nos
25	Dust Pan	5
26	Dish Wash Powder (500 gm)pkt	4
27	Soap Powder (250gm)	8
28	Floor cleaning brush (Mop)	7
29	Wash Basin brush	5
30	Toilet Cleaning Brush	5
31	Toilet soap	20
32	Towel (Table Cleaning)	10
33	hand Glouse (pair)	10

34	Mask	50 nos
35	Plastic Bucket 20 ltr	8
36	Plastic Mug 1 ltr	8 no
37	Dustless colour chalk (pkts)	30