

sDIRECTORATE OF SORGHUM RESEARCH
(Formerly NATIONAL RESEARCH CENTRE FOR SORGHUM)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

Rajendranagar, Hyderabad-500030

Phone: 040-20025599, 24015349, 24018651, Fax: 091-040-24016378

File No: 2-83/2013-14/ST

Date: 16.07.2013

ENQUIRY

To

Sub: Quotation for supply of Stationery items: – reg.

Sir,

We are interested to purchase of **stationery items** a detailed specifications, quantity required etc. are as below. Please forward your quotation in a sealed cover with superscription of enquiry number and date addressed to the Director, DSR, Rajendranagar, Hyderabad- 500 030 immediately and positively by **31-07-2013**.

Sl. No.	Description	Quantity
01.	Purchase of Stationery items List enclosed	

BEFORE SUBMITTING THE QUOTATION, you are requested to read the detailed instructions mentioned overleaf.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. We are exempted from payment of E.D.vide Government Notification No. 10/97 central excise Dated: 1st march 1997.
3. Sample should accompany the quotation, wherever necessary, Make model of the item(s)along with ISI/ISO standard should be indicated other wise quotation will not be considered.
4. We are interested in material either of indigenous or foreign makes, preferably from ready stock. The quantities are approximate, it may vary you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
5. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to DSR premises.
6. Your rate(s) should include packing forwarding and insurance charges. The sales tax etc., should be clearly indicated separately wherever chargeable.
7. Payments will be made by electronically within 30 days, only on receipt of the stores in good condition.
8. The acceptance of the quotation will rest solely with the Director, DSR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
9. Time is the essence of the order as our requirements are connected with time targeted research programmes. The date of delivery should be strictly adhered to. Otherwise liquidated damages will be levied as per ICAR/Govt. of India orders from time to time, if the delivery schedule is not adhered to. Part supplies not accepted under any circumstances.
10. **YOUR QUOTATION SHOULD BE VALID UP TO 90 days FROM THE DATE OF SUBMISSION.**
11. This office will not be held responsible for any postal delay.

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1	Box files AJS 2435	50 No's
2	Post it small colors	25 pads
3	Punching Machine Single hole	12 No's
4	Punching Machine Double hole	20 No's
5	Scribling Pad No 5	100 No's
6	Scibling Pad No 6	100 No's
7	Fiwi Stick 8 cms	100 No's
8	Short hand Note books	25 No's
9	Scale 6" (small)	12 No's
10	Scale 12" (Big)	25 No's
11	Ink Pad small	10 No's
12	Ink Pad Big	10 No's
13	Paper Square Ruled	5 Reams
14	Plastic Folder "L" Type	150 No's
15	Sketch Pens	10 Stets
16	Correcting Pens	25 No's
17	Note Book 200 Pages	25 No's
18	Registers 100 pages	150 No's
19	Registers 200 pages	100 No's
20	Registers 300 pages	95 No's
21	Cello Tape (Red, Blue, Black)	40 No's
22	Cello Tape 1"	20 No's
23	Cello Tape 2"	20 No's
24	Paper Cutter Knief small	25 No's
25	Pencil HB(Natraj)	20 Boxes
26	Pencil 6B	10 Boxes
27	Stapler Machine small]	40 No's
28	Pemanent Markers Black thick	20 Boxes
29	Permanner Marker Red Thick	10 Boxes
30	Markers thin	10 Boxes
31	Plastic Bags 100 Kgs	500 No's
32	Plastic Bags 50Kgs	1000 No's
33	Plastic Bags 25 Kgs	500 No's
34	Twine Balls 1x4	200 No's
35	Sutli	30 No's
36	CD's 100 no's	1 box