

THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)
GANDHIGRAM-624 302 – DINDIGUL DISTRICT - TAMILNADU
(Ministry of Education, Govt. of India)
Accredited by NAAC with 'A' Grade (3rd Cycle)

All communications should be addressed to the Registrar by designation and not by name



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Dr. V.P.R.SIVAKUMAR
Registrar

Ref : Dev.3/Stationery/Rate Contract /2022-2023/ 402

Date : 02.08.2022

QUOTATION CALL LETTER

For and on behalf of the Registrar, Gandhigram Rural Institute-Deemed to be University, Gandhigram, competitive quotations are invited towards the supply of the stationery items with the prescribed specifications for the use by GRI, Gandhigram for the year 2022-2023 under the rate contract.

Terms and Conditions:

1. The rate should indicate the unit/nos./piece
2. It should be specified whether the rate includes duties, taxes, transport charges and packing and forwarding charges.
3. The rate of the items shall be mentioned in figures and in words. There should not be any correction or over-writing whatsoever.
4. The offer should be as far as possible from ready stock.
5. If the offer is not from ready stock, the period before which supply will be effected should be indicated.
6. The mode of payment should be specified.
7. GST /PAN nos should be indicated/mentioned with period of validity.
8. Tenderers are requested to enclose a copy of their valid certificate of PAN No., GST No, Service Tax No. with their tender.
9. Payment will be made within fifteen days from the date of receipt of materials.
10. The rate prescribed should be for the period **01/09/2022 to 31/08/2023**.
11. The Institute reserves the right to reject or to accept any quotation in whole or in part without assigning any reason thereof. The Institute also reserves the right to renew or extend the contract for such period(s) as it may deem necessary, taking into account the satisfactory performance/services rendered by the contractor during previous year.
12. The supplier will be liable to replace the rejected /damaged items within 10 days
13. Late/delayed tenders received in GRI due to any reason whatsoever will not be accepted under any circumstances.
14. Quotations should be drawn in favour of "THE REGISTRAR, GANDHIGRAM RURAL INSTITUTE-(Deemed to be University)", Gandhigram-P.O.-624 302, Dindigul District.
15. The quotations should be sent in a sealed envelope super scribed as "**Competitive quotation for supply of Stationery Items for the year 2022-2023 to GRI**".
16. The sealed tender should be dropped in the Tender Box kept near reception in the Administrative Block, GRI, Gandhigram - 624302.
17. Quotations will be received upto **03-00 p.m. on 25/08/2022** and the same will be opened at **04.00 p.m. on 29.08.2022** in the presence of representative of the firms.

V. P. Sivakumar
REGISTRAR 02/8/2022

To

List of addresses enclosed.
File.

Copy to: The Director i/c ,

Computer Centre, GRI.....with a request to upload in the GRI website under tender notifications.

O/o. the Registrar / Dean, students' welfare / Finance Section -1/ File.

QUOTATION – PROFORMA

STATIONERY ITEMS (UNDER RATE CONTRACT) – 2022-2023

Sl. no.	Items	Rates (per piece/packet) (including taxes)	
		(in figure)	(quantity)
1	Adhesive Slip (4x3)		Per pocket
2	Paper Pin		Per pocket
3	Binder clip (15 mm) - OBANI		Per box (12 nos.)
4	Binder clip (19 mm) - OBANI		Per box (12 nos.)
5	Binder clip (25 mm) - OBANI		Per box (12 nos.)
6	Binder clip (32 mm) - OBANI		Per box (12 nos.)
7	Binder clip (41 mm) - OBANI		Per box (12 nos.)
8	Binder clip (51 mm) - OBANI		Per box (12 nos.)
9	Calculator-CT-500 (Citizen) original		Per piece
10	Candle (600 gm. Virgin wax) – SRI DEVI		Per box (12 nos.)
11	Cello Tape 1" – WONDER 555		Per piece
12	Cello Tape ½" – WONDER 555		Per piece
13	Cello Tape ¾" – WONDER 555		Per piece
14	Cello Tape 2" - WONDER 555		Per piece
15	Cello Tape 3" - WONDER 555		Per piece
16	Cello Tape 1 ½" - WONDER 555		Per piece
17	Packing Tape (Brown) 1" – WONDER 555		Per piece
18	Packing Tape (Brown) 2" – WONDER 555		Per piece
19	Packing Tape (Brown) 3" – WONDER 555		Per piece
20	Cello Tape Dispenser (small)		Per piece
21	Cello Tape Dispenser (Big)		Per piece
22	Double Side Tape Roll 1" - small		1" – Pocket-12 nos.
23	Double Side Tape Roll ¾" big		¾" – Pocket-18 nos.
24	Colour Flag (self stick) (3,4,5 colour)		Per piece
25	Correction Pen (10 ml) Kores (fine point, metal tip, non cfc)		Per piece
26	File Pad (ordinary)		Per piece
27	File Pad (Hard Board)		Per piece
28	Box File (1 st quality) – Thin		Per piece
29	Box File (1 st quality) – Thick		Per piece
30	Tag File - Thin		Per piece
31	Tag File - Thick		Per piece
32	Tapal Clip File		Per piece
33	Office Cover 6x4 - Brown		Per piece
34	Office Cover 9x4 Brown		Per piece
35	Office Cover 10 1/2" x4 1/2" – Brown		Per piece

36	Office Cover 12x5 –Brown		Per piece
37	Cloth Cover 12x5 – Thick		Per piece
38	Cloth Cover 10x8 - Thick		Per piece
39	Cloth Cover 12x10 – Thick		Per piece
40	Cloth Cover 14x10 – Thick		Per 100 nos.
41	Cloth Cover 15x11 – Thick		Per 100 nos.
42	Cloth Cover 16x12 – Thick		Per 100 nos.
43	Cloth Cover 16x12 (box) – Thick		Per piece
44	Cloth Cover 18x14 (box) - Thick		Per piece
45	Brown Cover 10x8 (Mysore) – Thick		Per piece
46	Brown Cover 12x10 (Mysore) – Thick		Per piece
47	Brown Cover 15x11 (Mysore) – Thick		Per piece
48	Pencil - Apsara		Per piece
49	Eraser - Apsara		Per box
50	Sharpener - Apsara		Per box
51	Scale 30cm - Camlin		Per box – 10 nos.
52	Scale metal 30 cm - ELORA		Per piece
53	Fevistick - 8G		Per piece
54	Fevistick - 15G		Per piece
55	Fevistick - 22G		Per piece
56	Plastic Tray (without clip)		Per piece
57	Gem Clip - 26mm- Bell / Packer		Per box (10 nos.)
58	Gem Clip - 35mm– Bell / Packer		Per box (10 nos.)
59	Gem Clip - 50mm – Bell / Packer		Per box (10 nos.)
60	Gem Clip (colour) – Bell / Packer		Per box
61	Gum - 150ml – Camlin		Per piece
62	Gum - 300ml – Camlin		Per piece
63	Gum - 700ml – Camlin		Per piece
64	Gum Tube – Fevi Gum		Per piece
65	Knife - mini ((POLO)		Per piece
66	Knife - big (POLO)		Per piece
67	Knife - Large (POLO)		Per piece
68	Hi-liter (Luxor)		Per piece
69	Binding Needle		Per Pocket (30 nos.)
70	Binding Thread (No.08)		Per piece
71	Paper weight – Rubber		Per piece
72	Photocopy paper (A4) 80 GSM -TNPL		Per pocket
73	Photocopy paper (A4) 80 GSM - JK		Per pocket
74	Photocopy paper (A4) 75 GSM TNPL		Per pocket
75	Photocopy paper (A4) 75 GSM - JK		Per pocket

76	Photocopy paper (A4) 70 GSM -TNPL		Per pocket
77	Photocopy paper (A4) 70 GSM - JK		Per pocket
78	Photocopy paper (A3) 80 GSM - TNPL		Per pocket
79	Photocopy paper (A3) 80 GSM -JK		Per pocket
80	Photocopy paper (Full scape) 80 GSM -TNPL		Per pocket
81	Photocopy paper (Full scape) 80 GSM -JK		Per pocket
82	Pin Cussion (Magnetic) BIMAL		Per piece
83	Tin Tag		Per pocket(10 nos.)
84	Plastic Folder (Top Open File)		Per Piece
85	Leaf File - 10- SPS		Per piece
86	Leaf File - 20- SPS		Per piece
87	Leaf File - 30- SPS		Per piece
88	Leaf File - 40 - SPS		Per piece
89	Leaf File - 50- SPS		Per piece
90	Punch (Kangaroo) (double hole-dp 480)		Per piece
91	Punch (Kangaroo) (single hole 4.5 mm)		Per piece
92	Stapler (HD-10D)-Kangaroo		Per piece
93	Stapler (HD-45)-Kangaroo		Per piece
94	Stapler (mini)-Kangaroo No.10		Per piece
95	Stapler Pin (24/6) – Kangaroo		Per box – 20 nos.
96	Stapler Pin (No.10) – Kangaroo		Per box – 20 nos.
97	Stapler Pin (No.1217) – Kangaroo		Per pocket
98	Punch-Heavy duty (Kangaroo) DP - 800		Per piece
99	Register-1Q (12.5"x7.5")		Per piece
100	Register-2Q (-do-)		Per piece
101	Register-4Q (-do-)		
102	Attendance Register - Binding		Per piece
103	Rubber Band (Nylon) good quality (Pocket) - Apple		
104	Seal Wax (400 gms)		
105	Rubber Band 100 gms.		Per Pocket
106	Sketch Pen-Luxor (pack of 12 nos colours.)		Per Pocket
107	Slip Pad (80 pgs)		Per Pad
108	Sponge / water cushion (Wonder)		Per pocket
109	Stamp Ink-30ml (Supreme Brand)		Per piece
110	Scissor (kebica) Plastic handle – Medium (No.S003)		Per piece

111	Ledger Paper – 100 Sheets – 80 GSM		Per 100 sheets
112	Ledger Paper – 100 Sheets – 90 GSM		Per 100 sheets
113	Xerox Paper Colour		Per pocket
114	Writing Pad -Mica		Per piece
115	Writing Pad -Sunglass		Per piece
116	Chitta Note 1 Quire		Per piece
117	Chitta Note 2 Quire		Per piece
118	White Board – 2x3 – Aluminium Frame		Per piece
119	White Board – 4x3 – Aluminium Frame		Per piece
120	Notice Board 2x3 – Aluminium Frame		Per piece
121	Notice Board 4x3 – Aluminium Frame		Per piece
122	Chalk Piece (Dustless) – Branded (first quality) - KORES		Per box
123	Duster (White and Black board) – IKON		Per piece
124	Duster (White and Black board) – KAJAL		Per piece
125	Notice Board Pin - Nikal - COPEE		Per pocket
126	Notice Board Pin - Colour - COPEE		Per pocket
127	Executive Bond - 75 GSM		Per pocket
128	Executive Bond - 85 GSM		Per pocket

Signature with Seal