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MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref.No. MT/2020/ 271

Date :-05.10.2020

Annexure -1 (Stationary Items)

Sealed quotations are invited by the College to provide the following stationary items, as details given below:-

S.No.	Name of the items	Qty.	Rate without GST	Applicable % of GST
1	All pin	1 No.		
2	All pins cushions	1 No.		
3	Ball pens blue/red/black	1 No.		
4	Brown tape medium size	1 No.		
5	Brown envelopes with bags	1 No.		
6	Binder clip big/small	1 No.		
7	Buzzer (Fort) Super - 102	1 No.		
8	Cello tape medium/small	1 No.		
9	Chalk for black board (Dust free)	1 No.		
10	Calculator medium	1 No.		
11	Cell for torch/wall cock/AC remote (Evereday)	1 No.		
12	Card board	1 No.		
13	CD blank	1 No.		
14	Duster cloths	1 No.		
15	Duster magnetic	1 No.		
16	Dater for library	1 No.		
17	Dak pads	1 No.		
18	Double sided tape	1 No.		
19	Era file (Nidhi premium quality)	1 No.		
20	Envelops white window/without windo	1 No.		
21	Envelops A4 size yellow	1 No.		
22	File with tag/with clip (Coops)	1 No.		
23	File folder with button plastic	1 No.		
24	Glue stick	1 No.		
25	Green note pad	1 No.		
26	Green tags	1 No.		
27	Gum bottle big/small	1 No.		
28	Highlighter (Luxar)	1 No.		
29	Lock Harrison (Big/Small)	1 No.		
30	Paper rim A4 size	1 No.		
31	Paper rim legal size	1 No.		
32	Pen drive 8GB/16GB/32GB	1 No.		

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33	Pencil natraj (621* H.B)	1 No.		
34	Pens OHP marker blue/black/green	1 No.		
35	Peon book	1 No.		
36	Permanent marker black/blue/green	1 No.		
37	Pens Uniball Green/Blue	1 No.		
38	Poker wooden/steel	1 No.		
39	Punching machine big/small	1 No.		
40	Ruled paper	1 No.		
41	Register big/small (Neeraj)	1 No.		
42	Rubber band pkt.	1 No.		
43	Stapler big/small (Kangaro)	1 No.		
44	Stapling pin big/small (kangaro)	1 No.		
45	Scale steel/plastic 30 cm (Junior star)	1 No.		
46	Self stick note pads small coloured	1 No.		
47	Sutli plastic/jute	1 No.		
48	Stamp pad	1 No.		
49	Stamp pad ink	1 No.		
50	Soap life buoy	1 No.		
51	White board marker (Rorito/Luxar)	1 No.		
52	White fluid	1 No.		
53	White board duster magnetic	1 No.		
54	White board marker ink	1 No.		
55	White tag	1 No.		

Earnest Money Deposit of Rs. 5000 /- (Five Thousand Only) in the form of Bank Draft from Nationalized Bank in favour of Principal Maitreyi College. Bidders are required to mention the details of EMD in the quotation letter.

1. The rates shall be quoted in Indian Rupees only.
2. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deduction as applicable laws.
3. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.
4. The institute may accept or reject any or all quotations in part or in full without assigning any reason and does not bind itself to accept the lowest quotations. The institute at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after placement of the order.
5. The institute also reserves the right of splitting the items within two or more contractors for placement of order.
6. Payment terms:- Full and final payment will only be made after successful receiving of stationary items and on submission of working satisfactory report for the same.
7. The rate shall remain valid for one year which may be further extended to another year.
8. The amount of cartage must be quoted separately.



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9. All the vendors are requested to quote the rates of all the above items. In case, you are not quoting the rate of any item your quotation shall be rejected by the college.

Vendors are requested to provide their rates per item wise. The material provided should be of good quality. However, if it is found that the material provided is of sub-standard quality or not according to our specification, the Principal/Committee may impose a fine and /or the payment may be withheld fully or partly and /or the order will be treated as cancelled. In that case the firm is required to take back the rejected material on its own expenses. The decision of the Principal/Committee in this regard shall be final and binding on the firm, depending upon the circumstances.

Mentioning of GST/TIN/PAN is mandatory, as per the Govt. policy.

The sealed quotations must reach the College on or before 26.10.2020.

Yours faithfully,

(Dr. Haritma Chopra)

Offg. Principal

COMPANY LETTER HEAD

RATES UNDERTAKING

From: (Full name and address of the Bidder) _____

To
The Principal,
Maitreyi College,
Bapu Dham Complex,
Chanakyapuri,
New Delhi-110021.

Respected Madam,

1. I have submitted the quotation for stationary items.
2. I have thoroughly examined and understood all the terms and conditions as contained in the quotation, and agree to abide by them.
3. I offer the rates as indicated in the required items list (Annexure -1).
4. I hereby declare that price quoted in the quotations is for the stationary items as specified in Annexure -1.

Yours faithfully,

Signature of Authorized Representative