

MAHATMA GANDHI UNIVERSITY

Ad BII/1/FN 234/2008

Priyadarsini Hills

Date 3-2-2009

QUOTATION NOTICE

Sealed competitive quotations are invited for the supply of 30 items of stationery to the University General Store . The quoted rates should be inclusive of all taxes, freight , loading/ unloading charges and other incidental expenses. The sealed cover containing the quotations superscribed as 'Annual purchase of stationery 2008-2009' should reach the Assistant Registrar (Admn II), Mahatma Gandhi University, Priyadarsini Hills P O,Kottayam -686560 on or before 2 P M on 28-2-2009.

Samples of items should be enclosed with the quotation. The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof.

A detailed list of items can be had from the official website of the University www.mguniversity.edu or from the Ad BII section during office hours.

Quotations will be opened at 2.30 pm on 28-2-2009.

Sd/-
M R UNNI
REGISTRAR

Copy to:

- 1.Store Keeper, General store
- 2.Finance I
- 3.P A to Registrar/FO/CE
- 4.Section Officer (Admn.Tapal) to receive sealed quotations
- 5.Public Relations Officer (for publication in two Malayalam and one English dailies having wide Circulation and also on website).

Approved for issue

SECTION OFFICER

ANNUAL PURCHASE OF STATIONERY 2008-2009

List of items (Annexure to Quotation notice)

| SI No | Item | Unit | Quantity required |
|--------------|--|-------------|--------------------------|
| 1 | Photostat paper A4size 80 GSM | packet | 2600 |
| 2 | Photostat paper legal size 80 GSM | packet | 100 |
| 3 | Cut hard board (33X22 cm) | nos | 10000 |
| 4 | pencil carbon | packet | 30 |
| 5 | typing carbon | packet | 50 |
| 6 | Ball pen black | nos | 3000 |
| 7 | Ball pen red | nos | 1000 |
| 8 | sketch pen (all colours) | nos | 5000 |
| 9 | Stapler (Kangaroo) | nos | 100 |
| 10 | Stapler pin | packet | 1500 |
| 11 | Punch (single hole) | nos | 100 |
| 12 | Pencil (HB) (10pencils per packet) | packet | 50 |
| 13 | Gem clip(100 nos per packet) | packet | 500 |
| 14 | paper tag (100 per bundle) | bundle | 500 |
| 15 | writing board (60 X 40 cm) | nos | 300 |
| 16 | country twine (100gm) | ball | 2500 |
| 17 | drawing ink (in box with 20 bottles per box) | box | 50 |
| 18 | found ink | bottle | 50 |
| 19 | Stamp pad ink (30 ml) | bottle | 50 |
| 20 | Stamp pad (big size) | nos | 50 |
| 21 | Battery (big) | nos | 100 |
| 22 | Rubber band (100 gm per packet) | packet | 100 |
| 23 | Gum 300 ml | bottle | 200 |
| 24 | Gum 700 ml | bottle | 200 |
| 25 | Computer printer ribbon 15m | roll | 50 |
| 26 | Computer printer ribbon 10m | roll | 50 |
| 27 | paper weight | nos | 100 |
| 28 | damper | nos | 100 |
| 29 | battery small size | nos | 50 |
| 30 | pin holder | nos | 100 |

sd/-
REGISTRAR