

Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

Vazhudavur Road, Kathirkamam, Puducherry - 605 009 Ph :0413-2277545, Fax:0413-2277289

Email: puducherrymedicalcollege@gmail.com, Web:www.igmcricri.com

No.59-3-A/IGMC&RI/ADMN-Pur/A2/Stores copier Paper and Stationery items/2022-23 /8902 Dated the

17 NOV 2022

Calling for Quotation

Sub: IGMC&RI- Supply of Copier Paper and Stationery Items – Reg.

The following Items are required for Hospital use of this Institution hence it is requested to quote the lowest possible rate for the supply of the Item. The Hard Copy of the quotation shall be submitted to **the Director, IGMC&RI**, Puducherry. **on or before 23.11.2022**

Sl. No	Name of the Items	Requiremt	Rate for each Rs. (Including all Tax)
1	A4 Paper (75GSM)	200Ream	
2	F/S Legal Paper (75GSM)	70Ream	
3	A3 Paper (75GSM)	5Ream	
4	File pad	100Nos	
5	Carpon paper	10Box	
6	Note sheet Pad Green	30Nos	
7	Pencil Ordinary	100Nos	
8	Gel Pen (Blue)	50Nos	
9	Blue Pen use and throw	500Nos	
10	Red Pen use and throw	300Nos	
11	Stapler Pin small (No.10)	100Nos	
12	Stapler Machine Small (No.10)	20Nos	
13	Stapler Machine Medium 24/6	10Nos	
14	Stapler Pin Medium 24/6	50Nos	
15	File Flag	50Nos	
16	File Tag	50Nos	
17	Gem Clip	100Nos	
18	White Board Marker (Red, Blue, Black)	100Nos	
19	Permanent Marker	30Nos	
20	OHP Pen (CD Marker)Black, Blue, Red.	50Nos	
21	Eraser	50NOS	
22	Examination Pad	30Nos	
23	Examination Pad with Hook(for the use of wards beds)	100Nos	
24	Thread Roll Big	100 Nos	
25	Gum Tube	30Nos	
26	Gum Bottles	25Nos	
27	Pin Box	50Nos	
28	Punching Machine Single Hole	30Nos	
29	Correcting Fluid Pen	30Nos	
30	White Chalk Box	20Box	
31	Colour Chalk Box	2Box	
32	Ruled note	50Nos	
33	A4 Cloth Cover	50Nos	
34	F/s Legal Cloth Cover	50Nos	
35	"L" Folder A4 Size	50Nos	
36	Scripling Pad	20Nos	
37	Sealing Wax	5Box	
38	Pen Stand	2Nos	
39	Duster	5Nos	
40	Scissor Medium	10Nos	
41	Scale Plastic	30Nos	
42	Stamp Pad (Small)	20Nos	
43	Butter Paper (74X49)CM	600Nos	

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Terms and conditions

1. **Price should be inclusive of all taxes.**
2. The supplier should be responsible until the item arrived to this Institution in good condition.
3. The rates once quoted and approved will be final and no revision in rates will be allowed.
4. Supply should be made within 15 days from the date of receipt of our supply order.
5. Delivery should be made on FOR, Puducherry, door delivery basis.
6. The quotation should be based strictly on the specification.
7. The Material should be supplied strictly in accordance with the specifications enclosed/ mentioned.
the item which are not conforming to the specifications should be taken back at their cost.
8. The quotation shall contain the GST Number, Contact Phone Number & E Mail I.D.
9. The quotation cover should be properly sealed with postal address and superscribed "**Copier Paper and Stationery items**"
10. The items required are subject to be increased / decreased
11. The quotations received will be opened by 11.00 A.M on 24.11.2022.

// BY ORDER//

Yours faithfully,


ADMINISTRATIVE OFFICER

To:

1. The Programmer, IGMC&RI, Puducherry-with instruction to upload in our official Web-Site and for compliance report.

Copy to:

1. The Officer-in-Charge (Central Stores), IGMC&RI, Puducherry.