

Tele : 27157534/2103

Army Institute of Technology  
Dighi Hills  
Pune – 411015

AIT/0810/64(D)/2018-19/CQ/Proj

Date : 7 Aug 18

Due date : 20 Aug18

**CALL FOR QUOTATION : PROCUREMENT OF STATIONERY ITEMS IN AIT**

1. This Institute is interested in procurement of Stationery Items in AIT as per the following specifications:-

(Prices quoted should be exclusive of GST)

S.No	ITEMS	Unit	Qty	Rate
1	Pen Use & Throw	Nos	1	
2	Fevi Stick	Nos	1	
3	Sisseor	Nos	1	
4	White Board Maker	Nos	1	
5	A4 Rim Paper	Nos	1	
6	Maker Back	Nos	1	
7	Box File	Nos	1	
8	D-Ring File	Nos	1	
9	Steel scale	Nos	1	
10	Flag	Nos	1	
11	Paint Maker	Nos	1	
12	Lesd Pencil	Nos	1	
13	Register A 4	Nos	1	
14	Scribbling Pad A 4`	Nos	1	
15	Register 6 Q	Nos	1	
16	Collo Tape White 1"	Nos	1	
17	Double Side Tape	Nos	1	
18	Report File Plastic	Nos	1	
19	Lamina Folder File	Nos	1	
20	Ruled Paper Rim	Nos	1	
21	Dusting Cloth Yellow	Nos	1	
22	Achivar Pen	Nos	1	
23	Red White Bord Makerink	Nos	1	
24	Stepler	Nos	1	
25	Nadi File	Nos	1	
26	Scribbling Pad A 4	Nos	1	
27	Pencil	Nos	1	
28	Pen Rorto	Nos	1	

29	A 3 Rim Paper	Nos	1	
30	Stam Pad (Small)	Nos	1	
31	Stam Pad (Big)	Nos	1	
32	Pen Stand	Nos	1	
33	Folder Pouuch	Nos	1	
34	C D Marker	Nos	1	
35	White Pouch Folder	Nos	1	
36	DustBin Bags (B)	Nos	1	
37	Green DustBin Bags	Nos	1	
38	Scale (Plastic) 12"	Nos	1	
39	Stepler Pin	Nos	1	
40	Stapler Pin (Big)	Nos	1	
41	Whitner Pen	Nos	1	
42	N-Register 6 Q 17x27	Nos	1	
43	Register 3 Q	Nos	1	
44	Register 2 Q	Nos	1	
45	Register 4 Q	Nos	1	
46	Confrence Pad	Nos	1	
47	Tape Dispensor	Nos	1	
48	Checks Duster	Nos	1	
49	Apsara Pen	Nos	1	
50	Binder Clamp 19m	Nos	1	
51	Binder Clamp 25m	Nos	1	
52	Binder Clamp 32m	Nos	1	
53	Binder Clamp 41m	Nos	1	
54	Stapler (Big)	Nos	1	
55	Engagmat Pad	Nos	1	
56	Table Planner	Nos	1	
57	Puch Manchne	Nos	1	
58	Red Pen	Nos	1	
59	Black Pen	Nos	1	
60	Envp White	Nos	1	
61	Maker Ink	Nos	1	
62	Dot Matrix Printer	Rim	1	
63	Collo Tape White 1/2"	Nos	1	
64	Rough Paper	Rim	1	
65	Lexi Black	Nos	1	
66	Thermacool	Nos	1	
67	Card Board	Nos	1	
68	Chart Paper Black	Nos	1	
69	White Chart Paper	Nos	1	
70	Yellow Chart Paper	Nos	1	
71	Green Chart Paper	Nos	1	
72	Red Chart Paper	Nos	1	
73	Blue Chart Paper	Nos	1	
74	Orange Chart Paper	Nos	1	
75	Pink Chart Paper	Nos	1	
76	Post It Pad	Nos	1	

77	Clip Board	Nos	1	
78	Sketch Pen (Big)	Pkt	1	
79	Sketch Pen (Samll)	Pkt	1	
80	Collo Tape White 2"	Nos	1	
81	Color Flag	Nos	1	
82	Eco A 4 Paper	Nos	1	
83	Paper Cutter	Nos	1	
84	White paint Maker	Nos	1	
85	Brown Cover	Nos	1	
86	Alkosign Nuber 18mm	Nos	1	
87	Alkosign Letters 24mm	Nos	1	
88	Alkosign Flgures 24mm	Nos	1	
89	Alkosign Letters 18mm	Nos	1	
90	Alkosign Flures 18mm	Nos	1	
46	Confrence Pad	Nos	1	
47	Tape Dispensor	Nos	1	
48	Checks Duster	Nos	1	
49	Apsara Pen	Nos	1	
50	Binder Clamp 19m	Nos	1	
51	Binder Clamp 25m	Nos	1	
52	Binder Clamp 32m	Nos	1	
53	Binder Clamp 41m	Nos	1	
54	Stapler (Big)	Nos	1	
55	Engagmat Pad	Nos	1	

Note:- Please quote rate for 1 unit by considering minimum quantity as 30 units.

2. Please send your lowest quotation addressed to Director AIT so as to reach this institute on or before 20 Aug 18. Late quotations shall not be considered.

3. Envelope should be subscribed as '**PROCUREMENT OF STATIONERY ITEMS IN AIT**'.

4. **Terms & Conditions:**

- a. The price quoted should be inclusive of delivery at Army Institute of Technology, Dighi, Pune – 411015.
- b. Discount offered if any, should be indicated as percentage of rates quoted separately.
- c. Supply should be done within two weeks of the date of supply order. **Quality of items should be good and confirming to IS specifications.**
- d. Quotations will be opened by a Board of Officers detailed by AIT.

- e. Payments for supplies will be made direct to the supplier by crossed cheque only after receipt of the stores in good condition and on verification by a board of officers.
- f. Printed conditions of the tenders/ quotations shall not be binding on us.
- g. The acceptance of the quotations will rest with the Director Army Institute of Technology, Dighi Hills, Pune -15, who does bind him to accept lowest quotation and reserves the right himself to reject or partially accept any or all the quotations received without assigning any reason.
- h. No commission charges should be given to any person in AIT. If found doing so, that vendor/supplier would be blacklisted.
- j. Quotations are liable to be rejected if any of the above conditions are not complied with.

Sd/xxx  
(KE Vijayan)  
Col (Retd)  
Jt Director  
for Director