

Sir,

Sub: Energy Management Centre-Kerala - Supply of stationery articles - Quotation
Invited – reg.

Energy Management Centre-Kerala desires to purchase stationery articles for the use in its office for the period of one year from February 2020. The rates of various items of stationery used for official purpose may be quoted so as to enable us to place orders for supply.

A few items of stationeries which we intend to procure from time to time are furnished below:

1. A3 Size Paper
2. A4 Size
3. Tag (Medium)
4. Box File (A. J. S) Economy & Deluxe
5. No.10 Max stapler & Pin Nos 10 and 24, 23/17-H (17mm)
6. Magnetic Pin-up
7. Envelop A3, A4 & A5
8. Air mail cover
9. White writing paper (A4)
10. Plastic clip file
11. 1 Quarter Register
12. Gem clip (Plastic coated)
13. Pad ink
14. Eraser
15. Rotomac Ball pen
16. Reynolds Ball pen, Accord, etc.
17. Paper weight
18. Gum tube (Camel)
19. Gum bottle (Camel)
20. Steel scale
21. Cello tape, Transparent & Colour (Specify the width & length)
22. OHP Transparent films
23. Cello Pen (Specify for different models)
24. A4 Cloth lined Cover
25. Highlighter Pen
26. A4 white Card
27. Note Books (200 Pages)
28. OHP Pen
29. Reed A4 Size (Different sizes)

30. Spiral Sheet A4 Size, etc.
31. Pencil
32. Pencil cutter
33. Punching machine (single & double)
34. Correction fluid
35. White twain
36. Colour Xerox paper
37. Post-It-Pad
38. Lamination pouch
39. Rubber band
40. Binder clip (Big, Medium & Small)
41. Sketch pen
42. Address label
43. Drawing sheet
44. File folder
45. Knife
46. Plastic rope
47. Scissors
48. File folder
49. Dampen etc.
50. CD Writer
51. Permanent Marker
52. Board Marker
53. Heavy duty paper stapler
54. Drawing board clip

The quotation should contain all details (Name of item, quality, unit, rate, tax, total amount etc.)

The cover containing quotation superscripted as “Quotation for the supply of stationary items” should reach the Director, Energy Management Centre-Kerala, Sreekrishna Nagar, Sreekariyam P.O, Thiruvananthapuram-695017 on or before 29-02-2020, 4.00 PM.

The terms and conditions for the supply should be clearly specified.

Orders for stationary will be placed as and when the requirement arises and it should be supplied at our office at Sreekrishna Nagar, Sreekariyam, Thiruvananthapuram.

Payment will be made within 15 days on submission of bill after supply of the item ordered.

The rates will be valid for a period of one year from the date of acceptance of the quotation and no enhancement will be entertained during the period of contract.

Director

