

Invite for Quotation

Sub: - Quotation for Supply of Office Stationery Materials/ Items to Goa State Biodiversity Board (GSBB).

Terms and Conditions:

Sr. No	Description of Article and items	Quantity (per year)	Rate per unit (in Rs.) inclusive of taxes	Total Amount (in Rs.) inclusive of taxes.
1.	A4 Size Paper (Copier)	21 cm x 29.7 cm	250 reams	
2.		215 mm x 345 mm (FS) white	80 reams	
3.	Green Sheets (Blank)	Legal size	5 reams	
4.	Envelopes (A4)	A4 Brown Colour	50 nos	
5.	Envelopes (Brown)	9 x 4 inches	1000 nos	
6.	Envelopes (Brown)	11 x 5 inches	1000 nos	
7.	Hard cover (clip files)	Medium size	10 nos	
8.	File board (good Quality hard cover)	Brown colour	1000 nos	
9.	File folders		10 nos	
10.	Plastic folders		10 nos	
11.	Hard cover box files		50 nos	
12.	Long Note Books (hard cover)	100 pages	20 nos	
13.	Long Note Books (hard cover)	200 pages	20 nos	
14.	Long Note Books (hard cover)	300 pages	10 nos	
15.	Writing Pads (note pads)	15 pages	1000 nos	
16.	Writing Pads (note pads)	25 pages	50 nos	
17.	Post it sticker (flags)	Large	10 nos	

जीववैविध्यरक्षा स्यात् जनानां भाविभूतये

ध्यान से संवर्धन जैव-विविधता का उज्ज्वल भवितव्य होगा अगली पीढ़ी का

जतनायेन सांबाळ जैव-विविधतायेचो परजळीत फुडार फुडले पिळगेचो

काळजीपूर्वक जतन जैव-विविधतेचं उज्ज्वल भवितव्य पुढच्या पिढीचं

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18.	Post it sticker (flags)	Medium	20 nos		
19.	Post it sticker (flags)	Tri colour	50 nos		
20.	U clips (per packet)	10 packets	12 nos		
21.	Small stapler	10	05 nos		
22.	Small stapler pins	No.10-1m	20 nos		
23.	Medium size stapler		05 Nos		
24.	Medium size stapler pins	24/6 - 26/6	20 nos		
25.	Pens Sharp point (gripper)		50 nos		
26.	Calculator		5 nos		
27.	Scissors		02 nos		
28.	Permanent CD marker	Small grip Black	20 nos		
29.	CDs	Rewritable disk	100 nos		
30.	DVDs		50 nos		
31.	Correction pens		20 nos		
32.	Photo paper – per packet	150 gsm (glossy)	20 nos		
33.	Transparency – per packet		20gsm		
34.	Cello tape ½"		10 nos		
35.	Cello tape 1"		10 nos		
36.	Cello tape 2"		10 nos		
37.	Green tape		10 nos		
38.	Brown tape		10 nos		
39.	Glue tubes		10 nos		
40.	Glue bottle		02 nos		

1. The quotation should be addressed to the Member Secretary, Goa State Biodiversity Board (GSBB), Saligao, Bardez- Goa, which should reach in this office by 1.15 p.m. on 17.02.2020, which will be opened at 03:00 a.m/p.m. on the same day in the presence of tenderers/ bidders or their representatives, if any.

2. Quoted rates shall be valid for a period of minimum 2 years from the date of opening of quotations. The GSBB may also extend the term period for further period, if required. The

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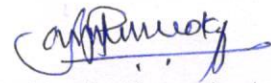
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GSBB will also increase or decrease the quantity of Stationery/ Material/item as and when required, but the rate should remain the same for 2 year.

3. In case quotation is accepted by this office, the delivery of the items shall have to be given in this department in two installments only, within 10 days from the date of supply order, along with bill in triplicate in duly affixed with revenue stamp.
4. The supplier should supply only good quality/branded stationery material and not damaged/ spoiled products, otherwise the material will not be accepted by GSBB and shall demonstrate the genuineness of the brand upto satisfaction of GSBB as and when called upon to do so.
5. Payment will be made after receipt of material/ items ordered in full quantity of specification, description and in good condition and submission bills duly approved by dealing hand.
6. No transport charges or fitting charges shall be paid separately but bidder should quote a lump sum amount including all costs and also the taxes as may be applicable.
7. A self-attested copy of documentary proof towards being an authorized dealer for supplying stationery materials shall be compulsory enclosed with the quotation failing which the quote shall be rejected summarily.
8. Right to accept or reject any or all the quotations including the lowest, without assigning and reasons thereof, is reserved by the Member Secretary, GSBB.
9. The firm should quote its PAN, TAN, submit valid GST certificate along with quotations.



Dr. Pradip Sarmokadam
Member Secretary, GSBB

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