



Government of Goa

**DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
SATTARI GOVERNMENT INDUSTRIAL TRAINING INSTITUTE**

HONDA SATTARI – GOA 403530 Phone no. 0832 – 2370242

Website: www.itisattari.goa.gov.in

Email: sattari-iti.goa@nic.in

No. 04/F-04/SGITI/STR/Office Stationary/2023-24/396

Dated: ~~01/09/2023~~

01/7/2023

To,  
**Reputed Supplier**

**Sub:- Inviting Quotations for supply of Stationary materials for reg.**

Sir,


Tender are invited as per the specification and quantity mentioned in the attached "ANNEXURE-I".

Sr. No.	Description of Items	Qty.req.	Rate per Unit	Total	Remarks
1	As per enclosed Annexure-I				

**The term and condition for the supply shall be as under:-**

1. The material will have to be supplied/ installed within the period of 10 days from the dates of the supply order.
2. CST, Octroi, Sales Tax, GST and any other levy at the time of supply may be shown separately in the tender; otherwise it will be presumed that the prices offered is inclusive of all taxes whatever may be.
3. The tender will be evaluated for all items together and for all items quoted.
4. The rate quoted shall be inclusive of packing and forwarding charges and freight paid for destination ITI Honda, Sattari 403530.
5. The make, brand, model, etc. giving details of the stores quoted for should be mention in the tender or else the item quoted shall be liable for rejection.
6. The material quoted should be of ISI standard or having ISO 9001/ISO9002 certification as the case may be whatever available.
7. The tender shall be valid for 90 days from the date of the opening of the same.
8. The store will be inspected for acceptance and will be accepted if it confirms to the specification mentioned in the supply order (the store can be inspected in your presence or in the presence of your representative).
9. In case of rejection, for not confirming/matching as per supply order specification, the same will be sole responsibility of the supplier to make arrangement to collect the same at his own cost and risk immediately.
10. The cost of installation, commencing and demonstration if any shall be mentioned separately along with the item in case of tools and equipments.
11. The tools and equipments supplied as the case may be should carry warranty/ guarantee against defects.
12. This office reserves the right accept or reject any or all the tenders without assigning any reason thereof.
13. This office reserves the right to place order for part/ full quantity mentioned in tenders for the purchase of the stores as the case may be.
14. In case of any dispute, the decision provided by an Arbitrator appointed by the Government will be final.
15. The Tender should be sent in sealed envelopes either by speed post or hand delivery superscripting "QUOTATION NUMBER & SUBJECT" so as to reach this office at **02:00hrs on or before 08/07/2023.**

Yours faithfully,


  
(Nilesh P. Gawas)  
Principal

Copy to  
1. O/c

Quotation for Stationary Items

ANNEXURE-I

Sr. No.	Items	Qty.	Units	Rate per unit	Total Amount
1	A4 Paper Rim 70 GSM	50	Nos		
2	Legal Paper Rim 75 GSM	40	Nos		
3	A3 Paper Rim 80 GSM	4	Nos		
4	Green Ledger Paper 80/85 GSM	5	Nos		
5	Stapler 10 No Pin Box	50	Pkt.		
6	Stapler 24 No Pin Box	20	Pkt.		
7	Stapler 10 No	2	Nos		
8	Stapler 24 No	4	Nos		
9	Punch Large	1	Nos		
10	Red Ball Pens	15	Nos		
11	Blue Ball Pens	40	Nos		
12	Black Ball Pens	15	Nos		
13	100 Pages Long Register	20	Nos		
14	200 Pages Long Register	10	Nos		
15	Hard cover Clip File	50	Nos		
16	File Color Flag	13	Pkt.		
17	Highlighters- Green	2	Nos		
18	Highlighters - Yellow	3	Pkt.		
19	Highlighters - Blue	2	Nos		
20	Box File Small	5	Nos		
21	Fevicol Bottle (200 GM)	10	Nos		
22	Permanent Marker Black	5	Nos		
23	Permanent Marker Small	3	Nos		
24	Whitener	12	Nos		
25	File Tags 100 Pieces 22"	8	Pkt.		
26	Pencil Box	50	Nos		
27	Eraser	6	Nos		
28	Sharpener	4	Nos		
29	Paper Cutter	1	Nos		
30	Calculator Casio 12 Digit	2	Nos		
31	Scissor 12 inch	1	Nos		
32	Files	55	Nos		
33	U- Pins	2	Box		
34	Blue Ink Small Bottle	1	Nos		
35	Self Ink Pad	1	Nos		
36	Wonder Cello Tap 1 inch	10	Nos		
37	Brown Tap 2 inch	2	Nos		
38	File Folder	200	Nos		

  
(Nileshe P. Gawas)  
Principal