

**OFFICE OF THE COMMANDANT  
PUDUCHERRY POLICE DEPARTMENT  
INDIA RESERVE BATTALION**

No.499/QM/IRBn/SP(XXXVI)/19- **78**

Date: **21/08/19**

To

Over Leaf

Sub: IRBn – Procurement of Stationery items – Quotation inviting – Reg.

Quotation is invited for Stationery items for India Reserve Battalion, Puducherry.

SL No	Items	Qty
01	Copier Paper FS (Legal)	50 Ream
02	Copier Paper A3	40 Ream
03	Gel pen (Blue/Green)	50 nos
04	Tag bundle	50 bundle
05	Stamp pad ink	20 nos
06	Ordinary pen	75 nos
07	Stapler Pin Big	30 box
08	Hi-lighter pen	20 nos
09	Page Marker	20 nos
10	Note Sheet Green	30 pad
11	Correction fluid	25 nos
12	Carbon paper (blue)	20 pad
13	Stamp pad	20 pad
14	Fevi stick	50 nos

02. The firm is requested to provide the estimate/rates for supply for the above item including all taxes, charges and terms and conditions in a sealed cover addressed to The Commandant, India Reserve Battalion, Multi Store Building, 1<sup>st</sup> Floor, Police Complex, Gorimedu, Puducherry 605 006 with superscription on the cover estimate for "Supply of Stationery items" and also mention reference number of this quotation notice.

03. The quotation notice should reach the office of the Commandant on or before 12.09.2019 at 17.00 hrs or it may be dropped into the quotation box placed at the office of the Dy. Commandant before the due date and time mentioned below and intimate your acceptance on the following conditions in case rate(s) quoted by your firm are accepted and supply order is placed with them

04. Last Date and Time of receipt of quotations is 12.09.2019 up to 17.00 hrs. The tenders will be opened on 13.09.2019 at 1100 hrs in the presence of the board of officers at the office of the Commandant, IRBn

05. This department will not responsible in case quotation, if sent by post, is received after the due date and time


06. The items have to be supplied within 30 days on receipt of supply order as door delivery and the charges for the purpose to be borne by the supplier.

07. Acceptance of the goods is subject to inspection of a committee to verify the items quantitatively and qualitatively.

08. The rates to be furnished by the firms should be valid at least for 90 days from the due date and any upward revision of Tax, Cess, etc., would have no impact on that rate(s), while any downward revision should/ will duly get effected during the said period.

09 You are requested to mention your GST and Telephone/Mobile number etc.. in your quotation. Quotations received without mentioning of GST references will summarily be rejected.

10 The undersigned reserves the right to reject any or all the quotations without assigning any reason.

  
Asst. Commandant (QM),  
IRBn, Puducherry