

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

No.499/QM/IRBn/SP(XXXVI)/21-

Date: 06/01/21

To

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

Quotation is invited for the following Stationery items proposed to be purchased for the use of India Reserve Battalion, Puducherry.

SL. No.	Items	Qty.
01.	Copier Paper FS (Legal)	50 Ream
02.	Copier Paper A3	50 Ream
03.	Tag bundle	50 Bundle
04.	Stamp pad ink	10 Nos
05.	Ordinary pen	70 Nos
06.	Hi-lighter pen	20 Nos
07.	Page Marker	30 nos
08.	Note Sheet Green	15 pad
09.	Correction fluid	30 nos
10.	Stamp pad	15 Pad
11.	Fevi stick	20 Nos
12.	Brown Tape	10 Nos
13.	Cello Tape Big	10 Nos
14.	Eraser	30 Nos
15.	Jump clip	20 Box
16.	Paper weight Rubber	15 Nos
17.	Pen knife	10 Nos
18.	Pencil	30 Nos
19.	Marker pen	15 Nos
20.	Ruled & Unrolled Register	20 Nos
21.	Fiber Scale	20 Nos
22.	Single punching Machine	10 Nos
23.	Stapler machine small	15 Nos
24.	Stapler pin small	50 Box
25.	Maplitho paper Blue Legal	05 Ream
26.	Maplitho paper Green Legal	01 Ream

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, 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 04.02.2021 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 04.02.2021 up to 17.00 hrs. The tenders will be opened on 05.02.2021 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 PGST 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.

J. Tamijaprasan
6/1/21
Asst. Commandant (QM),
IRBn, Puducherry

Copy submitted to:

1. Commandant, IRBn Puducherry.
 2. Deputy Commandant, IRBn Puducherry.
- } For kind information please.