



भौतिकी संस्थान  
भुवनेश्वर  
**Institute of Physics**  
Bhubaneswar - 751005, India

(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वायत्त अनुसंधान संस्थान)  
(An autonomous research institution of Dept. of Atomic Energy, Govt. of India)

Speed Post

**QUOTATION CALL NOTICE**

Ref.No.IOP/ADMN/2019-20/ 24-6-19  
Date:

Rate quotation for:  
SUPPLY OF OFFICE STATIONERY

To:

M/s

Dear Sir,

Sealed quotation is invited for Supply of office stationaries as specified in the attached list (Annexure-A) and as per the terms and conditions noted below.

**TERMS & CONDITIONS:**

1. Intending Supplier should be a registered dealer having TIN/GST Registration No. and should submit a copy of the same.
2. Sealed Quotation is to be submitted by **Post/Courier** only in sealed envelope with superscription "Rate Quotation for supply of office stationeries" and addressed to the Registrar, Institute of Physics, P.O: Sainik School, Bhubaneswar-751005
3. The quotation should be submitted along with samples on or before 16-07-2019 from the date of issue of this letter in the office of the Registrar along with copies of the aforesaid certificates failing which the same will be rejected.
4. Rate quoted should remain valid for six months from the date of submission of the quotation.
5. Delivery of materials is to be made within staggered manner to be specified in the purchase order failing which the same will automatically stand cancelled. Partial shipment is strictly not allowed.
6. Price quoted should be FOR destination at IOP site basis.
7. Taxes and levies if applicable will be paid extra, which should be specified separately.
8. 100% payment will be made within 15 days on delivery of goods in satisfactory condition and against submission of bill/invoice in duplicate.

Yours faithfully

  
**रजिस्ट्रार/REGISTRAR**

## Annexure-A

**List of office stationeries along with its standard specification to procure for the year 2019-2020.**

Sl.	Particular	Specification	Unit	Qty	Sample Required	Sample Submitted	Make	Model	Rate per Unit Including Tax	Total Am
1	2	3	4	5	6	7	8	9	10	11
1	Alpin (T)	Alpin (T), Oddy make 80 gms/Pkt	Pkt	6	No					
2	Aral diet	Twin pack 30 gms	Pc	8	No					
3	Battery 9 Volt	9.0 v dual terminal battery small size	Pc	60	No					
4	Battery A.A	AA size battery, Eveready	Pc	300	No					
5	Batter AAA	AAA size battery, Eveready	Pc	250	No					
6	Carbon Paper	Blue carbon - Sylvaback	Pkt	4	No					
7	Calcuator (Medium)		Pc	2	Yes					
8	Calcuator (Small)		Pc	2	Yes					
9	Cello Tape ½ "	½ inch x 9 mttrs transparent cello tape	Pc	12	Yes					
10	Cello Tape Small		Pc	24	Yes					
11	Cello Tape 1"	1 inch x 36 mttrs transparent cello tape	Pc	36	Yes					
12	Cello Tape 2" Brown	2 inch x 50 mttrs brown cello tape Roll	Pc	36	Yes					
13	Cello Tape 2" White	2 inch x 50 mttrs white cello tape Roll	Pc	36	Yes					
14	Chalk	Dustless white chalk - 10 Pcs/pkt (APSARA).	Pkt	200	Yes					
15	Cloth (White) Clearning	Glasswool makewhite cloth duster	Pc	200	Yes					
16	Eraser	Pencil eraser, non-dust, small size	Pc	40	No					
17	Fevi Kwik	Small size packet Fevi Kwik	Pc	25	No					
18	Glue Stick	Synthetic glue stick-Fevistic	Pc	50	No					





Sl.	Particular	Specification	Unit	Qty	Sample Required	Sample Submitted	Make	Model	Rate per Unit Including Tax	Total Am
19	Gum Paste (Small)	Synthetic glue in 50 ml tube/bottle	Pc	50	No					
20	Highlight Pen	Highlighter pen with fluorescent ink	Pc	25	Yes					
21	Key Purse		Pc	6	Yes					
22	OHP Marker Pen	Permanent ink, assorted colours & eraser	Set	25	Yes					
23	OHP Sheet	OHP sheet of 125 thickness, 100 sh/Pkt.	Pkt	1	No					
24	Paper Clip (Small)	Vinyl coated paper clip 26mm 20 gms/Pkt	Pkt	50	No					
25	Paper Punch (Double)	Kangaroo make single perforator - small	Pc	12	No					
26	Paper Weight	Glass paper weight, flat & oval/round	Pc	50	No					
27	Pen (One Way)	Ball pen with long refill - cello	Pc	250	Yes					
28	Pen (Two Way)	Red & Blue ball pen with metal tip, linc	Pc	250	Yes					
29	(Pen (Sketch))	Sketch pen Set - assorted colour	Set	25	Yes					
30	Pencil	HB pencil, wooden body	Pc	100	Yes					
31	Pencil Cutter (Small)	Small size, Natraj	Pc	24	No					
32	Refill (Big)	Cello Ascent refill	Pc	250	Yes					
33	Refill (Small)	Link make 1600 size ball pen refill	Pkt	500	Yes					
34	Register No-10	Foolscap size register in conquest Papar No.10	Pc	25	Yes					
35	Scale	Foot rule-black engraving-stainless steel	Pc	12	No					
36	Scissor (Small)		Pkt	12	No					
37	Stapler Pin No10	White metal stapler pin size No.10, 1000/Pkt	Pkt	100	No					



Sl.	Particular	Specification	Unit	Qty	Sample Required	Sample Submitted	Make	Model	Rate per Unit Including Tax	Total Am
38	Steno Pad	1/8 demy size Steno Pad, ruled, 100 page	Pad	12	Yes					
39	Tag	File tag, silken in bundle	Bond	200	Yes					
40	Tissue paper		Roll	500	Yes					
41	White Board Marken Pen	White board marker pen(Multi Colour)	Pc	40	Yes					
42	W.P Basket	Waste paper basket - Net type, small size	Pc	12	No					
43	Writing Pad	JK Bond paper Pad, 100 peg	Pc	1000	Yes					
44	Xerox Paper A4 Size	75 gsm thick xerox paper l 500 sh/ream (white)	Pkt	600	No					
<b>Grand Total</b>										

**Rs. In Word:-**