



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/ <u>355(12)</u> Date: <u>24-06-19</u>	Rate quotation for: SUPPLY OF PRINTED PAPER STATIONERY
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To:

M/s
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Dear Sir,

Sealed quotation is invited for Supply of Printed Paper Stationery 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 printing stationeries" and addressed to the Registrar, Institute of Physics, P.O: Sainik School, Bhubaneswar-751005.
3. You may collect the sample printed paper stationeries from the Institute before submission of the quotation.
4. 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.
5. Rate quoted should remain valid for six months from the date of submission of the quotation.
6. 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.
7. Price quoted should be FOR destination at IOP site basis.
8. Taxes and levies if applicable will be paid extra, which should be specified separately.
9. 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

  
**रजिस्टार/ REGISTRAR**

## Annexure-A

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

Sl.	Particular	Specification	Unit	Qty	Sample Required	Sample Submitted	Rate per Unit Including Tax	Total Amount
1	2	3	4	5	6	7	8	9
1	C.Lapplication	Foolscap 100 pg/Pad (While col. Print)	Pc	10	Yes			
2	Despatch Requisition Pad	1/16 size creamauve paper with tear X 50 Page	Pad	12	Yes			
3	Envelop(Big) "14x10"	14"x10" envelope-inside laminited with address	Pc	500	Yes			
4	Envelop (Medium) "10x8"	10"x8" envelope with laminated & address	Pc	300	Yes			
5	Envelop Cloth line	14"x10" envelope-inside cloth with address	Pc	300	Yes			
6	Folder File	Foolscap size flyleaf folder, thicker qty	Pc	500	Yes			
7	Flat File	Foolscap size, thick file with cobra clip & address	Pc	500	Yes			
8	IOP Letter Head Pad	A4 size executive bond inst, Pad-100 page	Pad	50	Yes			
9	Joining Report	A4 size, creamauve paper, printing on single side, 50 pg/Pad, glued at top with tear-off facility	Pad	10	Yes			
							<b>Grand Total</b>	
<b>Rs.In Word</b>								

