



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/2021-22/ 36  
Date: 07/01/2022

Rate quotation for:  
SUPPLY OF PRINTING STATIONERY

To:

M/s

Dear Sir,

Sealed quotation is invited for Supply of Printing 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 Printing 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 22.01.2022 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



Institute of Physics, Bhubaneswar  
भौतिकी संस्थान, भुवनेश्वर

Annexure-1

PRINTING STATIONARY

Sl. No.	Item Name	Size	Unit	Quantity	Rate Per Unit
1	Cash Book (BIG)	Filloscap size 300 page, ladge paper	Book	10	
2	Cash Book (Small)	Filloscap size 120 page, ladge paper	Book	10	
3	Credit Voucher	100 pages (A4 Size paper), As per sample	pad	10	
4	Envelope(Cloth line)	14" X 10" envelope-inside cloth with address	PC	1000	
5	Envelope(Small)	10" X 4" envelope-inside cloth with address	PC	2000	
6	Folder File	laminated with address 35 cm X 25.5 cm	PC	1000	
7	Flat File	laminated with address 35 cm X 25.5 cm	PC	1000	
8	IOP Letter head pad	A4 size executive bond inst, Pad 100 page, As per Sample	Pad	50	
9	Money Receipt (Cash)	1/8 demy size, creamauve paper 100 sheet, As per Sample	Book	24	
10	Notesheet Pad	Foolscap size, consequent paper note sheet, as per sample	Pad	30	
11	Pay in slip	laminated with address, as per sample <i>A4 Size</i>	book	50	

*Approved*  
*07.01.2022*