



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)

**QUOTATION CALL NOTICE**

Ref. No. IOP/ADMN/2024-25/ 512  
Date: 14.05.2024

Rate quotation for:  
PRINTING STATIONERY

To:

M/s

Dear Sir,

Sealed quotation is invited for Supply of Printing stationeries as specified in the attached list (Annex-1) and as per the terms and conditions noted below.

**TERMS & CONDITIONS:**

1. Intending Supplier should be a registered dealer having GST Registration No. and should submit a copy of the same.
2. Sealed Quotation is to be submitted by **Post/Courier/by hand** 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 28/05/2024 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.

भवदीय/ Yours faithfully,

*[Handwritten Signature]*  
14/5/24

**रजिस्ट्रार/REGISTRAR**

Copy to = System Manager for uploading on homepage

डा. घ. - सैनिक स्कूल, भुवनेश्वर - 751 005, भारत  
P.O.: SAINIK SCHOOL, BHUBANESWAR - 751 005, INDIA

दूरभाष/Phone : 0674-2300637, 2301058, 2301823, फैक्स/Fax : 0674-2300142, वेब/Web : <http://www.iopb.res.in>

हमेशा हिंदी में पत्र व्यवहार करके देश का गौरव बढ़ाएं

**PRINTING ITEMS FOR THE YEAR OF 2024-25**

Sl.	Name of item	Specification	Required quantity	Total Printing charges
1.	Envelope (Big)	Big Envelope for Medical Purpose , L-45 x W-30	1000 pc.	
2.	Envelope (Medium)	Medium Envelope	1000 pc	
3.	Envelope (small)	Small	3000 pc	
3.	Note Sheet	Legal Size paper	30 pkt ( 100 pages each pkt)	
4.	Folder File	No.1 file	1000 pc	
5.	Pay-in slip	Book size	30 books	
6.	Store requisition book	Books size	100 books (50 page each book)	
7.	Flat file	Cobra File	1000 nos.	
Total				
GST				
Grand Total				

*D. Srinivas Reddy*