

No. HIPA(S&S) 27/2007-V
 Government of Himachal Pradesh
 Fairlawns, Shimla-171012
 Dated: September, 2016.

From:

The Director,
 Himachal Pradesh Institute of Public Administration,
 Fairlawns, Shimla-171012.

To

M/S-----

Subject:

Notice inviting quotations for supply of stationaery.

Dear Sir,

The Institute intends to buy stationery & other articles for office use and quotations are hereby invited from the proprietors / Individuals/Firms for supply of stationery as per detail given in Annexure-"A".

- II. The quotations should be reach in this office on or before 17.10.2016 and same will be opened on same day at 3.00 pm. in the presence of tenderer or their representative who wish to remain present. In case on holiday, on the date of opening of the quotations, the quotations will be opened on the next working day.
- III. The rates should be quoted against each item on the form attached at **Annexure -"A"** The rates must be quoted in figures as well as in words and should be inclusive of all taxes and levies in Indian Currency.
- IV. The tenderer shall have to furnish the offer in single envelope. "**Quotations for supply of stationery**" due on 17.10.2016. The words shall be mentioned on the right side of the envelope.
- V. The quotations having **cutting or over writing** will not be entertained.
- VI. The undersigned reserves the right to accept or reject all or any of the quotation without assigning any reason what so ever at any stage.
- VII. The rates will be valid up to one year from the date of issue of order and can be extended further keeping in view urgency/ performance. No request for the increase of rates will be entertained during the period of contract.



Additional Director,
 H.P.Institute of Public Administration,
 Fairlawns , Shimla-171012.

Annexure -"A"

Quotation regarding refilling of the extinguisher and minor repair.				
Sr.No.	Particular	Price		Tentative Qty.
		In figure	In words	
1.	White Board Marker.			30 Pkt.
2.	White Board Duster.			10 Nos.
3.	Tape Roll Black 1".			20 Rolls
4.	Tape Rolls Brown 3"			20 Rolls.
5.	Stapler pin small (10 no.)			25 Pkt.
6.	Table cleaning duster.			10 Nos.
7.	Computer cleaning duster.			10 Nos.

*- In respect of above Items (pertaining to stationery) price for each single item may be quoted.

Tenderer should enclose the copy of licence No. / TIN/ VAT

(Signature of Supplier)

With Seal and Date