



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
(An ISO 9001:2008 Certified Institution)



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Website : http://www.cperi.gov.in

No.35(4)2014 – Stores

Dated: 30-11-2016

Address overleaf

Dear Sirs,

Sealed quotations are invited for supply of the following items at this Institute:

Sl.No	Description	Qty required
1	Brown tap 2"	25 Nos
2	Correction Pen	50 Nos
3	Carbon paper (Pencil)	600 Sheets
4	Clip(paper clip) metal	50 Nos
5	Dak pad quality	20 Nos
6	Drawing pin	75 pkts
7	Pens quality	50 Nos
8	Note books 100 pages (Field use)	200 Nos
9	Note books 200 pages (Field use)	200 Nos
10	Knife(ordinary) for paper cutting	25 Nos
11	Book file board	20 Nos
12	Gum tube	150 nos
13	Fevi stick	100 Nos
14	Ink for pen	05 Nos
15	Not slip	100 Nos
16	Pen stands	20 Nos
17	Paper Weight	50 Nos
18	Pencil	200 Nos
19	Paper pin	30 Boxes
20	Punching machine(Single hole)	50 Nos
21	Marker pen(Point Permanent)	100 Nos
22	Registers 200 pages	100 nos
23	Registers 300 pages	75 Nos
24	Registers 400 Pages	75 Nos
25	Rubber bands (quality)	100 packets
26	Stapler (Small)	50 Nos
27	Short hand note book	20 Nos
28	Scissors Medium size	50 Nos
29	Twine (White)	25 Pkts
30	Writing board(Pad)Quality	30 Nos
31	Per ordinary	200 Nos
32	Tags	20 Bundles

Contd....2

The quotation should confirm to the following conditions:-

01. The rates quoted should be valid for a minimum period of 90 days from the due date of receipt of quotation.
02. Complete description, specification of the item(s) quoted should be given.
03. Time required for effecting the supply upon receipt of supply order should be indicated.
04. The rate of ST/CST/ED etc. if charged extra, should be indicated.
05. Expiry date of quoted items should have a minimum period of 12 months.
06. Rate may be quoted for different brands/makes at unit price.
07. Payment will be made only after satisfactory receipt of the items by this office. No advance payment /part payment is admissible as per rules.
08. TIN Should be mentioned clearly in the quotation.
09. Quotation received after the due date will not be entertained.
10. The items ordered should be supplied in a lot. Part supply will not be accepted.
11. The right to accept or reject the quotation rests with the Director, CPCRI, Kasaragod.
12. Quotation should clearly indicate the point of supply i.e., at CPCRI, Kasaragod. Your sealed quotation , superscripted as **“Quotation for supply of Stationery items stores due on 15.12.2016** may be sent so as to reach this office on or before 15-12-2016 **at 5 PM**

Yours faithfully,

Administrative Officer (Stores)

copy to :

1, Finance & Accounts Officer.

2, Web site.