

REQUEST FOR QUOTATION (2023-24)

01.	DESCRIPTION/QUOTATION REQUIRED	Purchase of STATIONERY & TOILETRY Material @ Store.
02.	Date of Hoisting @ BBSUL Website:	26-March-2024
03.	Last Date for submission of Quotation	28-March-2024 (01:00 PM)
04.	Contact Person & No:	STORE ASSISTANT (0333-2639493)
05.	Delivery of Material	Within 05-days of Issuance of Purchased Order

S NO	ITEM NAME WITH SPECIFICATIONS	REQUIRED QUANTITY	UNIT RATE (INCLUDING TAXES)
1.	Duplicating Papers 60 grams	75 Reams	
2.	Legal Paper Reams 70 grams	10 Reams	
3.	Board Markers INK Dollar (Blue+Black)	30 Boxes	
4.	Stapler Machine 24/6 Opal/Perfect or Equal	36 Pieces	
5.	Box File Uni/Plastic	36 Pieces	
6.	U.H.U Gum Stick 21-grams	60 Pieces	
7.	Hole Punch Machine Opal/Perfect or Equal	24 Pieces	
8.	Permanent Markers (Dollar-Black)	05-Boxes	
9.	Board Dusters (Fine Quality)	60-Pieces	
10.	Air Freshener (Perfect Silver- Medium Size)	60 Pieces	
11.	Tissue Box (Rose Petal Pop Up)	120 Boxes	
12.	Tissue Party Pack (Rose Petal)	120 Pieces	
13.	Vim /Max 300 ml+ Sponge	60 Each	
14.	Hand Wash Life Boy/ Equal 500-ml	60 Bottles	
15.	Cloth Duster (Standard Size)	120 Pieces	

TERMS & CONDITIONS: -

1. The interested Vendors / Suppliers Service Provider Shall Provide his full name, office address, Proprietorship Status, Copy of C.NIC, Relevant Tax & Business Registration Certificates.
2. All Government Taxes Shall be applicable as per rules.
3. Payment Shall be made after satisfactory delivery & after completion of all Codal formalities.
4. This office reserves the rights to cancel, Increase or Decrease any or all the above items, if the material is not in accordance with our specifications, delay in delivery or without assigning any other reason.


26/3/2024
STORE PURCHASE OFFICER