**List of stationery items with quantity required to be purchased for office use during the year 20-21.**

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| **S.No.** | **Name of item** | **Quantity** | **Balance in**  **Stock** |
| 1 | White Fluid Kores | 70 Pcs. | 31pcs |
| 2 | Register 6 qr Neelgagan. Deluxe 288 pags | 40 Pcs. | 60pcs |
| 3 | Register 4 qr Neelgagan. Royal band 192pg | 40 Pcs. | 53pcs |
| 4 | Stapler Kangaroo No. 10D | 60 Pcs. | 30pcs |
| 5 | Photostat Papers F/s JK Red | 250 reams  Each | 39 reams |
| 6 | Photostat Papers A4 JK Red | 700 ream | 167rimes |
| 7 | Hard board 36”x26” , 36 ouns board  cotton patti size 27”x4” with dori 36**” with sample** | 4000 Pcs. | 2395 pcs |
| 8 | File Cover No. 400 Rishabh **with sample** | 4000 Pcs. . | 3045pcs |
| 9 | Kacha File Cover No. 275 **Rishabh sample** | 2000 Pcs. | 1559pcs |
| 10 | Pilot Pens V 7 Hitch- point Luxor blue 100, red 20, black 40,green 40. | 200 Pcs. | 90pcs |
| 11 | Pilot Peon V5 Blue | 150 Pcs. | 200pcs |
| 12 | Butter flo ball pen with refill | 400 Pcs. | 99pcs |
| 13 | Slip Pad 33 no. Neelgagan 160 pages | 150 Pcs. . | 52pcs |
| 14 | Slip Pad 22 no. Neelgagan 160 pages  . | 100 Pcs. | 38pcs |
| 15 | Multi Color Flags Oddy 3 in 1 Page Marker  Desmat (3 Colors) | 300 pkt . | 60pkt |
| 16 | Stamp Pad Camel (110x69 Cms) Big size | 10 Pcs. | 67pcs |
| 17 | Carbon Paper Blue Saphire/Korse | 1 Pkt | 1pkt |
| 18 | Cello Tape1” Wonder 45 Mt. Length. | 60 Pcs. . | 53pcs |
| 19 | Dusters 24”x24”Cotton white chirwa brand | 400 Pcs. | 132pcs |
| 20 | Peon Book Neelgagan, 2 Qr Ledger paper  Paper. | 70 Pcs. . | 56pcs |
| 21 | Noting Sheet 80 GSM Paper | 150 rems | 100rems |
| 22 | Paper weight square (Glass) | 25 pcs | 21pcs |
| 23 | Fevi stick kores green packing 15 mg | 50 Pcs. . | 192pcs |
| 24 | Gum Tube kores (30ml) | 50 Pcs. | 48pcs |
| 25 | Spiral Note Books 67 No. Multicolor Neelgagan | 100 pcs | 28pcs |
| 26 | Glass for drinking water Yera normal size | 5 dozen | 100pcs |
| 27 | Packing Tape small Wonder 45 Mt. (2”) | 30 Pcs. | 89pcs |
| 28 | Scale 1’ Stainless Steel | 10 Pcs. | 46pcs |
| 29 | L Type transparent Folder (Sun A4) | 1200 Pcs. | 384pcs |
| 30 | Envelope 9x4 sheesh mahal | 05 box | 49box |
| 31 | Envelope 11x5 Sheesh mahal | 05 box | 125box |
| 32 | Yellow Envelop A4 sheeshmahal inside plastic coated | 300 Pcs. | 383pcs |
| 33 | Yellow Envelop Big 16x12sheesh mahal inside plastic  Coated | 400 Pcs. | 150pcs |
| 34 | Damper (royal)  D | 100 pcs | 1pc |
| 35 | Pencil HB Apsra | 50 PKt | 130pcs |  |
| 36 | Paper Cutter kangaroo medium size. | 30 Pcs. | 40pcs |
| 37 | Pocker National Wooden Handle. | 30 Pcs. | 30pcs |
| 38 | Paper Scissor Kangaroo big size . (SL1160) | 15 Pcs. | 28pcs |
| 39 | Colin | 25 Pcs. | 25pcs |
| 40 | Paper Clip Small Plastic Coated pkt of 50 | 50 Pkt. | 28pkt |
| 41 | White Tags with sample ( 240 pcs) (Mia) 8” | 500 pkt | 980pkt |
| 42 | Stapler Pins Kangaroo Small | 350 Pkt | 22pkt |
| 43 | Dak Pad Neelgagan | 40 Pcs. | 46pcs |
| 44 | Permanent Marker Luxor | 60 Pcs. | 86pcs |
| 45 | Room Freshener Premium (rose) | 10 Pcs. | 20pcs |
| 46 | Punching Machine single hole Kangaroo | 05 Pc | 61pcs |
| 47 | Punching machine double hole kangaroo | 05 pc | 79pcs |
| 48 | L Type plastic Folder Legal size F/S | 100 pcs | 752pcs |
| 49 | Jug flora three litres | 75 pcs | 2pcs |
| 50 | Highlighter Luxor | 10 pkt | 573pcs |
| 51 | Pencil cell ( AA) Eveready | 30 pcs  ` | 90pcs |
| 52 | Pencil cell ( AAA) Eveready | 40 pcs  ` | Nil |
| 53 | Yellow Duster | 150 pcs | Nil |
| 54 | Green / White Tags with sample 36” | 150 pkt | Nil |
| 55 | Dustbin cello tuch 5 Lt | 40 pcs | 5pcs |
| 56 | Dustbin cello tuch 10 Lt | 40 pcs | 1pcs |
| 57 | Receipt Register 6 qr Neelgagan. Deluxe 288 pags | 70 pcs | 1pcs |
| 58 | Despatch Register 6 qr Neelgagan. Deluxe 288 pags | 40 pcs | 30pcs |
| 59 | Box File | 15 pcs | 34pcs |
| 60 | All pin Superior quality | 25 pkt | Nil |
| 61 | Sketch pen | 10 pkt | Nil |

*To BE GIVEN BY THE SUPPLIER ON ITS LETTER HEAD*

To

The Managing Director

Punjab Health Systems Corporation

Punjab School Education Board Building

E- Block, 2nd floor, Phase-VIII, SAS Nagar (Mohali)

**Subject: Quotation for Supply of Stationery**

Dear Sir,

This has reference to your publication in the press, we are enclosing herewith our offer along with duly accepted terms and conditions for your consideration. Thanking you,

Yours Sincerely,

Authorized Signatory

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| **Note: Samples of items at Serial no 7,8,9,19,41 and 54 may be seen in room No: 18, Care Taker’s office on any working day. These items as per sample will only be accepted.** |

**1**

**Tender for purchase of stationery items.**

**TERMS & CONDITIONS**

***Demand draft of Rs.500/- as cost of tender document is to be submitted along with tender document in favour of “Punjab Health Systems Corporation” payable at Chandigarh. If the Tender Document is downloaded from website and demand draft is not attached ,Tender will be rejected .***

1. Every paper/document submitted must be attested and authenticated by the authorized signatory of the firm.

2. The quotation should be valid for a period of 90 days after the date of submission prescribed by the Corporation.

**3. The rates must be indicated inclusive of taxes & duties as applicable to Govt. Supplies.**

4. Copies of the past three years satisfactory performance in the supply of the quoted material should also be attached.

5. Quantity can be decreased or increased by 20%

6. Quoted rates should be F.O.R destination i.e. Punjab Health Systems Corporation, PSEB Building ,

E- Block, 2nd Floor Phase-8, SAS Nagar (Mohali).

7. No negotiation will be made regarding rate and specification.

7. Earnest money of Rs. 10,000/- in the shape of Bank Draft in favour of Punjab Health Systems Corporation payable at Chandigarh must accompany the quotation**. Bids not accompanied by earnest money will be rejected straightway.**

8. The earnest money will be forfeited if the supplier withdraws his quotation during the period of validity specified, or the supplier fails to furnish performance security within stipulated time.

9. Delivery period is 7 days from the issue of award letter.

10. Late penalty charges @ 1 % per week will be imposed for late supply of goods over and above delivery period specified.

11. The material will be inspected by this office.

12. The supplier must give a certificate on his quotation form that his firm has never been blacklisted by the Central Govt, any State Govt., DGS & D, or any other Govt. undertaking for the material he is quoting now.

13. Any wrong information furnished will lead to disqualification with forfeiture of his earnest money.

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14. The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. If after 30 days from the commencement of such informal negotiation the purchaser and the supplier have been unable to resolve amicably the contract dispute, either party may require that the dispute be referred for resolution to the Secretary, Health Punjab, who or his nominee will act as a sole arbitrator and his decision will be binding on both purchaser and supplier.

15. The Managing Director, Punjab Health Systems Corporation, Mohali reserves the right to reject any quotation or all the quotations without assigning any reason.

16. Material should be as per specifications prescribed in the schedule of requirements enclosed as Annexure -1.

17. Each item will be evaluated separately.

18. Packing:- The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the supply order.

19. Quotation must be in a sealed envelope Superscripting “Quotation for supply of Stationery not to be opened **before 16.7.20 at 12 p.m.** should reach this office as per the date & time mentioned in the publication.

Encl:- As above

**ACCEPTED**

**Signatures**

**FULL NAME:………………….**

**COMPLETE ADDRESS OF THE FIRM WITH SEAL**

**Note: Please check before you submit the quotation for the following documents.**

**Please ( √ ) against each:-**

1. Earnest money in for form of Demand Draft.No. Dt.

11. Bid validity for 90 days yes/no

**FULL NAME:**

**COMPLETE ADDRESS OF THE FIRM WITH SEAL**