

Dr.SM CSI Medical College & Hospital, Karakonam

Karakonam, email : smcsipurchase@gmail.com

No.MCHK/P/4767/2021

06.07.2021

Quotation Notice

Sealed quotations are invited for the supply of various **Stationary items** for a period of one year. A rate contract for one year shall be fixed with the selected bidder from the date of agreement. The following are the terms and conditions.

1. The rate shall remain unchanged.
2. The supply of items shall be at our premises.
3. The rate quoted shall be inclusive of GST and transportations.
4. The payment shall arranged within one week of supply of items.
5. The specifications / Make of the items shall be strictly followed.
6. The lead time shall be a maximum of 2 days after receiving the order.
7. Any violation of the agreement will lead to the termination of contract.
8. The last date of receipt of sealed quotations shall be 4.00. p.m on 25/07/2021
9. Late quotations will not be considered on any circumstances.
10. Quotations shall be opened onat..... p.m.

SI No	Name of Items	Average Annual consumption	MRP	Rate	Difference in %
1	AA Battery (Dry Cell) 1.5V	200 nos			
2	AAA Battery (Dry Cell) 1.5V	200 nos			
3	Box file	100 nos			
4	C size Battery	1 nos.			
5	Calculator - Soalr backup - Casio MJ-12D or equivalent	25 nos			
6	Carbon Paper (A4)	5 Pakets			
7	CD - Sony - 700MB	1000 nos			
8	CD Marker pen (Black)	50 nos			
9	CD Pouch(single CD Plastic)	1500 nos			
10	Cello Tape Large Transparent	50 rolls			
11	Cello Tape Medium Transparent	50 rolls			
12	Cello Tape Small Transparent	50 rolls			
13	Chart paper	1 nos			
14	Clock - Medium	1 nos			
15	Clock - Medium	1 nos			
16	Clothlined green envelope(A3)	500 nos			
17	Clothlined green envelope(A4)	1000 nos			
18	Clothlined green envelope(FS)	500 nos			
19	Double Punch (Standard)	25 nos			
20	Double side Sticker	25 rolls			
21	Duracell Battery 1.5V (AA)	100 nos			
22	Duracell Battery 9V	20 nos			
23	Dustless Chalk (12 no./pack)	50 boxes			
24	DVD - Sony - 4.7GB	500 nos			
25	Ear Buds (Good Quality)	150 cover			

26	Eraser Ink	25 bottles		
27	Flap File / Board File	100 bundles		
28	Flap File / Board File	50 nos		
29	Gem Clip - Plastic coted	50 boxes		
30	Gem Clip - Stainless steel	50 boxes		
31	Gum Bottle - 150ml	100 nos		
32	Hand towel	1 nos		
33	Highlighter Marker Pen	50 nos		
34	Laminated Brown Paper	100 rolls		
35	Long note book - 200 page	50 nos		
36	Match box	1 box		
37	OHP sheet (A4)	25pakets		
38	Packing Tape Brown	50 rolls		
39	Pad Ink (Violet)	25 nos		
40	Paper file (with Tag)	500 nos		
41	Pencil HB (Hex)	10x25 packets		
42	Permanent Marker pen (Black)	50 nos		
43	Register - 100Page(singleline)	200 nos		
44	Register - 200Page(singleline)	200 nos		
45	Register - 300Page(singleline)	150 nos		
46	Register - 400Page(singleline)	100 nos		
47	Register - 600Page (singleline)	50 nos		
48	Rubber (Eraser)	50 nos		
49	Rubber Band	10 kg		
50	Scale plastic,wood & steel(30cm)	50 nos each		
51	Scissors - Large - 20cm	1 nos		
52	Sheet Protector (A4 size)	7000 nos		
53	Single Punch - (Standered)	1 nos		
54	Sketch pen (12 colour set)	50 set		
55	Small note book - 200 page	50 nos		
56	Small Scissors (10cm)	25 nos		
57	Stainless steel Razer Blade	500 cover		
58	Stamp Pad No.1 (67x106mm)	50 nos		
59	Stapler No.10	50 nos		
60	Stapler Pin No.10	10000 packets		
61	Syntetic Gum Tubes - 100ml	100 nos		
62	TNPL A3 Paper - 80GSM	50 bundle		
63	TNPL A4 Paper - 80GSM	400 bundle		
64	TNPL FS Paper - 80GSM	100 bundle		
65	Twine Ball	100 rolls		
66	White Board Marker	50 nos		
67	Whitener Pen	25 nos		
68	Writing Paper (A4 legal)	200 bundle		

Purchase Officer