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## Transfer in MRKN / Limited Enquiry

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QUOTE THIS REFERENCE ON THE COVER

MRKN I @ / Enquiry No. 1/PE160833/7

Rkkjh[k / Date 08/09/2016

fu; r rkjh[k / Due Date 06/10/2016

Dear Sir,

Kindly submit your quotation made out as per instruction overleaf for the supply of stores detailed below. The quotation should be posted to the "Purchase Department" at the above address to reach before the due date.

| Sl.No. | I leku dk uke / DESCRIPTION OF STORES  | ek=k<br>QUANTITY |
|--------|--|------------------|
| 1      | DUPLICATE BOOK SMALL 4.5" X 7" ( )   | 20 Number        |
| 2      | DUPLICATE BOOK BIG 6.5" X 9.5" ( )   | 20 Number        |
| 3      | EXERCISE BOOK (AMAR BRAND)S" X 7.5" X 240 PAGES ( )                            | 300 Number       |
| 4      | POCKET NOTE BOOK NO.10 BEST QUALITY ( )  | 3000 Number      |
| 5      | TRIPLICATE BOOK SMALL 4.5" X 7.0" ( )  | 10 Number        |
| 6      | PENCIL CARBON KORES MAKE ( )   | 100 Packet/Bo    |
| 7      | GEMS CLIP (PLASTIC COATED) ZOREX (28 MM SIZE) ( )                              | 100 Packet/Bo    |
| 8      | PIN CUSHION (MAGNETIC) BEST QUALITY ( )  | 30 Number        |
| 9      | ENVELOPES (UCIL NWP PRINTS) WINDOW 6" X 3".5" SAMPLE ATTACHED. ( )             | 500 Number       |
| 10     | ENVELOPES (UCIL NWP PRINTS) 9" X 4" PLAIN WHITE SAMPLE ATTACHED. ( )           | 2000 Number      |
| 11     | ENVELOPES (UCIL NWP PRINTS) WINDOW 11" X 4.5" PLAIN WHITE SAMPLE ATTACHED. ( ) | 1500 Number      |
| 12     | ENVELOPES (UCIL NWP PRINTS) 9 X 12" (CLOTH LINE) SAMPLE ATTACHED. ( )          | 1000 Number      |

|    |  |             |
|----|--|-------------|
| 13 | ENVELOPES (UCIL NWP PRINTS) 16 X 12" (CLOTH LINE) SAMPLE ATTACHED. ( ) | 1000 Number |
| 14 | PENCIL ERASER (PLASTO) ( )   | 150 Number  |
| 15 | ENVELOPES (UCIL NWP PRINTS) WINDOW 11" X 4.5" ( )                      | 1000 Number |
| 16 | ARC FILE (27.5 X 35CM) ( )   | 200 Number  |
| 17 | FLAT FILE (METAL CLIP) NWP PRINT 10" X 13.5" ( )                       | 1000 Number |
| 18 | TWO FOLD FOLDER WITH EYE LET & TAG ( )                                 | 900 Number  |
| 19 | FILE FLAP (22" X 3")SAMPLE NEEDED BEFORE SUPPLY ( )                    | 100 Number  |
| 20 | GUM BOTTLE (250 ML) CAMEL BRAND ( )                                    | 200 Number  |
| 21 | STAMP PAD INK CHELPAK / KORES (100 ML) ( )                             | 10 Number   |
| 22 | DOUBLE PUNCH MACHINES SMALL KANGAROO MAKE ( )                          | 30 Number   |
| 23 | PUNCH MACHINE SINGLE KANGAROO MAKE ( )                                 | 10 Number   |
| 24 | SELF INKING STAMP PAD ORIENT/TIGER MAKE ( )                            | 150 Number  |
| 25 | SCIBBING PAD(SMALL WITH NWP PRINT) 7" X 9" JK BOND (50 PAGES EACH      | 200 Number  |

|    |   |               |
|----|---|---------------|
|    | PAD)SAMPLE ATTACHED ( )                           |               |
| 26 | SCIBBING PAD (BIG) 9" X 11" ( )                   | 10 Number     |
| 27 | NOTE SHEET PAPER (A4 SIZE) 100 SHEETS PER PAD ( ) | 20 Number     |
| 28 | BOND PAPER JK/SUNLIT BRAND 7" X 9" ( )            | 15 Reem       |
| 29 | BOND PAPER JK/SUNLIT BRAND 9" X 11" ( )           | 20 Reem       |
| 30 | RULLED PAPER BEST QUALITY 13" X 17" ( )           | 5 Reem        |
| 31 | BOND PAPER JK/SUNLIT BRAND 11" X 8.5", ( )        | 15 Reem       |
| 32 | PENCIL (NATRAJ / CAMEL) ( )                       | 500 Number    |
| 33 | ALPINS KING MAKE ( )                              | 100 Packet/Bo |
| 34 | BOX FILE (38" X 25 X 5CM) ( )                     | 50 Number     |
| 35 | CELLO TAPE (50 MTR. ROLL) 1/2" ( )                | 25 Number     |
| 36 | BLUE REFILL 045 REYNOLD FINE CARBURE ( )          | 2500 Number   |
| 37 | RED REFILL 045 REYNOLD FINE CARBURE ( )           | 1000 Number   |

|    |   |               |
|----|---|---------------|
| 38 | STAPLER PIN 24/6 KORES ( )                  | 200 Packet/Bo |
| 39 | ATTENDANCE REGISTER BEST QUALITY ( )        | 200 Number    |
| 40 | REGISTER NO.4 BEST QUALITY ( )              | 100 Number    |
| 41 | REGISTER NO.6 BEST QUALITY ( )              | 100 Number    |
| 42 | REGISTER NO.10 BEST QUALITY ( )             | 200 Number    |
| 43 | REGISTER NO.16 BEST QUALITY ( )             | 100 Number    |
| 44 | PENCIL CUTTER CAMEL BRAND ( )               | 75 Number     |
| 45 | EXECUTIVE PEN STAND COMPLETE ( )            | 100 Number    |
| 46 | SPONGE WITH PLASTIC COVER ( )               | 30 Number     |
| 47 | STAPLER MACHINE 24/6 KANGARO MAKE ( )       | 30 Number     |
| 48 | PLASTIC SCALE (GOOD QUALITY) 1 TO 30 CM ( ) | 50 Number     |
| 49 | CELLO TAPE (18 MM X 45 MTR.) ( )            | 100 Number    |
| 50 | GUM TAPE (25 MM X 243.84 MTR.) ( )          | 150 Number    |



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3 fof/k eku; rk % Hkko bl i MrkN dh rkjh[k l s90 fnu ; k vf/kd l e; rd fof/keku; gkspskfg, A

4 l EivZca 'kd ; fn dksZg\$ rksvki ds}kjk ogu fd; k tk, xk A

5 vnk; xh % gekjsvnk; xh dh 'krZgksh] gekjshk. Mkj ij l kexk dh i klr rFkk Lohdfr dh rkjh[k l s30 fnukads Hkhrj i jv dher vnk dh tk, xh A

6 dher 'krZ% vki }kjk Hk\$ sx, eky xUr0; LFku tknqkM] ujoki kgM+, oarjeMhg ij fu%'kd l qpzh dsvk/kkj ij gksk pkfg, A

7 dj % dj pñ] mRiknu 'kd vkfn dh fuf'pr nj tgMol yh ; k\$ gksvyx vyx fn[kkuh pkfg, vU; Fkk ckn ea , sh ol fy; kadsnkoka i j fopkj ughafd; k tk, xk tc rd fd ; sfQj l su yxbZtk; aA

8 ek=k % bl eanh xbZl keku dh ek=k døy vuqfur gSA dzk bl eanh xbZi jv ek=k dsfy, vkn\$ nssdsfy, ck/; ughagSA ; fn m} ð dher vñ'kd ek=k ij ykxvu gksrks, sk fy[kaA

9 ueqk % vxj uevsa xstk, arksfcuk fdl h i Hkj dsnsgkavk\$ blgafufonk nkrk dksyk\$; k tkuk vko'; d ugh gksk A

10 l qpzh % te'ksi j eabl dsvkl ikl vofLFkr i fvdRrZ/kadksgekjshk. Mkj tknqkM] ujoki gkM+, oarjeMhg ij l qpzh dshkko nsspkfg, A

11 dzk dksdk\$Hkh fufonk fcuk dksZdkj.k crk; sjna djusrFkk i MrkN fd; sx, ek=k l sde dsfy, dz vkn\$ nssdk vf/kdkj gSA

12 i pkfyr ljdkjh ifji= dsvuqkj i klfedrk nh tk, xh A

### **Instructions**

- 1 Please quote your rate in figure and word without overwriting/cutting and submit your sealed offer in duplicate for consideration duly super scribed with tender reference no.,due date and bidder name and address.
2. FAX/e-MAIL offer will not be accepted.
3. Validity : Your quotation should be valid for 90 days or more from the due date of the enquiry.
4. Entire bank charge, if any will be borne by you.
5. Payment: Our terms of payment will be full value to be paid within 30 days from the date of receipt and acceptance of materials at our stores.
6. Price terms: Your quotation should be on the basis of F.O.R destination Jaduguda/Narwapahar/Turamdih.
7. Taxes: Specific rates of taxes,octroi,excies duty etc. where leviable should be shown separately otherwise claim of such levies will not be entertained later or unless they are newly levied.
8. Quantity: Quantity or stores indicated herein in approximate only and the purchaser is not bound to order of the full quantity. if the price quoted does not apply for part quantity it should be stated so.
9. Samples: samples, if called for , shall be submitted free of all charges and the same may not be returned to the tenderer.
10. Delivery: Supplier located in and around Jamshedpur should quote F.O.R. delivery at our stores at Jaduguda/Narwapahar/ Turamdih.
11. The Purchaser reserves the right to reject any tender without assigning any reason and the order for less than the enquired quantity.
- 12 Purchase preference will be applicable as per Govt. circular in vogue.