



YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

Dnyangangotri, Near Gangapur Dam, Nashik 422 222 (Maharashtra, India)

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Visit us on Internet <http://www.ycmou.digitaluniversity.ac>

To,

Enquiry No. : 779

Date : 18.06.2018

Subject : Quotation for "Stationery"

Dear Sir,

- (01) We need the item listed in the table as per attached List from Dealer. Rates are quoted on your letterhead.
- (02) Please let us have your most competitive offer clearly stating your normal terms and conditions, Delivery Time, Payment Terms, GST. This University is exempted from Octroi.
- (03) Please send your sealed quotation to The "Assistant Registrar, Purchase section, Yashwantrao Chavan Maharashtra Open University, Dnyangangotri, Near Gangapur Dam, Nashik 422222".
- (04) The final Date for receiving quotation as on 23.06.2018 at 5.00 PM
- (05) The quotation should be valid for 60 days from the date of enquiry.
- (06) Please write on sealed envelope in bold letter 'Enquiry No. 779, date: 18.06.2018 and quotation for "Stationery"'.
- (07) The supplier should necessarily follow the above instructions otherwise quotation will not be considered for further process.
- (08) Your GST registration number must be shown in your invoice.
- (09) Fax/Telegraphic/e-mail quotation will not be accepted.
- (10) Rates Should be quoted as per our Proforma as per attached List.

Yours Faithfully,


Assistant Registrar
Purchase Section

Stationery List

Sr. No.	Name Of Item	Make/ Brand	Unit	Qty.	Rates(Rs) Per Unit
1	Cello Tape 2" (Brown)	King	Nos	50	
2	Cello Tape 2" (Transpernt)	King	Nos	50	
3	Cello Tape 1" (Transpernt)	King	Nos	40	
4	Cello Tape 1/2" (Transpernt)	King	Nos	30	
5	Colin Spray 500 ml	Colin	Nos	70	
6	Cutter Big standard	Artist	Nos	100	
7	Cutter Small 9 mm	Artist	Nos	70	
8	Dori Bundal Nylon		Nos	50	
9	Dustbin		Nos	30	
10	Eraser (1X20)	Natraj	Box	2	
11	Glue Stick (15 G.M) (1X20)	Fevi Stick	Box	2	
12	Gum Pest	Camlin	Kg.	50	
13	Highlighter Marker (1X20)	Camel	Box	1	
14	Marker Pen (Black) permanent (1X10)	Camel	Box	5	
15	Marker Pen (Blue) permanent (1X10)	Camel	Box	5	
16	Pencil Standard Size(1x10)	Natraj	Box	5	
17	Peon Book 72 Pages - 1Q		Nos	60	
18	Punching Machine Big Size dp500	Kangaroo	Nos	20	
19	Punching Machine (Heavy duty)dp800	kangaroo	Nos	25	
20	Punching Mahine Small Size -dp 280	Kangaroo	Nos	40	
21	Re- Stick Notes Paper Flags (Post IT Pad)	ODDY	Nos	50	
22	Register 2 Quire (Long Book)	Shree	Nos	50	
23	Register 4 Quire (Long Book)	Shree	Nos	60	
24	Scale (Plastic) 12"	Camel	Nos	40	
25	Scissor	Kangaroo	Nos	25	
26	Sharpner (1X20)	Camlin	Box	1	
27	Sketch Pen Set	Pikpens	Set	40	
28	Stamp Pad No.2	Camel	Nos	30	
29	Stamp Pad Ink Bottle 100 ml	Camel	Nos	30	
30	Stapler Machine Big- hp45	Kangaroo	Nos	10	
31	Stapler Machine No.10 (Small)	Kangaroo	Nos	40	
32	Stapler Pin Big No.24X6 (1X20)	Kangaroo	Box	(200 Packet)	
33	Stapler Pin No. 10 (Small) (1X20)	Kangaroo	Box	(200 Packet)	
34	Tachan Pin 65 gm Packet	Kingfisher	Box	50	
35	Tag White (Box)	Montex	Box	100	
36	Yellow Cloth (Medium Size)		Nos	400	


 18/16/18
 Assistant Registrar,
 Purchase Section