



YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

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

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ज्ञानगंगा परीक्षी Fax : (91) 253 -2231716

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

To,

Enquiry No. : 841

Date : 25.04.2022

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.
- (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 2.05.2022 at 12.00 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. 841, date: 25.04.2022 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

P.T.O.

Stationery Rates to be Quotated on following format

Sr. No.	Name Of Item	Quantity	Rate (Per Unit)	GST %	Total Rs.
1	Cello Tape 2" (Brown)	100			
2	Cello Tape 2" (Transpernt)	250			
3	Cello Tape 1" (Transpernt)	150			
4	Colin Spray (500 ml)	250			
5	Cutter (Big)	100			
6	Cutter (Small)	100			
7	Dori Bundal Nylon	100			
8	Dustbin (Small - Office Use)	50			
9	Eraser	100			
10	Glue Stick (15 G.M) Camel Company	300			
11	Gum Pest (Small) Camel Company 500ml	100			
12	Highlighter Marker	100			
13	Marker Pen (Black)	100			
14	Marker Pen (Blue)	100			
15	Marker Pen (Green)	100			
16	Marker Pen (Red)	100			
17	O.H.P. Pen (C.D. Marker Pen) All colour	200			
18	Paper Weight	20			
19	Office Paper Tray (A 4 Paper Size)	50			
20	Pen All Write (Blue) Stylish X3	1000			
21	Pen All Write (Red) Stylish X3	500			
22	Pen All Write (Black) Stylish X3	500			
23	Pencil (Natraj)	50 बॉक्स			
24	Peon Book	25			
25	Pin O Clip (Omega) Medium Size	20			
26	Punching Machine (Big)	20			
27	Punching Machine (Heavy duty)	10			
28	Punching Machine (Small)	25			
29	Re- Stick Notes Paper Flags (Post IT Pad)	200			
30	Register Book (2 Quier)	100			
31	Register Book (4 Quier)	100			
32	Room Freshner (Premium) Sacred Sandal	100			
33	Scale (Plastic) (12 Inch)	100			
34	Scissor (Big)Munix Company - 2185	50			
35	Scissor (Small) Munix Company - 1173	50			
36	Sealing Tape (Brown)	20			
37	Sharpner	100			
38	Sketch Pen	50 Packet			
39	Stamp Pad(Medium) Camel Company	40			
40	Stamp Pad Ink Bottle (Camel Company)	20			
41	Stapler Machine (Big) Kangaro No. 24	20			
42	Stapler Machine (Small) Kangaro No. 10	100			
43	Stapler Pin (Big) Kangaro No. 24	20 Box			
44	Stapler Pin (Small) Kangaro No. 10	100 Box			
45	Tachani Pin (King Fesher)	20 Box			
46	Tag (White) (Lion Superfine)	20			
47	Water Pad (Dumper)	50			
48	Wrighting Pad (10 Pages Each Pad)	600			
49	Yellow Cloth	1000			
	Total Rs.				