

Letter No. IHM/BTI/2022/1143

Date: 01/10/2022

QUOTATION NOTICE FOR STATIONARY ITEMS

Sealed quotations are hereby invited from the Authorized Dealers/ Distributors/ Agents/ Suppliers/ Service Providers for the supply of Stationary items for the Institute of Hotel Management, Bathinda as detailed below:-

Sr. No	Item required	Qty required
1	Box Files:- Of Good quality.	50 Pc.
2	Printed Certificates <ul style="list-style-type: none">Printed on Good Quality Glossy Card Board Sheet or not less than 300 GSM.Size of 12 inches x 8 inches.Multicolor Printing	As per requirements
3	Note Pads (Printed) <ul style="list-style-type: none">Size 1/8 of paper sheet of 18 inches x 22 inches (i.e. of about 8 inches x 5 inches in size approx).50 pages (100 pages when counted on both sides).Logo, Name, Address of the Institute on the Front cover page.Binding with stapperBackside card boardFront side multicolor paper of 100 GSM approx with Name, Logo and Address printed in single color.	As per requirements
4	Note Pads (Printed) <ul style="list-style-type: none">Size 1/8 of paper sheet of 18 inches x 22 inches (i.e. of about 8 inches x 5 inches in size approx).25 pages (50 pages when counted on both sides).Logo, Name, Address of the Institute on the Front cover page.Binding with stapperBackside card boardFront side multicolor paper of 100 GSM approx with Name, Logo and Address printed in single color.	As per requirements
5	Leave Proforma for students (Printed) <ul style="list-style-type: none">Size 1/8 of paper sheet of 18 inches x 22 inches (i.e. of about 8 inches x 5 inches in	As per requirements

INDUSTRIAL GROWTH CENTRE, MANSA ROAD, BATHINDA, PUNJAB 151001

Phone: 0164 - 2430454, 2430654 | E-mail: ihm@ihmbti.com | Website: www.ihmbti.com

	size approx). <ul style="list-style-type: none">• 100 pages One side printing with single color• Logo, Name, Address of the Institute on the Front cover page.• Binding with stapper• Backside card board• Front side multicolor paper of 100 GSM approx with Name, Logo and Address printed in single color.	
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Terms and Conditions:-

1	Validity of the Rates:-	Rates once quoted should be applicable upto 31.03.2023.
2	GST/ Taxes/ Freight/ Transportation etc:-	Inclusive.
3	Last Date of Submission of sealed quotations:-	14 th of Oct. 2022 upto 2.00 p.m.
4	Date of Opening and venue of opening of quotations:-	14 th of Oct. 2022 at 3.00 p.m. at the Committee Room of the IHM, Bathinda.
5	The actual quantity may increase or decrease.	
6	"QUOTATION FOR ITEMS FOR STATIONARY ITEMS" must be mentioned on the sealed outer envelop of the Quotation.	
7	Sealed quotation must be addressed to "PRINCIPAL, INSTITUTE OF HOTEL MANAGEMENT, INDUSTRIAL GROWTH CENTRE, MANSA ROAD, BATHINDA"	

The undersigned reserves the right to reject any / all quotations without assigning any reason.

Sd/-
Principal

Endst No:- _____

Date:- 01/10/2022

Copy of the above to:-

- 1) Website of Institute.
- 2) Notice Board

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