

Letter No. IHM/BTI/2024/ 344

Date: 22.02.2024

**SHORT TERM QUOTATION NOTICE FOR STATIONARY ITEMS OF IHM, BATHINDA**

**FOR EP ~~BATCH 8~~ BATCH 8 (22.02.2024 TO 27.03.2024)**


Sealed quotations are hereby invited from the Authorized Dealers/ Distributors/ Agents/ Suppliers/ Service Providers for the supply of STATIONARY ITEMS FOR EP COOK TANDOOR BATCH 8 for the Institute of Hotel Management, Bathinda as per sheet attached with the quotation notice:-

**"AS PER ENCLOSED PROFORMA FOR SUBMISSION OF RATES"**

**Terms and Conditions:-**

2	GST/ Taxes	Inclusive. No extra charges will be paid by the Institute.
3	Last Date of Submission of sealed quotations:-	01.03.2024
4	Date of Opening and venue of opening of quotations:-	01.03.2024 at 3.00 p.m. at the Committee Room of the IHM, Bathinda.
5	The actual quantity may increase or decrease.	
6	"QUOTATION FOR SUPPLY OF 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.

  
Principal

Endst No:- \_\_\_\_\_

Date:- \_\_\_/\_\_\_/2024

Copy of the above to:-

1) Website of Institute.

**INDUSTRIAL GROWTH CENTRE, MANSA ROAD, BATHINDA, PUNJAB 151001**

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

**PROFORMA FOR QUOTATION FOR STATIONARY ITEMS  
UNDER EP COOK TANDOOR BATCH 8  
(W.E.F. 22.02.2024 TO 27.03.2024)**

SR. No	Name of item	Specifications	Qty Required	Rate Quoted Per Piece	Total Amount in Rs. Including GST and Freight.
1	A4 Ream	75 GSM Make Spectra/ Roster/ Orient	2 Box / 20 Reams		
2	Calculator 12 digit	Make Citizen/ Casio	2 Pc.		
3	Black Pencils HB	Make Doms	50 Pcs / 5 Packets of 10 pencils each		
4	Board Markers	Good Quality Color Black, Green, Blue and Red	40 Pcs.		
5	Pens Doms Cuboid	Black, Blue and Red Color	250		
6	Permanent CD Marker	Make Cello	10 Pcs.		
7	White Chalk Box	Box small size	10 Pc.		
8	Note Pads	Size 5 inches x 7 inches approx.  Backside with Good quality Card Board.  Lining on each page of note pad.  Internal pages of 70 Gsm approx.  25 pages of single	200 Pc.		

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		side i.e. 50 pages when counted on both sides .			
9	Registers small size	Good Quality 100 Pages approx. Soft cover	100 Pcs		
10	Stappler Pins	No. 10 make Kangaroo	20 Pcs.		
11	Brown Tape	Large Size 2 Inches Width	10 Pcs.		
12	Sticky Notes 03 color	Multicolor flags Standard Size	10 Pc.		
13	Double Sided tape	Standard size	05 Pc.		

**Important Note:-**

- 1) *The rates quoted by the bidders will include the GST/ Taxes and Freight Charges. No extra payment other than the quoted amount will be paid by the Institute on account of GST / Taxes and Freight charges.*

Date :- \_\_\_\_\_

Signatures of the bidder \_\_\_\_\_

Name of the firm/ bidder \_\_\_\_\_

{ With stamp }