



Birbal Sahni Institute of Palaeosciences

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SPEED POST

बीसापुसं/भं.एवं.क्रय/2019-20 /C-266

दिनांक : 28.5.2019

सेवा में ,

संयोजक,
वेबसाइट समिति
बीसापुसं, लखनऊ

SUBJECT : COMPUTER STATIONARY ITEMS (LIST OF ITEMS GIVEN BACK)

Dear Sirs,

This Institute intend to purchase item mentioned above. Sealed quotations are invited so as to reach this office on or before 5:00 P.M. on 10.6.2019 duly superscribed by "**COMPUTER STATIONARY ITEMS**".

While submitting quotation please note that:

1. The material may either of indigenous manufacturer or of foreign make, available from ready stock. Any offer to supply on forward Delivery Basis under suppliers own quota license will also be considered.
2. While submitting the quotation please attached the authorization Certificate relating to the items.
3. The price quoted should be F.O.R. Destination.
4. Your rates should include packing, insurance and forwarding charges.
5. The rates of GST should be clearly indicated wherever chargeable. The tendered should also indicate GST Registration Number and date in this quotation.
6. Specific mention should be made whether the offer is for supplies available ex-stock. In case the officer is on Forward Delivery basis, firm delivery period must be indicated.
7. The cover should be sealed and superscribed "Quotation for "**COMPUTER STATIONARY ITEMS**" must be written on envelope. The quotations not complying the procedure will be rejected.
8. Payments will be made by crossed cheque on The Indian Overseas Bank, Lucknow only after receipt and acceptance of supply and installation/ if required satisfactory.
9. The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotation received without assigning any reasons.
10. The quotations are liable to be cancelled if any of the above mentioned conditions are not complied with.
11. The items may be increase or decrease at the time of purchase.

Samdar
(Swapna Mazumdar)

LIST OF COMPUTER STATIONERY ITEMS:

S.No.	Name of Items	Quantity
1	Toner HP -12A	20 Nos.
2	Toner HP- 88A	20 Nos.
3	Wireless Keyboard	10 Nos.
4	Wireless Mouse	10 Nos.
5	Pen drive -16GB (HP/SanDisk)	20 Nos.
6	Mouse Pad	20 Nos.
7	Cartridge HP -78(Colour) and 45 (Black)	01 Nos. of Each