



ShreematiNathibaiDamodarThackersey Women's University

1, NathibaiThackersey Road, Mumbai400 020
Tel: 26604706/ 22031879/22030948

**Invitation for Quotations for Purchase of
Office and College Stationery for financial year 2019-2020**

Poly/STAT/2019-2020/online Quotation-03Date : 16 Aug,2019

Sealed Quotations are invited for purchase of **Office and College stationery under different budget heads for** PremlilaVithaldas Polytechnic at **Juhu campus**. The suppliers are advised to collect the list of items and approved sample and commercial aspects, instructions, terms and conditions from the Administrative Office of PremlilaVithaldas Polytechnic between 10.00 a.m.to 4.00 p.m. during working days. Quotations must be uploaded before 4.30.p.m. on September 03,2019 along with a photocopy of PAN card and GST Registration certificate. The University reserves the right to reject the quotation in whole without assigning any reason thereof.

Name of Item	Office and College Stationery
Venue of Submission	PremlilaVithaldas Polytechnic SNDT Women's University, Juhu Road, Santacruz (West), Mumbai 400049 Email:pvpsndt1976@yahoo.com,pvp@sndt.ac.in
To be Addressed to:	Registrar, SNDT Women's University, 1, N.T. Road, New Marine Lines, Mumbai 400 020
Contact Telephone	022 - 2660 8676
Deadline of submission	September 03, 2019 (till 4.30 p.m.)

Instructions*Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in 'Tenders/Quotations' section on the University website (sndt.ac.in)/P.V.Polytechnic website (pvpsndt.org) below the respective quotation. To view Quotation Notice, kindly visit following website of **SNDT Women's University, Mumbai:**sndt.ac.in

..2.

The list of Stationery items along with approx.. quantity which we require is as per annexure I.

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

The rates quoted for stationery items must be valid for financial year 2019-2020 i.e. till March 31, 2020.

Required quantity will be purchased phase wise and as & When required during the financial year.

Free delivery is required at the PremlilaVithaldas Polytechnic, SNDT Women's University, Juhu.

Registrar,

SNDT Women's University, Mumbai

ANEX I

PREMILA VITHALDAS POLYTECHNIC LIST OF STATIONARY ITEMS OF THE YEAR 2019-20

Sr. No.	Item	Qty (Approx)	Rate	Amount
1	Copy Paper A/4	300Pkt		
2	Copy Paper F/S	20Pkt		
3	Brown Cover 12”X16”	3000		
4	Brown Cover 12”X10”	2000		
5	Brown Cover 12”X8”	1000		
6	Cloth Cover 12”X16”	500		
7	Ruled Paper DF/s	100 Ream		
8	Ball Pen Blue Cello	300		
9	Ball Pen Black Cello	100		
10	Ball Pen Red Cello	100		
11	Pencil Natraj	2 Box		
12	Eraser	4 Doz		
13	Staple Pin Kangaro	10 Box		
14	Straight Pin 50gm	20 Box		
15	U Pin 26mm	20 Box		
16	U Pin 35mm	4 Box		
17	Stamp Pad Ink	10 Bottle		
18	Chalk Box Whit Dustless Kores	100 Box		
19	Chalk Nos Colour Dustless Kores	80 Box		
20	Office File Flat Spring Type	12 Doz		
21	Box File	6 Doz		

22	Inward & Outward Reg 5Q	1 Each		
23	Correction Pen Kores	4 Doz		
24	Rubber Band (Small & Big	8 Doz		
25	Twin (6 Roll Thread)	8 Doz		
26	Cello Tape Small	2 Doz		
27	Cello Tap Big	1 Doz		
28	Staple Kangaru	2 Doz		
29	Long Book 200 Pages	4 Doz		
30	Long Book 100 pages	2 Doz		
31	Black Board Duster	4 Doz		
32	Drawing Pin	2 Doz		
33	white board marker Blue	10 Doz		
34	white board marker Black	6 Doz		
35	Duplicate Book No. 2	2 Doz		
36	Cartridge Paper Full Imp	1000		
37	Tracing Paper Full Imp	1000		
38	Cartridge Paper half Imp	500		
39	Cartridge Paper 1/4 Imp	500		
40	Gate Way Tracing Paper	600		
41	Brown Tape Big	1 Doz		
42	Box File Plastic Ring Type	4 Doz		
43	Highlighter Pen	1 Doz		
44	Paper Flag	2 Doz		
45	Gum Bottle	2 Doz		
46	Graph Paper Cm/Inch	1 Doz		
47	Brown Paper Full Imp	200 Nos.		
48	Pen Drive 16 GB	10 Nos.		
49	Drawing Board Full Imperial	50 Nos		
			TOTAL	



S.N.D.T. WOMEN'S UNIVERSITY,
PremlilaVithaldas Polytechnic, Juhu Road
Santacruz West, Mumbai 400 049
Tel. : 022-26608676/7668

**Tender Document for Purchase of Office and College Stationery for
PremlilaVithaldas Polytechnic
Year 2019-2020**

Date of Tender : August 16, 2019

Last Date of submission of Tender : September 03, 2019

Date of Opening the Tender : September 03, 2019 (4.30 p.m.)