

INVITATION FOR QUOTATION FOR SUPPLY OF GOODS

To

1. Notice Board & Website Govt. ITI Butana

Memo No. 3739.....

Date: 11-09-2026

Sub: - Invitation of quotation for supply to store

1. You are invited to submit your most competitive quotation for the following goods: -

Sr. No.	Item Description	Qty. Required (Approx.)
1	File Cover A4 Size 200 GSM	200 Pcs
2	File Cover A4 Size 200 GSM	100 Pcs
3	Hard Bound Register 32 x 20 cm (240 Pages Approx) 60gsm Pages	15 Pcs
4	Stapler (Size 10 No. Pin)	4 Pcs
5	Glue Stick (Non-Toxic) 20-25gm	30 Pcs
6	Cello Tape 12 x 20mm	5 Pcs
7	Envelope 4 x 9 inch (good paper)	200 Pcs
8	Envelope 10 x 12 inch (good paper)	100 Pcs
9	Steel Ruler	5 Pcs
10	Diary Register 450 Pages good paper Approx	2 Pcs
11	Wooden Pen Stand Std Size (approx. 19 x 13 x 15cm) 3-4 drawer, MDF- For Principal Office	1 Pc.

2. **Quotation Submission:** The quotation shall be submitted physically in a duly sealed envelope only. It may be sent through post, courier, or submitted by hand at the Institute. Quotations submitted through any digital or electronic medium, including WhatsApp, e-mail, or any other online mode, shall not be considered or accepted.
3. **Full Address of The Institute:** Principal Govt. Industrial Training Institute Butana, Jind Road Gohana District Sonapat, Haryana 131302
4. **Bid Price**
 5. The contract will be awarded based on the lowest net amount.
 - a) The Contract shall be for the full quantity as described above, Correction, if any, shall be made by crossing our initials, dating and re writing.
 - b) All duties, taxes and other levies payable on the raw material and component shall be included in the total Price.
 - c) **Quantity and Specifications:** If the quantity and/or specifications are not clearly mentioned, it shall be deemed that the Vendor has quoted the rates for the requested items in accordance with the requirements of the quotation and the Vendor's standard practice.
 - d) If the quantity/size of any item is not available in the specified unit, the vendor may give quotation as per nearby available packaging/unit. Kindly mention if any discount is applicable on bulk quantity.

- e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f) Each Bidder shall submit only one quotation

6. Each Bidder shall be quoted in Indian Rupees.

7. Validity of Quotation

Quotation shall remain valid for a period not less than 30 days after deadline date specified for submission.

8. Evaluation of quotations

The purchaser will evaluate and compare the quotation determined to be substantially responsive i.e. which

- a) Are properly signed; and
- b) Confirm to the terms and conditions; and specifications

9. Award of quotation

The purchaser will award contract to the bidder whose quotation has been determined to be substantially responsive and who has lowest evaluated quotation price.

6.1 Notwithstanding the above, the purchases the right to accept or reject any quotation and to cancel the bidding process and reject all quotation at any time prior to expiration of the Quotation validity period. The terms of all accepted offer shall be incorporated in the purchase order.

10. Payment shall be made immediately after delivery of the goods.

11. Normal commercial warranty/guarantee shall be applicable to the supplied goods.

12. You are requested to provide your offer latest by 05:00 pm. Hours on 28-09-2016 date.

13. We look forward to receiving your quotations and thank you.

Principal 11-09-22
Govt. Industrial Training Institute
Butana, Sonipat