



MORARJI DESAI NATIONAL INSTITUTE OF YOGA

(An autonomous organization under Ministry of AYUSH, Govt. of India)

68, Ashok Road, Near Gole Dak Khana, New Delhi – 110 001

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File No.MDNIY/S&P/2016-17/532

Dated: 11th Nov., 2016

To

Subject: Quotations for supply of Stationery Items (Annual Contract)

Sir,

Morarji Desai National Institute of Yoga invites sealed quotations for supply of Stationery Items as list enclosed herewith.

1. Sealed quotation addressed to the Director, MDNIY, superscribing on the top of envelop as **“Quotation for Supply of Stationery Items”** should reach this office latest by **28th Nov., 2016 upto 11.00 am.**
2. **The EMD amounting to Rs.2,500/- (Rupees Two thousand & five hundred only) will be submitted in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/ Pay Order only.**
3. Quotation received after closing date and time will not be entertained.
4. The rates should be inclusive of Delivery charges etc.
5. The Service Tax/VAT will be applicable on the items as per rule.
6. The amount quoted by the firm and accepted by the Institute will be final. No other charges/increase in rates will be acceptable to MDNIY at a later date, in any case.
7. The firm which has quoted the rates and are successful in getting award for the above work but are unable to accept the contract due to any reason, their EMD will stand forfeited.
8. The Institute reserves the right to accept or reject any quotation without assigning any reason thereof.
9. Copy of VAT, PAN Card, Service Tax registration alongwith the Audited Statement has to be enclosed.
10. All the disputes shall be subject to Delhi jurisdiction only.

Yours faithfully,

(Dr. I.V. Basavaraddi)
Director

Encl.: As above.

MORARJI DESAI NATIONAL INSTITUTE OF YOGA
68, ASHOKA ROAD, NEW DELHI – 110 001

Sl.No.	Item	Unit	Brand	Rate	Vat
1.	Paper (A-4)	01 Ream			
2.	Pencil	01 Pkt.	Natraj		
3.	File Board	One			
4.	Cello Tape 1”	One			
5.	Stapler Big HD-45	One			
6.	Tag small	One bunch	Good quality		
7.	Folder plastic with half pocket	One	Good quality		
8.	Fevistic	One	Fevicol		
9.	Marker OHP	One			
10.	Scale plastic	One			
11.	Stock register	One			
12.	Pen drive 8 GB	One			
13.	White Board Marker	One			
14.	Cartridge HP 88-A	One			
15.	Cartridge ML-1640	One			
16.	Cartridge HP 2612-A	One			
17.	All Pin	One pkt.			
18.	Attendance Register (Class)	Per register			
19.	All pin container	One			
20.	Page marking flag	One pkt.			
21.	Cartridge ML-1610	One			
22.	Cartridge ML 2010-D	One			
23.	Drawing pin	One pkt.			
24.	Double side tape	One			
25.	Dak pad	One			
26.	Diary register	One			
27.	Dispatch register	One			
28.	Eraser	One pkt. (10 Nos.)			
29.	Folder (Plastic)	One			
30.	Note-Sheet (Green)	One Pad			
31.	Pen (Blue/Red)	One pkt. (10 Nos.)	Reynold (045)		
32.	Highlighter	One			
33.	Paper weight	One			
34.	Paper (F/S)	One Ream			
35.	Paper Cutter	One			

Contd....

36.	Pen Pilot		Luxar		
37.	Register (192 pages)	One			
38.	Sharpener	One pkt. (10 nos.)			
39.	Stapler (Small)	One			
40.	Stapler pin (Small)	One pkt.			
41.	U-Pin	One pkt.			
42.	White Board Duster	One			
43.	Stapler pin (Big)	One pkt.			
44.	Computer Paper Track Sheet	One pkt.			
45.	Sketch pen	One pkt. (10 Nos.)			
46.	File movement register	One			
47.	Printer ribbon	One			
48.	Fax toner Panasonic KX-FAT-92	One			
49.	Cash Book Register GAR-3	One	200 pages leather binding		
50.	Register (04 qrs.)	One			
51.	Register (02 qrs.)	One			
52.	Cello Tape 2"	One			
53.	Punch (Single)	One			
54.	Punch (Double)	One			
55.	Cartridge K4073S	One	Samsung		
56.	Cartridge K4073 (CYM)	One	Samsung		
57.	Writing pad (20 pages)	One	Neelgagan		
58.	Writing pad (40 pages)	One	Neelgagan		
59.	Register (10 qrs.)				
60.	Register of cheques issues GAR-4	One	200 pages leather binding		
61.	Register (04 qrs.)	One	Leather binding		