

Ref. : GSIDC/ADM/14/NIG- ~~100~~ 6714

24th March 2022.

SHORT NOTICE INVITING QUOTATION

Sealed Item Rate quotations are invited from authorized suppliers / dealers for the “**Supply of Stationery for the Corporation**”. The sealed quotations shall be received **upto 15:00 hours on 23rd March 2022** and the same will be opened at 15:30 hours on the same day. The quotations should be accompanied by an Earnest Money Deposit (EMD) of Rs. 5,000.00 by Demand Draft in favour of Ms. Goa State Infrastructure Development Corporation Limited, payable at Panaji – Goa. The EMD will be refunded to unsuccessful bidders without interest. The EMD of the successful bidder shall be converted into Security Deposit and retained till the end of the contract period. If the offer is accepted by the Corporation and the successful bidder does not come forward to accept the same the amount deposited towards Earnest Money Deposit shall be forfeited. The quotation not accompanied by EMD will be rejected.

The Schedule of Quantities including the description of the item is furnished in **ANNEXURE-I** enclosed herewith. The bidders shall submit their offer by indicating rates only for the items as per the enclosed **ANNEXURE-I** while submitting the quotation. Rates shall be inclusive of all taxes and all other levies except for goods & service tax, same will be paid /as applicable. All the pages of **ANNEXURE-I** shall be duly stamped and signed. Offers submitted with any special conditions are liable for rejection.

Suppliers / Dealers may peruse the Schedule of Quantities and obtain the same from the office of GSIDC on all working days free of cost in person or through authorized representative only. The last date of issue of bid documents shall be **22nd March 2022 upto 17:30 hours.**

Please note that the rates quoted should be valid for a period of one year from 1st April 2022 to 31st March 2023 and the Purchase order for the purchase of stationery shall be issued by the Corporation as and when the need arises during the year.



GSIDC reserves the right to accept or reject any or all the quotations in part or full without assigning any reason whatsoever.

All the items enclosed in Annexure I should be delivered to GSIDC office at 7th Floor, EDC House, Dr. Atmaram Borkar Road, Panaji – Goa as and when ordered by the Corporation.



(Harish Adconkar)
Managing Director

Enclosure : **ANNEXURE-I & II**

- Copy to :
1. The Notice Board of GSIDC
 2. **THE DIRECTOR,**
Director & Ex-Officio Special Secretary Printing & Stationery
Government Printing Press,
Panaji, Goa. :With a request to display the notice on the Notice
Board
 3. Website of GSIDC
 4. Office file ... HR Department.

GOA STATE INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

REFERENCE: SHORT NOTICE INVITING QUOTATION NO. GSIDC/ADM/14/ NIQ - /2022-2023/ DATED MARCH 2022

WORK: Supply of Stationery for the Corporation.

SCHEDULE OF QUOTATION

ITEM NO.	DESCRIPTION OF ITEM	UNIT	RATE (Rs.)	
			IN FIGURES	IN WORDS
1.	Ledger Paper – 70gsm	1 Rim		
2.	Noting Paper – 80 gsm	1 Rim		
3.	Box Files (Big)	Each		
4.	Box Files (small)	Each		
5.	File Folders (2 Flaps)	Each		
6.	File Folder with flaps (4 flaps) – Neelgagan four flapper	Each		
7.	Scribbling pad - any standard make.	-		
	75 sheets – Large	Each		
	75 sheets – Small	Each		
8.	Register – any standard make	-		
	100 pages -	Each		
	200 pages -	Each		
	300 pages -	Each		
	400 pages -	Each		
	500 pages -	Each		
9.	Petty Cash Book –	-		
	500 pages -	Each		
	300 pages -	Each		
	200 pages -	Each		
10.	Steno Book – any standard make	Each		
11.	Conference Pad –	-		

BIDDER

NO. OF CORRECTIONS

EMPLOYER

	10 pages -	Each		
	20 pages -	Each		
12.	Spiral pad (100 pages)-	Each		
	A4 size	Each		
	A5 Size	Each		
13.	Envelopes – Brown (diff. sizes)	-		
	(8 x 10) -	Each		
	(12 x 10) -	Each		
	(16 x 12) -	Each		
	(11 x 5) -	Each		
	(9 1/2x 4 1/2) -	Each		
14.	Envelopes – White Size (9 1/2 x 4 1/2)	Each		
15.	Envelopes – Cloth lining (Diff. sizes)	-		
	(8 x 10) -	Each		
	(12 x 10) -	Each		
	(16 x 12) -	Each		
	(14 x 10) -	Each		
	(11 x 5) -	Each		
16.	Gel Pen –	-		
	Cello pointec Gel 05,	Each		
	Uniball eye fine/	Each		
	Signo – uniball (0.7mm) in Blue, Red, Green & Black colour	Each		
17.	Ball Point Pen – blue/Red/Black & Green colour	-		
	Rotto max	Each		
	Linc,	Each		
	Reynolds	Each		
18.	Refill	-		
	Cello Pointec Gel/	Each		
	Signo- uniball (0.7 mm)	Each		
19.	Pencil – Natraj /Navneet /Faber Castell (Bonded Lead)/HP	1 packet		

BIDDER

NO. OF CORRECTIONS

EMPLOYER

20.	Colour Pencil – Navneet	1 packet		
21.	Highlighter pen – Faber Castell/Camel	Each		
22.	Sketch Pen – Luxor Sign Pen	Each		
23.	Fine Marker Pen – Faber Castell	Each		
24.	Correction Pen – Kores CKS/Bambalio	Each		
25.	White Board Marker Pen – Any standard make	Each		
26.	Eraser (Small size) – any standard make	1 packet		
27.	Ruler – 30 cms any standard make	Each		
28.	Scissors – Any standard make – Small - Medium - Big -	Each Each Each		
29.	Sharpener (small) –	Each		
30.	Stapler – Kangaro 10/10D - HD 45 - HP 45 - HD23S17 - DP 600 size -	- Each Each Each Each Each		
31.	Stapler Pins – Kangaro 10-1 - M/Big- 24/6 - 17/23 -	- Each Each Each		
32.	Punch – DP52 - DP280 / 500 - DP800 -	- Each Each Each		
33.	Stamp Pad – Faber Castell Small - Medium -	Each Each Each		
34.	Fevi Stick super (Glue stick) – 8 gms	Each		
35.	Ink Bottle 110 ml	Each		
36.	Gum Bottle – Camel 150 ml -	- Each		

BIDDER

NO. OF CORRECTIONS

EMPLOYER

	700 ml -	Each		
37.	U Clips -	-		
	26 mm -	1 packet		
	35 mm -	1 packet		
38.	Punch Folders -	-		
	Thick	1 packet		
	Thin	1 packet		
39.	Post-it Brands Prompts -	-		
	3M 76 mm x 76 mm	1 packet		
	3 M 1.9 cm x 7.6 cm (all colours)	1 packet		
	3M 5 cm x 7.6 cm	1 packet		
40.	Tape - length 50 mts and above	-		
	Maskin Tape 2 inch -	Each		
	Cello tape 1/2", -	Each		
	Cello tape 1" -	Each		
	Cello tape 2" -	Each		
	and above -	Each		
41.	Rubber Band Nylon (1 kg) medium size	1 packet		
42.	White Lace Bundle	1 packet		
43.	Red Tag - Per Kg	1 packet		
44.	Cutter	-		
	Small -	Each		
	Big -	Each		
45.	Blade (cutter)	-		
	Small -	Each		
	Big -	Each		
46.	Hole Guard Packer	Each		
47.	Water Sponge - Any standard make	Each		
48.	Single Punch - Any standard make	Each		
49.	Vehicle Log Book	Each		
50.	Pocker	Each		
51.	Staple Remover	Each		
52.	Casio Calculator -	-		
	MJ 120D -	Each		
	Fx-82 ES PLUS -	Each		

BIDDER

NO. OF CORRECTIONS

EMPLOYER

53.	Battery -	-		
	AA Dura cell -	Each		
	AAA Dura Cell -	Each		
	23AE / 12 V alkaline battery -	Each		
	AA Eveready -	Each		
	AAA Eveready -	Each		
	Office Tray -	-		
54.	3 x 1 -	Each		
	4 x 1 -	Each		
	Pin Holder / Box	Each		
55.	Bomber	Each		
56.	Visiting card holder with 480 cards	Each		
57.	Binder Clip	-		
	Small -	Each		
	Medium -	Each		
	Big -	Each		
59.	Pen Stand	Each		
60.	Plastic Folder	-		
	L Type -	Each		
	A4 -	Each		
	FS -	Each		
61.	CD 700 mb			
	Moserbear/Sony/HP	Box of 100		

BIDDER

NO. OF CORRECTIONS

EMPLOYER

(Format of Covering Letter)

From :

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Date :

To

THE MANAGING DIRECTOR,
GSIDC Limited,
7th Floor, EDC House,
Dr. Atmaram Borkar road,
Panaji – Goa 403 001

Sir,

Sub : **Supply of Stationery for the Corporation**

Ref. :Short Notice Inviting Quotation No. GSIDC/ADM/14/NIQ- /2022-2023 March 2022.

In response to Short Notice Inviting Quotation No. GSIDC/ADM/14/NIQ - /2022-2023/ March 2022 for the “**Supply of Stationery for the Corporation**”, I / We hereby submit my / our offer by indicating rates for the item listed in the Schedule of Quotation enclosed at ANNEXURE-I. My/Our rates are inclusive of all taxes applicable.

I / We hereby state that I / We fully abide by the conditions put forth in the said Notice Inviting Quotation.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Full name of the Bidder : _____

Address : _____

Telephone No. _____ Mobile No. : _____ Fax : _____