

Ref. : GSIDC/ADM/14/6773

21st March 2023.

SHORT NOTICE INVITING QUOTATION - 103

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 29th March 2023** and the same will be opened at 15:30 hours on the same day.

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 **28th April 2023 upto 17:30 hours**.

Please note that the rates quoted should be valid for a period of **10 months from 1st April 2023 to 31st March 2024** 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.

Signature valid

Digitally signed by HARISH NAM
ADCONKAR
Date: 2023.03.21 11:18:25
Designation: Managing Director
DOC Ref No. .21032023-03

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.

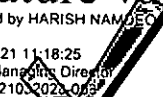
Sd/-
(Harish Adconkar)
Managing Director

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.

Signature valid

Digitally signed by HARISH NAMJEC
ADCONKAR
Date: 2023.03.21 11:18:25
Designation: Managing Director
DOC Ref No. :21032023-003



GOA STATE INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

REFERENCE: SHORT NOTICE INVITING QUOTATION NO. GSIDC/ADM/14/ /NIQ - /2023-2024/ DATED APRIL 2023

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	File Folders (2 Flaps)	Each		
5	Register – any standard make	-		
	100 pages -	Each		
	200 pages -	Each		
	500 pages -	Each		
6	Steno Book – any standard make	Each		
7	Conference Pad –	-		
	10 pages -	Each		
8	Spiral pad (100 pages)-	-		
	A5 Size	Each		
9	Envelopes – Brown (diff. sizes)	-		
	(8 x 10) -	Each		
	(12 x 10) -	Each		
	(16 x 12) -	Each		
	(9 1/2x 4 1/2) – (CD Size)	Each		
10	Envelopes – Cloth lining (Diff. sizes)	-		
	(8 x 10) -	Each		

BIDDER

NO. OF CORRECTIONS

EMPLOYER

	(12 x 10) -	Each		
	(16 x 12) -	Each		
	(14 x 10) -	Each		
	(11 x 5) -	Each		
11	Gel Pen –	-		
	Cello pointec Gel 05,	Each		
	Uniball eye fine	Each		
12	Ball Point Pen –	-		
	Rottomx/Cello/Reynolds/Flair (blue/Red/Black & Green colour)	Each		
13	Pencil – Natraj /Navneet / Faber Castell (Bonded Lead)/HP	1 packet		
14	Highlighter pen – Faber Castell/Camel (pckt of 12 pcs)	Each		
15	Fine Marker Pen – Faber Castell	Each		
16	Correction Pen – Kores CKS/Bambalio (Pack of 10)	Each		
17	Stapler – Kangaro	-		
	10/10D -	Each		
	HP 45 -	Each		
	HD23S 24	Each		
18	Stapler Pins – Kangaro	-		
	10-1 – (Box of 20)	Each		
	M/Big- 24/6 – (Box of 20)	Each		
	17/24	Each		
19	Punch – DP52	Each		
20	Fevi Stick super (Glue stick) – 8 gms (Box of 36)	Each		
21	U Clips –	-		
	Rajuclips 26 mn - (pack of 20)	1 packet		
22	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		
23	Tape – length 50 mts and above	-		
	Maskin Tape 2 inch -	Each		
	Cello tape 1 /2", -	Each		

BIDDER

NO. OF CORRECTIONS

EMPLOYER

	Cello tape 1" -	Each		
	Cello tape 2"-	Each		
24	Rubber Band Nylon (1 kg) medium size, big packet	1 packet		
25	Red Tag - Per Kg	1 packet		
26	Cutter - Blade Small	Each		
27	Battery -	-		
	AA Dura cell -	Each		
	AAA Dura Cell -	Each		
	23AE / 12 V alkaline battery -	Each		
	AA Eveready -	Each		
	AAA Eveready -	Each		
28	Binder Clip	-		
	Small - Box	Each		
	Medium - Box	Each		
	Big -Box	Each		
29	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 April 2023.

In response to Short Notice Inviting Quotation No. GSIDC/ADM/14/NIQ - /2022-2023/ April 2023 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 : _____