

# OFFICE OF THE PRINCIPAL I.G.ENGINEERING COLLEGE SAGAR (M.P.)

NO/ECS/SC/ST Store/ 1587 /2020

Sagar Dated 25 / 7 /2020

To

14-8-20

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.....

Sub – Enquiry for purchase of stationary/Drawing article.

Please quote your lowest rate for the supply of materials, equipment, as per list given on reverse/enclosed herewith, your quotation in a sealed envelopes should reach his office on or before 04.00 PM on .....

The words quotations against enquiry number/ECS/...../...../SAGAR dated..... should be written on sealed envelop.

The terms and condition of the enquiry are as given :-

1. Rate quoted should be firm and for I.G. Engineering College Sagar.
2. Only GST will be payable as per government rules.
3. Full description of material should be given along with manufacturer's name.
4. Only good quality item in the list must be quoted with the sample supplied in the institution with the quotations such sample can be collected back from the institution after the expiry date of opening the quotations if not found as per specifications or after completion of comparative chart for placing the order (as the case may be)
5. Payment will be made within 30 days of the receipt of the materials equipment in the institution good working condition as per specification no other condition of payment will be accepted.
6. Quotation not confirming to our specification will be rejected.
7. Quotation written in pencil will be rejected.
8. The undersigned Reserve the right to reject any or all the quotation without assigning any reason whatsoever.
9. If any supplier wishes to be present at the times of opening of quotation he may do so at 4.00 p.m. on the date mentioned above.
10. The tender supplier should have a place of business in the state of MP from where the goods would be supplied to various destinations in the state and also hold register registration certificate under the M.P. Vanijyak kar Adhiniyam.
11. The tenders or supplier shall submit the clearance certificate as provided under section of the M.P. Vanijyak kar Adhiniyam.
12. The materials good should be supplied at destination/for Sagar.
13. Firm should be registered for GSTIN and its number should be mentioned on quotation.
14. There should be at least Rs. Five Lack turn over of firm yearly.  
(Enclosed audit report of CA Year 2019-20)

Enclosed :- List of stationary item.

Wet Gate T/C  
A 25/7/2022

Principal  
I.G.Engg. College Sagar (M.P.)

## Specifications of Items

S.No.	Name of items with specification	App. Qty. Requ.
1	DRAWING INSTRUMENT BOX WITH FOLLOWING ITEMS. a. half set compass with centre lever arrangement. size 150mm with pen, pencil & needle points & lengthening Bar (set of 4) Hair spring divider control lever with slow motion adjustment size 150mm (one) c. Centre wheel compass 100mm. One link & one pencils(4items) d. Drawing pen (4No ) one sheet handle & one steel handle (2 item ) One screw driver. e. One lead case (plastic ) All items should be duely pack in plastic box. MAX,OMEGA,CAMLIN	90 set
2	ENGINEERING DRAWING BOARD a. Imperial size seasoned softwood termite proof.(23"x32"x15mm thick	75
3	MINI DRAFTER. suitable for imperial size drawing board 4 nos. of arms of steel Rod frame with unbreakable scale cumpractor provided with locking & clamping device in foam leather cover. Arasker Delux/Omega/Camlin.	75
4	PLASTIC SET SQUARE. Size 250x300mm.Omega type or equivalent. 3mm thick.	100
5	CLIP PAD(Sunmica) a.Laminated sunmica top hard size 13"x8.5",4mm thickness with Mild steel spring type clip.	100
6	DRAWING SHEET- 56X76CM (smooth and Good quality)	8000
7	BOUND NOTE BOOK - Page 108 with cover Size 11"x7",good quality paper 58GSM Glassy thick cover with printed name of college.	11000
8	WHITE PAPER- a. 13"x16" Smooth thick & good quality each paper 54 GSM Rim of 480 sheets orient or equivalent.	350 rim
9	DRAWING PENCIL- a.HB,H,2H,-Kohinoor/Apsara/Camlin.	700
10	ERASER-NON DUST- Size 40x20x12MM.Non dust ,Apsara/Kohinoor/Camlin	1400
11	JETTER PEN-Standare make-Reynold/Camlin.	800
12	JETTER PEN- REFILL-BLUE,RED,BLACK Standared make-	



	Reynold/Camlin.	Blue 800 Red 400 Black 400 400
13	GRAPH PAPER- a. pad at 25 sheet having centimeter block dimension at 22cmx27cm. graph paper should be at Bright (Galaxy) Green Red color at quality glazed paper with per sheet pad.	400
14	PLASTIC SCALE- a. Transparent plastic scale length 30cm. Width 40mm. rounded corners with smooth tapered edge that lie on flat surface.	100
15	LAB MANNUAL- 20 pages for drawing & 20 pages for writing work good quality 26x20.5cm.	2100
16	PRACTICAL REGISTER- a. 96 pages size 9.5"x7.5" pest winding meplitho paper black Rolling one side plain one side ruled laminated cover with certificate and index.	150
17	FILE COVER- a. Good quality size 10.5"x13.5". Plastic coated with non rusting sliding clip with printed name of college.	8000
18	DRAWING BOARD CLIP SET- a. set of 4 clips to be fitted at drawing board (steel clip of good quality).	90
19	L C D Sciencetific Calculator 10/12 digit Dual power.	90

- Note:-
1. Sample of Item No. 6,7,8,16,17,18,19 sold be send with Tender.
  2. Its make other then required is quoted by firm then it is essential to send Sample.

  
 Principal  
 J.G. Engineering College  
 Segar (M.P.)