

**: MARINE BIOLOGICAL RESEARCH STATION, ZADGAON, RATNAGIRI:  
: Dr. BALASAHEB SAWANT KONKAN KRISHI VIDYAPEETH :**

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No. MBRS/AINP on Mariculture/ stationary 493/2018

Date: 4/10/2018

To,

1. ....
2. ....
3. ....
4. ....
5. ....

**Subject: - Quotation for Supply of stationery ...**

Sir,

This Marine Biological Research Station intends to purchase stationery as per the below,

Sr. No.	Items	Approximate rate/item (Rs.)	Quantity to be purchased	Total cost (Rs.)
1	A4 Paper rim (Copy power)		20 no	
2	Legal size paper rim (Copy power)		10 no	
3	Photo paper (130 gsm)		3 pack	
4	Photo paper (180 gsm)		1 pack	
5	Transparent sheets (packet)		1 pack	
6	Box file		12 no	
7	Office file		12 no	
8	Long book 2 coir(Samarat 17x27)		10 no	
9	Stamp Pad (Medium size)		5 no	
10	Post-it colour flag		10 no	
11	Buttan cell(maxwell) LR44		60 no	
12	Less(white)		1 pack	
13	Spiral binding machine A4		1 no	
14	Spiral 300, 200 page		2 pack	
15	Spiral blue white paper		2 pack	
16	Cutter (big)		12 no	
17	Stapler (big 23x 17) hp 45		1 no	
18	Stapler (Small size)		3 no	
19	Punching machine Dp52		4 no	
20	Permanent marker (Blue, OHP)		10 no	
21	Permanent marker (Black, OHP)		10 no	
22	Permanent marker (Red, OHP)		10 no	



23	Pen drive (32gb)		1 no	
24	EPSON L210 ink bottle		1 set	
25	HP desk jet GT5810 ink bottle		1 set	
26	Leser jet ultra MFP 134a cartridge		2 no	
<b>Total</b>				


You are requested to quote your competitive rates, item – wise for the purchase in detail, as per the below mentioned terms and conditions :

1. Quotation should be sent in a Pasted Envelop super scribing “Quotation for Supply of stationery for AINP Project” by post.
2. The quotation should clearly state the **Basic price, applicable taxes and other charges** such as Packing, transportation etc. separately.
3. Terms and conditions regarding payment, delivery and guarantee should be mentioned clearly. However, the delivery of the material should be sent to **Marine Biological Research Station, Zadgaon, Ratnagiri 415612** and your payment will be made against the delivery. Please note that any Bank formalities will not be accepted.
4. The Demand Draft Commission as well as postage regarding Payment is to be borne by the supplier.
5. The delivery should be **FOR Destination** ( as the College is situated out of the Municipal limits ‘Octroi’ is not applicable )
6. If you are the Sole Manufacturer or appointed as an Authorized Dealer for the sale, please enclose a copy of certificate stating as Sole Manufacturer / Authorized Dealer.
7. The undersigned reserves the right to reject any or all quotations without giving any reason thereof....
8. Quantity of material may decrease or increase in supply order.
9. Quotation complete in above details should be sent to :

**Senior Scientific Officer**  
**Marine Biological Research Station**  
**Zadgaon, Ratnagiri**  
**Pin: 415 612 (Maharashtra State)**

ON OR BEFORE 19/10/2018

Yours sincerely

  
Senior Scientific Officer  
Marine Biological Research Station  
Zadgaon, Ratnagiri