



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ

I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA

ਰਜਿਸਟਰਾਰ ਦਫ਼ਤਰ
OFFICE OF REGISTRAR

Ref. No. IKGPTU/REG/ 58P/186 For WEB SITE

Dated 26/06/18

Subject: - Supply of Printing Stationary and General items.

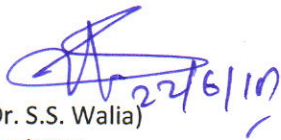
Dear Sir/Madam

University intends to purchase Printing, Stationary and General items by inviting sealed quotations. The Supply order will be placed to the lowest rates (Item wise). Therefore, you are requested to send sealed quotation of Printing, Stationary and General items by quoting lowest rates (Inclusive of GST). The quotation must reach in the office of Registrar, I.K Gujral Punjab Technical University –Jalandhar Kapurthala Highway Kapurthala (Pb 144603) within 14 days from the date of issuance of this letter. The bidder or their representative should be present at the time or opening of the quotation.

Specifications of Printing, Stationary and General Items are attached as per Annexure-A

Terms & Conditions

1. The items to be delivered in I.K. Gujral Punjab Technical University Jalandhar Kapurthala Highway Kapurthala Punjab 144603, within 10 days of issuance of the supply order.
2. No advance payment will be made.
3. Payment will be released only after inspection of delivered items and on receipt of satisfactory report.
4. University will not pay anything extra other than the rates invited. Rates should be inclusive of GST.
5. Items may be increase or decrease as per University requirements.
6. Please subscribe on envelop "QUOTATIONS FOR PRINTING, STATIONARY AND GENERAL ITEMS TO BE OPENED BY COMMITTEE ONLY.


(Dr. S.S. Walia)
Registrar

 DC (ITS) for uploading on University Website

"Propelling Punjab to a Prosperous Knowledge Society"

I. K. Gujral Punjab Technical University

Jalandhar Kapurthala Highway, Kapurthala-144 603 Ph.: 01822-662521, 662525
Fax : 01822-662526, 662506 Website : www.ptu.ac.in Email : registrar@ptu.ac.in

ANNEXURE-A

Sr No	Items	AU	Specification/Brand	Qty Required	Estimated Cost per pc (Included GST)	Total Amount (Included GST)
1	Envelope with printing of university name logo and Address (Size: 12"x16")	Nos	Type: Cloth lined envelope Paper Weight : 140 GSM Size: 12"x16" Colour : Yellow	2500		
2	Envelope with printing of university name logo and Address (Size: 10"x14")	Nos	Type: Paper Paper weight : 110 GSM Size: 10"x14" Colour : Yellow	1000		
3	Envelope with printing of university name logo and Address (Size: 10"x12")	Nos	Type: Paper (Star) Paper weight : 80 GSM Size: 10"x12" Colour : Brown	1000		
4	Envelope with printing of university name logo and Address (Size: 9"x4")	Nos	Type: Paper (Taj Mahal) Paper weight : 80 GSM Size: 9"x4" Colour : White	1000		
5	Envelope with printing of university name logo and Address (Size: 12"x16")	Nos	Type: Cloth Lined Envelope Paper weight : 140 GSM Size: 12"x16" Colour : Khaki	1000		
6	Envelop Laminated with printing University name logo and address (10"x12")White	Nos	10"x12" Make Taj Mehal (GSM 60) White	1000		
7	Files cover yellow/Pink file	Nos	Standard with printing of University Name, address & Logo	3000		
8	Plastic File Folder	Nos	With 10 to 20 Pages Capacity	100		
9	Pen drive 16GB (HP)	Nos	HP	20		
10	Glass for water (Borosil (300ml))	Nos 1 Set	Borosil (300ml)	20		
11	Jug 2 Ltr (Cello)	Nos	Cello	20		
12	Colin spray 500 ml	Nos	Colin	50		
13	Calculator 12 digit (Citizen CT 555N)	Nos	Citizen CT 555N	20		
14	Room fresher 300 ml (Odonil)	Nos	Odonil	50		
15	Dust bin 10 ltr (Cello Plastic)	Nos	Cello Plastic	20		

16	Duster (Cotton) 9Check Cloth 16"x16")	Nos	Check Cloth 16"x16"	30		
17	Marker permanent (Luxor)	No	Luxor	50		
18	Highlighter - multicolor	No	Luxor	50		
19	Pens Add Gel Achiever	No	Add Gel Achiever	50		
20	Pens Cello (Butter Flow)	No	Cello (Butter Flow)	300		
21	Pens Natraj (100 PC)	Jar of 100 pcs.	Natraj (100 PC)	300		
22	Pencils Natraj HB	Pkts	Natraj HB	30		
23	Register 100 Pages	No	Hard Bonded (Ruled) Size 17"x27/2 (Neelgagan)	100		
24	Register 200 Pages	No	Hard Bonded (Ruled) Size 17"x27/2 (Neelgagan)	100		
25	Scissor- Medium Size	No	Oddy	25		
26	Stapler Pins (Small Size)	Boxes	Kangaro	25		
27	Staplers (Small Size)	No	Kangaro HD-10D	25		
28	Tea Set (Bone China)	6 pcs. Set	U.P.C / Hitkari	10		
29	Marker (White Board)	No	Reynolds	50		
30	Dettol Handwash	No	250 ML	30		
31	Vim Liquid	No	250 ml	50		
32	Punching Machine Kangaro DP-480	No	Kangaro DP-480	20		
33	Ack Book	Nos	As per sample available in University	50		

34	Stock Entry Register	Nos	As per sample available in University	50		
35	Petty Cash Book	Nos	As per sample available in University	25		
36	Receipt Register	Nos	ABD 6q	50		
37	Attendance Register (100 Pages each)	Nos	Standard	30		
38	Ledger	Nos	Standard	20		
39	Papers 70 GSM JK A4	Ream	Paper Weight : 70 GSM, Size : A4, Paper Colour : White ,Brand : JK Copier (Green)	500		
40	Papers 70 GSM JK Legal	Ream	Paper Weight : 70 GSM, Size : Legal, Paper Colour : White, Brand : JK Copier (Green)	100		
41	Papers 70 GSM BILT Legal	Ream	Paper Weight : 70 GSM, Size : Legal, Paper Colour : Light Green/Light Yellow,Brand : BILT Matrix	50		
42	Vim Liquid (Refil)	Nos	500 ML	20		
43	Windows Envelope with printing of university name logo and Address (Size: 9"x4")	Nos	Type: Paper (Taj Mahal) Paper weight : 80 GSM Size: 9"x4" Colour : White	2500		