



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ  
I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA  
Office of the Director, Main Campus

Ref. No. IKGPTU/DIR/MC OFFICE/DR/S&P/245  
To

Dated 23/12/25

All the Concerned/Interested Vendors

Subject: - Quotation of Stationery Items.

Sir/Madam

The I.K. Gujral Punjab Technical University intends to purchase "Stationery Items (List attached)" by inviting sealed quotations. Therefore, you are requested to send the sealed quotation of above said item(s) by quoting lowest rates (inclusive of GST).

The quotations must reach in the office of Registrar, I.K. Gujral Punjab Technical University by 30.12.2025 upto 2:30 PM. Quotations will be opened next working day at 11:00 AM in the office of the Deputy Registrar, Store & Purchase IKGPTU, Kapurthala. The office/representative of firm(s) may be present at the time of opening of the quotations. The Supply order will be placed to the firm offering lowest rates. (Items wise)

(List of Stationary Items attached with this quotation letter).

**Terms & Conditions:**

1. The Items to be delivered at IKGPTU, Store & Purchase within 07 days after Issuance of the supply order.
2. No Advance payment will be made.
3. Payment will be released after satisfactory report given by the Store Branch.
4. Delivery to be made by the Firm/vendor without any extra charges.
5. The firm(s) shall be mentioned on envelop "Quotation for Stationery Items", sealed quotations will be opened by concerned committee only.

  
Deputy Registrar  
Store & Purchase

Copy to:-

1. Registrar of kind information
2. ITS for uploading on website

*"Propelling Punjab to a Prosperous Knowledge Society"*

**I.K. Gujral Punjab Technical University, Main Campus**  
Jalandhar-Kapurthala Highway, Kapurthala-144 603 Ph : 01822-255055  
Email : directormcoffice@gmail.com Website : www.ptu.ac.in



**IKGPTU Jalandhar, Kapurthala**  
**(Store Branch)**

S. No	Item Name	Qty per Pcs/Pkt
1	Colourfull Flag (25x75mm 120 Sheets) (Pkt)	200
2	Cell AA (BiG)	200
3	Cell AAA (Small)	200
4	CD Marker Pen	50
5	Chalk Non Dust (Box)	300
6	Dumper	50
7	Eraser (Normal)	60
8	Fevi Stick (15gm)	150
9	Correction Pen	50
10	Pencil	500
11	Acknowledgement Book (Receipt Diary) 100 Pages	100
12	Stapler Pin Small (No 10-1M) (Box 20 Pcs)	50
13	Button Folder (A4)	250
14	Button Folder (A3)	100
15	Flapper Normal	400
16	Notice Board Pin	50
17	Stamp Pad Blue	20
18	Sticky Pad (Multicolours)	30
19	Colin	200

*vijay*