

ਆਈ ਕੇ ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਕਪੂਰਥਲਾ  
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA

ਰਜਿਸਟਰਾਰ ਦਫਤਰ  
REGISTRAR OFFICE

Ref.No.IKGPTU/REG/DE/S&P/104

Dated 27.2.26

To  
All the Concerned/Interested Vendors

Subject:- Regarding invitation of quotations for Stationery Items (IKGPTU)

The IKGPTU University intends to purchase **Stationery Items (List Attached)** (I.K. Gujral Punjab Technical University) by inviting sealed quotations. Therefore, you are requested to send the sealed quotation (registered Post/speed post/Courier) of the item by quoting lowest rates (inclusive of GST). The quotations must reach in the office of Registrar I.K. Gujral Punjab Technical University by 12.03.2026 upto 04:00 PM. Quotations will be opened next working day in the office of the Deputy Registrar, Store & Purchase IKGPTU, Kapurthala. The officer or their representative may be present at the time of opening of the quotations. The Supply order will be placed to the firm offering lowest rates.

**Terms & Conditions:**

1. The Items to be delivered at IKGPTU, Store & Purchase withing 15 days of issuance of the supply order.
2. No Advance payment will be made.
3. Payment will be processed after Satisfactory report given by the Concerned Department/Branch.
4. University will not be paying anything extra as the rates invited are inclusive of GST etc.
5. Please subscribe in the envelop "**Quotation for Stationery Items**" for Store Branch (IKGPTU) and to be opened by committee only.
6. Quotation received through courier/speed post/registered post shall be acceptable.
7. The rate quoted will be F.O.R. destination inclusive of all taxes.

Deputy Registrar

Store & Purchase

Copy to:-

1. Registrar of kind information
2. DR CITS) - For uploading on website

I. K. Gujral Punjab Technical University  
Jalandhar Kapurthala Highway, Kapurthala – 144603 Ph:01822-282521, 282525  
Website: www.ptu.ac.in Email-registrar@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

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