

OFFICE OF THE PRINCIPAL, S.C.S. (AUTONOMOUS) COLLEGE, PURI

NO. 3167 / DATE. 19.11.24

INVITING SEALED QUOTATION FOR SUPPLY OF OFFICE CONTINGENT ARTICLES FOR THE YEAR 2024-25

The Undersigned invites Sealed Quotations from the intending Suppliers/ Local Firms/ Stores/ Cooperative Stores for supply of office contingent articles as detailed below in the prescribed proforma to the office of the Principal, S.C.S. (A) College, Puri for the financial year 2024-25.

The following terms and conditions shall be applicable for submitting the quotations and selection of the supplier.

TERMS AND CONDITIONS

1. The suppliers/ Firms/ Stores/ Cooperative Stores have to submitted Sales Tax/ VAT/ TIN/ GST/ IT clearance certificate along with the quotation.
2. The Quotations shall be received in the office of the undersigned through Speed Post/ Registered Post/Courier Service in a seal cover superscribed as **QUOTATION FOR SUPPLY OF CONTINGENT ARTICLES 2024-25.**
3. The last date of receipt of the quotation is dt. **10.12.2024** by **4.00 P.M.** Quotation received after the last date and if found incomplete in any manner shall be rejected.
4. The quality, brand name & quantity contained in packets/bottles/size etc. should be mentioned against the items with cost/rate.
5. The total price quoted must include all taxes and other charges, if any.
6. The articles should be delivered in the office of the undersigned at the cost and sole responsibility of supplier.
7. The quoted rates will remain valid throughout the year 2024-25 up to May, 2025.
8. Payment will be made on full supply of the items as per the specifications and production of up-to-date Sales Tax/ Vat/ Tin / GST/ IT clearance from the competent authority.
9. The undersigned reserved the right to cancel any/all quotations without assigning any reasons thereof.
10. The Legal Jurisdiction of any dispute shall be within the City of Puri.

Sl. No.	Name of the article	Quantity
1.	Acid (Better quality)	1 Ltr.
2.	Alpin (Grapes) (1 Pkt) (T Pin)	500 pin
3.	Battery (small) (Eveready)	Per Pc.
4.	Bleaching powder	Per Kg.
5.	Board file (good quality)	Per Pc.
6.	Bound Register (Rajdhani)	Per No.
7.	Bucket	Per Pc.
8.	Calculator (CT-50032)	Per Pc.
9.	Carbon (Kores)	Per Pkt.
10.	Cash Book (Eagle)	Per No.
11.	Dustless Chalk (Colour) (Kores) (1 Pkt)	Net Quantity 100N
12.	Dustless Chalk (White) (Kores) (1 Pkt)	Net Quantity 100N
13.	Cotton Envelope (A4 ½ size)	Per Pc.
14.	Cotton Envelope (A4 size)	Per Pc.
15.	Cotton Envelope (Biz Size)	Per Pc.
16.	Cover file (good quality)	Per Pc.
17.	Cover IT (correction pen)	Per Pc.
18.	Dress Cloth (Vimal)	Per Mtr.
19.	Dustbin	Per Pc.
20.	Duster (Delux)	Per pc
21.	LED Bulb (18 Wt) (Philips)	Per Pc.
22.	Envelope (10/4) 50pcs	1 bundle
23.	Envelope (11/5) 50pcs	1 bundle
24.	Envelope (8/4) 50pcs	1 bundle
25.	Fevicol tube	45 ml.
26.	Flower Groom (Jhadu) (Four star)	Per Pc.
27.	Fly leaf (good quality)	Per Pc.
28.	Guard file (good quality)	Per Pc.
29.	Gum bottle (Camel)	700 ml.
30.	Gum tube (Camel)	50 ml.
31.	Herpics	500 ml.
32.	J.K. Copier A4 size (Red)	Per Pkt

Sl. No.	Name of the article	Quantity
33.	J.K. Copier A3 size (Red)	Per Pkt.
34.	James clip (1 Pkt)	20 grm
35.	Jhadan	Per Pc.
36.	Mop cleaning	Per Pc.
37.	Mug	Per Pc.
38.	Naphthalene	200 grm
39.	Odonil (Big size)	Per Pkt.
40.	Pad Ink (Kores) (1 bottle)	100 ml.
41.	Phenyl (Better quality) (Black)	1 Ltr.
42.	Salo Tape (1 inch) (White)	Per Pc.
43.	Salo Tape (2 inch) (White)	Per Pc.
44.	Salo Tape (2 inch) Brown	Per Pc.
45.	Sanital (better quality)	1 Ltr
46.	Soap (Lux) (Big size)	Per Pc.
47.	Stamp Pad (Kores)	Per Pc.
48.	Stapler (Kores) (555-2616)	Per Pc.
49.	Stapler (Kores) (Gold 10)	Per Pc.
50.	Stapler pin (Kores) (24/6)	Per Pkt
51.	Stapler pin (Kores) (HS-G 10)	Per Pkt
52.	Surf	1 Kg.
53.	Sweeping Groom (Jhadu)	Per Pc.
54.	Table cloth (Sambalpuri) (2.5 mtrs)	Per Pc.
55.	Tag (small 20 bondle) 2.5 mts.	1 bundle
56.	Tarun Lock (Middle size)	Per Pc.
57.	Thermo Steel 1000 flip ltd (Milton)	Per Pc.
58.	Latin Brush	Per Pc.
59.	White Board Pen	Per Pc.
60.	White Board Ink	Per Pc.
61.	White Board Duster	Per Pc.
62.	Textliner	Per Pc.
63.	Hand Belcha	Per Pc.
64.	Room Freshener	Per Pc.

Principal

Memo No. 3168 / Date. 19/11/24

Copy forwarded to the District Informatics Officer, NIC, Puri for information with a request to publish in our college website www.scscollege.nic.in for the interest of the public.

Handwritten signature
19/11/24

Principal

S.C.S. (A) College, Puri
SCS (A) College, Puri

Memo No. 3169 / Date. 19/11/24

Copy to Accounts Bursar/ Administrative Bursar/ Head Clerk/ Accountant/ All Notice Board/ DA for information and necessary action.

Handwritten signature
19/11/24

Principal

S.C.S. (A) College, Puri
Principal
SCS (A) College, Puri

QUOTATION PROFORMA FOR SUPPLY OF OFFICE CONTINGENT ARTICLES, 2024-25

Sl. No.	Name of the article	Quantity	Rate	% of TAX	Other charges, if any	TOTAL
1	Acid (Better quality)	1 Ltr.				
2	Alpin (Grapes) (1 Pkt) (T Pin)	500 pin				
3	Battery (small) (Eveready)	Per Pc.				
4	Bleaching powder	Per Kg.				
5	Board file (good quality)	Per Pc.				
6	Bound Register (Rajdhani)	Per No.				
7	Bucket	Per Pc.				
8	Calculator (CT-50032)	Per Pc.				
9	Carbon (Kores)	Per Pkt.				
10	Cash Book (Eagle)	Per No.				
11	Dustless Chalk (Colour) (Kores) (1 Pkt)	Net Quantity 100 N				
12	Dustless Chalk (White) (Kores) (1 Pkt)	Net Quantity 100 N				
13	Cotton Envelope (A4 ½ size)	Per Pc.				
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20	Duster (Delux)	Per pc				
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22	Envelope (10/4) 50pcs	1 bundle				
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29	Gum bottle (Camel)	700 ml.				
30	Gum tube (Camel)	50 ml.				
31	Herpics	500 ml.				
32	J.K Copier A-4 size (Red)	Per Pkt				
33	J.K Copier A-3 size (Red)	Per Pkt.				

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37	Mug	Per Pc.				
38	Naphthalene	200 grm				
39	Odonil (Big size)	Per Pkt.				
40	Pad Ink (Kores) (1 bottle)	100 ml.				
41	Phenyl (Better quality) (Black)	1 Ltr.				
42	Salo Tape (1 inch) (White)	Per Pc.				
43	Salo Tape (2 inch) (White)	Per Pc.				
44	Salo Tape (2 inch) Brown	Per Pc.				
45	Sanital (better quality)	1 Ltr				
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47	Stamp Pad (Kores)	Per Pc.				
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62	Textliner	Per Pc.				
63	Hand Belcha	Per Pc.				
64	Room Freshener	Per Pc.				

Full Signature of the Suppliers
Date & Seal