

No. 3-19/EDN/DP/ACCTS/2017-18/408  
U.T.Admn.of Daman & Diu,  
Office of the Education Officer,  
District Panchayat, D & D, Diu.  
Dated :- 30/08/2017.

**LIMITED TENDER**

Limited Tender are invited from your firm for supply of following items for the use of Educational Institutions of this Department as per the terms and conditions given below:

Sr.No.	Name of the Articles with Full details.	Quantity Required.	Cost per/ Nos.Items.
..... List of Stationary Attached. ....			

**TERMS AND CONDITIONS:-**

1. Final and net rates, including Sales Tax, packing/forwarding charges etc. may be given.
2. The amount will be paid on receipt of the articles as soon as bill is passed.
3. The goods will have to be supplied within **10 DAYS** from the date of receipt of Supply order at F.O.R. Diu i.e. Education Office, Dist. Panchayat, Diu.
4. The item which are not found satisfactory will be returned and to be replaced at supplier own cost.
5. The Limited Tender should be submitted in sealed cover superscribing "LIMITED TENDER FOR SUPPLY OF STATIONARY ITEMS" on **07-09-2017** at **03:00 p.m.** and will be opened on the same day at **03:30 p.m.**
6. Bill should be submitted in duplicate, original one should be duly affixed with Revenue Stamp.
7. The dealer should be registered with GST.
8. The dealer should be dealing in tendered items.
9. The Tenderers shall fill in the tender properly and carefully.
10. The Tenderers shall not quote absurd rates or make corrections/over writings in the tender.
11. The amount/rates quoted by the Tenderers must be legible and clearly indicated.
12. The Tenderers should offer the rate as per brand/quality given in the attached list.
13. Any tenders found containing any corrections/over writings shall be liable to be rejected as such.
14. Limited Tender will be available on the Web Site "[www.diu.gov.in](http://www.diu.gov.in)" which can be downloaded.
15. All right to reject any or all Limited Tender is reserved with the undersigned without assigning any reason there of.



(D. D. Mansuri)


ASSISTANT DIRECTOR OF EDUCATION,  
DIST. PANCHAYAT, DIU.

To,

\_\_\_\_\_  
\_\_\_\_\_

As per requirement of Stationary Article are as under:

Sr.No.	Name of stationary/Printing articles	Quantity Required	Rate per item
1	File with clip	100 nos.	
2	Box file	50 nos.	
3	File cover (Khakhi file)	100 nos.	
4	Xerox paper A/4 (Modi/J K Brand)	55 Pkts	
5	Xerox paper A/3 (Modi/J K Brand)	5 Pkts	
6	Xerox paper FS (Legal) (Modi/J K Brand)	55 Pkts	
7	I pin 100 gms (Elephant Brand)	10 Pkts	
8	U pin box (Elephant Brand)	10 Pkts	
9	File binder 2 flap	30 Nos	
10	File folder three side less	30 nos	
11	Stamp pad ink 60 ml	10 bottle	
12	Stamp pad small size	15 nos	
13	Stamp pad big size	15 nos.	
14	Erase-ex fluid (White inkpen)	20 nos.	
15	Noting Sheet (Supreme quality)	01 Ream	
16	Canvas envelopes medium size	100 nos.	
17	Canvas envelopes small size	100 nos.	
18	Canvas envelopes big size	100 nos.	
19	Stapler machine medium size	10 nos.	
20	Stapler pin 10 Number	10 box	
21	Duster (Good Quality)	300 Nos.	
22	White lace (nylon)	10 bundle	
23	Color chalk (National Brand)	300 boxes	
24	White chalk (National Brand)	1500 boxes	
25	White Board Marker Pen	500 nos.	
26	White Board Marker Pen Ink	500 nos.	
	Total		



(D. D. Mansuri)

ASSISTANT DIRECTOR OF EDUCATION,  
DIST. PANCHAYAT, DIU.