



Government of Goa
DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
MARGAO GOVERNMENT INDUSTRIAL TRAINING INSTITUTE

BORDA MARGAO GOA

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Ref No. :MRGITI/STR/F-54/2025-26/1071

Date: 24/11/2025.

To,

O/c.

Sub: -Quotation for Supply of Stationery Material req.

Sir,

Quotations are invited in sealed envelopes for the supply of the stationery material at Margao Government I.T.I. Borda Margao –Goa. As per the specification and quantity mentioned below.

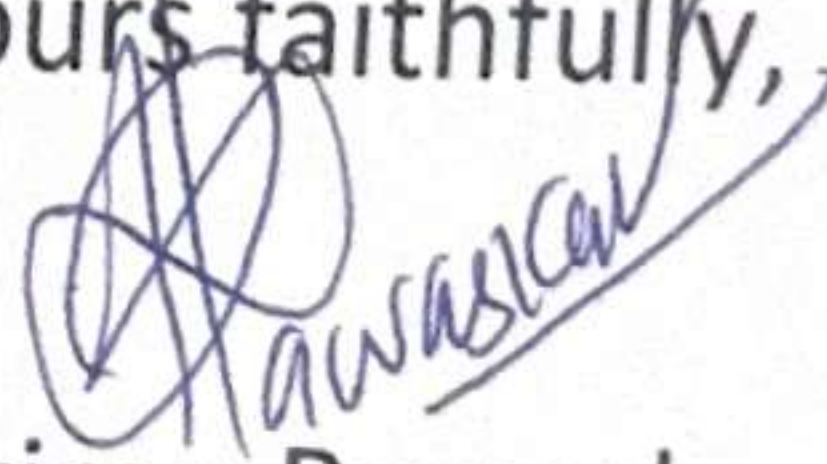
Sr. No.	Description of the Item	Quantity Required
01)	ANNEXURE I ENCLOSED	

The terms and conditions as applicable for the supply of stores are as follows:-

1. The materials will have to be supplied within the period of 30days from the date of placing of the supply order.
2. GST and any other levy applicable at the time of supply may be shown separately in the quotation,otherwise it will be presumed that the price offered are inclusive of all taxes whatever may be.
3. The rate quoted shall be inclusive of packing and forwarding charges and freight paid for destination I.T.I. Borda Margao Goa.
4. The make, Brand, Model, etc. giving the details of the material quoted for should be mentioned in the quotation or else the item quoted shall be liable for rejection.
5. The printed terms and conditions in your quotation will not be binding unless specially referred to in the covering letter.
6. Quotation shall be valid for 90 days from the date of the opening of the same.

7. Quotations will be evaluated for all items together, therefore all the items may be quoted.
8. The store will be inspected for acceptance and will be accepted if it confirms to the specification mentioned in the supply order. (The stores can be inspected in your presence or in the presence of your representative).
9. In case of the rejection of the stores for not confirming to specification in the supply order, it will be the sole responsibility of the supplier to make arrangement to collect the same at his own cost and risk immediately.
10. This office reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
11. In the event of any disputes arising out in the connection it shall be subject to the jurisdiction of DSDE at Panaji-Goa.
12. The material supplied, as the case may be, should carry a warranty/guarantee against the defect for a period of 12 months or more from the date of acceptance.
13. The cost of installation, commencing, and demonstration if any shall be mentioned separately along with the item in case of tools and equipment.
14. The Instruction/operating manual shall be furnished along with the equipment as the case may be.
15. The quotations may be sent in **sealed covers** super scribing "**QUOTATION NUMBER & SUBJECT**" so as to reach this office on or before **3.00 P.M.** on **12/12/2025** which will be opened on the same day at **3.30 P.M.**

Yours faithfully,


Ravikiran Pawaskar
(Principal)

ANNEXURE-I

Sr. No.	Discription	Quantity		Unit Rate	Total Amount
1	A4 size paper	150	reams		
2	Legal size paper	100	reams		
3	Stapler 10 No.	10	Nos.		
4	Stapler pins small 10 No.	100	pkts.		
5	Stamp pad Ink medium size	5	bottles		
6	A3 Size Paper	10	reams		
7	Clip Files(hard cover)	600	nos		
8	Files Borad	200	nos		
9	Cello transparent tape (2"broad)(small)	35	nos		
10	Fevicol	60	bottels		
11	Ball Pen(Red 60,Blue100,Black40)	200	Nos.		
12	Permanent Marker fine tip Blue	20	nos		
13	Highlighter Pen floroucent	10	nos		
14	White board marker (Blue60,Black60,Red50,Green50)	220	nos		
15	White board marker Ink (Blue20,Black20,Red10,Green10)	60	nos		
16	Pencil	40	nos		
17	Correction Pen(Whitener)	50	nos		
18	Highlighter File Flag Neon Sticky 5 colors	20	packs		
19	Scissor medium size	2	nos		
20	U Pins (colour coated)	20	boxes		
21	Magnetic Duster	20	nos		
22	Writing Pad ruled A4 size	20	nos		
23	Sketch Pen medium size	10	packs		
24	Chart Paper white 30,Black 20 and Yellow20	70	nos		
25	Brown Paper Large size XLL	200	nos		
26	Cello tape (Big)	2	nos		
27	Green ledger paper	10	reams		
28	Steel Ruler 30 cm.	1	nos		
29	wooden sacle with handle(1mm)	2	nos		
30	Paper Punching machine big size	5	nos		
31	Files laces thred	20	packs.		
32	Register 100 pages	50	nos		
33	Register 200 pages	50			
34	Calculator standard casio big size	3	nos		
35	A4 size paper 80/90 GSM for Marksheet printing	5	reams		
36	Heavy Duty 10 mm Cutter set with 10 replacement Blades	5	nos		
37	Stapler heavy duty big size	2	Nos.		
38	Brown Envelope 11 X 5	500	Nos.		
39	Brown Envelope 9 X 4	1000	Nos.		
40	Pen Driver 32 GB	5	nos		
TOTAL					
GST					
TOTAL AMOUNT					

[Signature]