



No. : IGU/P&S/2026/ 222-225

Dated : 21 Apr 2026

**NOTICE INVITING QUOTATIONS**

- Name of the Work : Inviting of Sealed Quotations for purchase of 200 Nos., A4 Size Papers' Rims, 75 GSM, Brand - Bindals.
- Due date & Time : 27.04.2026, 5:00 P.M.
- Postal Address : Deputy Registrar,  
Purchase & Store Branch,  
1<sup>st</sup> Floor, Sardar Patel Block,  
Indira Gandhi University, Meerpur,  
Rewari -122 502 (Haryana)

The sealed quotations are invited from the manufacturers/ authorized distributors/ authorized dealers/ authorized suppliers/ authorized firms for purchase of 200 Nos. A4 Size Papers' Rims, 75 GSM, Brand - Bindals for Central Store, P&S Branch, Indira Gandhi University, Meerpur, Rewari. The quotations under sealed cover by registered post or by hand should reach in the office of the undersigned within the above said due date & time duly superscripted on the envelop "Quotation for purchase of A4 Size Papers' Rims, 75 GSM, Brand - Bindals". The opening date of quotations will be notified separately and the firms/dealers/suppliers/members who may like to be present, at the time of opening of quotations. The DNIQ is enclosed for ready reference.

D.R. (P&S)  
Indira Gandhi University  
Meerpur, Rewari

**Enclosures** : As above.

**Endst. No.:** IGU/P&S/2026/ 222-225

Dated: 21 Apr 2026

Copy of the above is forwarded to the following for information and necessary action, please:

1. A.R. O/o Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), I.G. University, Meerpur, Rewari.
2. PA to Registrar (for kind information of the Worthy Registrar), I.G. University, Meerpur, Rewari.
3. Finance Officer, I.G. University, Meerpur, Rewari.
4. Director, UCC, I.G. University, Meerpur with the request to upload the same on University Website with immediate effect.

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D.R. (P&S)  
Indira Gandhi University  
Meerpur, Rewari



**DETAILED NOTICE INVITING QUOTATIONS**

- Name of the Work : Inviting of Sealed Quotations for purchase of 200 Nos., A4 Size Papers' Rims, 75 GSM, Brand - Bindal
- Due date & Time : 27.07.2025, 5:00 P.M.
- Time Limit for completion of work/ purchase : 07 Days
- Postal Address : D.R. (P&S) , Purchase & Store Branch, 1<sup>st</sup> Floor, Sardar Patel Block, Indira Gandhi University, Meerpur, Rewari -122 502 (Haryana)

Sr. No.	Name of Goods/ Items	Specifications/ Brand	Unit	Qty. Reqd.	Rate per Unit (in Rs.) to be quoted	GST (in %) to be quoted	Total Cost Incl. GST (in Rs.) to be quoted
1.	Paper A4 Size	A4 Size Papers' Rim, 75 GSM, Bindal	Rims	200			

**Terms & Conditions.** The following charges and terms may be spelt out in your offer clearly:

1. Quotation should be in favour of Registrar, Indira Gandhi University, Meerpur, Rewari.
2. The quotations are to be sent by registered post or by hand in a sealed envelope marked QUOTATION FOR PURCHASE OF 200 NOS., A4 SIZE PAPERS' RIMS, 75 GSM, BRAND - BINDALS, within due date & time as mentioned above and this envelope may be put addressed to the undersigned.
3. The firms/agency should have valid GST registration to be mentioned on Quotation and Hard Copy of GST Certificate is required with Quotation.
4. The rates quoted should be FOR destination Purchase & Store Branch, 1<sup>st</sup> Floor, Sardar Patel Block, I.G. University, Meerpur, Rewari and nothing extra on account of freight will be paid.
5. The bidder should be required to clearly mention all the charges or taxes (GST, Carriage etc.) in the quotation. Nothing extra after submission of the quotation will be considered.
6. The offer must be valid for a period of at least 3 months from the date of opening of the quotations.
7. Acceptance of the material shall be subject to satisfactory report of this office/ inspection committee.
8. The items shall be supplied within the time limit as specified in the supply order.
9. Charges not mentioned in the quotation shall not be paid.
10. Taxes: Tax as applicable may be clearly mentioned in the quotation separately.
11. The rates of SGST/CGST/IGST, EXCISE, CUSTOM and another tax chargeable must be specified.
12. Payment: After satisfactory inspection report.
13. The firm will be required to submit original Payee Receipt along with the bill.
14. Please state the time period within which the items will be supplied.
15. Please state, if you are the original manufacturer/sole distributor of the items quoted by you.
16. It is mandatory to mention the Mobile Number and E-Mail ID of the firm on the quotation.

D.R. (P&S)  
Indira Gandhi University  
Meerpur, Rewari