



No. IGU/P&S/2026/ 346-349

Dated: 27/5/2026

DETAILED NOTICE INVITING QUOTATIONS (Revised)

- Name of Work** : Inviting of sealed quotations for rate contract towards supply of various stationery items for one year.
- Due Date & Time** : 10.06.2026, 5:00 P.M.
- Postal Address** : D.R. (P&S), Purchase & Store Branch, 1st Floor, Sardar Patel Block, Indira Gandhi University, Meerpur, Rewari (Haryana)

Sealed quotations are hereby invited from manufacturers/authorized distributors/authorized dealers/authorized suppliers/authorized firms for the supply of various Stationery Items for the Central Store, P&S Branch, Indira Gandhi University, Meerpur, Rewari. The quotations, duly sealed and superscribed on the envelope as “Quotations for rate contract towards supply of various stationery items for one year”, should reach the office of the undersigned either by Registered Post or by hand on or before the above mentioned due date and time. The date of opening of quotations shall be notified separately. The firms/dealers/suppliers or their authorized representatives, who wish to remain present at the time of opening of quotations, may do so.

The details of the required items, against which the rates are to be quoted, are as under:

Sr. No	Name of Item	Specification/Brand	Unit	Rate per Unit (In Rs.) to be quoted by the Supplier/Vendor	Applicable GST (In %) to be quoted by the supplier/Vendor	Total Quoted Rates (In Rs.)
1	A4 Size Paper	Bindals 75 GSM white 500 Sheets/Rim	Rim			
2	A4 Size Paper	Bindals 75 GSM Yellow500 Sheets/Rim	Rim			
3	All out Refill	All Out Ultra Power	Nos			
4	All out Set	All Out Ultra Power	Nos			
5	Attendance Register No 1	Around 50 Pages Trison	Nos.			
6	AA Batteries	Eveready/Nippo	Nos			
7	AAA Batteries	Eveready/Nippo	Nos			
8	Ball Pen Blue	Hauser Germony XO	Nos.			
9	Ball Pen Red	Hauser Germony XO	Nos.			
10	Ball Pen Black	Hauser Germony XO	Nos			
11	Ball pen Blue	Natraj Classic	Nos			
12	Button Folder	Clear Bag	Nos			
13	Board Pin Notice	Cap	Pkt			
14	Brown tape 2"	Wonder 65 mtr	Nos			
15	Cutter paper	Kaya Ikon	Nos			

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16	Cello Tape 2" Large	Wonder 65 mtr	Nos			
17	Cello Tape 1" Small	Wonder 65 mtr	Nos			
18	Chalk Dustless	Apsara (10 PC per Pkt)	Pkt			
19	Calculator	Casio	Nos			
20	Cash Book No 4	Trison	Nos			
21	Dak pad	Trison	Nos			
22	Diary register No 10	Trison	Nos			
23	Dispatch register No 6	Trison	Nos			
24	Duster white board	Kores	Nos			
25	Dusting cloth 20" x 20"	Good Quality	Nos			
26	Dual tape(Double Sided Tape)	Wonder 6 mtr	Nos			
27	Dustbin small 10 Litre Plastic open	Nayasa	Nos			
28	Envelope Letter Size	9x4 Size White	Nos			
29	Envelope Letter Size	11x5 Size White	Nos			
30	Envelope (A-4 Size)	A4 Size Yellow Laminated	Nos			
31	Envelope Legal Size	Legal Size Yellow Laminated	Nos			
32	Envelope Large	File Size Yellow Laminated	Nos			
33	Eraser	Apsara	Nos			
34	Extension Board 4 socket 6A with 2 Mtr. wire	Havells	Nos			
35	File cover	Good Quality	Nos			
36	Fluid/Correction pen	Luxor	Nos			
37	Flags/Sticky Notes	Saya size 25mmx75mmx3	Nos			
38	Flags/Sticky Notes	Saya size 100mmx75mm	Nos			
39	File board	Good Quality	Nos			
40	Glue Stick/ Fevi Stick 15 gram	Pedilite	Nos			
41	Green tag large size 9x24	(100 Nos of 1 Pkt) Good Quality	Pkt			
42	High Lighter	Luxor	Nos			
43	Lakh Stick/Sealing Wax	Tender (10 Stick/Pkt)	Pkt			
44	Lock 65mm	Harison	Nos			
45	L Shape Folder Clear	Sun	Nos			
46	Note Pad/Conferance Pad Small	Around 20 Pages Omax	Nos			



47	Note book large	Around 70 Pages Omax	Nos			
48	Office bell	Anchor (Wire Less)	Nos			
49	Paper weight plastic	Kebica	Nos			
50	Permanent Marker Black	Luxor	Nos.			
51	Peon Book/Acknowledgement Book	Trison(Hard Cover)	Nos			
52	Pencils	Apsara	Nos			
53	Plastic Scale 12"	Natraj	Nos			
54	Poker	National	Nos.			
55	Pen holder/Multi Purpose Tumbler	Kebica	Nos			
56	Register 96 Pages	Lotus Platinum	Nos.			
57	Register 192 Pages	Lotus Platinum	Nos.			
58	Register 384 Pages	Lotus Platinum	Nos.			
59	Rubber Band	Oddy	Pkt			
60	Sutli/Rope plastic	Good Quality	Nos.			
61	Stamp Pad blue	Faber Castell	Nos			
62	Stapler small size HD-10	Kangaro	Nos			
63	Stapler Medium HD-45	Kangaro	Nos.			
64	Stapler Pin Small 10-1 M	Kangaro	Box			
65	Stapler Pin Medium 24/6-1M	Kangaro	Box			
66	SS Scales 12 inch	Kebica Deluxe	Nos			
67	Sharpener	Apsara	Nos.			
68	Single/Paper punch 1 Hole	Kangaro FP 20	Nos.			
69	Scissor 216mm	Munix	Nos.			
70	Tag File (White)	(20 Nos of Bunch) Good Quality	Bunch			
71	Uniball pen Blue	Uniball eye Micro UB-150 0.5mm ball	Nos.			
72	Uniball pen Black	Uniball eye Micro UB-150 0.5mm ball	Nos.			
73	Uniball pen Green	Uniball eye Micro UB-150 0.5mm ball	Nos.			
74	Uniball pen Red	Uniball eye Micro UB-150 0.5mm ball	Nos.			
75	White Board Marker	Luxor	Nos			

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77	A3 Size Paper	Bindals 75 GSM white	Rim			
78	A4 Size Snow White Cartridge Paper	Lotus 140GSM White (25 Sheets/Pkt.)	Pkt.			

Terms & Conditions:

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 RATE CONTRACT TOWARDS SUPPLY OF STATIONERY ITEMS FOR ONE YEAR" 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, 1st 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 applicable taxes in the quotation. Nothing extra after submission of the quotation will be considered.
6. The validity of rate contract shall be for a period of one year from the date of award of rate contract.
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 of 10 days from the date of supply order.
9. Charges not mentioned in the quotation shall not be paid.
10. The rates of SGST/CGST/IGST and another tax chargeable must be specified.
11. Payment shall be made only after the materials have been received in the university as per specification mentioned in supply order and after inspection of material.
12. The supplier/firm will be required to submit original Payee Receipt along with the bill.
13. Please state, if the bidder is the original manufacturer/sole distributor of the items.
14. It is mandatory to mention the Mobile Number and E-Mail ID of the firm on the quotation.
15. The dispute, if any, shall be subject to the jurisdiction of the Rewari Court. Any other jurisdiction mentioned in the quotation or invoice shall be invalid and shall have no legal sanctity.

D.R. (P&S)

Endst. No. IGU/P&S/2026/ 346-349

Dated: 27-5-2026

Copy to:

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.

D.R. (P&S)