



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Act No. 29 of 2013)

No.IGU/P&S/2020/_____

Dated: _____

Sub: - Notice Inviting Quotations.

The sealed quotations are invited from the suppliers for the supply of following stationery items. The quotations under sealed cover should reach in the office of Assistant Registrar (P&S Branch), Indira Gandhi University, Meerpur, Rewari latest by 24.08.2020 up to 03.30 PM duly super subscribed on the envelop, "Quotation for Stationery Items." The quotations will be opened on the same day i.e.24.08.2020 at 04.30 PM in the presence of the dealers/ suppliers who may like to be present at the time of opening of quotations.

S.No.	Descriptions	Quantity
1.	All Pin Pkts	20 Pkts
2.	Cello Tape 2"	20 Pcs.
3.	Brown Tape 2"	20 Pcs.
4.	Blue Pen	200 Nos.
5.	Red Pen	50 Nos.
6.	Uni Ball Pen (Black, Blue)	30 Nos.
7.	Box File	50 Nos.
8.	Conference Pad	100 Nos.
9.	Note Pad	100 Nos.
10.	Diary Register 400 Pages	20 Nos.
11.	Fluid	20 Nos.
12.	Glue Stick	100 Nos.
13.	Gum Bottle (Small)	20 Nos.
14.	High Lighter	50 Nos.
15.	OHP Marker	20 Nos.
16.	Paper Weight	30 Nos.
17.	Pencil Pkts. Natraj	10 Pkts.
18.	Pin Cushion	12 Nos.
19.	Plastic Scale	100 Nos.
20.	Plastic Sutli	20 Bundles
21.	Rubber Band	10 Pkts.
22.	Stamps Pad	10 Nos.
23.	Stamps Pad Ink	20 Nos.
24.	White Board Marker	100 Nos.
25.	White Board Marker Ink	20 Nos.
26.	Water Pad	10 Nos.
27.	Envelope (Small Size)	1000 Nos.
28.	Stapler Small	10 Nos.
29.	Stapler Big	10 Nos.
30.	Poker	20 Nos.
31.	Calculator	10 Nos.
32.	Scissors	15 Nos.
33.	Single Punch	10 Nos.
34.	Double Punch	10 Nos.
35.	Lock	20 Nos.


Assistant Registrar (P&S)

Endst. No. IGU/P&S/2020/_____

Dated _____

A copy of the above is forwarded to the following for information and necessary action please.

1. PA to Registrar for information of Worthy Registrar, Indira Gandhi University, Meerpur, Rewari.
2. Finance Office, Indira Gandhi University, Meerpur, Rewari.
3. All Member of Adhoc Purchase Committee of Indira Gandhi University, Meerpur, Rewari.
4. Incharge University website Indira Gandhi University, Meerpur, Rewari.


Assistant Registrar (P&S)