



ITI LIMITED :: KANJIKODE WEST :: PALAKKAD 678 623 :: INDIA

Phone: +91 491 2566180; Fax: +91 491 2566009

RFQ Ref: PN524H019

Date:16/10/2024

Sub: Request for Quotation _ 12 types of Stationery Items

ITI Limited, Palakkad Plant requires 12 types of Stationery Items

Competitive Bids are invited as per the following Terms & Conditions:

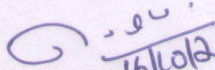
1. The scope of tender covers supply of the items as per Enclosure I
 2. All the items should be supplied as per the Technical Specification at Enclosure II
 3. The images of some of the items is available at Enclosure II
 4. Some of the items are Forms and Files; those items must be printed as per the image at Enclosure II.
 5. The Hard copies of the Specimen of all the Forms and Files would be made available to you, on your request.
 6. After the receipt of the PO, the samples of all the items for which the PO has been placed, should be submitted and only after the approval of the sample by ITI, the Bulk supply should be made.
 7. Bidders shall quote and supply for the quantity mentioned in the Enclosure I.
 8. Terms of Price: Delivery at ITI Palakkad.
 9. Duties & Taxes if any may be indicated separately.
 10. Delivery Schedule: Immediately
 11. Terms of Payment: 100% by RTGS after 90 Days from the Date of Delivery.
 12. Rejected Quantity: Replacement for rejected qty should be sent immediately at your own expenses
 13. Packing: Standard Packing using eco friendly / recyclable packing materials should be used for packing the items
 14. Validity of Quote: 120 Days
 15. For Terms & Conditions for submission of Tenders, please visit our Website <http://itipalakkad.in/public/tenderterms.htm> For any clarification please feel free to contact us.
 16. Interested bidders may attend the tender opening at ITI Limited, Palakkad.
 17. Disputes if any will be within the Jurisdiction of Palakkad, Kerala State, India.
18. Critical Dates:

RFQ RELEASE DATE	:	16/10/2024
Due Date for Submission of Quotation	:	14.00Hrs on 05/11/2024
Tender opening (Eligibility & Techno Com Bid)	:	14.30Hrs on 05/11/2024

19. The quote should be sent to the following address:
THE MANAGER –MM & CS
ITI LIMITED., KANJIKODE WEST,
PALAKKAD-678 623, KERALA.
PHONE : 0491 2566180
Only those quotes in sealed envelope/cover are acceptable.
20. **PLEASE INDICATE THE RFQ REFERENCE i.e., PN524H019 AND DUE DATE i.e. 05/11/2024** - On top of the envelope of your quotation
21. **Late Offers received after the due date, will not be entertained under any circumstances**
22. For general correspondence / queries you are requested to send communication to pur4_pkd@itilttd.co.in / radhakrishnanm_pkd@itilttd.co.in
23. **MSME: Please inform whether your organization is registered under Ministry of Micro, Small and Medium Enterprises, Government of India. If yes, please provide us the copy of the MSME certificate along with the quote. MSE registration has to be for the relevant area pertaining to the items of this RFQ.**

Yours faithfully
For ITI Limited, Palakkad Plant

RADHAKRISHNAN M
Manager – MM&CS


16/10/2024

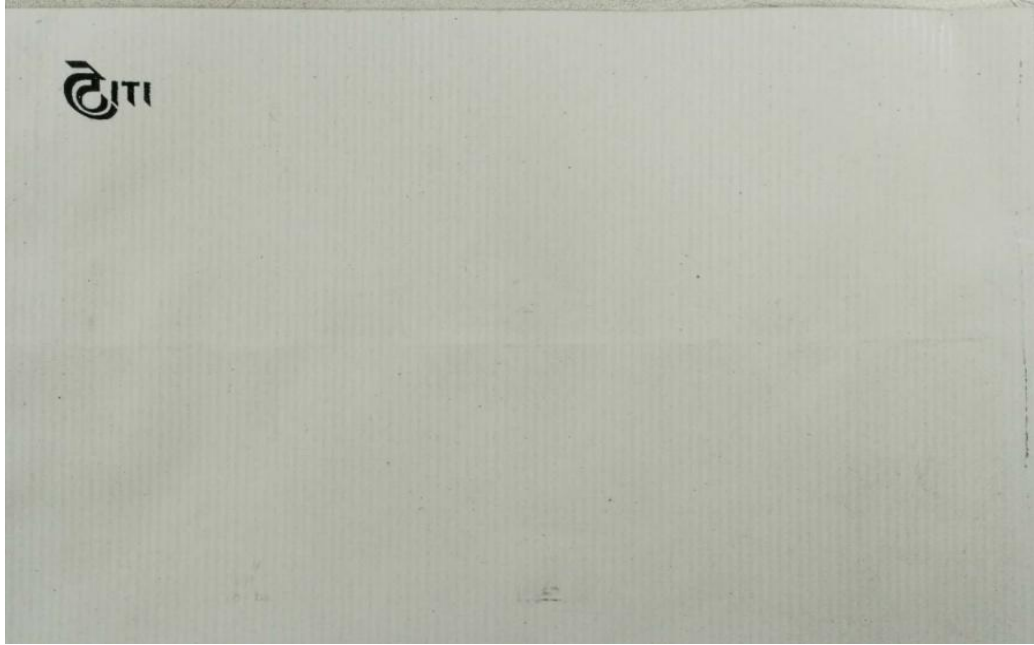
ENCLOSURE I TO RFQ REF PN524H019, DATED 16/10/2024

SL NO	ITI CODE & DESCRIPTION	QTY	UNIT
1	COVER_MEDIUM COVER MEDIUM (229mmx162mm)	150	Nos
2	CLOTH_COVER_10*8 Cloth Cover (10"x 8")	150	Nos
3	CLOTH_COVER_16*12 Cloth Cover (16"x 12")	300	Nos
4	REGISTER_200_PAGES Register 200 Pages - Ruled	100	Nos
5	REGISTER_320_PAGES Register 320 Pages - Ruled	100	Nos
6	STAPLER_PIN_SMALL Stapler Pin Small (1000Nos of Staples in each box)	50	Boxes
7	RUBBER_BAND Rubber Band (2 Inch)	500	Grams
8	REGISTER_OF_ATTENDANCE Register of Attendance (33 CMX20.5CM)	15	Pads
9	REGULARIZATION_OF_AT Regularisation of Attendance (Officers). Each Pad must consists of 100 sheets	25	Pads
10	FILE_COVER_WITH_TAG File Cover with TAG Green – 500 GSM	250	Nos
11	FILE_FOLDER File Folder (Temporary Folder) Green- 300GSM	250	Nos
12	PURCHASE_FILE Purchase File Green 500GSM	250	Nos

ENCLOSURE II TO RFQ REF PN524H019, DATED 16/10/2024

SL NO	Item Description and Specification		Page no of images of the items
1	COVER MEDIUM	229mmx162mm Kraft Paper 70GSM	Page no 4
2	CLOTH COVER	10"x 8"	Page no 5
3	CLOTH COVER	16"x 12"	Page no 6
4	REGISTER	200 PAGES	Not Available
5	REGISTER	320 PAGES	Not Available
6	STAPLER PIN	SMALL	Not Available
7	RUBBER BAND	2 INCH	Not Available
8	REGISTER OF ATTENDENCE	33 CMX20.5CM Double FC, Ledger Paper with Pink Colour Cover, Print Ink Black. Each Book seven sheets	Page no 7 & 8
9	REGULARISATION OF ATTENDENCE (OFFICERS)	REGULARISATION OF ATTENDENCE (OFFICERS) Size : A6, Colour Wove Pink Print Ink Black Each Pad 100 sheets	Page no 8
10	FILE COVER WITH TAG GREEN	500 GSM Print Ink Black	Page No 9
11	FILE FOLDER	TEMPORARY FOLDER GREEN 300GSM Print Ink Black	Page No 10
12	PURCHASE FILE GREEN	GREEN 500 GSM Print Ink Black	Page No 11

SL NO:01 COVER MEDIUM 229 MMX 162MM FRONT VIEW



SL NO:01 COVER MEDIUM 229 MMX 162MM BACK VIEW



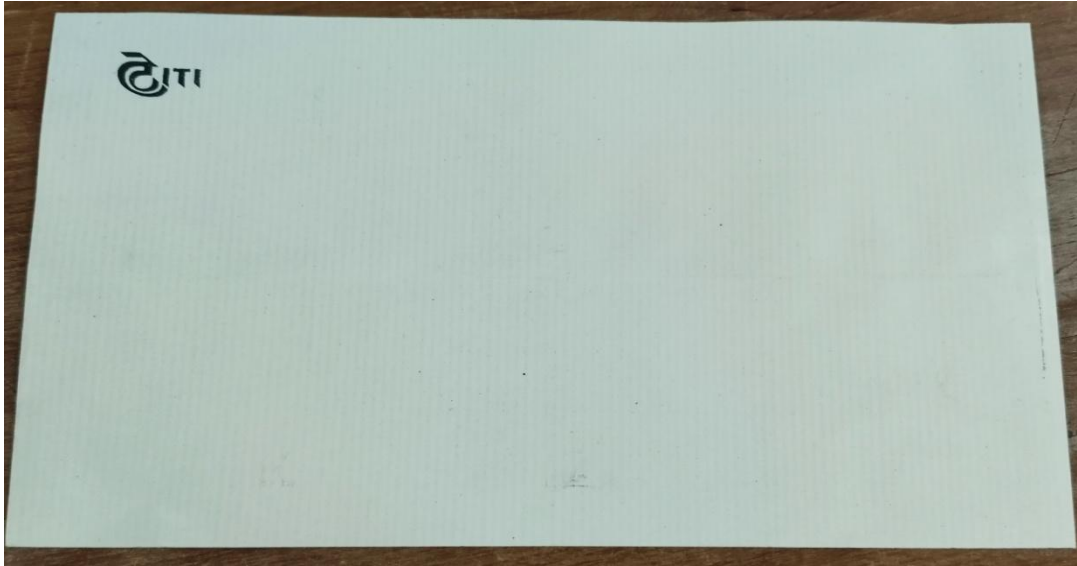
SL NO:02 CLOTH COVER 10X08FRONT VIEW



SL NO:02 CLOTH COVER 10X08 BACK VIEW



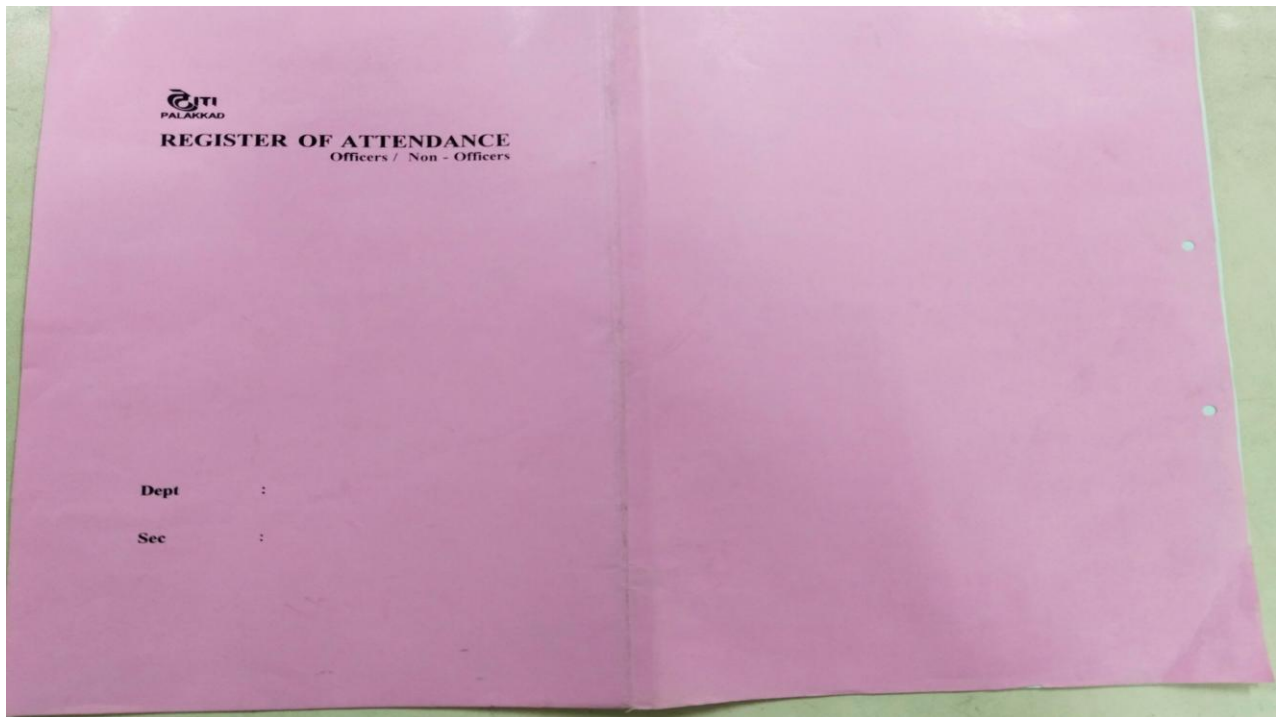
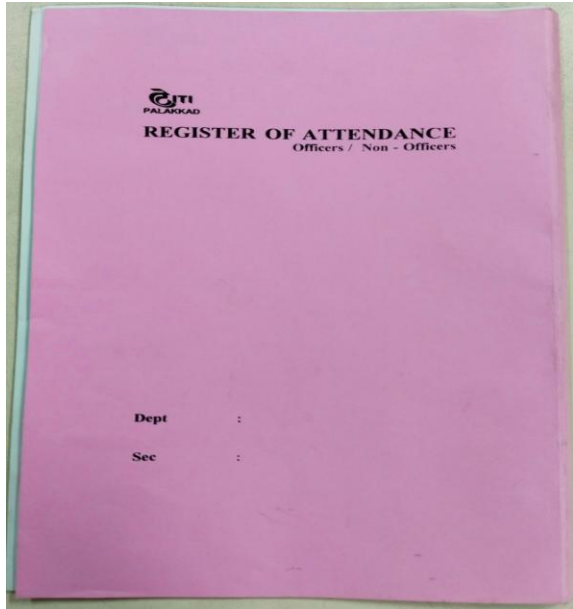
SL NO: 03 CLOTH COVER 16X12 FRONT VIEW



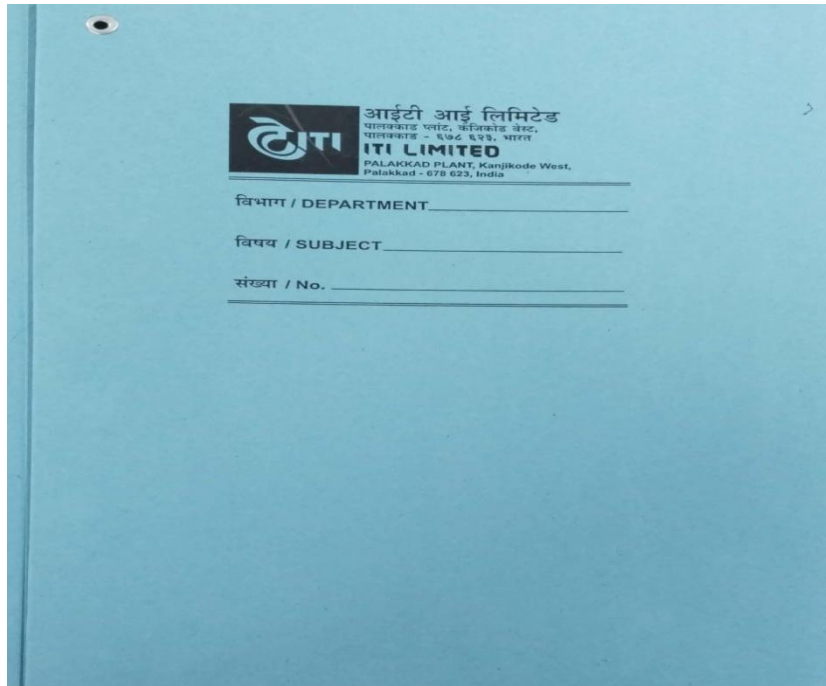
SL NO:03 CLOTH COVER 16X12 BACK VIEW



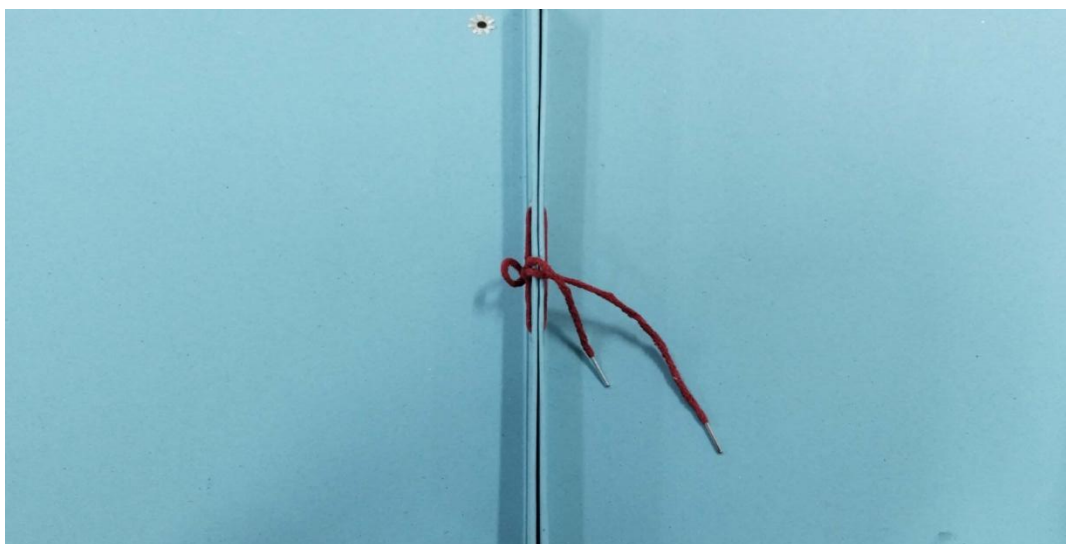
SL NO: 08 REGISTER OF ATTENDANCE FRONT VIEW



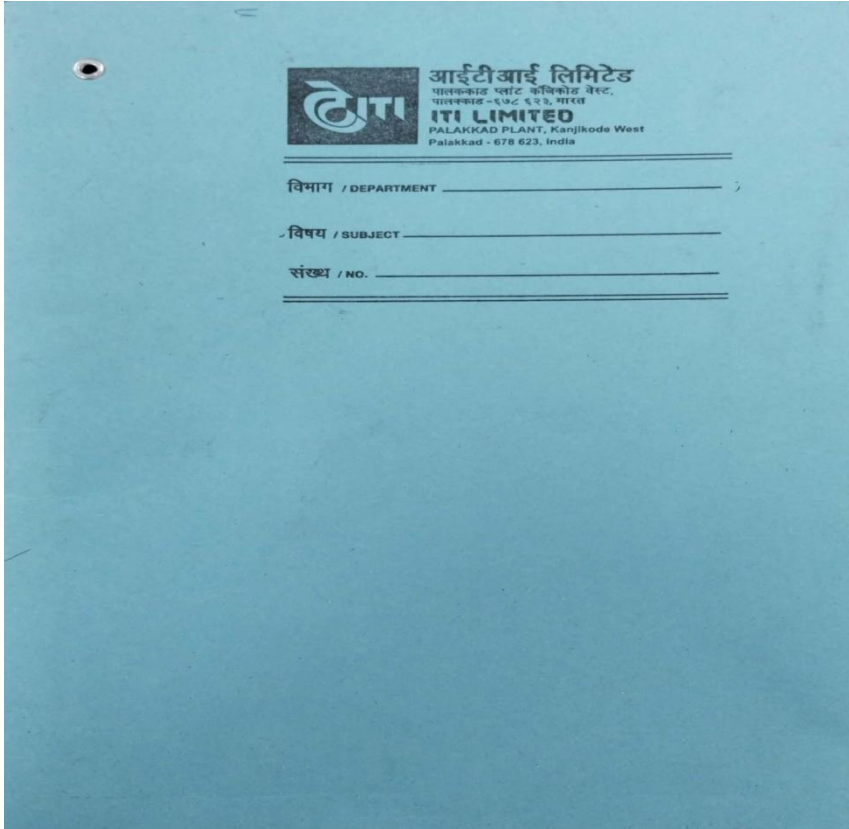
SL NO: 10 FILE COVER WITH TAG FRONT VIEW



SL NO:10 FILE COVER WITH TAG INSIDE VIEW



SL NO:11 FILE FOLDER (TEMPORARY FOLDER FRONT VIEW)



SL NO:11 FILE FOLDER (TEMPORARY FOLDER INSIDE VIEW)

