

20<sup>TH</sup> September,2016

Shastri Indo-Canadian Institute

**REQUEST FOR QUOTATIONS:**

<b>Description</b>	<b>SUPPLY AND DELIVER STATIONARY AND RELATED ITEMS</b>
<b>Last Date</b>	<b>30<sup>th</sup> September,2016</b>
<b>Institute Address</b>	<b>5, Bhai Vir Singh Marg, New Delhi-110001</b>
<b>Contact Number</b>	<b>01123743114 / 23746417</b>

Quotations are hereby invited for the Supply and deliver stationery and related products as per the following specification:

**STATIONERY LIST –**

**Description**

- Pens – blue, black, red
- Highlighter
- Permanent marker
- Pencil Natraj
- Eraser
- Correction tape / fluid
- Plain paper (for printer) JK
- Ring binder RB 400
- Ruler
- Glue
- Packaging transparent tape 1”
- Packaging brown tape 1”
- Stapler and staples
- Folders – My clear bags
- Post-Its / yellow stickies
- Scissors

**Evaluation Criteria:**

Evaluation will be made according to the offered price, quality, and relevant experience of the supplier regarding the products.

**References:** The vendor must provide references, that such services have been provided to similar organizations.

Shastri Indo Canadian Institute reserves the right to reject any or all of the quotations without assigning any reason.

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