



॥ मा विद्या या विमुक्तये ॥  
**स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड**  
'ज्ञानतीर्थ', विष्णुपुरी, नांदेड - ४३१ ६०६ (महाराष्ट्र राज्य, भारत)  
**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED**  
'Dnyanteerth', Vishnupuri, Nanded - 431 606 (Maharashtra State) INDIA  
Established on 17th September, 1994, Recognized By the UGC U-8 2(f) and 12(B), NAAC Re-accredited with 'B++' grade

Fax : (02462) 215572

**ESTATE SECTION**

website: srtmun.ac.in

Phone: (02462) 215246

Email: estate@srtmun.ac.in

Ref: Estate/Store/Publication/Q.No.44-2025/2025-26/ **70**

Date :07/07/2025

**Quotation No.44-2025 for Purchase of Office Stationery**

Our University is interested to Purchase of Office Stationery for School of Life Science Dept. SRTMUN. You are requested to send your most competitive rate in Appendix-A subject to below mentioned Objectives, Terms & Conditions in two bid system. (Envelope 'A' and Envelope 'B')

**The Quotation in sealed envelope should be submit on or before 14/07/2025 in Central Quotation/Tender Department (Finance and Accounts Section).**

**Terms & Conditions:**

- 1) Rate Quoted should be F.O.R. at Store Section. (Name of Dept.)
- 2) The Rate quote in given format. (Appendix 'A')
- 3) Payment will be made after satisfactory delivery & installation as per Purchase order.
- 4) The Validity period for the rates will be 180 days from the date of opening of the quotations.
- 5) The University reserves the right to accept any quotation or reject any / all quotations and to order any of the items in any quantity without assigning any reason.
- 6) Supplier should submit their quotation as per nature of work mentioned in Shop Act unless quotation will not be considered.

**A) Technical envelope (No.1) contains following documents**

- 1) Index
- 2) Latest shop Acts Acts/Company Acts,
- 3) GST No Certificate along with Current GST return copy,
- 4) PAN Card
- 5) Aadhar Card:(PAN card link with Aadhar Card will be must)
- 6) Authorization letter from principle company/manufacturer/ Distributor. (If Applicable)

**B) financial envelope contains only price in Appendix- 'A'**

- 7) Delivery period within 15 days from purchase order.

*B. B. Chandrak*  
08/07/2025  
Finance & Accounts Officer

**Index (Attach with document in Involape No.01)**

| Sr.No | Particular       | Number | Page No. |
|-------|------------------|--------|----------|
| 01    | Shop Act         |        |          |
| 02    | GST Registration |        |          |
| 03    | GST Return Copy  |        |          |
| 04    | PAN Card         |        |          |
| 05    | Aadhar Card      |        |          |
| 06    | Other If Any     |        |          |
|       |                  |        |          |

**Bidder Signature and Stamp**

**Copy to:**

- 1) System Expert, SRTM University, Nanded, Please Publish the said quotation on our university website.
- 2) Notice Board, Administrative Building/Estate Deptt., SRTM University, Nanded.

दि : ०७/०७/२०२५ .

प्रति,  
वित्त व लेखाधिकारी,  
स्वा.रा.ती.म.विद्यापीठ, नांदेड

विषय :- विद्यापीठाच्या जैवतंत्रशास्त्र विभागास साहित्य पुरवठा करणे बाबत  
महोदय,  
उपरोक्त विषयी प्रपत्र "अ" प्रमाणे अटी व शर्ती वाचून आम्ही खालील प्रमाणे दर  
देत आहोत.

**Appendix-A**

| Sr. No | Particular's:  | Quantity | Technical Specification | Rate per Qty | Total (Including GST & Charges if any) |
|--------|--|----------|-------------------------|--------------|--|
| 01     | Aluminum foil 72 meter                               | 10       | ----                    |              |  |
| 02     | Rubber Bands 500 gm pack                             | 10       | ----                    |              |  |
| 03     | Graph paper 100/booklet                              | 20       | ----                    |              |  |
| 04     | Tea cups 06/box                                      | 04 Box   | ----                    |              |  |
| 05     | Tea tray big size                                    | 04       | ----                    |              |  |
| 06     | Name plate holder                                    | 10       | ----                    |              |  |
| 07     | Thermos flask 1 liter                                | 04       | ----                    |              |  |
| 08     | Spring file cover                                    | 100      | ----                    |              |  |
| 09     | Registers 2 Qr                                       | 20       | ----                    |              |  |
| 10     | Xerox Rim  | 20       | ----                    |              |  |
| 11     | Dust Bean  | 04       | ----                    |              |  |
| 12     | Dusters  | 12       | ----                    |              |  |
| 13     | White board marker pen                               | 20       | ----                    |              |  |
| 14     | Chalk piece White                                    | 12 Box   | ----                    |              |  |
| 15     | Simple blade 50/pack                                 | 12 Pack  | ----                    |              |  |
| 16     | Surgical/Examination gloves large number 50 pair/box | 20       | ----                    |              |  |

दरपत्रक सुचना क्र..... प्रपत्र "अ" मधील सर्व अटी शर्ती मला मान्य आहेत.

येथे GST रबर स्टॅम्प मारावा/हस्तलिखित नाही.

मो.न. \_\_\_\_\_

Mail ID: \_\_\_\_\_

Bank Details: \_\_\_\_\_

पुरवठाधारकाची सही व शिक्का

पुरवठाधारकाचे नाव —