

52/CDL
19-8-2025

Central Digitization Lab
F-8, First Floor, Sophisticated Instrumentation Centre
Punjabi University, Patiala
(Established Under Punjab Act No. 35 of 1961)

Notice Inviting Quotations (NIQ)

Central Digitization Lab, F-8, First Floor. Sophisticated Instrumentation Centre, Punjabi University, Patiala, invites sealed quotations (preferably) from authorized vendors/ suppliers for the supply of the items as per the following Specifications and Requirements; Terms and Conditions and Submission Details.

Specifications & Requirements:

Sr. No.	Item	General Specification	Qty.
1.	Hard Paper File Cover	Full scape size, 350–400 gsm hardboard, with corner lace or flap.	50
2.	A4 Size Paper	75–80gsm, 500 sheets/ream, ISO-certified, white, suitable for inkjet/laser printers; Preferred Brands: JK Copier, Century, Trident	5 Ream
3.	Legal Size Paper	75–80 gsm, 8.5" x 14", 500 sheets/ream, white, suitable for inkjet/laser printers; Preferred Brands: JK Copier, Century, Trident	5 Ream
4.	Stapler Small	Size No. 10, metal body with plastic grip, hand-held; Preferred Brands: Kangaro, Omega	01
5.	Stapler Big	Size 24/6 or 23/17 for heavy-duty use; capacity: 30–100 sheets; metal body.	01
6.	Big Stapler Pins	24/6 or 23/17 mm pins, rust-free, box of 1000 pins.	05 box
7.	Small Stapler Pins	No. 10-1M, rust-free, box of 1000 pins	05 box
8.	Gum (Adhesive)	Liquid gum, 150 ml to 300 ml plastic bottle with applicator; Preferred Brands: Camel, Fevicol	01
9.	Poker	Steel body with wooden/plastic handle, pointed end, length: ~5–6 inches	01
10.	Small Tag	Cotton thread tags, white, ~6" length, bundle of 100	10 Pkt.
11.	Big Tag	Cotton thread tags, ~12" length, thick thread, bundle of 100	10 Pkt.
12.	Scale 1 Foot Steel	12-inch stainless steel, rust-proof, engraved markings	01
13.	Scissors Medium Size	6–8 inches, stainless steel blades with plastic grip, suitable for office paper cutting	01
14.	Cutter Blade	Plastic/metal body, retractable, medium size, replaceable blade; Preferred Brands: SDI, Nataraj	01
15.	Dustbin	Plastic, 10–15 litres, without lid, round/square shape	02
16.	Permanent Marker Black	Bullet tip, waterproof ink, brand: Luxor, Camlin, Reynolds	02
17.	Permanent Marker White (Correction Marker)	White ink for correction on boards or surfaces; refillable or pen-style; brand: Faber-Castell, Camlin	02
18.	Transparent Tape Type-I	Clear cello tape, ½ inch width, ~65–70 meters length	01
19.	Transparent Tape Type-II	Clear cello tape, ¾ inch width, ~65–70 meters length	01
20.	Brown Tape 2 inch	Packaging tape, 2 inches wide, ~65–100 meters length	02

21.	Stamp Pad	Medium size, felt pad, ink refillable, Preferred Brands: Ashoka, Camlin	02
22.	A4 Size Envelope	White or brown paper, 100 gsm, self-sealing or gummed, pack of 50–100	20 Pkt.
23.	Small Envelope 10" x 4"	DL size, white/brown, gummed, pack of 100	20 Pkt.

Terms and Conditions:

1. Quotations will only be accepted from vendors/suppliers who are authorized partners/dealers and suppliers and have the track record for the supply of the required material.
2. The quotation must include: Unit price, including all applicable taxes, Transportation charges, Installation charges, any additional costs, etc. The quoted amount should be final and inclusive of all charges.
3. The delivery shall be made within ten days of placing the confirmed Purchase Order.
4. Payment will be made after successful delivery, and inspection of the product.
5. The university reserves the right to accept or reject any quotation without assigning any reason.
6. Any dispute arising out of this process will be subject to jurisdiction in Patiala.
7. It is not necessary to make purchase from one vendor only. Different items can be purchased from different L1 vendors.

Submission Details:

- The sealed quotation (preferably) should be clearly marked as "Quotation for Stationery Items" and addressed to: The Coordinator, Central Digitization Lab, F-8, First Floor, Sophisticated Instrumentation Centre, Punjabi University, Patiala
- Last date for submission: **01-09-2025 by 05:00 pm**
- For further queries, contact: cdl@pbi.ac.in

• H. **Adarsh Singh**
Coordinator,
Central Digitization Lab
Punjabi University, Patiala

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