



Baba Farid University of Health Sciences, Faridkot  
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No.16 BFUHS (UPFD)2020/ 14752

Dated: 20/8/20

Subject: Quotations for stationery items.

Sealed quotations are invited for purchase of following stationery items, on the following terms and conditions:-

Sr. No.	Name of item and specifications	Quantity
1.	Ball Pens Blue (Reynolds pen 0.45 ball)	100 nos.
2.	Black ball pen Cello Trimate for various University Examinations	20000 nos.
3.	Paper Cutter (surgical) Good quality	200 nos.
4.	Rubber Band small in the pack size of 100 gms each Of Good quality	05 pkt
5.	Stapler kanex/kangaroo HD-10	20 box

**Terms and conditions:-**

1. Payment : By Cheque on receipt of material in good condition and after satisfactory inspection report.
2. FOR : Store Section, BFUHS, Faridkot.
3. Rate : Inclusive of all taxes or taxes (as applicable), if any, be mentioned separately in the quotation.
4. Quantity : Quantity may increase or decrease.

**5. Quotation must be submitted through post/trackable courier. By hand quotations will not be entertained.**

**It is further mentioned that only the terms & conditions mentioned by the University on quotation performa will be considered for supply order.** Moreover, the rates be quoted as per specifications mentioned in this quotation letter.

You are requested to send your quotation in a sealed cover, addressed to the Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) and the words "QUOTATION FOR STATIONERY ITEMS" may please be inscribed on top of the envelope.

Last date for receipt of quotation in the university office 25.8.2020 by 5.00 PM

Prof. In-charge (Procurement)