



Government of Goa

DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
(An ISO 9001:2015 Certified Office)

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Ref No. DSDE/PUR/667/Stationery/2023-24/ 121

Date: 07 April, 2025

To,

Sub: - Quotations for the Supply of Stationery items for All Sections at Head Office.

Sir,

I am directed to invite **sealed** quotations from the reputed suppliers to Supply the enclosed list of items at the lowest rates:-

Sr. No	Item / Specification	Qty.	Rate Per Unit	Amount	Remarks
	As per Annexure enclosed				
	Total (Exclusive of GST)				

Terms and conditions:

1. The materials shall be supplied FOR destination within 30 days of placing supply order at the Directorate of Skill Development and Entrepreneurship Panaji – Goa.
2. GST and any other levy applicable at the time of supply may be shown **separately** in the quotation; otherwise it will be presumed that the prices offered are inclusive of all taxes.
3. The rate quoted shall be **inclusive** of packing and forwarding charges and freight paid for destination at Directorate of Skill Development and Entrepreneurship Panaji – Goa.
4. The material will be accepted after the inspection only if the same confirms with the specification mentioned in the supply order.
5. The quotation shall be valid for 90 days from the date of opening of the same.
6. Quotations will be evaluated for all the items together. Therefore, all the items may be quoted.
7. The material if not accepted after inspection shall be collected by the supplier immediately with written assurance to supply the same as per specifications as mentioned in the supply order.
8. The Directorate of Skill Development and Entrepreneurship shall be responsible for security/storing.
9. This office reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
10. The warranty / guarantee shall be furnished as the case may be.
11. The extension of time limit will be granted as per the discretion of the State Director on genuine grounds by the written request of the supplier.

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12. The quotation may be sent in **sealed envelope** super scribing "QUOTATION NUMBER & SUBJECT" so as to reach this office at **2.30 p.m. on 15th April, 2025** which will be opened on the same day at 3.30 p.m.

Yours faithfully,



(Vinayak. Kambli)
Deputy Director (Projects)

Encl: As Stated

Copy to:

1. The Dy. Director (Admn), O/o. DSDE, Panaji.
2. The Asst. Accounts officer, O/o. DSDE, Panaji.
3. O/c.

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ANNEXURE

Stationery items to be supplied to the Directorate of Skill Development and Entrepreneurship Panaji – Goa:

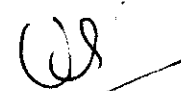
Sr. No.	Description	Qty.	Rate Per Unit	Amt Rs.	Remarks
01	Ball Pen (Black colour)	44 Nos.			
02	Ball Pen (Blue colour)	300 Nos.			
03	Ball Pen (Red colour)	88 Nos.			
04	Battery AA	60 Nos.			
05	Battery AAA	60 Nos.			
06	Bodkins (Pooker)	04 Nos.			
07	Booked Ruled 100 pgs	35 Nos.			
08	Booked Ruled 200 pgs	35 Nos.			
09	Booked Ruled 300 pgs	10 Nos.			
10	Booked Ruled 400	04 Nos.			
11	Box files	40 Nos.			
12	Brown Cover file	200 Nos.			
13	Calculator	08 Nos.			
14	Candle Lighter	12 Nos.			
15	CD Marker (Black ink)	02 Nos.			
16	Cello Tape 'medium- 1"	05 Nos.			
17	Cello Tape 'big'-3"	24 Nos.			
18	Cello Tape 'small'- 0.5"	15 Nos.			
19	Clear transparent document sleeves A4 size, 200 microns	150 Nos.			
20	Clear transparent document sleeves legal size, 200 micons	150 Nos.			
21	Correcting Pen	42 Nos.			
22	Cutter/HD/LD Natraj (blade- 18 mm)	02 Nos.			
23	DAK Folder (thick)	12 Nos.			
24	Dusting brushes (dusting)-2'	05 Nos.			
25	Envelopes 10*23 cms	500 Nos.			
26	Envelopes 13*28 cms	500 Nos.			
27	Envelopes 23*30 cms	500 Nos.			
28	Envelopes 30.5 *40 cms	500 Nos.			
29	Erasers	45 Nos.			

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30	Fevicol Tube /MR, 200 grams	31 Bottles			
31	Fevistic Gum	05 Nos.			
32	File boards	840 Nos.			
33	Glue stick	06 Nos.			
34	Highlighter (Blue)	13 Nos.			
35	Highlighter (green)	13 Nos.			
36	Highlighter (pink)	18 Nos.			
37	Highlighter (yellow)	18 Nos.			
38	Insulation tape	10 Nos.			
39	Laminated yellow files covers	1150 Nos.			
40	L-type folder (A4 size)	200 Nos.			
41	Luxor converge premium notebook series 5 subject, notebook single ruled (300 pages)	02 Nos.			
42	Marker pen (CD Markar)	32 Nos.			
43	Most immediate flag	260 Nos.			
44	Note Pad (Big)	14 Nos.			
45	Note Pad (Small)	14 Nos.			
46	Note Sheets	7100 Sheets			
47	Notebook single ruled 70 GSM, 240 pages, 10.8 x 14.0 cm, spiral binding	42 Nos.			
48	Notice board multicolour push up pins	02 Box			
49	Notice board pin up type, 3 x 2 feet	03 Nos.			
50	Office Files covers with clips	125 Nos.			
51	Office Files Covers with spring	25 Nos.			
52	Paper "U" Pins (Plastic)	68 Box			
53	Paper clip holder	25 Bos			
54	Pen drive 64 GB	04 Nos.			
55	Pencil	18 Box			
56	Permanent Marker Pen-Black(Big)	04 Nos.			
57	Permanent Marker Pen-Blue(Big)	01 No.			
58	Permanent Marker Pen-Red(Big)	01 No.			
59	Plastic Ruler Camlin 15 cm	03 Nos.			
60	Plastic Ruler Camlin 30cm	10 Nos.			
61	Plastic strip cable tie (Medium)	100 Nos.			

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62	Plastic strip cable tie (Small)	100 Nos.			
63	Punch (big)	04 Nos.			
64	Punch (small)	26			
65	Removable self adhesive notes (3 Fluorescent colours) 25 mm x 75 mm	145 Nos.			
66	Removable self adhesive notes (yellow) 25 mm x 75 mm	40 Nos.			
67	Rubber Band	15 Box			
68	Scissors 8" Mo pad make	02 Nos.			
69	Scribbling pads aize 19.5cm x 14 cm	40 Nos.			
70	Sharpeners	31 Nos.			
71	Stainless Steel Ruler 12"	02 Nos.			
72	Stainless Steel Ruler 18"	01 Nos.			
73	Stamp Pad (Blue)	19 Nos.			
74	Stamp pad ink purple make kores, 25 ml bottle	05 Bottles			
75	Stamp Pad ink-Red	02 Bottles			
76	Stapler Machine (Big Size)	14 Nos.			
77	Stapler Pin (Stapler Machine 24/6)	70 Box			
78	Stapler Pin (Stapler Machine No.10)	50 Box			
79	Stapling machine size 10	25 Box			
80	Tags size 17.5 cms, bundle of 1000 tags plasto/ bundle of 144 tags	30 Bundles			
81	Thick folders for legal paper plastic cover	250 Nos.			
82	White Board Marker Ink (Blue)	01 No.			
83	White Board Marker Ink (Blue)	01 No.			
84	White Board Marker Ink (Red)	01 No.			
85	A4 size Copier Paper, 21 x 29.7 cm, 70 GSM ream of 500 sheets (1 box=10 reams)	30 Box			
86	Legal size Copier paper, 70 GSM, ream of 500 sheets (1 box=10 reams)	18 Box			


 (Vinayak Kambli)
 Deputy Director (Projects)