



# ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Mangalwari Bazar Road, Sadar, Nagpur-440001

(Managed by: Anjuman Hami-E-Islam, Nagpur)

PHONE : 0712 2582749, 2583559, 6604502 FAX : 0712 2582749

website : [www.anjumanengg.edu.in](http://www.anjumanengg.edu.in)

E-mail : [eng\\_acet@rediffmail.com](mailto:eng_acet@rediffmail.com) / [eng.acet@gmail.com](mailto:eng.acet@gmail.com)

Ref. No. : ACET/P/2021/ 802(A)

Date : 06.04.2021

## Policies of Purchase

1. Department initiates the requirement with estimated cost.
2. Purchase committee member will verify the requirement.
3. Permission from management is sought to call the quotations subject to provision of fund for the requirement.
4. Requirement is floated on website and various Notice Board/s.
5. Quotation formats are provided to the suppliers from the institute office.
6. After due date, the received quotations were opened in the office of Management.
7. Comparative statement is prepared and verified by the concerned incharge.
8. Technical discussion with detailed specifications and cost are briefed to the management.
9. With prior permission negotiation date is fixed and suppliers are invited for negotiation on commercial as well as specifications.
10. After negotiation, depending upon quality and cost quoted, approval is taken from management for Supply/Work Order.
11. Supply/Work Order is given to the approved Supplier with needful terms and conditions of delivery.
12. After successful completion of supply, installation, testing, entry in stock register and provision of inspection certificate/s, process of payment is initiated as per terms and conditions.
13. Payment will be made by Crossed Cheque drawn on any Local Area Nationalised Bank.

**Dr. M. S. Khatib**

Associate Professor, CSE  
Convenor

**Dr. M. Nasiruddin**

Associate Professor, ETC  
Member

**Dr. M. Sohail Pervez**

Assist. Prof., MECH  
Member

**Mr. Abdul Gaffar**

Assist. Account Officer  
Member

**Dr. S. M. Ali**

Principal, ACET

Copy to:

- All HOD's, Deans, Library, T&P Cell, AO for signature and perusal.
- Principal file.
- Purchase committee

**Dr. SYED MOHAMMAD ALI**

Principal

Anjuman College of Engineering

& Technology, Sadar, Nagpur.



## **Sample Implementation of Purchase policy**

Only  
IDBI BANK

1 ST FLOOR, SJTI COMPLEX, RESIDENCY ROAD  
SADAR NAGPUR, NAGPUR, MAHARASHTRA Pin - 440001  
IFSC: IBKL0000848

VALID FOR THREE MONTHS ONLY

दिनांक 07/10/2021  
Date D D M M Y Y Y Y

Pay Guru Angad Dev Copy Bhandar

या धारक को Or Bearer

रुपये Rupees One Lakh Thirty five Thousand Thirty -

five Only.

अदा करे।

₹ 1,35,035/-

A/C No: 64810010002637

Savings

Anjuman Hami-E-Islam

A/c. Anjuman College of Engg. & Tech.

Payable at Par at All IDBI Bank Branches

*[Signature]*  
Principal  
ANJUMAN COLLEGE OF ENGG. & TECH, NAGPUR  
*[Signature]*  
Asst. Accounts Officer  
AUTHORISED SIGNATORY

Please sign above

⑈341853⑈ 440259006⑈ 064800⑈ 31

Received  
*[Signature]*  
8/10/21  
Guru Angadev Copy Bhandar  
Golchha Marg, Sadar Bazar,  
Nagpur. Ph.: 2553582, 9373489804



1 ST FLOOR, SJI COMPLEX, RESIDENCY ROAD  
SADAR NAGPUR, NAGPUR, MAHARASHTRA Pin - 440001  
IFSC : IBKL0000648

VALID FOR THREE MONTHS ONLY

दिनांक 07/10/2021  
Date D D M M Y Y Y Y

Pay Guru Angad Dev Copy Bhandar

या धारक को Or Bearer

SESHASAI (M)/CTS - 2010

रुपये Rupees One Lakh Thirty Five Thousand Thirty -

Five Only.

अदा करे। ₹ 1,35,035/-

A/C No: 64810010002637

Savings

Payable at Par at All IDBI Bank Branches

Anjuman Hami-E-Islam  
A/c. Anjuman College of Engg. & Tech.

*[Signature]*  
Principal  
*[Signature]*  
Asst. Account Officer  
ANJUMAN COLLEGE OF ENGG. & TECH, NAGPUR  
AUTHORISED SIGNATORY

Please sign above

⑈341853⑈ 440259006⑈ 064800⑈ 31

To,  
The Principal  
A.C.E.T., Nagpur

## INSPECTION CERTIFICATE

This is to certify that M/s Guru Angad Dev Copy Bhandar, Nagpur has supplied that all the stationery material as per the supply Order No. ACET/P/4121/21 Dated 17/09/2021 for Anjuman College of Engg. & Tech. Sadar Nagpur.

After verification the stationery material were found as per specification.

The bill submitted by supplier is of Rs. 9309.00+20047.00+105679.00=135035.00 (Rupees One Lac Thirty Five Thousand Thirty Five Only) Having Bill No. 133,134,135 Dated 24/09/2021

This is in regard for further processing of the bills.

*Shahid*  
28/09/2021  
M. Shahid  
Store Keeper Purchase Committee:-

Net payable amount is Rs. 135035/- (Rupees one Lac Thirty Five Thousand Thirty Five only)

*[Signature]* 29/09/21  
Dr. M. S. Khanb  
*[Signature]* 29/09/2021  
M. Nasiruddin  
*[Signature]* 29/09/21  
Dr. M. Sahail Pervez  
*[Signature]* 29/09/2021  
Abdul Gaffar

*[Signature]*  
Dr. S. M. Ali  
Principal ACET

# GURU ANGAD DEV COPY BHANDAR

GOLCHHA MARG, SADAR BAZAR, NAGPUR-440 001.

No. ~~133~~

Date: 24.9.21

M/s. Shri.

Anjuman College of Engineering & Technology

Sr. No.	Particulars	HSN Code	GST Rate	Qty.	Rate	Amount Rs. Ps.
1	Boo Folder		18%	500	48/-	2400=-
2	Cloth Envelops 12x16		18%	200PC	8/-	1600=-
3	Cl@. markers Pen		12%	20PC	8/-	160=-
4	Cello Tap 1"		18%	20PC	18/-	360=-
5	Chalk Kores white		0%	20PC	48/-	960=-
6	Drawy Books Purv		12%	200PC	25/-	750=-
7	Doaster Plastic		18%	10PC	33/-	330=-
8	Folder Pad		18%	30PC	32/-	960=-
9	Ink Pad Small		18%	5PC	35/-	175=-
10	Ink Pad big. Size		18%	5PC	70/-	350=-
11	Stic Note Pad		18%	79PC	16/-	1264=-
0% 960 - 960 - 0						Add: CGST
12% 910 - 812.50 - 93.50						Add: SGST
18% 7439 - 6304 = 24 - 1134 = 26						Add: IGST
1272 = 26						<b>TOTAL Rs.</b> <i>Rs.</i> 9309 = ..

Declaration: I/We hereby certify that my/our registration under Goods and SERVICE TAX act 2017 is in force on the date on which the sales of goods specified in this tax invoice is made by me/us and that transaction of sale covered by this tax invoice has been effected by me/us and it shall be accounted for the turnover of sales and by filing of return and the dues as is

Received Sign.

For GURU ANGAD DEV COPY BHANDAR

*Inclusive GST. Rate*

*1272 = 26*  
*616 = 12*

# GURU ANGAD DEV COPY BHANDAR

GOLCHHA MARG, SADAR BAZAR, NAGPUR-440 001.

No. XXXXXXXXXX

Date: 24.9.21

M/s. Shri.

*134*  
*Anjuman College of Engineering & Technology*

Sr. No.	Particulars	HSN Code	GST Rate	Qty.	Rate	Amount Rs. Ps.
1	Dog book 2a		18%	18PC	65/-	1170 = -
2	Computer Ribbon		18%	6PC	50/-	300 = -
3	Long Exercise book 16x24		12%	40PC	38/-	1520 = -
4	Long Exercise book 16x12		12%	38PC	25/-	1950 = -
5	Rubber Band		12%	3Kgs	390/-	1170 = -
6	Stapler Pin 24x6 key		18%	9Bgs	290/-	2610 = -
7	Stapler Pin No 10 key		18%	9Bgs	120/-	1080 = -
8	Stapler Machine 24x6		18%	15PC	115/-	1725 = -
9	Stapler Keyring H 2/10		18%	4PC	68/-	272 = -
10	Scale 8 1/2" 12"		18%	6PC	25/-	150 = -
11	D folder		18%	1600N	4/80	7680 = -
12	Tap Dispenser		18%	4PC	105/-	420 = -
12% 4642 = - - 4142 = 86 493 = 14						Add: CGST
18% 15407 = - - 13058 = 38 - 235 = 22						Add: SGST
2844 = 30						Add: IGST
<b>TOTAL Rs.</b> <i>20,047 = -</i>						<i>20,047 = -</i>

Declaration: I/We hereby certify that our registration under GOODS and SERVICE TAX act 2017 is in force on the date on which the sales of goods specified in this tax invoice is made by me/us and that transaction of sale covered by this tax invoice has been effected by me/us and it shall be accounted for the purpose of sales while filing of return and the due date is...

Received Sign.

For GURU ANGAD DEV COPY BHANDAR

*(Dehshive GST Part C)*

# GURU ANGAD DEV COPY BHANDAR

GOLCHHA MARG, SADAR BAZAR, NAGPUR-440 001.

No. ~~135~~

Date: 24.9.21

M/s. Shri. <sup>135</sup>

Anjuman College of Engineering & Technology  
Pethonagar

Sr. No.	Particulars	HSN Code	GST Rate	Qty.	Rate	Amount Rs.	Ps.
①	Perment marker		12%	15PC	15/-	225=	
②	Celler Pen		18%	10PC	15/-	150=	
③	White board marker pen		12%	20PC	19/-	380=	
④	White board marker		12%	20PC	20/-	400=	
⑤	Envelope 30x40 11x5		18%	1200A	.82	984=	
⑥	Envelope 30x40 9x4		18%	1500PC	.56	840=	
⑦	A14 Cover 75x115		12%	500R.	190/-	95000=	
⑧	A18 Paper 75x115		12%	20R.	235/-	4700=	
$12\% \cdot 103705 = 92593.75 - 11111 = 25$ $18\% \cdot 19734 = 16722.82 - 301 = 12$ $11412.57$							
Add: CGST Add: SGST Add: IGST							
<b>TOTAL Rs.</b>						<b>1,05,679=</b>	

CLT. 5706=65  
 GST-5706=125

Declaration: I/We hereby certify that my/our registration under GOODS and SERVICE TAX act 2017 is in force on the date on which the sales of goods specified in this tax invoice is made by me/us and that transaction of sale covered by this tax invoice has been effected by me/us and it shall be accounted for the turnover of sales while filing of return and the due tax, if

Received Sign.

*[Signature]*  
 For GURU ANGAD DEV COPY BHANDAR

105679





# ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

MANGALWARI BAZAR ROAD, SADAR, NAGPUR - 440 001.

(Managed by Anjuman Hami-E-Islam, Sadar, Nagpur.)

Ph. : 0712-2582749, 2583559, 6604502, Fax : 0712-2583559

Web Site : www.anjumanengg.edu.in E-mail : eng\_acet@rediffmail.com/eng.acet@gmail.com

Ref. No. ACET/P/4121/21

Date : 17-09-2021

TO  
m/s Guru Angad Dev  
copy Bhandar, Nagpur

Subject: Supply/Work order for Stationery Material for  
Anjuman College Of Engg. & Technology as mentioned in price schedule.

RE: YOUR QUOTATION SUBMITTED VIDE NO. — DATED 30/07/21

Dear Sir,

With reference to above, we are pleased to accept your rates for Stationery Material as specified in price schedule attached herewith, subject to the following terms & conditions:

## TERMS & CONDITIONS:

### 01. RATES:

The rates accepted and detailed in price schedule annexed herewith are inclusive of excise duty, GST, sales tax and all other taxes, levies, transport charges, handling, delivery at our premises, etc. wherever necessary and as directed. Nothing extra shall be payable on any account.

### 02. VALUE OF ORDER:

Total value of this order shall be Rs. 1,35,035/-  
In words: Rs. One Lac Thirty Five Thousand Thirty Five only

### 03. DELIVERY:

Delivery will be made at Anjuman College of Engineering & Technology, Sadar, Nagpur

05. **APPROVAL OF SAMPLE :**

The material/s supplied are subjected to our approval of the sample. If the supply is not made as per sample or any part of the material is found defective, it shall be replaced immediately without any extra cost to us.

06. **PENALTY:**

In case there is a delay in supply of material within the specified period as stipulated above, a penalty of 2% on the value of Material not supplied shall be levied.


07. **PAYMENT:**

On satisfactory completion of supply of material, you may submit your Final bill/s in triplicate along with delivery memo duly endorsed by our authorized staff. 100% payment will be made after successfully completion of supply of material, after certification by our authorized staff within fifteen days of submission of your Final bill/s. If the supply of material is not made as per the Specifications or found defective, it shall be replaced immediately without any extra cost to us. Payment shall be made by **Crossed Cheque** drawn on any local area nationalised bank.

08. Any other information, if required can be obtained from the office of the undersigned.

Please acknowledge the receipt of this order.

Regards.

  
PRINCIPAL  
ACET, Sadar, Nagpur  
(Encl. Price schedule)  
HAMMAD ALI  
Principal  
Amman College of Engineering  
Technology, Sadar, Nagpur.



# ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

MANGALWARI BAZAR SADAR NAGPUR

## STATIONERY MATERIALS PRICE SCHEDULE

Sr. No.	Particular With Specifications	Brand/Make	Unit	Qty.	Rate/Unit (Rs.)	Amount (Rs.)
01	Box File	Delux	Nos.	50	48.00	2400.00
02	Cloth Envelop 12"×16"	Good Quality	Nos.	200	08.00	1600.00
03	CD Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	08.00	160.00
04	Cello Tape 1" (50 meter)	Wonder	Nos.	20	18.00	360.00
05	Chalk Box White (Dustless) (Per Box 144 pcs)	Korex	Box	20	48.00	960.00
06	Drawing Sheet (Half Size) 15"×22"	Ballarpur/Shirpur	Nos.	300	02.50	750.00
07	Duster Plastic (Black Board)	Omega (Model No 1561)	Nos.	10	33.00	330.00
08	Four Folder Pad File F/S	Good Quality	Nos.	30	32.00	960.00
09	Ink Pad Small (Blue) 110mm×70mm	Good Quality	Nos.	05	35.00	175.00
10	Ink Pad Large (Blue) 159mm×90mm	Good Quality	Nos.	05	70.00	350.00
11	Permanent Marker Pen (Blue & Black Colour)	Camlin	Nos.	15	15.00	225.00
12	Paper Cutter (Sliding) Type (Prestige) 5½"	Kayo Ikon	Nos.	10	15.00	150.00
13	Page Marker (Paper Flags) 4 Color 1"×3" (25mm 75mm) (50×04 Col.=200 Sheets)	Good Quality	Nos.	79	16.00	1264.00
14	Dag (Pcon) Book /200 Pg	Good Quality	Nos.	18	65.00	1170.00
15	Printer Ribbon 11D (High Density) Max	Max	Nos.	06	50.00	300.00
16	Register 200 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	40	38.00	1520.00
17	Register 100 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	78	25.00	1950.00
18	Rubber Band (Small & Large)	Good Quality	Kg	03	390.00	1170.00
19	Stapler pin Box No.24/6 (Per box 20 pkt)	Kangaro/Kores	Box	09	290.00	2610.00
20	Stapler pin Box No.10 (Per box 20 pkt)	Kangaro/Kores	Box	09	120.00	1080.00
21	Stapler Machine (Plastic Cover) 555 (24/6)	Kangaro/Kores	Nos.	15	115.00	1725.00
22	Stapler Machine (Plastic Cover) HD-10	Kangaro/Kores	Nos.	04	68.00	272.00
23	Scale Steel 12"	Good Quality	Nos.	06	25.00	150.00
24	Transparency Folder F/S (D Folder) (Plastic Folder)	Good Quality	Nos.	1600	04.80	7680.00
25	Tap Dispensary (Cello Tap Machine)	Good Quality	Nos.	04	105.00	420.00
26	White Board Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	19.00	380.00
27	White Board Marker Ink (15ml) (Blue & Black Colour)	Camlin	Nos.	20	20.00	400.00
28	White Envelope 70GSM 11"×5"	Good Quality	Nos.	1200	00.82	984.00
29	White Envelope 70GSM 9"×4"	Good Quality	Nos.	1500	00.56	840.00

TO  
M/S GURU ANGAD DEV  
COPY BHANDAR, NAGPUR

Subject: Supply/Work order for Stationery Material for  
Anjuman College Of Engg. & Technology as mentioned in price schedule.

REF.: YOUR QUOTATION SUBMITTED VIDE NO. — DATED 30/07/21

Dear Sir,

With reference to above, we are pleased to accept your rates for  
Stationery Material as specified in price schedule attached herewith, subject to the  
following terms & conditions:

**TERMS & CONDITIONS:**

**01. RATES:**

The rates accepted and detailed in price schedule annexed herewith are **inclusive** of excise duty, GST, sales tax and all other taxes, levies, transport charges, handling, delivery at our premises, etc. wherever necessary and as directed. Nothing extra shall be payable on any account.

**02. VALUE OF ORDER:**

Total value of this order shall be Rs. 1,35,035/-  
In words: Rupee One Lac Thirty Five Thousand Thirty Five only

**03. DELIVERY:**

Delivery will be made at Anjuman College of Engineering & Technology, Sadar, Nagpur

**05. APPROVAL OF SAMPLE :**

The material/s supplied are subjected to our approval of the sample. If the supply is not made as per sample or any part of the material is found defective, it shall be replaced immediately without any extra cost to us.

**06. PENALTY:**

In case there is a delay in supply of material within the specified period as stipulated above, a penalty of 2% on the value of Material not supplied shall be levied.

**07. PAYMENT:**

On satisfactory completion of supply of material, you may submit your Final bill/s in triplicate along with delivery memo duly endorsed by our authorized staff. 100% payment will be made after successfully completion of supply of material, after certification by our authorized staff within fifteen days of submission of your Final bill/s. If the supply of material is not made as per the Specifications or found defective, it shall be replaced immediately without any extra cost to us. Payment shall be made by Crossed Cheque drawn on any local area nationalised bank.

**08.** Any other information, if required can be obtained from the office of the undersigned.

Please acknowledge the receipt of this order.

Regards.

**PRINCIPAL**

ACET, Sadar, Nagpur.  
(Encl. Price schedule)

*[Handwritten signature]*  
15/09/21

*[Handwritten signature]*  
15/09/21

*[Handwritten signature]*  
15/09/21

*[Handwritten signature]*  
15/09/21

**ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY**  
**MANGALWARI BAZAR SADAR NAGPUR**  
**STATIONERY MATERIALS PRICE SCHEDULE**

Sr. No.	Particular With Specifications	Brand/Make	Unit	Qty.	Rate/Unit (Rs.)	Amount (Rs.)
01	Box File	Delux	Nos.	50	48.00	2400.00
02	Cloth Envelop 12"×16"	Good Quality	Nos.	200	08.00	1600.00
03	CD Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	08.00	160.00
04	Cello Tape 1" (50 meter)	Wonder	Nos.	20	18.00	360.00
05	Chalk Box White (Dustless) (Per Box 144pcs)	Korex	Box	20	48.00	960.00
06	Drawing Sheet ( Half Size) 15"×22"	Ballarpur/Shirpur	Nos.	300	02.50	750.00
07	Duster Plastic (Black Board)	Omega (Model No 1561)	Nos.	10	33.00	330.00
08	Four Folder Pad File F/S	Good Quality	Nos.	30	32.00	960.00
09	Ink Pad Small (Blue) 110mm×70mm	Good Quality	Nos.	05	35.00	175.00
10	Ink Pad Large (Blue) 159mm×90mm	Good Quality	Nos.	05	70.00	350.00
11	Permanent Marker Pen (Blue & Black Colour)	Camlin	Nos.	15	15.00	225.00
12	Paper Cutter (Sliding) Type (Prestige) 5½"	Kayo Ikon	Nos.	10	15.00	150.00
13	Page Marker (Paper Flags) 4 Color 1"×3" (25mm×75mm) (50×04 Col.=200 Sheets)	Good Quality	Nos.	79	16.00	1264.00
14	Dag (Peon) Book 200 Pg	Good Quality	Nos.	18	65.00	1170.00
15	Printer Ribbon HD (High Density) Max	Max	Nos.	06	50.00	300.00
16	Register 200 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	40	38.00	1520.00
17	Register 100 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	78	25.00	1950.00
18	Rubber Band (Small & Large)	Good Quality	Kg	03	390.00	1170.00
19	Stapler pin Box No.24/6 ( Per box 20 pkt)	Kangaro/Kores	Box	09	290.00	2610.00
20	Stapler pin Box No.10 ( Per box 20 pkt)	Kangaro/Kores	Box	09	120.00	1080.00
21	Stapler Machine (Plastic Cover) 555 (24/6)	Kangaro/Kores	Nos.	15	115.00	1725.00
22	Stapler Machine (Plastic Cover) HD-10	Kangaro/Kores	Nos.	04	68.00	272.00
23	Scale Steel 12"	Good Quality	Nos.	06	25.00	150.00
24	Transpareny Folder F/S (D Folder) (Plastic Folder)	Good Quality	Nos.	1600	04.80	7680.00
25	Tap Dispensary (Cello Tap Machine)	Good Quality	Nos.	04	105.00	420.00
26	White Board Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	19.00	380.00
27	White Board Marker Ink (15ml) (Blue & Black Colour)	Camlin	Nos.	20	20.00	400.00
28	White Envelope 70GSM 11"×5"	Good Quality	Nos.	1200	00.82	984.00
29	White Envelope 70GSM 9"×4 "	Good Quality	Nos.	1500	00.56	840.00

To,  
Hon'ble Administrator,  
Anjuman Hami-E-Islam  
Sadar, Nagpur.

**Subject:-** Permission for purchase of Stationery Material for ACET for the session 2021-22.

R/Sir,

This is regarding the permission for purchase of stationery material required for the session 2021-22 for our college. As seen in the comparative statement prepared after negotiation held on 26/08/2021,

The quotation of M/s Guru Angad Dev Copy Bhandar, Nagpur is found lowest for Sr. No. 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 13, 15, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 33, 34 and 35 satisfying the requirement. The total amount is Rs. 1,35,035/-

The quotation of M/s Starlite Computers, Nagpur is found lowest for Sr. No. 12, 14, 17 and 31 satisfying the requirement. The total amount is Rs. 359/-

Hence , it is requested to grant the permission for purchase of stationery material required for the session 2021-22 for our college from respective supplier as above on lowest basis satisfying the requirement. The total cost of all stationery material is Rs. 1,35,394/-

Thanking You.  
Your's faithfully,

# ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

MANGALWARI BAZAR ROAD, SADAR, NAGPUR.

## COMPARATIVE STATEMENT OF STATIONERY MATERIALS AFTER NEGOTIATION HELD ON 26/08/2021 SESSION 2021-22

Sr. No.	Particular with specification	Brand/Make	Unit	Total Qty.	GURU ANGAD DEV COPY BHANDAR		STARLITE COMPUTERS		BHAGWATI STATIONERS	
					Rate/ Unit (Rs)	Total Amount (Rs)	Rate/ Unit (Rs)	Total Amount (Rs)	Rate/ Unit (Rs)	Total Amount (Rs)
01	Box File	Delux	Nos.	50	48.00	2400.00	52.00	2600.00	50.00	2500.00
02	Cloth Envelop 12"x16"	Good Quality	Nos.	200	08.00	1600.00	11.00	2200.00	09.40	1880.00
03	CD Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	08.00	160.00	10.00	200.00	09.00	180.00
04	Cello Tape 1" (50 meter)	Wonder	Nos.	20	18.00	360.00	22.00	440.00	20.00	400.00
05	Chalk Box White (Dustless) (Per Box 144pcs)	Korex	Box	20	48.00	960.00	54.00	1080.00	53.00	1060.00
06	Drawing Sheet ( Half Size) 15"x22"	Ballarpur/Shirpur	Nos.	300	02.50	750.00	04.00	1200.00	02.90	870.00
07	Duster Plastic (Black Board)	Omega (Model No. 1561)	Nos.	10	33.00	330.00	37.00	370.00	35.00	350.00
08	Four Folder Pad File F/S	Good Quality	Nos.	30	32.00	960.00	35.00	1050.00	32.90	987.00
09	Ink Pad Small (Blue) 110mmx70mm	Good Quality	Nos.	05	35.00	175.00	46.00	230.00	40.00	200.00
10	Ink Pad Large (Blue) 159mmx90mm	Good Quality	Nos.	05	70.00	350.00	80.00	400.00	72.00	360.00
11	Permanent Marker Pen (Blue & Black Colour)	Camlin	Nos.	15	15.00	225.00	16.00	240.00	16.00	240.00
12	Permanent Marker Ink 15ml (Blue & Black Colour)	Camlin	Nos.	05	20.00	100.00	19.00	95.00	20.00	100.00
13	Paper Cutter (Sliding) Type (Prestige) 5½"	Kayo Ikon	Nos.	10	15.00	150.00	18.00	180.00	15.90	159.00
14	Pencil Box H.B 621 Plasto(Per Box 10 pencil)	Nataraj	Box	03	32.00	96.00	30.00	90.00	32.00	96.00
15	Page Marker (Paper Flags) 4 Color	Good Quality	Nos.	79	16.00	1264.00	19.00	1501.00	17.90	1414.10
16	Dag (Peon) Book 200 Pg	Good Quality	Nos.	18	65.00	1170.00	69.00	1242.00	66.40	1195.20
17	Paper Weight	Good Quality	Nos.	02	35.00	70.00	30.00	60.00	35.90	71.80
18	Printer Ribbon HD (High Density) Max	Max	Nos.	06	50.00	300.00	54.00	324.00	51.40	308.40
19	Register 200 Pg F/S 13"x8" 70GSM	Ballarpur/Shirpur	Nos.	40	38.00	1520.00	40.00	1600.00	44.00	1760.00
20	Register 100 Pg F/S 13"x8" 70GSM	Ballarpur/Shirpur	Nos.	78	25.00	1950.00	28.00	2184.00	30.00	2340.00
21	Rubber Band (Small & Large)	Good Quality	Kg	03	390.00	1170.00	430.00	1290.00	400.00	1200.00
22	Stapler pin Box No.24/6 ( Per box 20 pkt)	Kangaro/Kores	Box	09	290.00	2610.00	322.00	2898.00	310.00	2790.00
23	Stapler pin Box No.10 ( Per box 20 pkt)	Kangaro/Kores	Box	09	120.00	1080.00	124.00	1116.00	126.00	1134.00
24	Stapler Machine (Plastic Cover) 555 (24/6)	Kangaro/Kores	Nos.	15	115.00	1725.00	116.00	1740.00	118.00	1770.00
25	Stapler Machine (Plastic Cover) HD-10	Kangaro/Kores	Nos.	04	68.00	272.00	72.00	288.00	69.90	279.60

Shahid:  
M. Shahid

27/08/2021  
(M. Masimuddin)

27/8/21  
Dr. M. S. Ichai

27/8/21  
Dr. M. S. Ichai

27/8/2021  
Chief Financial Officer

*(Handwritten signature)*



26	Scale Steel 12"	Good Quality	Nos.	06	<u>25.00</u>	<u>150.00</u>	26.00	156.00	26.00	156.00
27	Transparency Folder F/S (D Folder) (Plastic Folder)	Good Quality	Nos.	1600	<u>04.80</u>	<u>7680.00</u>	06.00	9600.00	05.00	8000.00
28	Tap Dispensary (Cello Tap Machine)	Good Quality	Nos.	04	<u>105.00</u>	<u>420.00</u>	110.00	440.00	112.00	448.00
29	White Board Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	<u>19.00</u>	<u>380.00</u>	21.00	420.00	20.00	400.00
30	White Board Marker Ink (15ml) (Blue & Black Colour)	Camlin	Nos.	20	<u>20.00</u>	<u>400.00</u>	22.00	440.00	21.00	420.00
31	Whitener Pen (7 ml)	Camlin	Nos.	06	20.00	120.00	<u>19.00</u>	<u>114.00</u>	20.90	125.40
32	White Envelope 70GSM 11"x5"	Good Quality	Nos.	1200	<u>00.82</u>	<u>984.00</u>	00.90	1080.00	00.85	1020.00
33	White Envelope 70GSM 9"x4"	Good Quality	Nos.	1500	<u>00.56</u>	<u>840.00</u>	00.75	1125.00	00.60	900.00
34	Xerox Paper A4 75GSM	Jk Copier	Ream	500	<u>196.00</u>	<u>98000.00</u>	203.00	101500.00	199.00	99500.00
35	Xerox Paper FS 75GSM	Jk Copier	Ream	20	<u>235.00</u>	<u>4700.00</u>	245.00	4900.00	239.00	4780.00
				Total		135421.00		144393.00		139394.50

prepared & checked by: *snubif*  
(M. Shahid)

As seen in the comparative statement, prepared after negotiation held on 26/08/21, the quotation of M/s Gura Angad Dev Copy Bhandar, Nagpur is found lowest for Sr. No. 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 13, 15, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 33, 34, and 35, satisfying the requirement. The total amount is Rs. 1,35,035/-

The quotation of M/s Starlite Computers, Nagpur is found lowest for Sr. No. 12, 14, 17, and 31 satisfying the requirement. The total amount is Rs. 359/-

Hence, it is requested to grant the permission for purchase of stationery material required for the session 2021-22 for our college from respective supplier as above on lowest basis satisfying the requirement. The total cost of all stationery material is Rs. 1,35,394/-

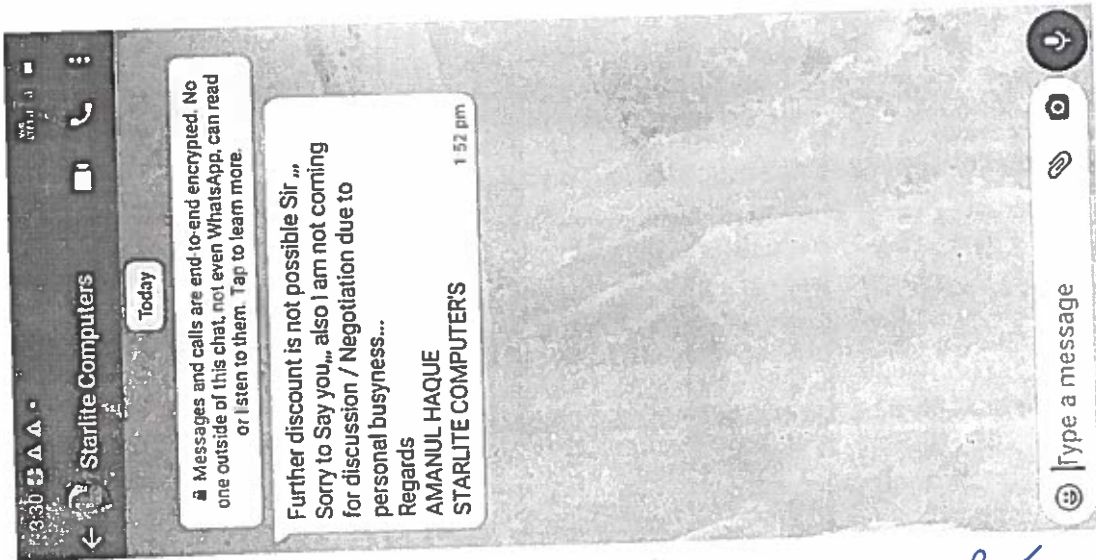
*[Signature]*  
27/08/21  
Dr. M. S. Khatib

*[Signature]*  
27/08/2021  
M. Nasiruddin

*[Signature]*  
27/08/21  
Dr. M. Sohail Pervez

*[Signature]*  
27/08/2021  
Abdul Gaffar Ahmed

*[Signature]*  
31/8/21  
Dr. S. M. Ali  
Principal, ACET



*Subir*  
26/08/21

*[Signature]*  
26/8/21

*[Signature]*  
26/08/21

*[Signature]*  
26/08/21

*[Signature]*  
26/8/21



snakhi  
26/08/21

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26/8/21

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26/8/21

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26/08/21

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26/8/21

**QUOTATION FOR SUPPLY OF STATIONARY MATERIAL**

Name of the contracting agency :

Postal address of working agency :

Authorized person/responsible person:

Contact No. / Mobile No. :

Guru Angadev Copy Bhandal  
Golchha Marg, Sadar Bazar,  
Nagpur. Ph.: 2553563, 9373189804

30/03/21  
8788800134


**Terms and conditions:**

1. Quotation should be sent in a sealed cover and super scribed as " **Quotation for Supply of Stationary Materials at Anjuman College of Engineering & Technology**" and should reach this office latest by 08/03/2021 upto 4 p.m. 3.5.21
2. The material/s should be of best quality and conforming to our specifications as stated in Price Schedules and as directed.
3. Your rates should be **inclusive of all taxes, GST, levies, insurance charges, packing, and handling and transportation charges for delivery of items at our premises including Labour charge**, use of T & P & incidental charges if any. In case of any defect, it shall have to be replaced immediately without any extra cost. Please note that no extra payment shall be made on any account whatsoever.
4. The validity of your rates should be for a **minimum period of 6 months**. In case no supply/work is ordered within the period of validity, escalation in prices on reasonable grounds will be considered.
5. It will be considered that the Supplier has understood our requirement in its entirety on quoting his rates and as such no argument or plea will be accepted after the quotation are submitted. Accordingly the Supplier are advised to fully satisfy themselves with all details or information's if in his opinion are found missing in our specifications.
6. On detailed scrutiny of our specifications, the Supplier is free to seek our advice in any matter not evidently clear to them. It may be noted that the supply/work shall be strictly to fulfill our requirement and even if the Supplier is required to carry out any extra work/supply any extra item, not clearly indicated as an integral part of the supply, no payment will be made for such an extra item, unless the Supplier submit specific requirement of such item before submission of his Quotation.
7. Delivery period for supply of materials as indicated in our supply order shall be strictly complied with. If in case there is a delay in supply , a **penalty of 2% of total value of such material/s**, which are not supplied within the stipulated period as mentioned in supply order, shall be levied.

8. The bills should be submitted in **triplicate** along with **delivery memo** duly endorsed by our authorized staff. On satisfactory completion of supply of your material, you may submit your final bill, which will be paid to you after due scrutiny and certification by our authorized staff within 25 days of submission of your final bills. Payment shall be made by Crossed Cheque drawn on a local area nationalised bank. No extra charges will be payable if in case the payment of the bills is delayed due to non certification of satisfactory supply or lack of full information as required to be submitted with the bills for payment.
9. The materials supplied are subjected to our approval of the sample. If the supply is not made as per sample or any part of the material is found defective, it shall be replaced immediately without any extra cost to us.
10. No advance payment will be made on any account under all circumstances.
11. Institution reserves the right of withholding full or part payment, if the supply/work is not made/carried out according to conditions & specifications, supplier will have to take back rejected material in part or full from the premises of institution.
12. If any other information is required it may be obtained from the office of institution on any working day during working hours.

I hereby accept all the conditions of supply as mentioned above and is ready to take up such supply order and I shall co-operate in getting such supply order executed to the best of ability.

Name of the Supplier

  
**Guru Angadev Copy Bhandal**  
Golchha Marg, Sadar Bazar,  
Nagpur. Ph.: 2553563, 9373189804  
Dated Signature of the Supplier with Seal

30/8/21

**ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY**  
**MANGALWARI BAZAR SADAR NAGPUR**  
**STATIONARY MATERIALS**  
**PRICE SCHEDULE**

Sr. No.	PARTICULAR WITH SPECIFICATIONS	Brand/Make	Unit	Qty.	Rate/Unit (Rs.)	Amount (Rs.)
01	Box File	Delux	Nos.	50	48/-	
02	Cloth Envelop 12"×16"	Good Quality	Nos.	200	8/-	
03	CD Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	8/-	
04	Cello Tape 1" (50 meter) <u>60 meter</u>	Wonder	Nos.	20	18/-	
05	Chalk Box White (Dustless) (Per Box 144 pcs)	Korex	Box	20	48/-	
06	Drawing Sheet ( Half Size) 15"×22"	Ballarpur/Shirpur	Nos.	300	2/50	
07	Duster Plastic (Black Board)	Omega (Model No. 1561)	Nos.	10	33/-	
08	Four Folder Pad File F/S	Good Quality	Nos.	30	32/-	
09	Ink Pad Small (Blue) 110mm×70mm	Good Quality	Nos.	05	35/-	
10	Ink Pad Large (Blue) 159mm×90mm	Good Quality <u>camel</u>	Nos.	05	70/-	
11	Permanent Marker Pen (Blue & Black Colour)	Camlin	Nos.	15	15/-	
12	Permanent Marker Ink 15ml (Blue & Black Colour)	Camlin	Nos.	05	20/-	
13	Paper Cutter (Sliding) Type (Prestige) 5½"	Kayo Ikon	Nos.	10	15/-	
14	Pencil Box H.B 621 Plasto(Per Box 10 pencil)	Nataraj	Box	03	32/-	
15	Page Marker (Paper Flags) 4 Color 1"×3" (25mm×75mm) (50×04 Col.=200 Sheets)	Good Quality	Nos.	79	16/-	
16	Dag (Peon) Book 200 Pg	Good Quality	Nos.	18	65/-	
17	Paper Weight	Good Quality	Nos.	02	35/-	
18	Printer Ribbon HD (High Density) Max <u>Correction in Sr. No. 04 Rate Rs. 18/-</u>	Max	Nos.	06	50/-	

OPENED IN MY PRESENCE

17.08.2021/18.30

ADMINISTRATOR  
 ANJUMAN HAMI-E-ISLAM  
 BAZAR NAGPUR

M. Naismad

Guru Angadev Copy Bhandar  
 Balajha Marg, Sadar Bazar,  
 Nagpur

19	Register 200 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	40	38/-
20	Register 100 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	78	25/-
21	Rubber Band (Small & Large)	Good Quality	Kg	03	390/-
22	Stapler pin Box No.24/6 (Per box 20 pkt)	Kangaro/Kores	Box	09	290/- 20/100
23	Stapler pin Box No.10 (Per box 20 pkt)	Kangaro/Kores	Box	09	120/- Dyo
24	Stapler Machine (Plastic Cover) 555 (24/6)	Kangaro/Kores	Nos.	15	555 115, Plastic Cover 108
25	Stapler Machine (Plastic Cover) HD-10	Kangaro/Kores	Nos.	04	68/-
26	Scale Steel 12"	Good Quality	Nos.	06	25/-
27	Transparency Folder F/S (D Folder) (Plastic Folder)	Good Quality	Nos.	1600	480/- Dyo Quality
28	Tap Dispensary (Cello Tap Machine)	Good Quality	Nos.	04	105/- o mega
29	White Board Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	19/- each
30	White Board Marker Ink (15ml) (Blue & Black Colour)	Camlin	Nos.	20	29/- each
31	Whitener Pen (7 ml)	Camlin	Nos.	06	20/- each
32	White Envelop 70GSM 11"×5"	Good Quality	Nos.	1200	• 82 each
33	White Envelop 70GSM 9"×4"	Good Quality	Nos.	1500	• 56 each
34	Xerox Paper A4 75GSM	Jk Copier	Ream	500	196/- Per R. 26 (196/-)
35	Xerox Paper FS 75GSM	Jk Copier	Ream	20	235/- Per Ream
In words:				Grand Total	

Note:- All materials supply should be as per sample

*Dilip Koriplani*

Name of the supplier *Connection in Indh. 34* Dated signature of the supplier with Seal

*dashy*  
*catch*

OPENED IN MY PRESENCE

**Guru Angaddev Copy Bhandar**  
Goichha Marg, Sadar Bazar,  
Nagpur, Ph: 2553563, 9373189894

30/7/21

*17/08/2021 (M. Narsimha)*

**QUOTATION FOR SUPPLY OF STATIONARY MATERIAL**

Name of the contracting agency : **STARLITE COMPUTER'S**  
Postal address of working agency : C/o. Plot No. 42, Flat No. 201,  
(2nd Floor), Crystal Plaza,  
Near Mubin Dairy, Awarsh Nagar,  
Police Line Takli, Behind Quadrat Plaza,  
NAGPUR-440018 (M.S.)  
Authorized person/responsible person:  
Contact No. / Mobile No. **9850465373**

**Terms and conditions:**

1. Quotation should be sent in a sealed cover and super scribed as " **Quotation for Supply of Stationary Materials at Anjuman College of Engineering & Technology**" and should reach this office latest by ~~28/03/2021~~ upto 4 p.m. **31/07/2021.**
2. The material/s should be of best quality and conforming to our specifications as stated in Price Schedules and as directed.
3. Your rates should be **inclusive of all taxes, GST, levies, insurance charges, packing, and handling and transportation charges for delivery of items at our premises including Labour charge** use of T & P & incidental charges if any. In case of any defect, it shall have to be replaced immediately without any extra cost. Please note that no extra payment shall be made on any account whatsoever.
4. The validity of your rates should be for a **minimum period of 6 months**. In case no supply/work is ordered within the period of validity, escalation in prices on reasonable grounds will be considered.
5. It will be considered that the Supplier has understood our requirement in its entirety on quoting his rates and as such no argument or plea will be accepted after the quotation are submitted. Accordingly the Supplier are advised to fully satisfy themselves with all details or information's if in his opinion are found missing in our specifications.
6. On detailed scrutiny of our specifications, the Supplier is free to seek our advice in any matter not evidently clear to them. It may be noted that the supply/work shall be strictly to fulfill our requirement and even if the Supplier is required to carry out any extra work/supply any extra item, not clearly indicated as an integral part of the supply, no payment will be made for such an extra item, unless the Supplier submit specific requirement of such item before submission of his Quotation.
7. Delivery period for supply of materials as indicated in our supply order shall be strictly complied with. If in case there is a delay in supply, a **penalty of 2% of total value of such material/s**, which are not supplied within the stipulated period as mentioned in supply order, shall be levied.



8. The bills should be submitted in **triplicate** along with **delivery memo** duly endorsed by our authorized staff. On satisfactory completion of supply of your material, you may submit your final bill which will be paid to you after due scrutiny and certification by our authorized staff within 25 days of submission of your final bills. Payment shall be made by Crossed Cheque drawn on a local area nationalised bank. No extra charges will be payable if in case the payment of the bills is delayed due to non certification of satisfactory supply or lack of full information as required to be submitted with the bills for payment.
9. The materials supplied are subjected to our approval of the sample. If the supply is not made as per sample or any part of the material is found defective, it shall be replaced immediately without any extra cost to us.
10. No advance payment will be made on any account under all circumstances.
11. Institution reserves the right of withholding full or part payment, if the supply/work is not made/carrned out according to conditions & specifications, supplier will have to take back rejected material in part or full from the premises of institution.
12. If any other information is required it may be obtained from the office of institution on any working day during working hours.

I hereby accept all the conditions of supply as mentioned above and is ready to take up such supply order and I shall co-operate in getting such supply order executed to the best of ability.

**STARLITE COMPUTERS**

C/o, Plot No. 42, Flat No. 201,

(2nd Floor), Crystal Plaza,

Near Mubin Dairy, Adarsh Nagar,

Police Line Takli, Behind Qudrat Plaza,

Dated ~~03/07/2021~~ 31/07/2021 (M.S.) Supplier with Seal

Name of the Supplier

(AMANUL HAQUE)

31/07/2021.



**ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY**  
**MANGALWARI BAZAR SADAR NAGPUR**  
**STATIONARY MATERIALS**  
**PRICE SCHEDULE**

Sr. No.	PARTICULAR WITH SPECIFICATIONS	Brand/Make	Unit	Qty.	Rate/Unit (Rs.)	Amount (Rs.)
01	Box File	Delux	Nos.	50	52.00	
02	Cloth Envelop 12"×16"	Good Quality	Nos.	200	11.00	
03	CD Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	10.00	
04	Cello Tape 1" (50 meter)	Wonder	Nos.	20	22.00	
05	Chalk Box White (Dustless) (Per Box 144 pcs)	Korex	Box	20	54.00	
06	Drawing Sheet ( Half Size) 15"×22"	Ballarpur/Shirpur	Nos.	300	4.00	
07	Duster Plastic (Black Board)	Omega (Model No. 1561)	Nos.	10	37.00	
08	Four Folder Pad File F/S	Good Quality	Nos.	30	35.00	
09	Ink Pad Small (Blue) 110mm×70mm	Good Quality	Nos.	05	46.00	
10	Ink Pad Large (Blue) 159mm×90mm	Good Quality	Nos.	05	80.00	
11	Permanent Marker Pen (Blue & Black Colour)	Camlin	Nos.	15	16.00	
12	Permanent Marker Ink 15ml (Blue & Black Colour)	Camlin	Nos.	05	19.00	
13	Paper Cutter (Sliding) Type (Prestige) 5½"	Kayo Ikon	Nos.	10	18.00	
14	Pencil Box H.B 621 Plasto(Per Box 10 pencil)	Nataraj	Box	03	30.00	
15	Page Marker (Paper Flags) 4 Color 1"×3" (25mm×75mm) (50×04 Col.=200 Sheets)	Good Quality	Nos.	79	19.00	
16	Dag (Peon) Book 200 Pg	Good Quality	Nos.	18	69.00	
17	Paper Weight	Good Quality	Nos.	02	30.00	
18	Printer Ribbon HD (High Density) Max	Max	Nos.	06	54.00	

**STARLITE COMPUTER'S**  
C/o. Plot No. 42, Flat No. 201,  
(2nd Floor), Crystal Plaza,  
Near Mubin Dairy, Adarsh Nagar,  
Police Line Takli, Behind Qudrat Plaza,  
NAGPUR-440018 (M.S.)

*No corrections*  
*17/08/2021*  
*(M. Nasiruddin)*  
**OPENED IN MY PRESENCE**  
*17/08/2021*  
*18/08/2021*

*Lakshmi*  
17.08.2021  
VISTRATOR  
18/08/2021

19	Register 200 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	40	40.00
20	Register 100 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	78	28.00
21	Rubber Band (Small & Large)	Good Quality	Kg	03	430.00
22	Stapler pin Box No.24/6 ( Per box 20 pkt)	Kangaro/Kores	Box	09	322.00
23	Stapler pin Box No.10 ( Per box 20 pkt)	Kangaro/Kores	Box	09	124.00
24	Stapler Machine (Plastic Cover) 555 (24/6)	Kangaro/Kores	Nos.	15	116.00
25	Stapler Machine (Plastic Cover) HD-10	Kangaro/Kores	Nos.	04	72.00
26	Scale Steel 12"	Good Quality	Nos.	06	26.00
27	Transparency Folder F/S (D Folder) (Plastic Folder)	Good Quality	Nos.	1600	6.00
28	Tap Dispensary (Cello Tap Machine)	Good Quality	Nos.	04	110.00
29	White Board Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	21.00
30	White Board Marker Ink (15ml) (Blue & Black Colour)	Camlin	Nos.	20	22.00
31	Whitener Pen (7 ml)	Camlin	Nos.	06	19.00
32	White Envelop 70GSM 11"×5"	Good Quality	Nos.	1200	0.90
33	White Envelop 70GSM 9"×4 "	Good Quality	Nos.	1500	0.75
34	Xerox Paper A4 75GSM	Jk Copier	Ream	500	203.00
35	Xerox Paper FS 75GSM	Jk Copier	Ream	20	245.00
Grand Total					

**Note:- All materials supply should be as per sample**

**STARLITE COMPUTER'S**  
 C/o. Plot No. 42, Flat No. 201,  
 (2nd Floor), Crystal Plaza,  
 Near Mubin Dairy, Adarsh Nagar,  
 Police Line Takli, Behind Qudrat Plaza,  
 NAGPUR-440018 (M.S.)  
 Dated signature of the supplier with Seal

Name of the supplier

(AMANUL HAQUE)

No correction

17/08/2021  
 M. N. Asimuddin

WITNESSED IN MY PRESENCE

17.08.2021/18.2021

ADMINISTRATOR

(Signature of Amanul Haque)

31/07/2021.

**QUOTATION FOR SUPPLY OF STATIONARY MATERIAL**

Name of the contracting agency : **BHAGWATI STATIONERS**  
Postal address of working agency : **Sut Market, Opp. Vinkar Bhawan  
Gandhibagh, N. G. D.R.**

Authorized person/responsible person: **9309114855**  
Contact No. / Mobile No. :

**Terms and conditions:**

1. Quotation should be sent in a sealed cover and super scribed as "**Quotation for Supply of Stationary Materials at Anjuman College of Engineering & Technology**" and should reach this office latest by ~~08/03/2021~~ upto 4 p.m.  
**31/07/2021**
2. The material/s should be of best quality and conforming to our specifications as stated in Price Schedules and as directed.
3. Your rates should be **inclusive of all taxes, GST**, levies, insurance charges, packing, and handling and **transportation charges for delivery of items at our premises including Labour charge**, use of T & P & incidental charges if any. In case of any defect, it shall have to be replaced immediately without any extra cost. Please note that no extra payment shall be made on any account whatsoever
4. The validity of your rates should be for a **minimum period of 6 months**. In case no supply/work is ordered within the period of validity, escalation in prices on reasonable grounds will be considered.
5. It will be considered that the Supplier has understood our requirement in its entirety on quoting his rates and as such no argument or plea will be accepted after the quotation are submitted. Accordingly the Supplier are advised to fully satisfy themselves with all details or information's if in his opinion are found missing in our specifications.
6. On detailed scrutiny of our specifications, the Supplier is free to seek our advice in any matter not evidently clear to them. It may be noted that the supply/work shall be strictly to fulfill our requirement and even if the Supplier is required to carry out any extra work/supply any extra item, not clearly indicated as an integral part of the supply, no payment will be made for such an extra item, unless the Supplier submit specific requirement of such item before submission of his Quotation.
7. Delivery period for supply of materials as indicated in our supply order shall be strictly complied with. If in case there is a delay in supply, **a penalty of 2% of total value of such material/s**, which are not supplied within the stipulated period as mentioned in supply order, shall be levied.

8. The bills should be submitted in **triplicate** along with **delivery memo** duly endorsed by our authorized staff. On satisfactory completion of supply of your material, you may submit your final bill, which will be paid to you after due scrutiny and certification by our authorized staff within 25 days of submission of your final bills. Payment shall be made by Crossed Cheque drawn on a local area nationalised bank. No extra charges will be payable if in case the payment of the bills is delayed due to non certification of satisfactory supply or lack of full information as required to be submitted with the bills for payment.
9. The materials supplied are subjected to our approval of the sample. If the supply is not made as per sample or any part of the material is found defective, it shall be replaced immediately without any extra cost to us.
10. No advance payment will be made on any account under all circumstances.
11. Institution reserves the right of withholding full or part payment, if the supply/work is not made/carried out according to conditions & specifications. Supplier will have to take back rejected material in part or full from the premises of institution.
12. If any other information is required it may be obtained from the office of institution on any working day during working hours.

I hereby accept all the conditions of supply as mentioned above and is ready to take up such supply order and I shall co-operate in getting such supply order executed to the best of ability.

**BHAGWATI STATIONERS**  
Sut Market, Opp. Vinkar Bazar  
Bhopal, M.P.

Name of the Supplier

Ravi  
31/07/2021

Dated Signature of the Supplier with Seal

**ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY**  
**MANGALWARI BAZAR SADAR NAGPUR**  
**STATIONARY MATERIALS**  
**PRICE SCHEDULE**

Sr. No.	PARTICULAR WITH SPECIFICATIONS	Brand/Make	Unit	Qty.	Rate Unit (Rs.)	Amount (Rs.)
01	Box File	Delux	Nos.	50	50.00	
02	Cloth Envelop 12"×16"	Good Quality	Nos.	200	09.40	
03	CD Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	09.00	
04	Cello Tape 1" (50 meter)	Wonder	Nos.	20	20.00	
05	Chalk Box White (Dustless) (Per Box 144pcs)	Korex	Box	20	53.00	
06	Drawing Sheet ( Half Size) 15"×22"	Ballarpur/Shirpur	Nos.	300	02.90	
07	Duster Plastic (Black Board)	Omega (Model No. 1561)	Nos.	10	35.00	
08	Four Folder Pad File F/S	Good Quality	Nos.	30	32.90	
09	Ink Pad Small (Blue) 110mm×70mm	Good Quality	Nos.	05	40.00	
10	Ink Pad Large (Blue) 159mm×90mm	Good Quality	Nos.	05	72.00	
11	Permanent Marker Pen (Blue & Black Colour)	Camlin	Nos.	15	16.00	
12	Permanent Marker Ink 15ml (Blue & Black Colour)	Camlin	Nos.	05	20.00	
13	Paper Cutter (Sliding) Type (Prestige) 5½"	Kayo Ikon	Nos.	10	15.90	
14	Pencil Box H.B 621 Plasto(Per Box 10 pencil)	Nataraj	Box	03	32.00	
15	Page Marker (Paper Flags) 4 Color 1"×3" (25mm×75mm) (50×04 Col.=200 Sheets)	Good Quality	Nos.	79	17.90	
16	Dag (Peon) Book 200 Pg	Good Quality	Nos.	18	66.40	
17	Paper Weight	Good Quality	Nos.	02	35.90	
18	Printer Ribbon HD (High Density) Max	Max	Nos.	06	51.40	

No corrections

12/08/2021  
 (Mr. Nasimuddin)

*[Signature]*  
 12/08/2021  
 Dr. S.M.A.

OPENED IN MY PRESENCE

**BHAGWATI STATIONERS**

*[Signature]*  
 17.08.2021/19.25

Sut Market, Opp. Vinay Ghawan,  
 Gandhibagh, NAGPUR.

ADMINISTRATOR  
 ANJUMAN HAMI-E-ISLAM  
 SADAR, NAGPUR

19	Register 200 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	40	241.00
20	Register 100 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	78	30.00
21	Rubber Band (Small & Large)	Good Quality	Kg	03	400.00
22	Stapler pin Box No.24/6 ( Per box 20 pkt)	Kangaro/Kores	Box	09	310.00
23	Stapler pin Box No.10 ( Per box 20 pkt)	Kangaro/Kores	Box	09	126.00
24	Stapler Machine (Plastic Cover) 555 (24/6)	Kangaro/Kores	Nos.	15	118.00
25	Stapler Machine (Plastic Cover) HD-10	Kangaro/Kores	Nos.	04	69.90
26	Scale Steel 12"	Good Quality	Nos.	06	26.00
27	Transparency Folder F/S (D Folder) (Plastic Folder)	Good Quality	Nos.	1600	05.00
28	Tap Dispensary (Cello Tap Machine)	Good Quality	Nos.	04	112.00
29	White Board Marker Pen (Blue & Black Colour)	Camlin	Nos.	20	20.00
30	White Board Marker Ink (15ml) (Blue & Black Colour)	Camlin	Nos.	20	21.00
31	Whitener Pen (7 ml)	Camlin	Nos.	06	20.90
32	White Envelop 70GSM 11"×5"	Good Quality	Nos.	1200	00.85
33	White Envelop 70GSM 9"×4"	Good Quality	Nos.	1500	00.60
34	Xerox Paper A4 75GSM	Jk Copier	Ream	500	199.00
35	Xerox Paper FS 75GSM	Jk Copier	Ream	20	239.00
Grand Total					

Note:- All materials supply should be as per sample

**BHAGWATI STATIONERS**  
Sut Market, Opp. Vinkar Bazarwan,  
Gandhibagh, NAGPUR.

*Raly*  
31/07/2021

Name of the supplier

Dated signature of the supplier with Seal

No corrections  
17/08/2021  
Dr. A. B.

*Dr. A. B.*  
17/08/21  
Dr. A. B.

OPENED IN MY PRESENCE

*Dr. A. B.*  
17.08.2021/18.25.

To,

The Principal  
Anjuman College of Engineering & Tech.  
Sadar, Nagpur

Reference: Permission letter dated 01/02/2021

Subject: Regarding extension of quotation submission for stationery materials.

R/Sir,

With reference to the subject this is to inform you that the permission was granted on dated 01/02/2021 and the last date for submission of quotation was 08/03/2021. But due to pandemic situation no supplier was ready to submit the quotation. Since the lockdown is relaxed suppliers are ready to submit the quotations.

Considering it as urgent requirement, it is requested to grant permission to extend the submission date to 31/07/2021 for quotations to be collected for purchase of stationery material for the session 2021-22.

Thanking you.

Your's faithfully,



M. Shahid  
19/07/2021

Store Keeper, ACET.

Encl: Old Permission letter

Forwarded for approval.



23/7/21  
Dr. S. M. Ali  
Principal ACET



To,  
The Principal  
Anjuman College of Engineering & Tech.  
Sadar , Nagpur

Subject:- Permission to call quotation for Stationery Materials

Respected Sir,

With reference to above , it is to inform that following are the stationery materials required for the college. Stationery materials required for smooth functioning of related work . enclosed of stationery material requirement list.

Kindly permit to call quotation for above stationary materials as early as possible.

Thanking you

Yours Faithfully

*M. Shahid*  
27/01/2021  
M. Shahid  
(Store Keeper)

*Forwarded to sought permission  
for Call Quotations.*

*[Signature]*  
28/01/2021  
(M. Nasiruddin)

*[Signature]*  
28/01/2021  
(P. Gadge)

*[Signature]*  
28/01/2021  
(S. A. Hossain)

*[Signature]*  
29/1/21  
Dr. S. M. H. G.

*Purchase  
Committee  
[Signature]  
27/1/21*

*Call Quotations.  
Approved*

*1-02-2021  
Quotations be called till  
31st July 2021.*

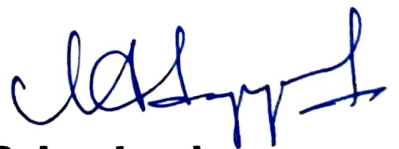
*Zakia  
26.07.2021/16.40.*

## Notice

Quotations are invited for Stationary Material. Particulars of the same can be had from office of Anjuman College of Engineering and Technology, Sadar, Nagpur from 10.00 a.m. to 5.00 p.m. on all working days at the cost of Rs.100/- (non refundable). Quotations in sealed envelopes should be submitted in the office of Anjuman College of Engineering and Technology, Sadar, Nagpur on or before **08<sup>th</sup> March 2021**. Anjuman College of Engg. & Tech, Sadar, Nagpur is not bound to accept the lowest quotation and reserves the right to reject any quotation/s at its discretion.

Name of the work: **“Supply of Stationary Materials”**



  
**Principal**  
ACET, Nagpur.

6  
Suhif  
(m. shahid)

QUOTATION FOR SUPPLY OF STATIONARY MATERIAL

Name of the contracting agency :

Postal address of working agency :

Authorized person/responsible person:

Contact No. / Mobile No. :

**Terms and conditions:**

1. Quotation should be sent in a sealed cover and super scribed as " **Quotation for Supply of Stationary Materials at Anjuman College of Engineering & Technology**" and should reach this office latest by 08/03/2021 upto 4 p.m.
2. The material/s should be of best quality and conforming to our specifications as stated in Price Schedules and as directed.
3. Your rates should be **inclusive of all taxes, GST**, levies, insurance charges, packing, and handling and **transportation charges for delivery of items at our premises including Labour charge**, use of T & P & incidental charges if any. In case of any defect, it shall have to be replaced immediately without any extra cost. Please note that no extra payment shall be made on any account whatsoever.
4. The validity of your rates should be for a **minimum period of 6 months**. In case no supply/work is ordered within the period of validity, escalation in prices on reasonable grounds will be considered.
5. It will be considered that the Supplier has understood our requirement in its entirety on quoting his rates and as such no argument or plea will be accepted after the quotation are submitted. Accordingly the Supplier are advised to fully satisfy themselves with all details or information's if in his opinion are found missing in our specifications..
6. On detailed scrutiny of our specifications, the Supplier is free to seek our advice in any matter not evidently clear to them. It may be noted that the supply/work shall be strictly to fulfill our requirement and even if the Supplier is required to carry out any extra work/supply any extra item, not clearly indicated as an integral part of the supply, no payment will be made for such an extra item, unless the Supplier submit specific requirement of such item before submission of his Quotation.
7. Delivery period for supply of materials as indicated in our supply order shall be strictly complied with. If in case there is a delay in supply , a **penalty of 2% of total value of such material/s**, which are not supplied within the stipulated period as mentioned in supply order, shall be levied.

Shahid  
01/03/2021  
(M. Shahid)

01/03/2021  
(M. Alasrullah)  
M.S. Ishaq  
3/3/21  
M.S. Ishaq

01/03/2021  
Ghaffar Ahmed

01/03/2021  
M. Shahid Pervez

01/03/21


8. The bills should be submitted in **triplicate** along with **delivery memo** duly endorsed by our authorized staff. On satisfactory completion of supply of your material, you may submit your final bill, which will be paid to you after due scrutiny and certification by our authorized staff within 25 days of submission of your final bills. Payment shall be made by Crossed Cheque drawn on a local area nationalised bank. No extra charges will be payable if in case the payment of the bills is delayed due to non certification of satisfactory supply or lack of full information as required to be submitted with the bills for payment.
9. The materials supplied are subjected to our approval of the sample. If the supply is not made as per sample or any part of the material is found defective, it shall be replaced immediately without any extra cost to us.
10. No advance payment will be made on any account under all circumstances.
11. Institution reserves the right of withholding full or part payment, if the supply/work is not made/carried out according to conditions & specifications, supplier will have to take back rejected material in part or full from the premises of institution.
12. If any other information is required it may be obtained from the office of institution on any working day during working hours.


I hereby accept all the conditions of supply as mentioned above and is ready to take up such supply order and I shall co-operate in getting such supply order executed to the best of ability.


Name of the Supplier

Dated Signature of the Supplier with Seal

Shahid  
(M. Malik)

  
01/03/2021  
M. Narmada

  
3/3/21

  
01/03/2021  
A. Haffar Ahmed

  
01/03/21

  
1/3/21

**ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY**  
**MANGALWARI BAZAR SADAR NAGPUR**  
**STATIONARY MATERIALS**  
**PRICE SCHEDULE**

Sr. No.	Particular With Specification	Brand/Make	Unit	Qty.	Rate/Unit (Rs.)	Amount (Rs.)
01	Box File	Delux	Nos.	50		
02	Cloth Envelop 12"×16"	Good Quality	Nos.	<del>300</del> 200		
03	CD Marker Pen (Blue & Black Colour)	Camlin	Nos.	20		
04	Cello Tape 1" (50 meter)	Wonder	Nos.	20		
05	Chalk Box White (Dustless) (Per Box 144 pcs)	Korex	Box	20		
06	Drawing Sheet ( Half Size) 15"×22"	Ballarpur/Shirpur	Nos.	300		
07	Duster Plastic (Black Board)	Omega (Model No. 1561)	Nos.	10		
08	Four Folder Pad File F/S	Good Quality	Nos.	30		
09	Ink Pad Small (Blue) 110mm×70mm	Good Quality	Nos.	05		
10	Ink Pad Large (Blue) 159mm×90mm	Good Quality	Nos.	05		
11	Permanent Marker Pen (Blue & Black Colour)	Camlin	Nos.	15		
12	Permanent Marker Ink 15ml (Blue & Black Colour)	Camlin	Nos.	05		
13	Paper Cutter (Sliding) Type (Prestige) 5½"	Kayo Ikon	Nos.	10		
14	Pencil Box H.B 621 Plasto(Per Box 10 pencil)	Nataraj	Box	03		
15	Page Marker (Paper Flags) 4 Color 1"×3" (25mm×75mm) (50×04 Col.=200 Sheets)	Good Quality	Nos.	79		
16	Dag (Peon) Book 200 Pg	Good Quality	Nos.	18		
17	Paper Weight	Good Quality	Nos.	02		
18	Printer Ribbon HD (High Density) Max	Max	Nos.	06		

Signature

*[Signature]*  
01/03/2021

*[Signature]*  
01/03/2021

*[Signature]*  
01/03/21

19	Register 200 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	40		
20	Register 100 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	78		
21	Rubber Band (Small & Large)	Good Quality	Kg	03		
22	Stapler pin Box No.24/6 ( Per box 20 pkt)	Kangaro/Kores	Box	09		
23	Stapler pin Box No.10 ( Per box 20 pkt)	Kangaro/Kores	Box	09		
24	Stapler Machine (Plastic Cover) 555 (24/6)	Kangaro/Kores	Nos.	15		
25	Stapler Machine (Plastic Cover) HD-10	Kangaro/Kores	Nos.	04		
26	Scale Steel 12"	Good Quality	Nos.	06		
27	Transparency Folder F/S (D Folder) (Plastic Folder)	Good Quality	Nos.	1600		
28	Tap Dispensary (Cello Tap Machine)	Good Quality	Nos.	04		
29	White Board Marker Pen (Blue & Black Colour)	Camlin	Nos.	20		
30	White Board Marker Ink (15ml) (Blue & Black Colour)	Camlin	Nos.	<del>27</del> 20		
31	Whitener Pen (7 ml)	Camlin	Nos.	06		
32	White Envelop 70GSM 11"×5"	Good Quality	Nos.	1200		
33	White Envelop 70GSM 9"×4 "	Good Quality	Nos.	1500		
34	Xerox Paper A4 75GSM	Jk Copier	Ream	500		
35	Xerox Paper FS 75GSM	Jk Copier	Ream	20		
					Grand Total	

In words :

**Note:- All materials supply should be as per sample**

Name of the supplier

Dated signature of the supplier with Seal

shubh:

*[Signature]*  
13/3/21

*[Signature]*  
01/03/2021

*[Signature]*  
01/03/2021

*[Signature]*  
13/3/21

To,  
The Principal  
Anjuman College of Engineering & Tech.  
Sadar , Nagpur

Subject:- Permission to call quotation for Stationery Materials

Respected Sir,

With reference to above , it is to inform that following are the stationery materials required for the college. Stationery materials required for smooth functioning of related work . enclosed of stationery material requirement list.

Kindly permit to call quotation for above stationary materials as early as possible.

Thanking you

Yours Faithfully

*M. Shahid*  
27/01/2021  
M . Shahid  
(Store Keeper)

Purchase  
Committee  
*M. Shahid*  
27/01/21

*forwarded to sought permission  
for call quotations .*

*M. Nasiruddin*  
28/01/2021  
(M. Nasiruddin)

*C. P. Goudge*  
28/01/2021  
(C. P. Goudge)

*S. A. H. H.*  
28/01/2021  
(S. A. H. H.)

*S. A. H. H.*  
29/1/21  
br- S. A. H. H.

*Call quotations .  
Approved  
1-02-2021*

**ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY**  
**MANGALWARI BAZAR SADAR NAGPUR**  
**REQUIRMENT OF STATIONARY MATERIALS**

Sr. No.	PARTICULAR WITH SPECIFICATIONS	Brand/Make	Unit	Required Qty.	Available Qty.	Different Required Qty.
01	Al Pin	Good Quality	Box	09	04	05 <i>cancelled</i>
02	Box File	Delux	Nos.	152	52	<del>100</del> 50
03	Brown Envelop 12"×16"	Good Quality	Nos.	400	200	<del>200</del> <i>cancelled</i>
04	Cloth Envelop 12"×16"	Good Quality	Nos.	600	300	300
05	CD Marker Pen (Blue & Black Colour)	Camlin	Nos.	30	Nil	<del>30</del> 20
06	Cello Tape 1" (50 meter)	Wonder	Nos.	110	60	<del>50</del> 20
07	Chalk Box White (Dustless) (Per Box 144pcs)	Korex	Box	70	15	<del>55</del> 20
08	Drawing Sheet ( Half Size) 15"×22"	Ballarpur/Shirpur	Nos.	1200	900	300
09	Duster Plastic (Black Board)	Omega (Model No. 1561)	Nos.	95	45	<del>50</del> 10
10	Duster Plastic (White Board)	Aacees	Nos.	30	15	<del>15</del> <i>cancelled</i>
11	Fevi Stick / Glue Stick (15g )	Kores	Nos.	80	50	<del>30</del> <i>cancelled</i>
12	Four Folder Pad File F/S	Good Quality	Nos.	70	40	30
13	Graph Paper	Good Quality	Ream	10	06	<del>04</del> <i>cancelled</i>
14	Gum White (Bottle 150 ml)	Camlin	Nos.	30	20	<del>10</del> <i>cancelled</i>
15	High Lighter (Different Color)	Camlin	Nos.	30	18	<del>12</del> <i>cancelled</i>
16	Ink Pad Small (Blue) 110mm×70mm	Good Quality	Nos.	10	01	<del>09</del> 05
17	Ink Pad Large (Blue) 159mm×90mm	Good Quality	Nos.	10	02	<del>08</del> 05
18	Ink for Ink Pad (Bottle 100 ml) (Blue)	Camlin	Nos.	16	08	<del>08</del> <i>cancelled</i>
19	Permanent Marker Pen (Blue & Black Colour)	Camlin	Nos.	33	03	<del>30</del> 15
20	Permanent Marker Ink 15ml (Blue & Black Colour)	Camlin	Nos.	30	09	<del>21</del> 05
21	Paper Cutter (Sliding) Type (Prestige) 5½"	Kayo Ikon	Nos.	30	Nil	<del>30</del> 10
22	Pencil Box H.B 621 Plasto(Per Box 10 pencil)	Nataraj	Box	07	02	<del>05</del> 03
23	Punching Machine (Plastic Cover) DP 500	Good Quality	Nos.	12	05	<del>07</del> <i>cancelled</i>
24	Page Marker (Paper Flags) 4 Color 1"×3" (25mm×75mm) (50×04 Col.=200 Sheets)	Good Quality	Nos.	80	01	79

*ms*  
28/01/2024  
(M. Shahid)

*Chaffar Ahmed*  
28/01/2024

*28/01/24*

*28/01/2024*  
(M. Nasir uddin)  
*28/01/24*



25	Peon (Dag) Book 200 Pg	Good Quality	Nos.	20	02	18
26	Paper Weight	Good Quality	Nos.	10	Nil	<del>10</del> 02
27	Printer Ribbon HD (High Density) Max	Max	Nos.	20	08	<del>12</del> 08
28	Ring File	Delux	Nos.	22	12	<del>10</del> cancelled
29	Register 200 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	80	40	40
30	Register 100 Pg F/S 13"×8" 70GSM	Ballarpur/Shirpur	Nos.	90	12	78
31	Rubber Band (Small & Large)	Good Quality	Kg	03	Nil	03
32	Stapler pin Box No.24/6 ( Per box 20 pkt)	Kangaro/Kores	Box	10	01	09
33	Stapler pin Box No.10 ( Per box 20 pkt)	Kangaro/Kores	Box	09	Nil	09
34	Stapler Machine (Plastic Cover) 555 (24/6)	Kangaro/Kores	Nos.	30	01	<del>29</del> 15
35	Stapler Machine (Plastic Cover) HD-10	Kangaro/Kores	Nos.	30	11	19 04
36	Scale Steel 12"	Good Quality	Nos.	12	Nil	<del>12</del> 06
37	Transparency Folder F/S (D Folder) (Plastic Folder)	Good Quality	Nos.	1600	Nil	1600
38	Tap Dispensary (Cello Tap Machine)	Good Quality	Nos.	06	02	04
39	Thum Pin Box (Notice Board pin ) (Plastic Cover Different Color) (Per Box 50 Pin)	Good Quality	Box	28	18	<del>10</del> cancelled
40	White Board Marker Pen (Blue & Black Colour)	Camlin	Nos.	30	01	<del>29</del> 20
41	White Board Marker Ink (15ml) (Blue & Black Colour)	Camlin	Nos.	30	03	27
42	Whitener Pen (7 ml )	Camlin	Nos.	15	02	<del>15</del> 00
43	White Envelop 70GSM 11"×5"	Good Quality	Nos.	3000	1500	<del>1500</del> 1200
44	White Envelop 70GSM 9"×4 "	Good Quality	Nos.	3000	1250	<del>1750</del> 1500
45	Xerox Paper A4 70GSM	Paperline	Ream	850	210	<del>640</del> 500
46	Xerox Paper FS 70GSM	Paperline	Ream	230	180	<del>50</del> 20

Shahid  
28/01/2024  
(M. Shahid)

Shahid  
28/01/2024

Shahid  
28/01/21

28/01/2024  
M. Alameddhi  
M. Shahid  
28/01/24