

**School of Planning and Architecture, Bhopal  
Stores & Purchase Section**

F. No: SPAB/ 2016-17/01/Stores & Purchase

Dated: 22.12.2016

All vendors (stationery items)

**Sub.: Annual Rate Contract for supply of stationery items**

Madam/ Sir,

In reference to the above cited subject, please quote your best rate in the given format & specifications (inclusive all taxes, F.O.R & Valid upto 31.12.2017).

Quotation must be in sealed covers and super scribed on the top of the envelope as **Quotation for Annual Rate Contract for supply of stationery items** along with a DD of Rs. 5,000/- towards EMD in favour of Director, SPA-Bhopal (refundable and non-interest bearing) sent to ***The Asst. Registrar (Stores & Purchase), School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri – 462 030, Bhopal (M.P.)*** through speed-post/ by-hand in dispatch section latest by 14:30 hrs of 03.01.2017. Opening date of limited tender is 03.01.2017 of 16:00 hrs (interested participated firm/ representative may participate in the opening of tender procedure).

Thanking you in anticipation of your prompt reply.

Encl.: Format for Annual Rate Contract for stationery (total 07 pages) excel file

Yours faithfully,

Sd/-

(Manish V. Zokarkar)  
Asst. Registrar (Stores & Purchase)

***Please note: You may please visit the Institute on any working days from 9:00 am to 5:30 pm for any query in this regard OR you may call on 0755-2526829***

- ***Institute reserves the right to accept or reject any/all tenders without assigning any reason, thereof.***
- ***Institute reserves the right to cancel the entire tendering process at any stage, before awarding the contract.***
- ***Quotations not adhering to the specification, above conditions and without EMD will be out rightly rejected.***