

DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
BICHOLIM GOVERNMENT INDUSTRIAL TRAINING INSTITUTE

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No. 53/BGITI/STR/STENO/2025-26/1839

Date: 16.10.2025

To,

Sub: - Quotation for the Supply of Consumable items for STENO trade at Bicholim Govt. ITI. reg

Sir,

You are requested to kindly furnish your lowest and reasonable rates for the consumable materials as per below mentioned:-

Sr. No	Description of items	Qty	Rates in Rs.	Total in Rs.
1	As per Enclosed Annexure-I			

Terms and conditions:

1. The materials shall be supplied FOR destination within **30** days of placing supply order at the Bicholim Government Industrial Training Institute, Bicholim 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 Bicholim Government Industrial Training Institute, Bicholim Goa.
4. The material will be accepted after the inspection only if the same confirms with the specification mentioned in the supply order.
5. **Quotations will be evaluated for all the items together. Therefore, all the items may be quoted.**
6. 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. The Bicholim Government Industrial Training Institute, Bicholim Goa shall be responsible for security/storing.
7. This office reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
8. The warranty / guarantee shall be furnished as the case may be.
9. The extension of time limit will be granted as per the discretion of the Bicholim Government Industrial Training Institute, Bicholim Goa on genuine grounds by the written request of the supplier.
10. The quotation may be sent in **Sealed envelope** superscribing "QUOTATION NUMBER & SUBJECT" so as to reach this office at 2.30 pm on or before **21/October/2025** which will be opened on the same day at 3.30 pm.

Yours faithfully,


(Kapil P. Aigal)
Principal Sr. Scale

Annexure-I

Sr.No	Description items	Qty	Rates in Rs.	Total in Rs
1	Shorthand Note Book (Transcription)	20 Doz		
2	A4 Paper Size	20 Rim		
3	A3 Paper Size	05 Rim		
4	Legal Paper Size	05 Rim		
5	Bond Paper (Noting Sheet) Legal	02 Rim		
6	Brown Catalog Envelope	02 Doz		
7	Policy Envelope	05 Doz		
8	Commercial Envelope	02 Doz		
9	Shorthand HB Pencil	30 Doz		
10	Pencil Erasers	30 Doz		
11	Pencil Sharpener	05 Doz		
12	Jumbo Sharpner	02 Nos		
13	Scale 12"	20 Nos		
14	Cutter (Paper)	20 Nos		
15	Correction Pen	20 Nos		
16	White Board Wooden Duster	02 Doz		
17	White Board Marker Ink (Black ,Blue,Red,and Green)	24 Nos		
18	Pens (Blue and Black)	20 Doz		
19	White Board Marker	40 Nos		
20	Fevicol (100 ml)	05 Bottles		
21	Box File	10 Nos		
22	Clip File (Plastic coated)	50 Nos		
23	Dustbin	05 Nos		
24	Paper Highlighter	20 Nos		
25	Cello Tape (Medium size)	01 Doz		
26	Stapler Pins Size NO.10	05 Doz		
27	Stapler Pins Size 24/6	02 Doz		
28	Pen drive	29 Nos		
29	File Folder (plastic)	20 Nos		
30	White Board Cleaner (Liquid) 100 ml	02 Bottles		
31	Register 100 pages	10 Nos		
32	Clips File	24 Nos		
31	Register 200 pages	10 Nos		


 Kapil P. Aigal
 Principal Sr. Scale