

SUB: Enquiry for Supply of Pens.

Quotations are invited for supply of Ball Point pens, Gel Pens, Executive Pens and Signature pens. The approximate requirement of this office is as below:

Pens required	Specification	Approx. QTY Required.
2 Blue and 2 Black colour	Executive Pen	50
1 Blue, 1 Black	Signature pen	90
3 No's (Green)		130
3 No's(1 Blue, 1 Black, 1 Red)	Gel Pens	430
1 No (Green)		150
4 No's(2 Blue, 2 Black)	Ball point pen	2670
200 Blue, 100 Red		300

The Brand and make may also be indicated in the quote. Quotations may be addressed to

Sri. M.CHANDRA MOHAN
Senior Accounts Officer (OM),
Office of the Principal Accountant General (A & E), Karnataka,
Park House Road, Bangalore-560001.

The envelope containing the quotations must be super scribed- QUOTATION FOR SUPPLY OF PENS-2016 and should reach this office on or before 28/07/2016. SAMPLES MAY ALSO BE SENT ALONG WITH THE QUOTATION.

TERMS AND CONDITIONS

1. The rates quoted should be net, inclusive of taxes, delivery charges etc. , and should clearly indicate the Brand/ Make of the Pen quoted for.
2. Pens supplied on the purchase order, if placed, should be of the latest manufacturing batch. Old stock will not be entertained.
3. Defective supplies should be replaced at the cost of the supplier.
4. Payment will be made by cheque within 10 working days, on receipt of entire supplies.

Yours faithfully,

-Sd-

M.CHANDRAMOHAN
 SENIOR ACCOUNTS OFFICER (OM)
 080-22640253