



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SILIGURI REGIONAL CENTRE**

17/12 J.C. Bose Road, Subhas Pally, Siliguri -734 001

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Date : 27.01.2016

Sub. : Request for submission of tender quotations.

Sealed quotations are invited on plain paper from the reputed and reliable organisations for the following requirements.

1. Office stationery,
2. Printing of IGNOU materials,
3. Office furniture for RC & some Study Centres like
 - (i) Sofa set
 - (ii) Centre Table
 - (iii) Office Table
 - (iv) Chair
 - (v) Almirah,
 - (vi) Book Case
 - (vii) Filing Cabinet
4. Office Equipments like
 - (i) Projector
 - (ii) Fire Extinguisher
 - (iii) Photocopy Machine and
 - (iv) Colour Printer Machine etc.

All are requested to submit their lowest possible rates for to the Assistant Registrar on or before 25.02.2016 up to 12 noon positively and it will be opened tentatively on 25.02.2016 at 3 pm.

IGNOU reserves the right to accept or reject any of the quotation without assigning any reason thereof and also not bound to accept the lowest quotation.

The quotation has to be submitted along with the taxes and other applicable charges, if any. Photocopy of valid Trade License in the name of the firm, PAN and VAT No., if any, should also be attached in a sealed cover envelope.

The rates for sr. no. 1 and sr. no. 2 office stationery and printing item should ;be valid up to 31.03.2017.

Regional Director