

The Quotation must be sent in a sealed cover super-scribed with our reference no. and due date of opening, failing which the Quotation will be rendered invalid.

**Golden Jubilee Centre for Entrepreneurship and Innovation (GJCEI)
GURU NANAK DEV UNIVERSITY, AMRITSAR**

Ref.: 1345/GJCEI

Dated: 4/9/25

NOTICE INVITING QUOTATION

Subject: Sealed quotations for the supply of Stationery Items for the Train the Trainer Programme.

Sealed quotations are invited for the supply of stationery items as per the list mentioned below, required during the upcoming “Train the Trainer” Programme at GJCEI, Guru Nanak Dev University, Amritsar.

Sr. No.	Item Description	Quantity (Approx.)
1.	White A1 sheets	100 Nos.
2.	Sticky Notes (Size: 2 x 2)	100 Packets.
3.	Tape Rolls (Colour and Transparent)	100 Nos.
4.	Markers (Colour Sketch Pens)	100 Nos
5.	Pen (Blue ball point pen)	100 Nos.
6.	Notepad (minimum 100 pages)	100 Nos.
7.	A4 Clear bag	100 Nos
8.	White board markers (Mixed Colours)	10 Nos.
9.	Certificates (Compose text and Print)	100 Nos.
10.	Highlighters (Mixed colours)	5 packs.
11.	A4 Ream (minimum 75 GSM)	10 Reams

Terms & Conditions:

1. Quotations should be addressed to the **Coordinator, Golden Jubilee Centre for Entrepreneurship and Innovation (GJCEI), Guru Nanak Dev University, Amritsar-143005**, so as to reach this office by 10.09.2025 at 4.00 p.m through registered/speed post/ Courier duly superscribed on the envelope “Quotation for Refreshment participant for Train the Trainer Programme”.
2. Rates per day should be inclusive of all taxes, duties and levies in Indian Rupees F.O.R. **Golden Jubilee Centre for Entrepreneurship and Innovation (GJCEI), Guru Nanak Dev University, Amritsar**. Rates should be written both in words and figures.
3. The quotations shall be written legibly and free from erasing and over-writing. Corrections, if any, should be duly attested by authorized signatory.
4. Quotations received within the due date will be entertained only.
5. Vendors cannot withdraw their offer once it is submitted.
6. The vendor may quote the items, which meet the requirements and specifications.
7. Services must be provided by the selected vendor/bidder according to the tentative schedule of the residential course. Tentative schedule of the residential courses is as follows.

Prof. (Dr.) Balvinder Singh
Coordinator, GJCEI