



भारत सरकार/Government of India

शिक्षा मंत्रालय / Ministry of Education

उच्चतर शिक्षा विभाग / Department of Higher Education

भारतीय भाषा संस्थान /Central Institute of Indian Languages

मानसगंगोत्री, हुणसूर रोड, मैसूर -570006 / Manasagangotri, Hunsur Road, MYSURU- 570006

F.No.40-8/2025-26/Press/Papers-Part III

15/12/2025

Sub: Invitation of quotation for supply of 90kg Stiff Board 26x31 – Reg.

1. Sealed Quotations are invited for the supply of items listed below, which are required for the preparation of file boards. The details are as follows :

Sl.No.	Particulars	Qty
1	Grey Board 90kg - 26"*31"	1050nos
2	Superior Calico - 20mtr	30nos
3	Cotton Thread used file boards	150nos
4	Binding Paste	100kgs

### TERMS AND CONDITIONS

Delivery : Within 7days from the date of PO issued at the institute Campus

Prices : Rates should be quoted inclusive of all taxes

Last date : 25 December 2025

2. Quoted Price:

- The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- Rates for supply of partial quantity of an item are not acceptable.
- Before supplying the items in full, the tenderer shall submit a sample of item for approval.

3. Each tenderer must submit only one quotation.

4. The quantity of the items mentioned above may also increase if the need is felt and approved by the competent authorities.

5. Validity of quotations:

The quotation shall remain valid for a period not less than 45days after the deadline fixed for submission of quotations.



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6. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and confirm to the terms and conditions and specifications in the following manner:

- The evaluation will be done including the Sales Tax/ GST. If the tenderer has not included the Sales Tax/ GST in his quotation for the item rate, and has also not indicated the rate of sales tax/ GST applicable, the quoted rate will be treated as though it is inclusive of the Sales tax/ GST and no extra payment for sales tax/ GST will be made.
- The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) may be treated as non-responsive, if so desired by the purchaser.

7. Last date and time of receipt of the quotations:

You are requested to submit the sealed quotations superscribed on the envelope as "Quotation for the supply of items used for File board" due on 25.12.2025 latest by 14:00 hours

Quotations may be submitted either offline via hard copy to "Assistant Director (Admn.) i/c, Central Institute of Indian Languages, Manasagangotri, Mysuru – 570006, KARNATAKA" or it may also be sent over email to [ada-ciilmys@gov.in](mailto:ada-ciilmys@gov.in).

We look forward to receiving your quotations.

Yours faithfully.

  
Asst. Director (Admn.) i/c