

Invitation for Quotations

Sealed quotations are invited from reputed and experienced firms/agencies for the supply of various stationery items for the office of **the Director, Prosecution and Litigation Department, Punjab, located at S.A.S. Nagar (Mohali).**

1. Scope of Work

The selected firm/agency shall supply the following stationery items-

1.	Stapler	30
2.	Damper	30
3.	Marker	20
4.	White Fluid	100
5.	High Lighter	20
6.	Stamp Pad	10
7.	Spiral Diaries	20
8.	Colour Flags	100
9.	Pilot Pen	50
10.	Tags	300
11.	Laces	100
12.	Ice Picks	20
13.	Ball Pen	100
14.	Cello Tape (48mm)	30
15.	Stapler Pins	10 Box
16.	Synthetic Gum	50
17.	Steel Pins	20 Box

2. Terms and Conditions

1. Quotations must be submitted in a sealed envelope clearly superscribed as **“Quotation for Supply of Stationery Items.”**
2. Rates quoted shall be inclusive of all applicable taxes, duties, transportation, loading/unloading charges, and any other incidental expenses.
3. The quotation should clearly mention:
 - Unit rate and total amount;
 - Applicable GST and other taxes, if any;
 - Delivery schedule;
 - Validity period of the quoted rates.
4. The items shall be delivered at the office of the Director, Prosecution and Litigation Department, Punjab, S.A.S. Nagar (Mohali).
5. The department reserves the right to accept or reject any or all quotations without assigning any reason.
6. The lowest suitable quotation meeting the required specifications shall be considered for procurement as per Government norms and rules.

3. Submission of Quotations

Quotations may be submitted by e-mail, post, or by hand to the following address on or before **25th June 2026 up to 01:30PM.**

4. Address for Submission

Director, Prosecution and Litigation Department, Punjab
Block-E, 1st Floor, PSEB Building,
Phase-8, S.A.S. Nagar (Mohali), Punjab

E-mail: dir.pro.lit@punjab.gov.in