



CENTRE FOR NANO AND SOFT MATTER SCIENCES

Arkavathi, Survey No. 7, Shivanapura, Dasanapura Hobli,
Bengaluru – 562162

(Autonomous Institution under the Department of Science & Technology, Government of India)

REQUEST FOR QUOTATION (RFQ)

RFQ No.: CeNS/Admin/Stationery/2026-27/078

Date: 05/05/2026

Subject: Invitation of Quotations for Supply of Customized Lab Instrument Log Books and V4 Note Pads

Dear Sir/Madam,

Sealed quotations are invited from eligible firms/agencies for the supply of customized stationery items as detailed below:

Sl. No.	Description of Item	Quantity	Unit	Unit Rate (₹)	Total Amount (₹)
1	Lab Instrument Log Book (as per approved sample/specification)	100	Nos		
2	V4 Note Pad (as per approved sample/specification)	1500	Nos		

Terms & Conditions

1. The quotation should be addressed to The Administrative Officer, Centre for Nano and Soft Matter Sciences, Bengaluru – 562162.
2. GST and other applicable taxes/duties should be shown separately.
3. The quoted price shall remain valid for a minimum period of three (3) months from the date of quotation.
4. Payment shall be made in INR through NEFT/RTGS after successful delivery and acceptance of materials.
5. Complete bank details such as Account Number, IFSC Code, Bank Name, Branch Name and SWIFT Code should be furnished.
6. The vendor shall visit the office to collect old samples and submit updated samples strictly as per our requirements.
7. Purchase Order shall be issued only after approval of submitted samples.



8. Payment will be made based on the quality of delivered items, including design, margins, binding and finishing.
9. The supplied materials must clearly match the approved sample/specifications.
10. The Centre reserves the right to accept or reject any quotation wholly or partially without assigning any reason.

Last Date for Submission: 09/05/2026 up to 5:30 PM

Yours faithfully,

Administrative Officer
Centre for Nano and Soft Matter Sciences