



# SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE)

(1948)

Degree & P.G. College (Affiliated to the University of Calcutta)

Re-Accredited with "B" Grade (2.50/4.00 CGPA) by NAAC

Memo No. 0007/SDBI/Re-Tender /2019

Dated 06/04/2019

## NOTICE INVITING QUOTATIONS

Sealed Quotations (Rate per Unit) are invited from interested vendors for **supply of Office Stationery** during the period from April 2019 to June 2020 at SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE), 412/1, G.T. Road (S), Shibpur, Howrah – 711102 to be used in different sections of the college including Classrooms.

### **Specifications (Not Exhaustive):**

SL. NO.	ITEM/PARTICULARS	BRAND	Rate (Rs.)
1	COVER FILE	ACADEMY	
2	RULED KHATA	PIONEER	
3	REGISTER	BHARAT	
4	ERAZEX PEN	FABER CASTLE	
5	PERMANENT MARKER	LUXOR	
6	STAPLER PIN NO 10, 24	KANGARU	
7	CELLO TAPE		
8	GUM (BIG, SMALL)		
9	GEMS CLIPS	BELL	
10	REFILL (BLUE, BLACK, RED)	LINC	
11	STAMP PAD	FABER CASTLE	
12	PUNCHING MACHINE	KANGAROO	
13	GULI SUTA (COTTON THREAD)		
14	CANDLE BIG SIZE	TAJMAHAL	
15	TABLE DUSTER		
16	HIGH LIGHTER PEN	Faber Castle	
17	PAPER WEIGHT		
18	FEVI STICK	FEVICOL	
19	FLAT FILE		
20	FEVI GUM		
21	BROWN PAPER BINDING		
22	ARCH FILE	SHILA	
23	XEROX (COPIER) PAPER	ANDHRA	
24	GEMS CLIPS	BELL	
25	BINDER CLIP	CHINA	
26	BOARD PIN		
28	USE & THROW PEN		
29	PIN		
30	PHENEOL (PERFUMED /CENTED)		
31	HARPIC		

### **Submission of tenders & Time Schedules:**

1. **ONLY Electronic Submission will be accepted.** HARDCOPY WILL NOT BE ACCEPTED.
2. **Electronic Submission :** Quotation in Letter Head and duly **SIGNED MUST BE SCANNED** and E-mailed to [wbsdbcoll1948@outlook.com](mailto:wbsdbcoll1948@outlook.com)
3. Quotation WITHOUT SIGNATURE will be CANCELLED.
4. The **GST Registration Document must be scanned and submitted along with the quotation.** Otherwise, the quotation will be CANCELLED.
5. LAST Date of Electronic Submission of Quotation is **13/04/2019 by 11.45 P.M.**
6. The quotations will be opened by the Tender & Purchase Sub-Committee on 17/04/2019 at 12 Noon.
7. Rates should be quoted with **inclusive of all kinds of taxes and Delivery Charges.**
8. The undersigned reserves the right to cancel any or all quotations or to invite fresh quotation without assigning any reason thereof.

*Munidas Chandra*  
Principal

Shipur Dinobundhoo Institution (College)  
412/1, G.T. Road (S), Shibpur, Howrah - 711102

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