

Memo No. 385/SDBI/Quotation/ Office Stationery /2024

Dated 03/02/2024

NOTICE INVITING QUOTATION**Empanelment for Supply of Office Stationery Items**

Sealed Quotations (Rate per Unit) are invited from interested vendors for **Empanelment for Supply of Office Stationery Items** at SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE) 412/1, G.T. Road (S), Shibpur, Howrah – 711102.

Submission of tenders & Time Schedules:

Specifications:

SL. NO.	ITEM	BRAND
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	Fevicol
21	Brown Paper Binding	
22	Arch File	Shila
23	Photocopies Paper A4 Size	
24	Gems Clips	Bell
25	Binder Clip (All Sizes)	China
26	Board Pin	
28	Use & Throw Pen	
29	Pin	
30	Pheneol (Perfumed /Cented)	
31	Harpic	
32	Phul Jharu	
33	Narkel Jhata	
34	Acid for Washroom Cleaning	
35	Bleaching Powder	

1) Submission:

Sealed Quotation in **Letter Head and duly signed** must be submitted in the “**DROP BOX**” available in the Main Entrance of the College.

- “**Quotation for Empanelment for Supply of Office Stationery Items**” must be superscribed on the Sealed Envelope
- **Quotations submitted by post/courier/e-mail will be rejected.**

2) All Taxes & Delivery Charges:

Rates should be quoted inclusive of all kinds of taxes, Delivery Charges. The fact must be clearly mentioned in the quotations.

3) LAST Date of Submission of Quotations in the “Drop Box”:**12-02-2024 (Monday).**

Principal, SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE)