

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 DINOBUNDHOO INSTITUTION (COLLEGE)412/1, G.T. Road (S), Shibpur, Howrah – 711102.

Submission of tenders & Time Schedules:

SL.NO.ITEMBRAND1Cover FileAcademy2Ruled KhataPioneer3RegisterBharat4Erazex PenFaber Castle5Permanent MarkerLuxor6Stapler Pin No 10, 24Kangaru7Cello TapeLuxor8Gum (Big, Small)Bell9Gems ClipsBell10Refill (Blue, Black, RedLinc11Stamp PadFaber Castle12Punching MachineKangaroo13Guli Suta (Cotton Thread)Faber Castle14Candle Big SizeTajmahal15Table DusterFaber Castle16High Lighter PenFaber Castle17Paper WeightFevicol18Fevi StickFevicol20Fevi GumFevicol21Brown Paper BindingImage: Stape Stape Stape22Arch FileShila23Photocopies Paper A4 SizeBell24Gems Clips Aliszes)China25Binder Clip (All Sizes)China26Board PinImage: Stape		Specifications:	
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33 Narkel Jhata 34 Acid for Washroom Cleaning	31	Harpic	
34 Acid for Washroom Cleaning	32	Phul Jharu	
	33	Narkel Jhata	
35 Bleaching Powder	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).

Manidul Charles

Principal, SHIBPUR DINOBUNDHOO INSTITUTION (COLLEGE)

Website : www.sdbic.ac.in