



# SHIBPUR DINOBUHDHOO 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

चरैवेति चरैवेति

Memo No. 1231(4)/SDBI/Tender /2019

Dated 25/03/2019

## 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 2020at SHIBPUR DINOBUHDHOO INSTITUTION (COLLEGE)412/1, G.T. Road (S), Shibpur, Howrah - 711102to be used in different rooms 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                      |              |            |

Contd...Page-2

412/1,G.T.Road(S),Howrah-711 102 #Ph : 033-2688-0496 (T.I.C.), 033-2688-0344 (Office)

E-mail : [wbsdbcoll1948@outlook.com](mailto:wbsdbcoll1948@outlook.com) Website : [www.sdbicollege.org](http://www.sdbicollege.org)



चरैवेति चरैवेति

# 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

Page-2

## 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 **1/04/2019 by 11.45 P.M.**
6. The quotations will be opened by the Tender & Purchase Sub-Committee on 02/04/2019 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.

*Manidipa Chandra*  
Principal

SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE)

412/1, G.T. Road (S), Shibpur, Howrah - 711102