**Notice Inviting Quotations**

For Office Stationery Items

Ref : IIITK/Enquiry/2018/84 Dated - 31.08.2018

Sealed Quotations are invited from bonafide vendors/suppliers/manufactures for the following stationery items before 11**.09.2018**. Vender should be very well familiar with the items. Rates should be inclusive of all taxes and charges, if any including delivery.

| **Sr. No** | **Items** | **Make/ Model/ Specification/or any other information for Items** | **Quantity**  **(Piece/Pkt)** | **Rate in Rs.** |
| --- | --- | --- | --- | --- |
| 1. | A-3 pages |  |  |  |
| 2. | A-4 pages |  |  |  |
| 3. | A-5 pages |  |  |  |
| 4. | Bond Paper |  |  |  |
| 5. | Brown Paper |  |  |  |
| 6. | Correction Pen |  |  |  |
| 7. | Highlighter Pen |  |  |  |
| 8. | Dot pen |  |  |  |
| 9. | White Board Marker Pen(Black) |  |  |  |
| 10. | White Board Marker Pen(Red) |  |  |  |
| 11. | White Board Marker Pen(Blue) |  |  |  |
| 12. | White Board Marker Ink(Black) |  |  |  |
| 13. | White Board Marker Ink (Red) |  |  |  |
| 14. | White Board Marker Ink(Blue) |  |  |  |
| 15. | Steel Scale |  |  |  |
| 16. | Pencil |  |  |  |
| 17. | Eraser |  |  |  |
| 18. | Sharpner |  |  |  |
| 19. | Scissors(Small) |  |  |  |
| 20. | Scissors(big) |  |  |  |
| .21 | Punching Machine Small |  |  |  |
| 22. | Stapler Machine |  |  |  |
| 23. | Stapler Pin Small |  |  |  |
| 24. | Arch File |  |  |  |
| 25. | Board File |  |  |  |
| 26. | Cover file |  |  |  |
| 27. | Plastic Folder File |  |  |  |
| 28. | Punching File |  |  |  |
| 29. | A-4 Size double clip plastic file |  |  |  |
| 30. | L Folder file |  |  |  |
| 31. | Fevi Stick |  |  |  |
| 32. | Liquid Gum |  |  |  |
| 33. | Service Book |  |  |  |
| 34. | Note Book Spiral |  |  |  |
| 35. | Stock Book 300 pages |  |  |  |
| 36. | Register Book(192 pages)/150 pages/200 pages |  |  |  |
| 37. | Green Envelope(Big)18\*16 size |  |  |  |
| 38. | Green Envelope with burning (16\*12 size) |  |  |  |
| 39. | Paper Binding strip(Tag) |  |  |  |
| 40. | Paper Cilp Stand |  |  |  |
| 41. | Legal Size Plastic Tray |  |  |  |
| 42. | Dustbin Box |  |  |  |
| 43 | Battery |  |  |  |
| .44. | Paper Weight |  |  |  |
| 45. | Memento Cup |  |  |  |
| 46. | Super Nylon Stick Lock |  |  |  |
| 47. | Sticky Notes |  |  |  |
| 48. | Paper binding strip(Tag) |  |  |  |
| 49. | White Tape1 inch |  |  |  |
| 50. | Writing Pad |  |  |  |
| 51. | Brown Tape |  |  |  |
| 52. | 79 Toner Cartridge |  |  |  |
| 53. | HP Cartridge Toner 12A |  |  |  |
| 54. | HP Cartridge Toner 88A |  |  |  |
| 55. | HP Cartridge Toner 312A |  |  |  |
| 56. | Binder Cilp (Medium size) |  |  |  |
| 57. | Binder clip (Small size) |  |  |  |
| 58. | White Board Duster |  |  |  |

Quotations are to be submitted in closed sealed cover within 11th September, 2018 3:00 pm and the work is to be completed as and when required. In case of failure to complete the work in time, order will be cancelled automatically without assigning any reason. Payment will be made by cheque. The IIIT, Kalyani reserves the right to accept and/or reject any or all proposal submitted against this enquiry without assigning any reason whatsoever.

Notes:

1. All rates should be inclusive of the existing taxes.

2. Transportation and installation cost will be borne by the company.

3. Lowest rate offered will not be that only criterion of this work. Quality, experience, credential will be given equal importance in this process.

4. The PAN number should be mentioned. The clearance/ no dues certificates issued by Income Tax Department shall be attached, Trade license.

(S.N. Datta)

Registrar (Offg.)