



Ref No : 29/Quotation/24

Date: 5.04.2024

**Notice (Inviting Quotations) 1**

Quotations in sealed envelope are invited from bonafide dealers or suppliers for supply of the following items. Sealed quotation may be dropped in the Box kept at the office or be sent by post. The last date and time of submission of quotation is 2:30 P.M. on 18.04.2024. And the quotations will be opened at 3:00 P.M. on 18.04.2024.

SI No	Items / Description	Quantity / No. of Items	Rate per unit including tax
1	Xerox Papers (A4 size) (75 GSM)	40 reams	
2	Xerox Papers (A3 Size) (75GSM)	2 reams	
3	Exercise Book Large (80 Pages Ruled)	18 Nos.	
4	Exercise Book Large (80 Pages White)	6 Nos.	
5	Exercise Book Small (48 Pages Ruled)	12 Nos.	
6	Long Bound Exercise Book (140 pages)	2 Nos.	
7	Dista Page (Ruled)	4 Set	
8	Dista Page (White)	2 Set	
9	Cover File	30 Nos.	
10	Flat File	24 Nos.	
11	Arch File – Big Size (Supreme Index File)	6 Nos.	
12	Transparent Folder	18 Nos.	
13	Brown Envelope (30 x 40 cm)	100 pcs.	
14	White Envelope (10 x 4.5 Inch)	200 pcs.	
15	Ball Pen (Blue Colour)	40 pcs.	
16	Ball Pen (Black Colour)	20 pcs.	
17	Ball Pen (Red Colour)	10 pcs.	
18	Erase Ex (White Correction Pen)	6 pcs.	
19	Fevistick (25 gm.)	4 pcs.	
20	Fevicol (100 ml.)	8 Nos.	
21	Fevigum (200 ml.)	2 pcs.	
22	Glue (Office Paste – 700 ml.)	4 pcs.	
23	Cellotape (48 mm x 50 mtr.)	4 Nos.	
24	Cellotape (1 inch x 50 mtr.)	2 Nos.	
25	Brwon Tape (48 mm x 50 mtr.)	6 Nos.	
26	Stapler (Large – Kangaro HP-45)	1 pcs.	
27	Stapler (Medium – Kangaro 10)	6 pcs.	



# SAVITRI GIRLS' COLLEGE

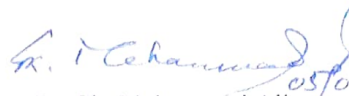
13, MUKTARAM BABU STREET, KOLKATA- 700007

Contact No: (033)2269-4240/2273-8284 ; Email : savitrigc@gmail.com

28	Stapler Pin (Large – Kangaro HP-45)	1 pack (1 x 10 box)	
29	Stapler Pin (Medium – Kangaro 10)	3 pack (3 x 10 box)	
30	Stamp Pad	6 pcs.	
31	Stamp Pad Ink	3 bottle	
32	Gems Clip (Gripex Clip 26 mm)	6 box	
33	Drawing Board Plastic Clip (57 x 28 mm)	6 pcs.	
34	Binder Clip (51 mm)	12 pcs.	
35	Binder Clip (32 mm)	12 Pes.	
36	White Board Marker	10 Pes.	
37	White Board Marker Ink	1 Pes.	
38	Permanent Marker	2 Pes.	
39	Board Pin	2 box	
40	Battery AA (Remote & Clock)	10 Nos.	
41	Library Ruled Register (100 Pages)	4 Nos.	
42	Student Reference Issue Register (Library) (Library) (100 Pages)	1 Nos.	
43	Candle (Wax – Large)	3 box	
44	Sealing Wax (Gala for envelope sealing)	2 box	

### Terms & Condition:

- The items must be supplied as per specifications within 7 working days from the date of order.
- Payment will be made through banking transactions after completion of total work and placement of bill
- There will be no extra charges such as T.A. / D.A. etc. for this work.
- The vendor must submit their GST number or declaration for no GST number.
- New vendors, who have not worked with the college earlier, should submit documents related to work experience / completion elsewhere. (Credentials, PAN, etc.)
- The items must be delivered to the College's campus during working hours without incurring any additional delivery charges.
- If any items found to be damaged upon receipt, the vendor has to replace them within 5 working days.
- No items should have expiry dates within 8 months from the date of delivery.

  
Dr. Sk. Mohammad Ali  
05/04/2024  
PRINCIPAL  
SAVITRI GIRLS' COLLEGE  
KOLKATA-1