



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY**  
(Autonomous institution under MHRD, Govt. of India  
& Department of Information Technology & Electronics, Govt. of West Bengal)  
JIS College of Engineering Campus, Block-A, Phase-III, P.O. Kalyani, Dist.  
Nadia-741235, West Bengal

**Notice Inviting Quotations**

for Office General Orders

Ref : IITK/Enquiry/2017/51

Dated 01.09.2017

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

Sl. No.	Item	Quantity Pkts/Pcs	Rate per pcs/pkt	Sl. No.	Item	Quantity Pkts/Pcs	Rate per pcs/pkt
1.	COVER FILE	3 PKT		18.	METAL SCALE	12 PICS	
2.	ARCH FILE	3 PKT		19.	PLASTIC COVER FILE	3 PKT	
3.	BOARD FILE	3 PKT		20.	BASKET (File Tray)	12 PICS	
4.	PLASTIC GEMS CLIP	3 PKT		21.	REMOVAL SELF ADHESIVE NOTE / 4 COLOR STICK PAD	12 PICS	
5.	A4 PAGE (COPY POWER)	60 RIM		22.	GLUE STICK	12 PICS	
6.	DUSTBIN	10 PCS		23.	SMALL STAPLER	12 PICS	
7.	PUNCHING FILE	4 PKT		24.	STAPLER PIN BOX SMALL	12 PICS	
8.	L-FILE	3 PKT		25.	CELLO (TRANSPARENT) ½'	12 PCS	
9.	WRITING PAD	36 PICS		26.	CELLO (TRANSPARENT) 1'	12 PICS	
10.	PEN (RED)	12 PICS		27.	SCISSORS	12 PICS	
11.	PEN (BLACK)	12 PICS		28.	WHITENER	12 PICS	
12.	PEN (BLUE)	12 PICS		29.	BINDER CLIP (SMALL) BOX	2 PKT	
13.	PENCIL	12 PICS		30.	BINDER CLIP MEDIUM BOX	2 PKT	
14.	SHARPENER	1 PKT		31.	WHITE BOARD MARKER PEN BLACK	20 PICS	
15.	RUBBER	1 PKT		32.	WHITE BOARD MARKER PEN BLUE	20 PICS	
16.	PUNCHING SINGLE	12 PICS		33.	WHITE BOARD MARKER PEN RED	20 PICS	
17.	PUNCHING DOUBLE	12 PICS		34.	LIQUID GUM	5 BOTTLE	

Quotations are to be submitted in closed sealed cover within 18th September, 2017 4:00 pm and the supply is to be done within 10 days after receiving PO. 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 IIT, Kalyani reserves the right to accept and/or reject any or all proposal submitted against this works without assigning any reason whatsoever.

Notes:

1. All rates should be inclusive of the existing taxes.
2. Transportation 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.)