



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.)