



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MHRD, Govt. of India

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Department of Information Technology & Electronics, Govt. of West Bengal

14 No. Adivasi Para, WEBEL IT Park, Kalyani -741235,

West Bengal, Tel : 033 2582 2240, website : [www.iiitkalyani.edu.in](http://www.iiitkalyani.edu.in)

## Notice Inviting Quotations

For Office Stationary Items

Ref : IIITK/Enquiry/2019/96

Dated 30.04.2019

Sealed Quotations are invited from bonafide vendors/suppliers/manufactures for the following stationary items before **10.05.2019**. 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	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		



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Sr. No	Items	Quantity (Piece/Pkt)	Rate in Rs.
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 Tape 1 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 10th May, 2019 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.)