**Notice Inviting Quotations**

For Office Stationary Items

 Ref : IIITK/Enquiry/2018/78 Dated     31.07.2018

Sealed Quotations are invited from bonafide vendors/suppliers/manufactures for the following stationary items before **23.08.2018**. Vender should be very well familiar with the items. Rates should be inclusive of all taxes and charges, if any including delivery.

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| **Sr. No** | **Items** | **Quantity ( 1 unit for all items)** |
| 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 |  |

Quotations are to be submitted in closed sealed cover within 23rd August, 2018 4:00 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 cast 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.)