

No: PUR-06/2025

Date: 29.08.2025



INVITATION FOR QUOTATION FOR THE SUPPLY OF STATIONERY GOODS
FOR THE ACADEMIC SESSION 2025-2026

Sealed quotations are invited from reputed and authorized suppliers for the supply of various stationery goods for the academic session 2025-2026. We are seeking competitive pricing and reliable service to meet the ongoing requirements of our college.

The successful bidder will be responsible for supplying a wide range of stationery items as per the college's requirements, on an as-needed basis, throughout the academic session 2025-2026. A tentative list of frequently required items is appended in Annexure A. Bidders are required to quote rates for all items listed. The college reserves the right to modify the quantity and type of items required based on actual consumption.

2. Eligibility Criteria:

- The firm should have a valid trade license for the supply of stationery items.
- The firm should have a valid PAN and GSTIN.
- The firm should have at least 3 years of experience in supplying stationery to educational institutions or government organizations (proof may be required upon request).
- The firm should not have been blacklisted by any Central/State Government or Public Sector Undertaking in India.

3. Submission of Quotation: Interested suppliers are requested to submit their sealed quotations. The quotation must clearly mention the unit price for each item, including all applicable taxes (GST, etc.) and delivery charges to Srikrishna College, Bagula.

Please ensure the following:

- The quotation must be submitted on the firm's official letterhead.
- All prices should be clearly stated in Indian Rupees (INR).
- Any discounts offered for bulk purchases should be clearly indicated.
- The validity period of the quoted prices must be mentioned (minimum 90 days from the last date of submission).
- Quotation should be signed and stamped by an authorized signatory.

4. Last Date for Submission: The sealed quotations must reach the office of the undersigned by 3:00 PM on **10.09.2025**. Quotations received after the stipulated date and time will not be entertained.

5. Address for Submission: The Principal Srikrishna College, Bagula College Para, Bagula, Nadia West Bengal, India
Pin- 741502

6. Terms and Conditions:

- The college reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.
- Payment will be made after successful delivery and verification of the supplied items.
- In case of any dispute, the decision of the Principal, Srikrishna College, will be final and binding.
- The college reserves the right to procure items from multiple vendors based on quality, price, and timely delivery.

For any queries, please contact the College Office during working hours (10:00 AM to 3:00 PM) on weekdays.

We look forward to your competitive quotation.

Sincerely,

Shobh 29.8.2025
Dr. Sukdeb Ghosh
Principal
Srikrishna College, Bagula
Bagula Nadia,
W.B. PIN-741502

ANNEXURE A: TENTATIVE LIST OF STATIONERY ITEMS (This is a sample list. Please expand with specific brands/specifications if needed. Bidders are expected to quote for similar quality products if specific brands are not available.)

Sl. No. Item Description

1. A4 Photocopier Paper (75 GSM)
2. A3 Photocopier Paper (75 GSM)
3. Ballpoint Pen (Blue)
4. Ballpoint Pen (Black)
5. Ballpoint Pen (Red)
6. Permanent Marker (Black)
7. White Board Marker (Blue)
8. White Board Marker (Black)
9. Stapler (No. 10)
10. Stapler Pins (No. 10)
11. Punch Machine (Two Hole)

12. Correction Fluid / Pen
13. Glue Stick
14. Scissor (Medium Size)
15. Carbon Paper (Blue)
16. Note Pads (Small)
17. Registers (1 Quire)
18. Registers (2 Quire)
19. Files (Lever Arch)
20. Files (Clip Files)
21. Eraser
22. Pencil
23. Sharpeners
24. Scale (30 cm)
25. Cello Tape (Small)
26. Brown Tape (2 inch)
27. Chart Paper (Assorted Colors)
28. Envelopes (various sizes)
29. Duster (Whiteboard)
30. Desk Organizer
31. Permanent Marker Ink Refill
32. White Board Marker Ink Refill
33. File Covers (Manila/Board)
34. Pen Holders
35. White Board Eraser Cleaner Spray Bottle
36. Calculators (Basic)
37. Paper Clips
38. Push Pins
39. Rubber Bands
40. Sketch Pens (12 set)