



OFFICE OF THE PRINCIPAL  
**SAHEED ANURUP CHANDRA MAHAVIDYALAYA**

Memo No. 185 /SACM/Quotation/2018

Dt 16/07/2018

**NOTICE INVITING Quotations**

Sealed Quotations are invited from interested vendors for **supply of Office Stationery** during the period from July 2018 to June 2019 at Saheed Anurup Chandra Mahavidyalaya, Vill – Burul, P.O. Burul, Dist. South 24 Parganas, Pin 743318 to be used in the Office of the Principal and Staff Room.

**Specifications (Not Exhaustive):**

SL. NO.	ITEM/PARTICULARS	BRAND
1	COVER FILE	ACADEMY
2	RULED KHATA	PIONEER
3	PLAIN KHATA	PIONEER
4	ARCH FILE	SHILA
5	REGISTER	BHARAT
6	STUDENTS ATTENDANCE REGISTER	BHARAT
7	LIBRARY ACCESSION REGISTER	BHARAT
8	REGISTER	STATIONERS
9	XEROX (COPIER) PAPER	ANDHRA
10	COMPUTER PRINTER PAPER	ANDHRA
11	TONER XEROX)	CANON
12	ERAZEX PEN	FABER CASTLE
13	PERMANENT MARKER	LUXOR
14	STAPLER PIN NO 10. 24	KANGARU
15	CELLO TAPE (BIG, SMALL)	
16	GUM (BIG, SMALL)	
17	GEMS CLIPS	BELL
18	BINDER CLIP	CHINA
19	BOARD PIN	
20	REFILL (BLUE, BLACK, RED	LINC
21	STAMP PAD + INK	FABER CASTLE
22	PUNCHING MACHINE	KANGAROO
23	PENCIL	APSARA
24	GULI SUTA (COTTON THREAD	
25	CANDLE BIG SIZE	TAJMAHAL
26	SCALE	FABER CASTLE
27	TABLE DUSTER	
28	CALCULATOR	CASIO
29	HIGH LIGHTER PEN	Faber Castle
30	PAPER WEIGHT	
31	ENVELOP OFFICIAL WHITE & BROWN	
32	ENVELOP A 4 SIZE	
33	ENVELOP FULL SCAPE SIZE	
34	OFFICIAL SCISSORS	KANGARU
35	Fevi Stick	Fevicol

**Submission of tenders & Time Schedules:**

- 1) **ONLY Electronic Submission will be accepted. HARDCOPY WILL NOT BE ACCEPTED.**
- 2) **Electronic Submission** : Quotation in Letter Head and duly **SIGNED MUST BE SCANNED** and **e-mailed** to [office@anurupchandracollege.org](mailto:office@anurupchandracollege.org).
- 3) Quotation **WITHOUT SIGNATURE** will be **CANCELLED**.
- 4) The **GST Registration Document** must be scanned and submitted along with the quotation. Otherwise, the quotation will be **CANCELLED**.
- 5) **LAST Date of Electronic Submission of Quotation is 22/07/2018 by 11.45 P.M.**
- 6) The quotations will be opened by the Establishment & Tender Committee on 23/07/2018 at 12 Noon.
- 7) Rates should be quoted with **inclusive of all kinds of taxes and Delivery Charges**.
- 8) The undersigned reserves the right to cancel any or all quotations or to invite fresh quotation without assigning any reason thereof.



*Mandip Chandra*  
Principal  
Saheed Anurup Chandra Mahavidyalaya  
Burul, South 24 Parganas