



BISWA BANGLA BISWABIDYALAY

Address: Bolpur, Birbhum-731204

Email: registrar@bbb.ac.in

Phone: 033 71482942

Website: www.bbb.ac.in

Ref: BBB/Reg./Quotation/Stationaries/24/10

Date-09/07/2024

QUOTATIONS INVITED

BISWA BANGLA BISWABIDYALAY

BOLPUR, BIRBHUM

Sealed quotations are invited from reputed suppliers or agencies for providing paper and stationary items for the use of University offices. Rates quoted should be inclusive of all including delivery charges applicable till one year. The quotation should mention individual cost of the items mentioned below. The contract with the selected vender would remain valid for one year from the date of issue of work order. Rates must not exceed market rates. The following page should be downloaded for the quoting of rates. The bidder must attach the following documents along with the financial bid.

1. GST registration certificate.
2. Dedicated bank account in the name of the farm.
3. Trade License.
4. PAN Number.

The last date for the submission of quotation is 18.07.2024 till 5 pm. The quotation bid will be opened on the next working day at 3pm.

Registrar



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List of Items/Stationeries to be supplied

SL NO	Name Of the Items	Items Type	Quantity	Specifications (If any)	Price per piece/Dozen/Packet/rim
1	Marker(Blue, Black, Red)	Standard	As required	Brush type, nib type	
2	Page(A4, A3 & Legal)	75 GSM	As required	Branded good quality	
3	Paper Weight	Standard	As required	Glass-made	
4	Stapler(small & large)	Standard	As required	Branded good quality	
5	Stapler Pin Box	Big and Small	As required	Branded good quality	
6	Register books(printed & Blank)	Standard Size	As required	25 pages or 50 pages	
7	Cover Files	Standard Size	As required	Branded good quality	
8	Spring File	Standard Size	As required	Branded good quality	
9	Guard Files	Standard Size	As required	Branded good quality	
10	Notice Board	Board with pins	As required	6inch by 4 inch	
11	Notice Board	Board with pins	As required	4inch by 2 inch	
12	Pen(Ball Points)	Use & Throw	As required	Black, Blue, Red, Green, Pink	
13	Page Cutter	standard	As required	Good quality	
14	Gum Tubes	standard	As required	Good quality	
15	Sealing Tapes	standard	As required	Brown, Transparent	
16	Cellotapes(Small and Medium)	standard	As required	Brown, Transparent	
17	Board Pins	standard	As required	Good quality	
18	James' Clips	standard	As required	Fibre made	
19	Still Pins	standard	As required	Fibre made	
20	Novajet sticker	standard	As required	Good quality	
21	Ink Pads	Camel	As required	Branded	
22	Scissors	Big and Small	As required	Steel made	
23	Pencil	HB & 8B	As required	Nataraj & Others	
24	Erasers	Standard	As required	Branded	
25	Envelops	Cloth made	As required	White(18*12)	
26	Envelops	Brown Paper	As required	A4 size	
27	Envelops	White Papers	As required	Letter size	
28	White Ink	Standard	As required	Branded	
29	Duster	Medium	As required	Branded	
30	Hand Towel	Standard	As required	Branded	
31	Paper Cups	Small & Large	As required	Branded	
32	Dustbin	Small and Big	As required	Branded	
33	Door-mat	Medium	As required	Branded	
34	Paper-towels	Medium	As required	Branded	
35	Battery	3A & Pencil	As required	Branded	
36	Hole-puncher	Standard	As required	Branded	
37	Paper Clips	Standard	As required	Branded	
38	Sealing Envelops(plastic)	Standard	As required	A4 size	