

DINABANDHU ANDREWS COLLEGE

GARIA, KOLKATA-700084

Tender Notice

DAC/NIT-24/2025-26, dated 02.01.2026

Sealed quotation are invited from interested parties for supply of the under mentioned goods:

Sl. No.	Particulars	Quantity	Price @ Rs.
1	Alpin (Ball) per Box(for Notice Board - push pins)		
2	Alpin (Ordinary) per Box		
3	Arch File Ambassador -Doz		
4	Arch File Kangaroo Clip-Doz		
5	Binder Clip (Size 1-1/4")-1Box (32 mm)		
6	Binder Clip (Size 1-5/8") 1Box (41 mm)		
7	Binder Clip (Small) 1Box (19 mm)		
8	Black Board Duster - per pc		
9	Board Pin		
10	Cloth Duster Doz		
11	Celotape White 1"		
12	Celotape White 2"		
13	Celotape Brown 1"		
14	Celotape Brown 2"		
15	Chalk (Dust less-White)		
16	Chalk (Dust less-Coloured)		
17	Carbon Paper		
18	Dumper per pc		
19	Envelope (Size 10 X 4.5) Brown with Printing 1000 mn		
20	Envelope (Size 10 X 4.5) White with Printing 1000 mn		
21	Envelope (Size Small) Brown with Printing 1000 mn		
22	Envelope (Size Small) White with Printing 1000 mn		
23	Envelope for C.U.Examination Plastic coated(12" X17.7")		
24	Envelope Brown Big 14 X 10 with Printing 1000 mn		
25	Erazer		
26	File - Flat (Cobra) - Doz with Printing - 144 mn		
27	File - Cover (Cobra) - Medium Doz with Printing per -144 mn		
28	File - Cover (Cobra)- Big Doz with Printing per -144 mn		
Sl. No.	Particulars	Quantity	Price @ Rs.
29	File - Channel		

30	Fevigum (Small size)		
31	Gum (Bottle)		
32	Gum (Tube)		
33	Jems Clip (Big) 1 Box-10Pkt (50 mm)		
34	Jems Clip (Medium) (35mm) 1 Box-10Pkt		
35	Jems Clip (Small) 26 mm 1 Box-10Pkt		
36	Stamp Pad		
37	Stamp Pad Ink Dayal Bottle		
38	Metal Clip (Big) 4" per Doz		
39	Metal Clip (Medium) 3 " per Doz		
40	Metal Clip (Small) 2" per Doz		
41	Paper - A3 (JK) Per Pkt		
42	Paper - A4 (JK) Per Pkt		
43	Paper - Legal (JK) Per Pkt		
44	Paper - B4 (JK) Per Pkt		
45	Paper - A4 Colour for Voucher (Blue/Red/Yellow)		
46	Pen High Lighter (Blue/Yellow)10 X 4		
47	Pencil (4B) - 1 Box-10 Pcs		
48	Pen Photo Signature		
49	Pen Whitener make faber Castell		
50	Pen - Marker - 4 Colour		
51	Pencil Cutter		
52	Punching Machine DP 800		
53	Punching Machine DP 480		
54	Rubber Band (500 Pcs) - Big 1 Kg		
55	Rubber Band (500 Pcs) - Medium 1 Kg		
56	Stapler (Big) - 24/6		
57	Stapler (Small) - 10		
58	Stapler (50 pages)		
59	Stapler (100 pages)		
60	Stapler Pin (Big) 1 Box-20Pkt		
61	Stapler Pin (Small) 1 Box-20Pkt		

The quotation must contain the followings:

1. PAN
2. GST, wherever applicable should be clearly mentioned.
3. **Tenderers must have GST Registration Certificate.**
4. Telephone No

5. Address (with proof)
6. E-mail ID
7. Bank details (A/C No., Bank, Branch & IFS Code) [A cancelled cheque leaf is to be attached
8. **Documents (Xerox copies of PAN card, Trade License and GST Registration) must be submitted along with the tender.**
9. **Rate should be quoted inclusive of G.S.T., as applicable**

The quotation must be submitted latest by 16.01.2026 (up to 01:30 pm). Tender will be opened on 19.01.2026 at 01.00 p.m. at Room No. 102 preferably in presence of Tenderers. The rate will be valid up to next 6(Six) months from tender opening date.

Sd/-
Principal
Dinabandhu Andrews College