



GOVT OF ASSAM

OFFICE OF THE PRINCIPAL: SIBSAGAR POLYTECHNIC
DEMOW, SIVASAGAR, :ASSAM:: PIN 785662
EMAIL- sivasagarpolytechnic@gmail.com,

NOTICE INVITING QUOTATION

Sealed quotation affixing Court Fee stamp of Rs. 8.25 (Rupees Eight paisa twenty five only) are hereby invited with the validity period of one year from the Registered Firm/Dealer/Stockiest for supply of items as per list enclosed herewith for this institute under. The tender will be received up to 2.00 PM on 20.07.2019 and will be opened on the same date.

Terms & Conditions:

1. The Trade Licence must be submitted.
2. The rate quoted should include F.O.R Institute store/Go down.
3. While quoting the rate for each item, the specification/make/brand etc should be indicated clearly item wise.
4. The quotation must accompany GST Registration number must invariably be quoted in the quotation.
5. Quotation should be dropped in the tender box placed at Chamber of the undersigned.
6. Order will be placed subject to fund/budgetary provision only.
7. The undersigned is not bound to accept the lowest quoted rate & reserves the right to reject any or all quotations without assigning any reason thereof.

Principal
Sibsagar Polytechnic, Demow

LIST OF STATIONARY ITEMS FOR THE SESSION 2019-20

SI No.	Name of Items & Specification	Quantity	Rate
1	Alpin, 100gm	P.Pkt	
2	Arc File	P. No.	
3	Ball Pen Best Quality(Blue & Red)	P. No.	
4	Bemboo Jharu (Best Quality	P. No.	
5	Bleaching Powder		
6	Bound Register	P. No.	
7	Student attendance Register	P. No.	
8	Teachers attendance Register	P. No.	
9	Brown Paper, 23.5 kg weight	P. Ream	
10	Chair Cushion (18"*18"*3")	P. No.	
11	Chalk Pencil (Colour) Kores	P.Pkt	
12	Chalk Pencil (White) Kores	P.Pkt	
13	Clip File	P. No.	
14	Computer Paper (10*12*2)	P.Pkt	
15	Computer Paper (10*12*1)	P.Pkt	
16	Conquest paper FC Size	P. Ream	
17	Cotton Tag (Best Quality)	P. Bundle	
18	Cup Plate	P.Set	
19	DFC Paper, 7.9 kg	P. Ream	
20	Dettol handwash Liquid	P. Bottle	
21	Dettol Soap	P.Pc	
22	Dot Pen with refill	P. Pkt	
23	Drawing Paper, 9.8 kg	P. Sheet	
24	Drawing Pencil	P.Pkt	
25	Drinking Glass	P. No.	
26	Dust Collector Tray	P. No.	
27	Duster	P. No.	
28	Envelop (30 cm * 15 cm)	P. 100 Nos	
29	Envelop (10 cm * 24 cm)	P. 100 Nos	
30	Envelop A 4 Size	P. 100 Nos	
31	File Board & Cover General	P. No.	
32	File Board & Cover Diplomate	P. No.	
33	Filter candle	P. No.	
34	Fool Scape Paper(Best quality), 3.8 kg	P.Ream	
35	Four Folded file cover	P. No.	
36	Good night oil with machine	P. No.	
37	Gum bottle, 700 ml	P. Bottle	
38	Harpic Big Size Blue, 500 gm	P. No.	
39	Harpic Big Size Red, 500 gm	P. No.	
40	James Clip (steel)	P. pkt	
41	Marker pen	P. No.	

42	Measuring scale(plastic)	P. No.	
43	Mug, 1 ltr	P.No	
44	Napthelin Ball	P. kg	
45	Non washable Marker pen	P. No.	
46	Nylon Sutli	P. kg	
47	Office Knife	P. No.	
48	Paper Pressure	P. No.	
49	Pen stand with pen	P. No.	
50	Peon Book, 150 pages	P. No	
51	Phenyl Bottle (Best quality), 500 ml	P. No	
52	Phool Jharu (plastic)Best quality	P. No.	
53	Plastic Bucket, 16 Ltr Cap	P. No	
54	Plastic Bucket with Lid, 16 Ltrs	P. No	
55	Plastic Table Tray	P. No.	
56	Rubber Bend Best Quality	P. Kg	
57	Sealing Wax	P. Pkt	
58	Self Adhesive Tap 2"	P. No.	
59	Self Adhesive Tap 3"	P. No.	
60	Self Adhesive Tap 4"	P. No.	
61	Sketch Pen	P. No.	
62	Stamp Pad(Big Size)	P. No.	
63	Staple Machine No. 10	P. No.	
64	Staple Machine No. 24/6	P. No.	
65	Staple Pin No. 10	P. Pkt	
66	Staple Pin No. 24/6	P. Pkt	
67	Table Brush with handle	P. No.	
68	Table cloth (Special quality)	P. Mtr	
69	Table Top glass, 12 mm	P.Sq.ft	
70	Table Tray	P. No.	
71	Toilet brush	P. No.	
72	Torce Cell	P. No.	
73	Torce light(3 cell)	P. No.	
74	Towel Cotton 18" * 27"	P. No.	
75	Towel Cotton 27" * 55"	P. No.	
76	Umbrella Big size (Black) Gents	P. No.	
77	VIM powder, 60 gm Pkt,	P. Pkt	
78	Voucher File	P. No.	
79	Waste Paper Basket	P. No.	
80	Water filter steel (16 Ltr Cap.) with candle PURE	P. No.	
81	White Board Marker(Blue/Black)	P. No.	
82	Wooden duster	P. No.	
83	Xerox Paper A 4 Size	P. Pkt	
84	Xerox Paper FC Full Size	P. Pkt	

85	Whitener pen	P. No.	
86	Xerox tonner(Black)	P. No.	
87	White Board Duster	P. No.	
88	Calculator	P. No.	
89	Fool Zaru	P. No.	
90	Computer tonner 88A	P. No.	
91	Computer tonner 18A	P. No.	
92	Lock & key, 35mm	P. No	
93	Lock & key, 60mm	P. No	
94	Mortain Coil	P. No.	
95	All Out Liquid (Moiscuito oil)	P. No.	
96	Floor Wiper(Standard Size)	P. No.	
97	Rain Coat(Best Quality)	P. No.	
98	Gum Boot(Best Quality)	P. No.	
99	Microfiber Duster	P. No.	
100	Colin Liquid(300 ml)	P. No.	
101	Bucket	P. No.	
102	Punching machine(Double)	P. No.	
103	Punching machine(Single)	P. No.	
104	Wall Clock(Ajanta)	P. No.	
105	Dustbin(20 Kg)	P. No.	
106	Paper Tray	P. No.	
107	Drawing Sheets(Best Quality)	P.Sheet	
108	Brown Tape 2"	P. No.	
109	Sutli	P.Kg	
110	Ball Pen(Green)	P. No.	
111	Wire(2.5 mm, 4 mm)	P.Coil	
112	LED Bulb(12 Watt)	P. No.	
113	Two Pin Plug(6 amp)	P. No.	
114	Three Pin Plug(15 amp)	P. No.	
115	Black Tape(Best Quality)	P. No.	
116	First Aid Box	P.Box	

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