



# SITALKUCHI COLLEGE

P.O. SITALKUCHI, DIST. COOCHBEHAR, PIN- 736158, WEST BENGAL, PHONE : 7076862323  
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Ref. No.: SLK/93/840/24

Date: 25.04.2024

Sealed quotations are invited from the interested vendors/ suppliers for supplying the following items to Sitalkuchi College, Cooch Behar by **02.05.2024**.

Sl No	Items	Quantity	Brand Name	Amount
1.	A4 Size Paper (65 GSM)	4 Carton Box	K One	
2.	A4 Size Paper (70 GSM)	15 Carton Box	B2B	
3.	Duster	2 Dozen		
4.	Whitener	1 Dozen	Camel	
5.	Cover File (Standard Quality)	100 Pcs	Ambassador	
6.	Clip file (Metal Spring)	150 Pcs		
8.	Fevigum (200 ML)	2 Dozen	Favicol	
7.	White Board Marker (RED, BLUE & BLACK)	1 Dozen Each		
8	Permanent Marker	6 Pcs		
9	Pencil	5 Box		
10	Sharpner	1 Box		
11	Board Pin	2 Dozen		
12	Photo Paper (50 Pages)	20 Packet		
13	Gum Paper	100 Pages		
14	Executive Bond Paper	2 Packet		
15	Tracing Paper	1 Roll Big		
16	Ink Pad (Small)	3 Dozen	Camel	
17	Ink Pad Ink	2 Bottles		

18	White Board Duster	6 Pcs		
19	Gems Clip	10 Box (BIG)		
20	Stapler Pin(No. 10)	5 Box		
21	Stick On	50 Pcs		
22	Cello Tape			
	1½ inch	5 Dozen (Big)		
	1 inch	15 Dozen (Big)		
23	Stapler (Big)	02 Pcs		

The interested vendors/ suppliers should submit their quotation with self-attested copy of valid trade licence, PAN Card, GST registration wherever necessary with necessary credentials addressed to the office of the undersigned by **02.05.2024**.

  
25/4/2024  
(Dr. Sangeeta Roychowdhury)

**Terms and Conditions:**

1. The rate shall be inclusive of all taxes.
2. The quotation should be valid for at least 3 months
3. Rates should be included installation onsite with freight/ delivery charges.
4. Payment will be made by 31.08.2024.
5. The college authority reserves the right to accept or reject any/ all quotation(s) without assigning any reason and shall not be bound to accept the lowest quotation rates.

**Teacher-in-Charge**  
**Sitalkuchi College**  
**Sitalkuchi, Cooh Behar**