



Govt. of Assam

OFFICE OF THE PRINCIPAL,
KOKRAJHAR GOVT. COLLEGE

P.O.& T.O.: KOKRAJHAR.
Dist.: KOKRAJHAR, BTC (ASSAM)

From: **Dr. Dimacha D. Mwchahary**
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No. KGC/Princ/2023/5270

Date: 16-05-2025

**Open Invitation for Quotation for
Supply of Stationery Items for the Financial Year 2025-2026**

Kokrajhar Government College hereby invites sealed quotations from reputed vendors/firms for the supply of stationery items as per the list enclosed, to meet the requirements of the College for the financial year 2025-2026.


The list of required items, along with their respective quantities, is as follows:

Sl. No.	Item Description	Rate Per Unit
1	A4 Size Paper (100 GSM)	
2	A4 Size Paper (120 GSM)	
3	A4 Size Paper (70 GSM)	
4	A4 Size Paper (75 GSM)	
5	A4 Size Paper (80 GSM)	
6	A4 Size Paper (85 GSM)	
7	A4 Size Paper (90 GSM)	
8	Binder Clips	
9	Calculators	
10	Carbon Paper	
11	Cartridge	
12	Clipboards	
13	Correction Pen	
14	Cover File	
15	Desk Organizers	
16	Dustbins	
17	Erasers	
18	File Folders	
19	Full Scape Khata	
20	Geometry Boxes	
21	Glue Sticks	
22	Green Envelope (Large Size)	
23	Guarder	
24	Gum	
25	Highlighters	
26	Index Cards	
27	Laminating Sheets	
28	Legal Size Paper (100 GSM)	
29	Legal Size Paper (120 GSM)	
30	Legal Size Paper (70 GSM)	
31	Legal Size Paper (75 GSM)	
32	Legal Size Paper (80 GSM)	
33	Legal Size Paper (85 GSM)	
34	Legal Size Paper (90 GSM)	
35	Narrow Marker	
36	Notebooks	

37	Paper Clips	
38	Paper Cutter	
39	Pen (Blue)	
40	Pen (Red)	
41	Pencil Sharpeners	
42	Pencils	
43	Plastic Rope	
44	Printer Toner Cartridges	Rates of different products should be given separately.
45	Rubber Bands	
46	Scale	
47	Scissors	
48	Stapler (Large)	
49	Stapler (Small)	
50	Stapler Pins (Large)	
51	Stapler Pins (Small)	
52	Sticky Notes	
53	Tape Dispensers	
54	Thick Marker	
55	Top Sheet	
56	T-Pins	
57	Transparent Tape Rolls	
58	USB Flash Drives (16GB)	
59	Whiteboard Erasers	
60	Whiteboard Markers	
61	Wrapping Paper	
62	Yellow Envelope (Large Size)	
63	U- clip/Gem Clip	
64	Tag	

Terms and Conditions:

1. The quotations must be submitted in a sealed envelope, clearly super-scribed as **“Quotation for Supply of Stationery Items for the Financial Year 2025-2026,”** and should reach the undersigned on or before **25 -05-2025**.
2. The rates quoted should be inclusive of all applicable taxes, duties, and delivery charges, and must remain valid for a period of **Six (6) Months** from the date of submission.
3. The selected vendor shall ensure delivery of the items to Kokrajhar Government College within **Two (2) Days** from the date of issuance of the purchase order.
4. Payment will be made through **Cheque/Bank transfer** upon satisfactory receipt of the items and submission of the invoice.
5. The College reserves the right to accept or reject any or all quotations without assigning any reason thereof.
6. Any deviation from the specified terms and conditions may lead to disqualification of the quotation.


 Principal
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