

GHATAL RABINDRA SATABARSIKI MAHAVIDYALAYA

NAAC Accredited (Grade-B) UGC Recognized Multi-faculty College

Affiliated to Vidyasagar University

ESTD. - 1961

Ghatal :: Paschim Medinipur :: 721212Website : www.grsm.ac.in // E-Mail : principal@grsm.ac.in

Ref. No : GRSM/Tender/ 118 /2025

Date : 13.03.2025

NOTICE**INVITING TENDER**

Sealed quotations (mentioning specific item-wise rates) are required from Office Stationary Goods Suppliers for the purchase of **Office Stationary Goods** at Ghatal Rabindra Satabarsiki Mahavidyalaya **within 24.03.2025, upto 2.30 P.M.** The quotation is to be dropped in the BOX kept in the Office of Ghatal Rabindra Satabarsiki Mahavidyalaya or to be sent by post to the college or through password-protected e-Mail to principal@grsm.ac.in

Enclosure:

1. List of Office Stationary Goods recommended by the office.

Terms & Conditions:

1. Vendors must have a proper Bank Account.
2. Vendors must have PAN in the name of the agency/self.
3. Delivery of instruments to be made within 15 days from the date of the order placed.
4. Payment will be made only after receiving all Office Stationary Goods and checking by the office.

Copy to -

1. College website: www.grsm.org.in
2. College Notice Board
3. SDO Office, Ghatal
4. BDO Office, Ghatal
5. Ghatal Municipality, Ghatal



M. K. Das
(Dr. Mantu Kumar Das)
 Principal
 Ghatal Rabindra Satabarsiki Mahavidyalaya
 Ghatal, Paschim Medinipur

Sl. No.	Name of Item	Specification	Number of Cpies	Rate to be Quoted
1	A4 Paper	JK 70GSM, White Colour	30 kartoon	
		JK 70GSM, Yellow Colour	30 kartoon	
2	A3 Paper	JK 70GSM, White Colour	08 Ream	
3	Cover File	With Cloth (Top Quality)	30 Dozen	
		Without Cloth (Top Quality)	30 Dozen	
4	Cobra File	Without Cloth (Top Quality)	30 Dozen	
5	Board File	Without Cloth (Top Quality)	30 Dozen	
6	Arch File	Without Cloth (Top Quality)	02 Dozen	
7	Rule Register	2 NO	12 Dozen	
		3 NO	08 Dozen	
		4 NO	08 Dozen	
		6 NO	02 Dozen	
		10 NO	06 pics	
8	Pen	Blue (Pentonic)	10 Pakets	
		Black (Pentonic)	10 Pakets	
		Red (Pentonic)	02 Pakets	
		Green (Pentonic)	01 Paket	
9	Pen	Blue (Use & Through)	10 Pakets	
		Black (Use & Through)	10 Pakets	
		Red (Use & Through)	02 Pakets	
		Green (Use & Through)	01 Paket	
10	Fevistick		10 Boxes	
11	Chalk	White	10 Dozen	
		Colour	05 Dozen	
12	Duster	Wooden Black Board Eraser	03 Dozen	
		Fiver Plastic Board Eraser	03 Dozen	
		White Board Cleaner	02 Dozen	
13	Pencil Battery	EVEREADY ULTIMA	100 pices	
14	Egale Note Book	4 NO Rule	02 Dozen	
		4 NO White	05 Dozen	
15	Student Attendance Register	1 Part	48 pices	
		2 Part	48 pices	
		3 Part	42 pices	
		4 Part	48 pices	
		5 Part	24 pices	
		6 Part	18 pices	
		8 Part	48 pices	
16	Stapler Machine	Kangari-10	06 Dozen	
17	Stapler pin	Kangari-10	06 Dozen	
18	Cellotape	White 2 "	01 Dozen	
		Brown 2"	01 Dozen	
19	Stamp Pad	Cemel (Big)	12 Dozen	
		Cemel (Small)	12 Dozen	
20	Stamp Pad Ink	Cemel	01 Dozen	
21	Alpin		02 Pakets	
22	Gems Clip		10 Dozen	
23	Whitener		01 Dozen	
24	Board Pin		20 Boxes	



Mantu Das
18/3
(Dr. Mantu Kumar Das)
Principal
R. S. Mahavidyalaya
Medinipur

25	Highlighter		01 Dozen	
26	Pencil (Led)		05 Boxes	
27	Erasar		02 Dozen	
28	Gum	Liquid Classic	10 Dozen	
29	Rubber Band	Colour 3"	05 Kg	
30	Shoap	Lifeboy	04 Dozen	
		Dettol	04 Dozen	
31	Hand Wash	Lifeboy	02 Dozen	
		Dettol	02 Dozen	
32	Neptholine	Ball (Bengal Chemical)	05 Kg	
33	Finile	Black Finile	01 Dozen	
		White Finile	01 Dozen	
34	Room Freshener	Godrej	12 pics	
35	Brown Paper		12 Ream	
36	Marker Pen		10 pics	
37	Graph Paper	1 mm	1000 pics	
38	Water Sponge		50pics	
39	Stransference Board	White Colour	2 Dozen	
40	Sanitizer	Hand Sanitizer 500 gm	10 pics	
41	DoCK Clip	BIG	02 Dozen	
		Midium	02 Dozen	
		Small	02 Dozen	
42	Binder Clip	BIG	02 Dozen	
		Midium	02 Dozen	
		Small	02 Dozen	
43	Carban Paper	Camel	02 Pakets	
44	Good Night	Good Night Liquid Active with Machine	03 Pices	
45	Odonil		12 packets	
46	Bliching Powder			



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13/3/25
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