

Notice Inviting Quotation No – NSTIAM/Director/13/2025-26 dated 10-11-2025

It is being informed to all concerned agencies that this office requires the materials as per the list attached in the below mention format "Annex-A", followed by delivery of the said items to this Institute.

ANNEX-A

<u>SL. NO.</u>	<u>PARTICULARS</u>	<u>REQUIRE UNIT</u>
1.	ARCH FILE – BIG	12 NOS.
2.	COVER FILE	48 NOS.
3.	A4 PAPER (BRANDED)	45 PACKS.
4.	RECEIVE REGISTRE 16 NO.	4 NOS.
5.	DISPATCH REGISTER 16 NO.	4 NOS.
6.	REGISTER 16 NO.	4 NOS.
7.	FEVI STICK (BIG – 25 GM)	12 NOS.
8.	CELLTAPE 1/2 INCH	3 NOS.
9.	PACKING TAPE 1 INCH	3 NOS.
10.	STAPLER BIG BRANDED	3 NOS.
11.	STAPLER MEDIUM BRANDED	3 NOS.
12.	BINDER CLIP BIG	10 BOX
13.	BINDER CLIP MEDIUM	10 BOX
14.	MOSQUITO REFILLS MACHINE BRANDED	65 PCS.
15.	MOSQUITO OIL BRANDED	250 NOS.
16.	HIT BLACK BRANDED	12 PCS.
17.	BRANDED SMALL SOAP BAR	1000 NOS.
18.	CLOTH DUSTER	60 PCS.
19.	PENCIL	12 PCS.
20.	STICKY NOTES	10 PCS.
21.	SINGLE PUNCH MACHINE BRANDED	03 PCS.
22.	DOUBLE PUNCH MACHINE BRANDED	3 PCS.
23.	HAND WASH BOTTLE BRANDED	60 PCS.
24.	BALTI	25 PCS.
25.	MUG	25 PCS.
26.	NOTE SHEET (80GSM)	12 PCS. (EACH OF 50 PAGES)
27.	WHITE BOARD MARKER PEN	60 PCS.
28.	TEXT MARKER	10 PCS.
29.	CHANEL FILE	24 PCS.
30.	TAG	25 BANDIL
31.	SMALL STEPLER PIN BRANDED	24 PACKT.
32.	BIG STEPLER PIN BRANDED	12 PACKT.

Order shall be given in advance to the selected agency for delivering the said item "as and when needed" basis as well as training basis. Materials shall have to be delivered with-in 15 working days after placing the order. In light of the above, all interested agencies are requested to submit their sealed quotation in their official letterhead as per the prescribed format "Annex- B", which may be collected from the Accounts Section of the Institute during all working days from 11:00 AM to 4:00 PM by depositing a non refundable NIQ fees of Rs. 200/- (Rupees two hundred only) through Cash or Demand Draft in favour of "WBSMB-NSTIAM", payable at Baidyabati from 18/11/2025 to 25/11/2025.

Last Date of submission of the Quotation at 4:00 PM of 25/11/2025 in the locked 'Tender Box' kept in the said office address.

Opening of the quotation shall be done **on 26-11-2025 at 1:00 P.M.**

Any modification in the content of the 'Annex- B' shall invite cancellation of the candidature of the Agency and the submitted quotation shall be unconditional.

Interested agencies may visit to the Institute in all working days from 11:00 AM to 3:00 PM to see the sample of the said items before submission of their Quotation.

Please note that, work order shall be given to the L1 bidder as per submission of the total amount in Annex-B.

The undersigned reserves all right to accept or reject any/all quotation without assigning any reason whatsoever.


Director
NSITAM