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Army Institute of Technology (AIT)
Dighi Hills, Alandi Road
Pune- 411015

AIT/0425/Sta/Str

Dt: 29 Nov 2016

Due Date : 15 Dec 2016

M/S __ Concerned firms

SUBJECT: CALL FOR QUOTATION FOR STATIONERY ITEMS

Dear Sir,

1 This Institute is interested in purchase of stationery items as per list attached . You are requested to send your lowest quotations in sealed envelopes so as to reach this Institute by 15 Dec 2016 .

2. Rates should be for quality mentioned in the list. Rates should be valid for six months




(K. E. Viravan)
Colonel (Retd)
Joint Director
For Director

REQUIREMENT OF STATIONERY				
ARMY INSTITUTE OF TECHNOLOGY (AIT)				
S No	Description of item	A/U	Rate	Remarks
1	Box Files Eagle Make	Ea		
2	Brief Folder Plastic with clip A 4 size	Ea		
3	Brief Folder Plastic with sleeve A 4 size	Ea		
4	Brief Folder Plastic with sleeve F/S size	Ea		
5	Calculator 10 digit CITIZEN with check system	Ea		
6	Carbon paper Black (Small) Kores	Ea		
7	Cello tape white 12mm x 35 Mtr lenght	Ea		
8	Cello tape white 25mm x 50 Mtr lenght	Ea		
9	Chalk colour Apsara	Box		
10	Chalk White Apsara	Box		
11	Colin	Ea		
12	Drawing Paper Half Imperial	Ea		
13	Drawing Pin	Pkt		
14	Duster black Board Deepak Make	Ea		
15	Dusting cloth (yellow)	Ea		
16	Envelope 10"x12" clothlined	Ea		
17	Envelope 11"x5" white	Ea		
18	Envelope 12"x16" clothlined	Ea		
19	Envelope 5"x7" clothlined	Ea		
20	Envelope 8"x10" clothlined	Ea		
21	Envelope 9-1/2"x4-1/2" with printing 100 gsm	Ea		
22	Envelope post card size with printing 100gsm	Ea		
23	Eraser (Rubber) Apsara	Ea		
24	Eraser with diluter KORES	Ea		
25	Fevi quick tube 2 gms	Ea		
26	Fevi stick 8 gms	Ea		
27	File binder	Ea		
28	File Tags (Large)bdle of 20	Bdle		
29	File Tags (Small) strong bdle of 50	Bdle		
30	Flag Colour (set of 4 colour)	Set		
31	Folders plastic single sheet	Ea		
32	Graph Paper	Ea		
33	Gum bottle large (Camel) 700ml white colour	Ea		
34	Gum bottle small (Camel) 300ml white colour	Ea		
35	Gum tube small Camel 30 ml	Ea		
36	Jotter refill blue Flair	Ea		
37	Jotter refill red Flair	Ea		
40	Note book 200 pages Sudarshan	Ea		
41	Office files with clip and printing	Ea		
42	Office files without clip with printing	Ea		



S No	Description of item	A/U	Rate	Remarks
43	Office Tray plastic	Ea		
44	Paper clip LION 26mm(pack of 100 clips)	Pkt		
45	Paper pin lion (pack of 100 pins)	Pkt		
46	Pen Highlighter LUXOR	Ea		
47	Pen use and throw	Ea		
48	Pencil sharpener Apsara	Ea		
49	Pencil soft Apsara	Ea		
50	Permanent Marker Pen Camel	Ea		
51	Pocker	Ea		
52	Post it Pad size set 3"x3" 3"x2" 2"x1.5"	Set		
53	Punch Double Hole Kangaroo	Ea		
54	Register 2 quire Sudarshan	Ea		
55	Register 3 quire Sudarshan	Ea		
56	Register 4 quire Sudarshan	Ea		
57	Register 6 quire Sudarshan	Ea		
58	Reynold refill black	Ea		
59	Reynold refill blue	Ea		
60	Reynold refill red	Ea		
61	Rubber band (100 gm Pkt)	Pkt		
62	Ruled paper full size	ream		
63	Scale Plastic 12" Camel	Ea		
64	Scissor medium 8"	Ea		
65	Scribbling pad 1/8 plain (50 pages)	Ea		
66	Sealing wax	Pkt		
67	Sketch pen coloured Camel	Set		
68	Stamp pad ink blue	Ea		
69	Stapler Kangaroo small No 10	Ea		
70	Stapler pin small Kores NO 10	Pkt		
71	White board marker pen Camel	Ea		
72	White board duster OMEGA	Ea		
73	White Thread (Box of 6)	Box		
74	Wrapping paper Brown Laminated	Ea		
75	Xerox paper 75 GSM A 4 copy power	ream		
76	Xerox paper 75 GSM full size copy power	ream		



REQUIREMENT OF COMPUTER STATIONERY

S No	Items	A/U	Rate	Remarks
1	Computer paper 10"X 12 X 1 part Jai Kaushal (Box of 3000 sheets)	Box		
2	Blank CD 700 MB Samsung/Sony make without case	Nos		
3	Rewritable CD 700 MB Samsung/ Sony make with case	Nos		
4	Plastic case for CD / DVD	Nos		
5	Mouse pad	Nos		
6	Ribbon refill pack TVSE MSP -155 Dot matrix 132 column	Nos		
7	Ribbon refill pack Epson 80 column Dot matrix	Nos		
8	Pen drive 8 GB Transcend make	Nos		
9	Pen drive 16 GB Transcend make	Nos		
10	Blank DVD 4.7 GB Samsung /Sony make	Nos		
11	DVD RW 4.7 GB Samsung / Sony make	Nos		
12	Xerox paper A-4 Copy power 75 gsm	Ream		

