

AIT/0435/07/2025-26/CQ/CS

Date : ☒ Sep 2025Due date : 30 Sep 2025**CALL FOR QUOTATION: PROVISIONING OF STATIONARY FOR
THE MONTH OF OCT, NOV AND DEC 2025**

1. This Institute is interested in provisioning of following items as per specification mention below: -

Ser No	Nomenclature	A/U	Qty	Rate	Amount	Remarks
(a)	Ball Pen Red Reynolds	Nos	67			
(b)	Ball Pen Black Reynolds	Nos	11			
(c)	Ball Pen Blue Reynolds	Nos	120			
(d)	Ball Pen use and Throw Plastic Doms	Nos	220			
(e)	Battery 1.5V AA (Cell for Clock) Duracell	Nos	147			
(f)	Battery 1.5V AAA (Cell for Remote) Duracell	Nos	167			
(g)	Battery CMOS Coin 2032 Duracell	Nos	99			
(h)	Binder Clip 25mm Pack of 12 Butterfly	Pkt	9			
(i)	Binder Clip 32mm Pack of 12 Butterfly	Pkt	6			
(k)	Blue Note Book for Practical Attendance and Assessment Record as Per Sample	Nos	132			
(l)	Box File Large Bindex	Nos	143			
(m)	Box File Small Bindex	Nos	165			
(n)	Brown Plastic Coated Cover Sheet	Nos	21			
(o)	CD/DVD/OHP Marker Luxor	Nos	15			
(p)	Cello Tape Transparent 1" Wonder	Roll	39			
(q)	Cello Tape Transparent 1/2" Wonder	Roll	15			
(r)	Cello Tape Transparent 2" Wonder	Roll	35			
(s)	Chalk Dust less Assorted Colored Pack of 100 Kores	Nos	12			
(t)	Chalk Dust less White Pack Of 100 Kores	Nos	33			
(u)	Colin 500 ML	Nos	43			
(v)	Colorful Flag Strip Size 20mmx50mm 160 (Page Marker) Post-It	Pkt	70			
(w)	Cutter Blade	Nos	11			
(x)	Drawing Pin PVC Head Oddy	Pkt	40			
(y)	Dust Bin SS Perforated Round 8" x 12" (Dust Bin)	Nos	14			
(z)	Envelop 9x4" with AIT Logo Printed as per Sample	Nos	57			
(aa)	Envelope Clothlined 10" x 12" (A4 Size) as per Sample	Nos	205			
(ab)	Envelope Clothlined 16" X 12" as per Sample	Nos	165			

Ser No	Nomenclature	A/U	Qty	Rate	Amount	Remarks
(ac)	Envelope Confidential 5"x11" (University Prac/Oral/TW Exam) as per Sample	Nos	55			
(ad)	Eraser Non Dust Apsra	Nos	105			
(ae)	File Binder with Card Board as per Sample	Nos	50			
(af)	File Cover with AIT Logo as per Sample	Nos	495			
(ag)	File Cover with Clip as per Sample	Nos	18			
(ah)	Glue Non Toxic fevi stick super	Nos	108			
(aj)	Good Knight Active Liquid 45 ML (Mosquito Controller)	Nos	36			
(ak)	Gum Non Toxic 300ml White Camel	Nos	21			
(al)	Highlighter Faber Castell	Nos	64			
(am)	Jute Thread (Spaniyan) as per sample	Kgs	28			
(an)	Key Chain	Nos	55			
(ao)	Laminated File Cover For Noting Sheet as per sample	Nos	120			
(ap)	Liquid White Board Cleaner 100 ML	Nos	11			
(aq)	Muslin Cloth	Nos	204			
(ar)	Note Pad	Nos	13			
(as)	Packing Tape Brown 2" Wonder	Nos	17			
(ar)	Paper A4 Size Alfa Power	Ream	200			
(as)	Paper Cutter	Nos	12			
(at)	Paper Punch Machine 10 Pages DP-52 Kangaroo	Nos	17			
(au)	Paper Punch machine 22pages DP 600 Kangaroo	Nos	8			
(av)	Pen Uni-ball eye fine Blue	Nos	12			
(aw)	Pen Uni-ball Fine Red	Nos	8			
(ax)	Pencil Apsra Pack of 10 Nos	Nos	200			
(ay)	Permanent Marker Pen Camlin	Nos	31			
(az)	Plastic Folder with Clip Report Cover	Nos	35			
(aaa)	Plastic Folder with Sleeve	Nos	65			
(aab)	Poker 8" Wooden Handle	Nos	6			
(aac)	Register 2 QR Size of 21cm x 33cm Make Navneet Youva	Nos	20			
(aad)	Register 3 QR Size of 21cm x 33cm Make Navneet Youva	Nos	26			
(aae)	Register 4 QR Size of 21cm x 33cm Make Navneet Youva	Nos	15			
(aaf)	Register 6 QR Size of 21cm x 33cm Make Navneet Youva	Nos	23			
(aag)	Register 8 QR Size of 21cm x 33cm Make Navneet Youva	Nos	10			
(aah)	Room Freshener Odonil	Nos	21			
(aaj)	Rubber Band	Pkt	3			
(aak)	Ruled Paper Foolscap 80 GSM for Examination	Ream	77			
(aal)	Scale Steel 12" Ajanta	Nos	45			
(aam)	Scissor Plastic Handle Length 185mm Munix	Nos	15			
(aan)	Scribbling Pad A4 Size	Nos	14			
(aao)	Sharpener Apsra	Nos	47			

Ser No	Nomenclature	A/U	Qty	Rate	Amount	Remarks
(aap)	Sketch Pen Pack of 12 Camlin	Pkt	4			
(aaq)	Stapler HD 10 Kangaro	Nos	20			
(aar)	Stapler HP 45 Kangaro	Nos	2			
(aas)	Stapler Pin HD10 Kangaro	Pkt	168			
(aat)	Stapler Pin HP 45 Kangaro	Pkt	33			
(aau)	Stick Note Pad 38mm x 51mm of 100 Sheets Post-It	Nos	10			
(aav)	Stick Note Pad 75mm x 75mm of 100 Sheets Post-It	Nos	10			
(aaw)	White Board Duster Make Doms	Nos	49			
(aax)	White Board Marker Pen Camlin	Nos	187			
(aay)	Yellow Dusting Cloth	Nos	135			
(aaz)	Yellow Note Book for Theory Attendance Record as per Sample	Nos	132			

(Items seventy-seven only)

2. Send your lowest quotation in addressed to Director AIT so as to reach this institute on or before 30 Sep 2025. Late quotations shall not be considered.

3. Envelope should be subscribed as 'PROVISIONING OF STATIONARY FOR THE MONTH OF OCT, NOV AND DEC 2025'.

4. Terms and Conditions.

(a) The price quoted should be inclusive of all taxes and delivery at Army Institute of Technology, Dighi, Pune-411015.

(b) Discount offered if any, should be indicated as percentage of rates quoted, separately.

(c) Supply should be done within two weeks of the date of Supply Order.

(d) Quotations will be opened by a Board of Officers detailed by AIT. Please attach GST Certificate, PAN card, Shop Act etc if any.

(e) Payments for supplies will be made direct to the supplier by NEFT only after receipt of the stores in good condition and on verification by a board of officers.

(f) Printed conditions of the tenders / quotations shall not be binding on us.

(g) The acceptance of quotation will rest with the Director, Army Institute of Technology, Dighi, Pune – 411 015, who does not bind himself to accept the lowest quotation and reserves the right himself to reject or partially accept any or all quotations received without assigning any reason.

(h) Quotations are liable to be rejected if any of the above conditions are not complied with.

5. **Note:** For any query of the items mentioned in quotation visit this Institute on working days from 0900hrs to 1600hrs.


(Prof MS Khaladkar)
Offg Jt Director
for Director