



Ananda Mohan College

Affiliated to the University of Calcutta

A NAAC Re-accredited College with Grade B+

(Principal) : principal.amc@anandamohancollege.ac.in
(Office) : office.amc@anandamohancollege.ac.in

Ref.: AMC/Tender/Stationery/03-1

Date: 25/03/2026

Sealed Quotations on plain paper are invited from the Dealers/ Manufactures / Suppliers for the following printing and stationery items (each item-wise) to the college stating therein details of prices and makers to be submitted to the college office latest by 08.04.2026, the Wednesday, within 7 PM, on all working days as per the description mentioned below.

Price quoted in the quotation for supply of printing and stationery items shall be valid for next six (6) months from the date of issuance of first work order.

The college authority reserves the right either to cancel the tender or reject one or all the tenders without assigning any reason thereof.

Details of the printing stationery items to be supplied to the college are written below:

| Sl. No. | Items to be supplied | Specifications | Quantity (Nos.) | Other Detail |
|---------|--|-------------------------------|--|---|
| 1. | A4 Size Paper for Printing | 70 GSM JK Paper | 36 | |
| 2. | A4 Size Paper for Printing | 75 GSM JK Paper | 5 | |
| 3. | A3 Size Paper for Printing | | 5 | |
| 4. | Stock Register(s) (Please give details) | Register No 8 | 32 pieces (pc) | |
| 5. | Cover files | Executive cover files No 6 | 120 pc | |
| 6. | Clear Files | | 100 pc | |
| 7. | Stapler | Kangaroo | 2 | |
| 8. | Stapler pins | No 10-1 M Big | 40 Packets (pkt) 6 pkt (big) | |
| 9. | Pens/Pencils | | Pencil Red – 40 Blue – 80 Black – 50 Green – 20 Pencil – 60 | Include all colour (red, black, blue, green) |



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| | | | | |
|-----|-----------------------------|---|------------------------------|---|
| 10. | Whiteners | Camlin | 35 pc | |
| 11. | Gums | Fevicol 105 g Fevikwik stick | 25 pc 10 pc | |
| 12. | Erasers | | 30 pc | |
| 13. | Stamp Pad | Faber Castell (Blue) | 6 pc | |
| 14. | Stamp Pad | Faber Castell (Red) | 4 pc | |
| 15. | CD/DVD Marker | | 10 pc (Blue) 6 pc (Green) | |
| 16. | Paper clips | Dayal | 8 pkt | |
| 17. | Pins | | 4 pkt | |
| 18. | Cotton Dusting Cloth | 24 x 24 inch | 6 pc | |
| 19. | Lifebuoy soap | Small size 49 g | 4 pc | |
| 20. | Highlighter | Yellow –2 pc Green – 2pc Pink – 2pc | 6 pc | |
| 21. | Office envelope | Off white | 2 pkt | |
| 22. | White board marker | Artline 500 (2.0 mm) Faber Castell thick permanent marker | 25 pc | Red, Black, Blue, Green with refill ink |
| 23. | Scale | Camlin Exam Scale 30 cm | 5 pc | |
| 24. | Push pin | HDR push pin for notice boards | 1 box | |
| 25. | Pencil sharpener | | 3 pc | |
| 26. | Cellotape | 2 inches | 6 pc | |
| 27. | Colouring Chalk | | 1 box | |
| 28. | White chalk | | 1 box | |
| 29. | Duster | | 2 pc | |
| 30. | White board cleaning duster | | 2 pc | |
| 31. | Laptop cover towel | | 5 pc | |
| 32. | Printer cover towel | | 5 pc | |



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| | | | | |
|-----|---------------------|--|----------------------------|--|
| 33. | Envelope | 4 x 10 inches 6 x 12 inches 12 x 18 inches | 200 pc 200 pc 100 pc | |
| 34. | Gem clip | | 5 box | |
| 35. | Binder clip | 1 inch 2 inches | 1 box 1 box | |
| 36. | Notebook (Ruled) | | 8 pc | |
| 37. | Board File | | 1 bundle | |
| 38. | Flat File | | 1 bundle | |
| 39. | Sticky notes | | 4 packets | |
| 40. | Big size cover file | | 24 pc | |



Dated: 25/03/2026

Dr. Debarshi Bhattacharya
Principal

PRINCIPAL
ANANDA MOHAN COLLEGE
KOLKATA

Copy to be circulated in:

1. College Website.
2. College Notice Board.
3. Principal's Office.
4. Guard File.