

BISWANATH COLLEGE

ESTD.-1960

P. O. Chariali, Dist.- Biswanath (Assam), PIN-784176

Accredited with "B" Grade by NAAC

Dr. Chinta Mani Sharma, M.Sc., M.A., Ph.D.
Principal & Secretary
☎ : 9435063398/7002561613 (M)

Email : bcollege1960@gmail.com
Website : www.biswanathcollege.in

Ref. No. *Dr./Ac/21/2026/378*Date : *12/03/2026...***NOTICE INVITING QUOTATION**

Sealed quotations are invited from reputed firms/suppliers having GST registration for supplying the following stationary items required in various departments of our college and the same should reach the undersigned within 7 days from the date of publication of this notice as per the terms and conditions mentioned below.

Terms and Conditions:

1. Rate should be quoted including GST.
2. All the terms and conditions are subject to the general terms and conditions of govt. purchase.
3. The quoted rate/cost of the entire item should include delivery/freight charge etc. (if any) for destination F.O.R. Biswanath College, Biswanath Chariali, Biswanath, Assam.
4. Full payment will be made through PFMS (Public Financial Management System) via online mode only after the proper supply of the required books.
5. Request for advance payment in any case will not be entertained.
6. The principal reserves the right to modify or cancel the entire process of purchase without assigning any reason.
7. The quoted price should be valid for at least one month.


(Dr. Chinta Mani Sharma)
Principal
Biswanath College
Principal
Biswanath College, Chariali

Copy for information to:

1. College website
2. Guard file

ANNEXURE – I
List of Stationery Items

Sl. No.	Name of Item	Specification / Details	Proposed Quantity
1	Cash Book	Hard Bound (No.12)	3
2	Voucher File	Standard Office File	3
3	Chain File	Standard	6
4	Stock Book	Hard Bound (Size 8 and 12)	10
5	Long Notebooks	Standard	6
6	Printing Paper (A4)	A4 Size, 75/80 GSM JK	12 Pkt
7	Bond Paper Packet	(A4)	15 Pkt
8	Marker Pen (Permanent)	Small	15
9	Register Book	Medium / Large (144 & 232)	12
10	Stapler with Pin Set	Medium Size	6
11	Stapler with Pin Set	Large Size	6
12	Whitener	Pen / Bottle Type	10
13	Glue	Fevicol large and small	12
14	Glue Stick	Standard	6
15	Blue Ball Pens	Standard	6 Pkt
16	Black Ball Pens	Standard	6 Pkt
17	Red Ball Pens	Standard	6 Pkt
18	Clip File	Small and large	12
19	Pen Stand	Plastic/Metal	6
20	Tip File	Office File	15
21	Office Files (cover file)	Cardboard (large/medium)	15
22	Spiral Notebooks	Standard- 5 subject	6
23	Paper Clip/ U-Clip	Metal	7 Pkt
24	Binder Clips	Medium (19mm)	10 Pkt
25	Binder Clips	Large (32m)	10 Pkt
26	Cello Tape (White)	Transparent Tape 3 Inch	8
27	Cello Tape (Brown)	Brown Packing Tape 3 Inch	8
28	Paper Cutter	Medium	4
29	Sticky Pad / Notes	Standard	10 Pkt
30	Highlighter Pen	Assorted Colours	4 Pkt
31	Pencil	HB	3 Pkt
32	Note Pad	Writing Pad (spiral)	10
33	Scissor	Medium Size	6
34	Paper Punch	Two Hole	6
35	Ink Pad/ Stamp Pad	Standard	5
36	Eraser and Sharpener	Set	5
37	Paper Weight	Desk Use	6
38	Notice Board Pin	Thumb Pins	5 Pkt
39	Envelope (A4)	Office Envelope	6 Pkt
40	White Envelope	Standard Size	5 Pkt

41	Brown Envelope	Standard Size	5 Pkt
42	Colour gel pen set	Gel pen set	6 Pkt
43	Graphing Calculator	Standard	1
44	Transparent clip board	Standard	5
45	Punchless file	Standard	10
46	Calculator	Office	2
47	Scientific Calculator	Office	2
48	Legal paper	Office	6 Pkt
49			



(Dr. Chinta Mani Sharma)
Principal
Biswanath College
Biswanath College, Chariali
Principal
Biswanath College, Chariali