



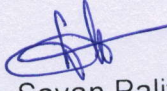
Army Institute of Management
Plot No III B/11, Action Area III
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New Town, Rajarhat
Kolkata-700160
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AIM/Aca/Gen/03

05 Mar 2025

CALL FOR QUOTATION FOR PURCHASE OF OFFICE STATIONERY ITEMS

1. Sealed quotation is invited from the authorised dealers for the purchase of Stationery Items as per list enclosed in Appendix. **The quotation should include all the items mentioned in the Appendix with their respective prices, otherwise the same will not be accepted.**
2. Before submitting your quotation, it is recommended that you visit the AIMK to gain a better understanding along with the sample of the items mentioned in the serial No. 6, 7 & 8 in Appendix.
3. Quotation should be submitted in Tender Box (located at the reception of Administrative building) in a sealed envelope on Company's original letterhead with office seal and signature of authorized signatory with full name, designation & contact number. Please address the quotation to The Presiding Officer, Board for purchase of Office Stationery Items, AIMK. Transportation cost and GST/ other tax applicable, if any, should be clearly specified.
4. **Quotation be submitted during working hours only (i.e 09.30AM to 04.30PM) and an entry with date of submission of your quotation be endorsed in the register kept at reception area. It is a mandatory requirement for acceptance of quotations.**
5. **One person/representative is allowed to submit one quotation only.**
6. The following documents must be enclosed as signed photocopies with the quotation: -
 - (a) Details of registration/Trade License.
 - (b) PAN/TAN Card.
 - (c) GST Registration Certificate.
7. Last date for submission of quotation is **10 Mar 2025 (12:00 hours)**. Bids would be opened at 12:30 hrs on the same day in the office of the Registrar/ Presiding Officer, AIMK. Bidders or their authorised representatives are welcome to be present on the time of tender opening.
8. AIMK letter No AIM/Aca/Gen/03 dated 21 Feb 2025 be treated as **cancelled** due to not endorsed your record of deposition of quotation in the register kept at reception area.


(Dr. Sayan Palit)
Presiding Officer

Enclosures: (As above)

LIST OF STY ITEMS

S.No	Item	Unit	Qty Reqd	Remarks
1	Board Marker (Blue) (Luxer)	Pcs	40	
2	Board Marker (Black) (Luxer)	Pcs	40	
3	Chit Pad	Pcs	20	7.6 mm - 20 & 101 mm - 20
4.	Colour Flag	Pcs	20	25 mm & 75 mm
5	Eraser (Apsara)	Pkt	04	10 pcs per pkt
6	Arch File (Large) (Fuji/Wander/ Ambassador)	Pcs	60	
7	File Cover (Cobra) (Joyti)	Pcs	100	
8	Normal PU File	Pcs	100	
9	Glue Stick (Febi Stick)	Box	02	
10	A4 paper (75 gsm) (Coppypower/JK)	Ream	60	
11	A4 paper (70 gsm) (JK/coppypower)	Ream	150	
12	Binder Clip (Black) (25mm)	Box	20	
13	Binder Clip (Black) Mid	Box	10	
14	Binder Clip (Blue) Small	Box	02	
15	Pen (Blue) (Pentonic)	Pcs	100	
16	Pencil (Apsara)	Pkt	20	
17	Pencil Battery (AA)	Pcs	50	
18	Pencil Battery (AAA)	Pcs	40	
19	Photo paper (Kodak)	Pkt	04	
20	Scissor (Small)	Pcs	05	
22	Stamp Pad (F/C)	Pcs	02	
23	Cello Tap (1 inch)	Pcs	24	
24	Pen (Agni)	Pcs	40	
25	Alpin (Bell)	Pkts	05	
26	Highlighter (F/C)	Pcs	10	
27	White Board Duster (Aircon)	Pcs	10	
28	Bond paper (A4)	Ream	02	
29	Cello Tape Colour (1/2 inch) Red	Nos	05	
30	Cello Tape Colour (1/2 inch) Blue	Nos	05	

S.No	Item	Unit	Qty Reqd	Remarks
31	Clip Board	Pcs	05	
32	Tag (Good Quality)	Bdl	20	
33	Jems Clip (Small) (30 mm) (Bell)	Pkt	20	
34	Whitener (F/c or Cam;in)	Pcs	20	
35	Clear File (100 Pocket)	Pcs	05	
36	File Binder	Pcs	200	
37	Stapler Pin (Small)	Pcs	40	
38	Challel File	Pcs	50	
39	Register 4 Nos	Nos	10	
40	Register 8 Nos	Nos	20	
41	Register 6 Nos	Nos	20	
42	Register 10 Nos	Nos	20	
43	Register 12 Nos	Nos	10	