

# Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

Vazhudavur Road, Kathirkamam, Puducherry - 605 009 Ph :0413-2277545, Fax:0413-2277289

Email: [puducherrymedicalcollege@gmail.com](mailto:puducherrymedicalcollege@gmail.com), Web: [www.igmcricollege.com](http://www.igmcricollege.com)

No.59-3/IGMC&RI/ADMN-Pur/A5/Stores /Stationery /2025/1382 Dated the  
Calling for Quotation

10 APR 2025

Sub: IGMC&RI- Supply of Stationery Items – Reg.

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Quotations are invited from the dealers and whole-sale suppliers for supply of the following items on lowest rate basis.

Sl.No	Name of the Items	Requirement
1	Carbon Paper (blue)	20 Box
2	Stapler Machine (Small No.10)	30 Nos
3	Stapler machine 24/6	20 Nos
4	Stapler Pin Box No.10	100 Nos
5	Stapler pin box 24/6	200 Nos
6	Cloth lined cover (A4 size 14x10 inch)	200 Nos
7	Cloth lined cover ( F/s size 15x11 inch)	200 Nos.
8	Pencil Ordinary	300 Nos
9	Ball pen Blue use & throw	900 Nos
10	Ball Pen Red use & throw	300 Nos
11	Ball pen Black use & throw	100Nos
12	OHP Pen 0.7(Red - 20, Blue - 20, Black -60)	100 Nos
13	White Board Marker (Blue - 150, Red -50,)	200 Nos
14	Permanent Marker (Blue - 60, Red -20, Black - 20)	100 Nos
15	Gem Clip small Plastic	100 Box
16	Bell Pin Box (Round head)	100 Box
17	Pin cushion Plastic	30 Box
18	Fevi Stick (9 Grm)	100 Nos
19	Gum Bottle (150 ml)	100 Nos
20	Cello tape Brown 2 inch	100 Nos
21	Stamp Pad ink (Violet) 30 Ml	100 Nos
22	Twine thread (small)	300 Nos
23	Twine thread (Big)	300 Nos
24	File Tag 8 inch	200 Nos
25	Writing Pad	30 Nos
26	Highlighter (Florescent)	100 Nos
27	Scissor (Medium) 6inch	30 Nos
28	Scissor (Big Size) 8 inch	10 Nos
29	Blue Gell pen	50 Nos
30	Red Gell Pen	20 Nos
31	Eraser (Small Size)	100 Nos
32	Punching Machine Single Hole	30 Nos
33	Correction fluid pen (Whitner)	100 Nos
34	File flag	100 Nos
35	Box file	30 Nos
36	Sketch Pen Set	30 Nos
37	Table Calling Bell	20 Nos
38	Pen Stand	10 Nos
39	Exam Pad with clip (Ply wood)	30 Nos
40	L-folder A4 Size	100 Nos
41	L-Folder F/S Size	100 Nos
42	Punching Machine Double Hole	10 Nos
43	Casio Calculator MJ 120 D	10 Nos
44	Brown Cover	100 Nos
45	Butter Sheet	2000 Nos
46	Stapler Machine Big size 17mm (Ds-23 S17FL) Kangaro	02 Nos
47	Stapler Pin Big (23/17-H) 17 mm	10 Box
48	Calling Bell with Remote	10 Nos

2. The hard copy of the quotation in a duly sealed cover shall be addressed and submitted to the Director, IGMC&RI, Puducherry, so as to reach this office on or **before 24.04.2025**

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## Terms and conditions

1. Price should be inclusive of all taxes.
2. The supplier should be responsible until the items arrived to this Institution in good condition.
3. The rates once quoted and approved will be final and no revision in rates will be allowed.
4. Supply should be made within 15 days from the date of receipt of our supply order.
5. Delivery should be made on FOR, Puducherry, door delivery basis.
6. The quotation should be based strictly on the specification.
7. The Material should be supplied strictly in accordance with the specifications enclosed/Mentioned. The items which are not conforming to the specifications should be taken back at their cost.
8. The quotation shall contain the GST Number, Contact Phone Number & E Mail I.D.
9. The rate quoted shall be valid till 31.03.2026 if further Order placed for further requirement.
10. The quotation cover should be properly sealed with postal address and subscribed  
**"Stationery Items" and the sealed Cover shall be dropped in the tender Box kept at the Despatch Section.**
11. The items required are subject to be increased / decreased.
12. The quotations received will be opened by **11.00 A.M on 25.04.2025**, in case, quotation Opening date falls on Public Holiday, the quotation will be opened on the next working day.

**// BY ORDER//**

Yours faithfully,  
1/3 *[Signature]*  
**ADMINISTRATIVE OFFICER**

**To:**

1. The Programmer, IGMC&RI, Puducherry-with instruction to upload in our official Web-Site and Central Procurement Portal and submit a compliance report.

**Copy to:**

1. The Officer-in-Charge (Central Stores), IGMC&RI, Puducherry.