

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, Web: <https://igmcri.edu.in>

No.59-3/IGMC&RI/ADMN-Pur/A5/Stores /Stationery /2026

2413

Dated the

Calling for Quotation

22 JUL 2026

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

Quotations are invited from the dealer and whole-sale supplier for supply of the following item.

Sl. No	Name of the Items	Requirement	Rate for each (Including all Tax) Rs.
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	300 Nos	
5	Stapler bin box 24/6	200 Nos	
6	Cloth lined cover (A4 size 14x10)	300 Nos	
7	Cloth lined cover (F/s legal size)	200 Nos	
8	Pencil Ordinary	300 Nos	
9	Ball pen Blue use & throw	1000 Nos	
10	Ball pen Red use & throw	500 Nos	
11	Ball pen Black use & throw	100 Nos	
12	OHP Class marking pen (Red-20, Black-20, Blue-60)	100 Nos	
13	White Board Marker (Blue-150, Black-50)	200 Nos	
14	Permanent Marker (blue-60, Red-20, Black-20,)	100 Nos	
15	Gem Clip small plastic	100 box	
16	Bell bin box (Round head)	100 box	
17	Pin cushion Plastic	30 Nos	
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	200 Nos	
22	Cello Tape white 1 inch	200 Nos	
23	Eraser (small size)	100 Nos	
24	Twine thread (B) No.0/8	300 Nos	
25	Paper cutting knife	20 Nos	
26	Highlighter (Floro-cent)	100 Nos	
27	Scissor (Medium) 6 inch	30 Nos	
28	Scissor (Big size) 8 inch	20 Nos	
29	Blue gell pen	50 Nos	
30	Red gell pen	20 Nos	
31	Green gell pen	20 Nos	
32	Punching machine single hole	30 Nos	
33	Correction fluid pen (whitner)	100 Nos	
34	File flag	100 Nos	
35	Box file	20 Nos	
36	Sketch Pen set	30 Nos	
37	Call Bell with steel	20 Nos	
38	Pen Stand	10 Nos	
39	Exam Pad	20 Nos	
40	Sharpener	100 Nos	
41	Scrubbing pad	100 Nos	
42	Paper weight	50 Nos	
43	Punching machine Double hole	10 Nos	

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Sl. No	Name of the Items	Requirement	Rate for each (Including all Tax) Rs.
44	Calculator (Casio-MJ120 D)	10 Nos	
45	Brown sheet	100 Nos	
46	Butter Sheet (size: "30 X 20")	2,000 Nos	
47	Sticker Labels (No.6) (41x17mm)	1,00,000Nos	
48	Plastic clip	50 Nos	
49	Ruled note book 192 page big size	300 Nos	
50	Unruled not book 192 page big size	200 Nos	
51	Sealing wax Tiger brand (450 gms)	20 Nos	
52	Gum tube 20ml	100 Nos	
53	File Pad	400 Nos	
54	Bed Side Exam pad	100 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 04.08.2026**

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 31.03.2027 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 05.08.2026**, in case, quotation Opening date falls on Public Holiday, the quotation will be opened on the next working day.

// BY ORDER//

Yours faithfully,


FINANCE 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.