



OFFICE OF THE PRINCIPAL SRIKISHAN SARDA COLLEGE

(Affiliated to Assam University & A grade reaccredited by NAAC)
ESTD - 1950

P.O. HAILAKANDI, DIST. - HAILAKANDI, PIN - 788151 (ASSAM)

Email - sscollege@sscollegehkd.ac.in Fax No. (03844) 222409.

Ref: SS/QUOT/2025/392

Date: -29-10-2025

NOTICE INVITING QUOTATION

Scaled quotations are invited from reputed firms/authorized suppliers/service providers for the following items/services required by Srikishan Sarda College, Hailakandi to be received up to 3rd November, 2025 till 2 P:M by the office of the undersigned & will be opened on the same date & time. If the date for receiving quotation falls on Holiday/ Bandh the quotation will be received on next working day.

1. Hiring Services for Private Security Personnel

- Deployment of trained and licensed security guards for round-the-clock duty at the college campus.
- Quotation should include service charges, applicable taxes, and compliance with all statutory labour laws.

2. Procurement of Office Stationery (Rate Contract for Two Years)

- Supply of various stationery items as per the detailed list enclosed at **Annexure - I**.
- The approved rates will remain valid for a period of **two (2) years** from the date of acceptance of the quotation.

3. Procurement of Electrical Appliances (Fans)

- **Ceiling Fan, Stand Fan, and Wall Mount Fan** of reputed make (ISI marked preferred).
- Quotation must include warranty details

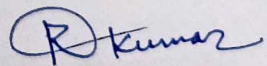
Terms and Conditions:

1. The quotation must be submitted in a sealed envelope superscribed as "Quotation for Supply/Service to S.S. College, Hailakandi" and should mention the specific item category applied for.
2. Quotations must reach the **Office of the Principal, Srikishan Sarda College, Hailakandi** on or before **03/11/ 2025** up to **2:00 PM**.
3. The quotations will be opened on the same day at **2:30 PM** in presence of the interested bidders or their authorized representatives.
4. The College reserves the right to accept or reject any or all quotations without assigning any reason thereof.
5. Taxes, delivery charges, and other applicable costs must be clearly mentioned in the quotation.
6. All quoted items must be new, branded, and covered under manufacturer's warranty.
7. *Rate should be quoted in words and figure clearly.*
8. *Rates should be quoted inclusive spot delivery (Srikishan Sarda College, Hailakandi).*
9. *The rate should be inclusive of taxes and applicable tax should be clearly indicated separately.*
10. *1% TDS will be deducted at the time of payment by the college.*
11. *2 % of GST will be deduct at the time of payment by the college if amount exceed 2.5 laks within this financial year*

For detailed specification of **Office Stationery**, please refer to **Annexure - I** attached with this notice.

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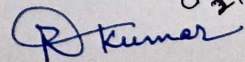
1. Dainik Jugasankha
2. Notice Board.
3. Gard File.



(Dr. Ratan Kumar)
Principal

S.S. College, Hailakandi
Principal
Srikishan Sarda College
Hailakandi, Assam

29/10/2025



(Dr. Ratan Kumar)
Principal

S.S. College, Hailakandi
Principal
Srikishan Sarda College
Hailakandi, Assam

29/10/2025

List of Office Stationary

Sl. No.	Item & Details	Rate
1	Ball Pen (Blue) – Box of 10 pcs	
2	Ball Pen (Black) – Box of 10 pcs	
3	Ball Pen (Red) – Box of 10 pcs	
4	Gel Pen (Blue/Black) – Box of 10 pcs	
5	Pilot Pen / Marker Pen – Each	
6	Permanent Marker (Black/Blue) – Each	
7	White Board Marker (All Colours) – Each	
8	Pencil (HB, Apsara/Natraj/Steadtler) – Box of 10 pcs	
9	Mechanical Pencil (0.5/0.7mm) – Each	
10	Pencil Lead Tube (0.5/0.7mm) – Each	
11	Eraser (White, Non-dust) – Each	
12	Sharpener (Single/Double Blade) – Each	
13	Highlighter (All Colours) – Each	
14	A4 Size Photocopy Paper (JK/IK/Equivalent, 75 GSM, 500 sheets/ream) – Per Ream	
15	Legal Size Photocopy Paper (75 GSM, 500 sheets/ream) – Per Ream	
16	A3 Size Paper (75 GSM, 500 sheets/ream) – Per Ream	
17	Colored A4 Paper (Assorted colours, 500 sheets/ream) – Per Ream	
18	Carbon Paper (Blue/Black, 100 sheets/box) – Per Box	
19	File Cover (with printing, thick quality) – Per 100 pcs	
20	File Board (Hard Board, with clip) – Each	
21	Spring File (Plastic/Board) – Each	

22	Conference File (Good Quality, with flap & tag) – Each	
23	Subject File (Cloth pasted) – Each	
24	Folder File (Plastic, Transparent) – Each	
25	L-Folder (Plastic, A4 Size) – Each	
26	Attendance Register – Each	
27	Dispatch Register – Each	
28	Stock Register – Each	
29	Cash Book Register – Each	
30	Answer Script Register – Each	
31	Binding Register - Each (4, 6, 8, 10, 12)	
32	Guard File (Cloth pasted, good quality) – Each	
33	Spiral Binding Book (100/200 pages) – Each	
34	Practical Record Book (College use) – Each	
35	Fevicol (200ml / 500ml) – Each	
36	Glue Stick (15gm / 25gm) – Each	
37	Cello Tape (1" x 65m) – Each Roll	
38	Cello Tape (2" x 65m) – Each Roll	
39	Brown Packing Tape (2") – Each Roll	
40	Double Sided Tape – Each Roll	
41	Masking Tape (1" / 2") – Each Roll	
42	Stapler Machine (Small No. 10) – Each	
43	Stapler Machine (Big No. 24/6, Kangaroo/Max) – Each	
44	Stapler Pin (No. 10, Pkt of 20) – Per Packet	

45	Stapler Pin (No. 24/6, Pkt of 20) – Per Packet	
46	Stapler Pin Remover – Each	
47	Paper Pin (Pkt of 100g) – Per Packet	
48	U-pin / Gem Clip (Plastic coated, Box of 100) – Per Box	
49	Bulldog Clip (Medium/Large) – Each	
50	Paper Cutter Knife (Big/Small) – Each	
51	Scissors (Medium/Big, Stainless Steel) – Each	
52	Paper Punch Machine (Single/Double hole, Kangaroo) – Each	
53	Heavy Duty Paper Punch – Each	
54	Spiral Binding Strip (All sizes) – Per Packet	
55	Binding Tape (Cloth/White) – Per Roll	
56	Desk Calendar Stand – Each	
57	Slip Pad (Small/Medium) – Each	
58	Notepad (A4/A5) – Each	
59	Diary (Official use, hard bound) – Each	
60	Calculator (12 Digit, Casio/Orpat) – Each	
61	Whiteboard Duster – Each	
62	Dustless Chalk (White/Colour, 100 pcs/box) – Per Box	
63	Black Board Duster – Each	
64	Stamp Pad (Medium/Large) – Each	
65	Stamp Pad Ink (Blue/Black, 60ml) – Each Bottle	
66	Paper Weight (Glass/Steel) – Each	
67	Plastic Scale (30cm) – Each	

68	Steel Scale (30cm) – Each	
69	Drawing Pin (Thumb pin, Box of 100) – Per Box	
70	Rubber Band (500g packet) – Per Packet	
71	Envelopes (All sizes – Small/Medium/Big, with & without printing) – Per 100 pcs	
72	File Tag (Cotton, 1 dozen pkt) – Per Dozen	
73	Duster Cloth (Yellow/White) – Per Piece	
74	Pen Drive (16GB / 32GB / 64GB) – Each	
75	External Hard Disk (1TB/2TB) – Each	
76	Printer Cartridge / Toner 12A	
77	Printer Cartridge / Toner 88A	
78	Printer Refil Cannon G2010 Black	
79	Printer Refil Cannon G2010 Colour	
80	Catridge Sharp AR 6020V	
81	Tonner Koyecera M2040 DN	
82	Sealing Wax Box of 12 Pcs	
83	Candle Packet of 6 Pcs	
84	Marker Labels / Stickers (Assorted Sizes) – Per Sheet/Pack	
85	White Board (All Size) Each	
86	Green Board (All Size) Each	