

O/o Principal
Government Medical College
Srikakulam

Rc. No : 1437/E5/GMC/SKLM/2024 Dated:28-12-2024

Sir/Madam,

Sub: Government Medical College, Srikakulam – Supply of Stationery Items to utilise in the Govt. Medical College, Srikakulam – Request for Quotations- Reg

Ref: Representations Received from Departments & Office Staff, Government Medical College, Srikakulam.

Sealed quotations are invited for the supply of Stationery Items for the Government Medical College, Srikakulam for the year 2025. The stationery items will be purchased in small quantities throughout the year, usually limited to Rs.20,000 at a time. The total purchases for a year would be about Rs.1,00,000/-.

S.No.	Name of the Item	S.No.	Name of the Item
1	Small Attendance Register (unbound)	28	A5 legal Cloth covers
2	Big Attendance Register(bound)	29	Cutting Docket Sheets
3	Students Attendance Register	30	CD marker pens (Blue & Black)
4	Calculator	31	Punching machine
5	Deluxe Books 400 pages	32	Four folder file
6	Deluxe Books 300 pages	33	Calling Bell
7	Deluxe Books 200 pages	34	Sketch pens (black, blue, red, green)
8	Deluxe Books 100 pages	35	Duracell Batteries (AA & AAA)
9	Legal Papers	36	9 Watts Batteries
10	A4 papers	37	Clipped files
11	Gum Tape Brown	38	Locks (Large & Medium)
12	Gum Tape Transparent	39	White Board Marker pens (Blue, Red, Black, Green)
13	White Chalk piece Box	40	Gum tubes
14	Small Stapler	41	Trays
15	Big Stapler	42	Reynolds Pens (Blue, Black, Green, Pink)
16	Small Stapler pins	43	Reynolds Pens Refill (Blue, Black, Green, Pink)
17	Big Stapler pins	44	Duster
18	Pencils black	45	File flags with gum (stick notes)
19	Plastic Scales	46	Short note book rule (100 pages)
20	Erasers	47	Short note book white 100 pages)
21	Stamp pads	48	Scissors
22	Sharpener	49	Stamp Pad ink
23	Tags	50	Long note books 200 pages (unbound)
24	Whiteners pens	51	Stamp pad ink
25	U/O File pads	52	Black board (green board)
26	White board		
27	White board pens		

Sealed quotations must reach the O/o. Principal, Government Medical College, Srikakulam, along with a non-refundable processing fee of Rs.500/- before 7th January 2025. Further information can be had from the office during working hours.

28-12-2024

(Sd)
Principal, GMC SKLM