

F.No. Misc.1/Req-2018-2019-

**GOVERNMENT OF INDIA
OFFICE OF THE SUPERINTENDING ARCHAEOLOGIST
ARCHAEOLOGICAL SURVEY OF INDIA
KOLKATA CIRCLE, C.G.O. COMPLEX (4TH FLOOR)
BLOCK - DF, SECTOR - 1, SALT LAKE CITY
KOLKATA-700 064**

Phone : (033) 2334-4389 (T.F.), 2334-3775,

E-mail : circlekol.asi@gmail.com

NOTICE INVITING QUOTATION

The undersigned hereby invites sealed quotations from authorized and reputed firms for the supply of the following items. The quotations should be sent in sealed cover superscribed with the word **“Quotation for supply of Office Stationary”** at O/o Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4th floor, Block-DF, Sec-1, Salt Lake City, Kolkata-700 064.

DETAILS OF ITEMS

Sl.No.	Name of the materials / works	Quantity	Rate to be quoted
01.	White paper (good quality)		Each ream
02.	U-Pin (good quality)		Each box
03.	Gems clip (good quality)		Each pkt.
04.	Ball pen (Agni 4g 0.5 mm)		Each pc.
05.	Pencil Carbone paper blue (FS size)		Each pkt.
06.	Erazex tube (fabre castle)		Each pc.
07.	Duster (good quality)		Each doz.
08.	Stapler (small) (kangaro)		Each pc.
09.	Stapler pin (small)		Each box
10.	Goodnight liquidator		Each pc.
11.	Liquid soap (Dettol)		Each bottle
12.	Pencil battery (Eveready red)		Each pc.
13.	Paper weight (good quality)		Each doz.
14.	Tour programme (specimen available at store)		Each pad
15.	TA Bill form (specimen available at store)		Each thousand
16.	Stamp pad (fabre castle)		Each pc.
17.	Cello tape 1" (good quality)		Each pc.
18.	Odonil (small)		Each pc.
19.	Soap small (Dettol)		Each pc.
20.	File cover with print (specimen available at store)		Each pc.
21.	File board (specimen available at store)		Each pc.
22.	Fevistick (20 gm)		Each pc.
23.	Punching machine single hole (kangaro)		Each pc.
24.	Xerox paper copy power(A4 size)		Each ream
25.	Xerox paper copy power (FS size)		Each ream
26.	Xerox paper copy power (A3 size)		Each ream
27.	Computer paper (A4 size)		Each ream
28.	Computer paper (FS size)		Each ream
29.	Computer paper (A3 size)		Each ream
30.	Phenyl 5 ltrs. Jar (Bengal Chemical)		Each jar
31.	Napthalene ball (1 kg.) (Bengal Chemical)		Each pkt.
32.	Napthalene bar for library purpose (good quality)		Each pc.
33.	Rubber stamp (specimen available at store)		Each pc.
34.	Plastic folder (good quality)		Each pc.
35.	DLR Book (specimen available at store)		Each book
36.	Data input sheet (specimen available at store)		Each pad
37.	Envelope with printing SE5 (specimen available at store)		Each thousand
38.	Envelope with printing SE6 (specimen available at store)		Each thousand
39.	Cloth envelope 7A (specimen available at store)		Each hundred
40.	Imprest cash account book (specimen available at store)		Each book

41.	Note sheet pad (specimen available at store)		Each pad
42.	Packing tape 2" (good quality)		Each pc.
43.	Photo album (specimen available at store)		Each pc.
44.	Tender form printing (specimen available at store)		Each hundred
45.	Tag white thick (good quality) (specimen available at store)		Each pkt.
46.	Vedio photography receipt book (specimen available at store)		Each book
47.	Log book for conservation printing with concust paper (100 folio) (specimen available at store)		Each book
48.	Dak folder (good quality)		Each pc.
49.	Gel pen (linc)		Each pc.
50.	Pearlpet drinking water bottle (1 ltr.)		Each pc.
51.	Post it prompts (specimen available at store)		Each pkt.
52.	Philips LED Tube (4')		Each pc.
53.	Channel binding materials (specimen available at store)		Each hundred
54.	Phool Jharu (good quality)		Each pc.
55.	Publication bag with printing (Big) (specimen available at store)		Each thousand
56.	Publication bag with printing (small) (specimen available at store)		Each thousand
57.	Godrej lock with 2 keys (7 livers)		Each
58.	Calculator 12 digit (Casio)		Each
59.	Tumbler Glass (200 ml. Borosil)		Each set
60.	Cup & Saucer (white golden border fine bone chaina)		Each set
61.	Colin spray (500 ml.)		Each
62.	Marker / OHP / Highlighter pen		Each
63.	Scissor (good quality)		Each
64.	Vediography Receipt Book (specimen available at store)		Each
65.	Good night liquid		Each
66.	Spiral pad (1/6 th) good quality		Each
67.	AAA Battery (Eveready)		Each
68.	Room freshner		Each

The quotation should be addressed to the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4th floor, Block-DF, Sec-1, Salt Lake City, Kolkata-700 064 and should be reached latest by **14.00 Hrs.** of **19.04.2018**. The rates should be inclusive of all type of taxes / GST etc.

Conditional quotations and those quotations received after the stipulated date and time are likely to be rejected.

The rates as quoted should hold good up to **31.03.2019** No change in the rates or modification thereof will be permitted.

In all cases payment will be made by crossed cheque.

The undersigned reserves the right to reject or accept or prefer any quotation either in full or in part without assigning any reason thereof in the interest of public services.

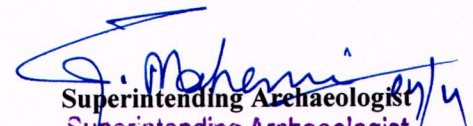
The undersigned will not be responsible for loss of any quotation in transit or otherwise.

The quotations should be sent to the following address :- **O/o Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4th floor, Block-DF, Sec-1, Salt Lake City, Kolkata-700 064.**

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To

1. NOTICE BOARD
2. ASI, Kolkata Circle web site


Superintending Archaeologist
Superintending Archaeologist
Archaeological Survey of India
Kolkata Circle, Kolkata