

**THE GANDHIGRAM RURAL INSTITUTE**  
(Deemed to be University)  
**GANDHIGRAM - 624302, DINDIGUL DISTRICT, TAMIL NADU**  
**Ministry of Education (ShikshaMantralaya), Govt. of India)**  
**Accredited by NAAC with A<sup>++</sup> Grade (4<sup>th</sup> Cycle)**

All communications should be addressed to the Registrar by designation and not by name



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**Dr.M.SUNDARAMARI**  
**REGISTRAR i/c**

Ref:GRI/DS/D2/Rate Contract/2025-2026/ 1201

Date:25.09.2025

**QUOTATION CALL LETTER**

For and on behalf of the Registrar, The Gandhigram Rural Institute (Deemed to be University), Gandhigram, the competitive quotations are invited towards the supply of the stationery items with the prescribed specifications for the use of GRI, Gandhigram for the year 2025-2026 under the rate contract.

**Terms and Conditions:**

1. The rate should indicate the unit/nos./piece
2. It should be specified whether the rate includes duties, taxes, transport charges and packing and forwarding charges.
3. The rate of the items shall be mentioned in figures and in words. There should not be any correction or over-writing whatsoever.
4. The offer should be as far as possible from ready stock.
5. If the offer is not from ready stock, the period before which supply will be effected should be indicated.
6. The mode of payment should be specified.
7. GST /PAN nos should be indicated/ mentioned with period of validity.
8. Tenderers are requested to enclose a copy of their valid certificate of PAN No., GST No, Service Tax No. with their tender.
9. Payment will be made within fifteen days from the date of receipt of materials.
10. The rate prescribed should be for the period from **01/11/2025 to 31/10/2026**.
11. The Institute reserves the right to reject or to accept any quotation in whole or in part without assigning any reason thereof. The Institute also reserves the right to renew or extend the contract for such period(s) as it may deem necessary, taking into account the satisfactory performance/services rendered by the contractor during previous year.
12. The supplier will be liable to replace the rejected /damaged items within 10 days
13. Late/delayed tenders received in GRI due to any reason whatsoever will not be accepted under any circumstances.
14. Quotations should be drawn in favour of "THE REGISTRAR, GANDHIGRAM RURAL INSTITUTE (Deemed to be University)", Gandhigram-P.O.-624 302, Dindigul District.
15. The quotations should be sent in a sealed envelope super scribed as "**Competitive quotation for supply of Stationery Items for the year 2025-2026 to GRI**".
16. The sealed tender should be dropped in the Tender Box kept near reception in the Administrative Block, GRI, Gandhigram - 624302.
17. Quotations will be received upto **03-00 p.m. on 21/10/2025** and the same will be opened at **04.00 p.m. on 21.10.2025** in the presence of representative of the firms.

  
REGISTRAR i/c

Encl: List of Stationeries

To

The Director ,

Computer Centre, GRI.....with a request to upload in the GRI website under tender notifications.

26/9/24



## QUOTATION – PROFORMA

### STATIONERY ITEMS (UNDER RATE CONTRACT) – 2025-2026

Sl. no.	Items	Rates (per piece/packet)(including taxes)	
		(in figure)	(quantity)
1	Adhesive Slip (4x3)		Per pocket
2	Attendance Register - Binding		Per piece
3	Binder clip (15 mm) - OBANI		Per box (12 nos.)
4	Binder clip (19 mm) - OBANI		Per box (12 nos.)
5	Binder clip (25 mm) - OBANI		Per box (12 nos.)
6	Binder clip (32 mm) - OBANI		Per box (12 nos.)
7	Binder clip (41 mm) - OBANI		Per box (12 nos.)
8	Binder clip (51 mm) - OBANI		Per box (12 nos.)
9	Binding Needle		Per Pocket (30 nos.)
10	Binding Thread (No.08)		Per piece
11	Box File (1 <sup>st</sup> quality) – Thick		Per piece
12	Box File (1 <sup>st</sup> quality) – Thin		Per piece
13	Brown Cover 10x8 (Mysore) – Thick		Per piece
14	Brown Cover 12x10 (Mysore) – Thick		Per piece
15	Brown Cover 15x11 (Mysore) – Thick		Per piece
16	Calculator-CT-500 (Citizen) original		Per piece
17	Candle (600 gm. Virgin wax) – SRI DEVI		Per box (12 nos.)
18	Cello Tape ½” – WONDER 555		Per piece
19	Cello Tape 1 ½” - WONDER 555		Per piece
20	Cello Tape 3” - WONDER 555		Per piece
21	Cello Tape ¾” – WONDER 555		Per piece
22	Cello Tape 1” – WONDER 555		Per piece
23	Cello Tape 2” - WONDER 555		Per piece
24	Cello Tape Dispenser (Big)		Per piece
25	Cello Tape Dispenser (small)		Per piece
26	Chalk Piece ( Dustless) – Branded (first quality) - KORES		Per box
27	Chitta Note 1 Quire		Per piece
28	Chitta Note 2 Quire		Per piece
29	Cloth Cover 10x8 - Thick		Per piece
30	Cloth Cover 12x10 – Thick		Per piece

31	Cloth Cover 12x5 – Thick	Per piece
32	Cloth Cover 14x10 – Thick	Per 100 nos.
33	Cloth Cover 15x11 – Thick	Per 100 nos.
34	Cloth Cover 16x12 – Thick	Per 100 nos.
35	Cloth Cover 16x12 (box) – Thick	Per piece
36	Cloth Cover 18x14 (box) - Thick	Per piece
37	Colour Flag (self stick) (3,4,5 colour)	Per piece
38	Correction Pen (10 ml) Kores (fine point, metal tip, non cfc)	Per piece
39	Double Side Tape Roll ¾” big	¾” – Pocket-18 nos.
40	Double Side Tape Roll 1” - small	1” – Pocket-12 nos.
41	Duster ( White and Black board) – IKON	Per piece
42	Duster ( White and Black board) – KAJAL	Per piece
43	Eraser - Apsara	Per box
44	Executive Bond - 75 GSM	Per pocket
45	Executive Bond - 85 GSM	Per pocket
46	Fevistick - 15G	Per piece
47	Fevistick - 22G	Per piece
48	Fevistick - 8G	Per piece
49	File Pad ( Hard Board)	Per piece
50	File Pad (ordinary)	Per piece
51	Gem Clip - 26mm- Bell / Packer	Per box (10 nos.)
52	Gem Clip - 35mm– Bell / Packer	Per box (10 nos.)
53	Gem Clip - 50mm – Bell / Packer	Per box (10 nos.)
54	Gem Clip (colour) – Bell / Packer	Per box
55	Gum - 150ml – Camlin	Per piece
56	Gum - 300ml – Camlin	Per piece
57	Gum - 700ml – Camlin	Per piece
58	Gum Tube – Fevi Gum	Per piece
59	Hi-liter (Luxor)	Per piece
60	Knife - big (POLO)	Per piece
61	Knife - Large (POLO)	Per piece
62	Knife - mini ((POLO)	Per piece
63	Leaf File - 10- SPS	Per piece
64	Leaf File - 20- SPS	Per piece
65	Leaf File - 30- SPS	Per piece
66	Leaf File - 40 - SPS	Per piece



67	Leaf File - 50- SPS	Per piece
68	Ledger Paper – 100 Sheets – 80 GSM	Per 100 sheets
69	Ledger Paper – 100 Sheets – 90 GSM	Per 100 sheets
70	Notice Board 2x3 – Aluminium Frame	Per piece
71	Notice Board 4x3 – Aluminium Frame	Per piece
72	Notice Board Pin - Colour - COPEE	Per pocket
73	Notice Board Pin - Nikal - COPEE	Per pocket
74	Office Cover 10 1/2" x4 1/2" – Brown	Per piece
75	Office Cover 12x5 –Brown	Per piece
76	Office Cover 6x4 - Brown	Per piece
77	Office Cover 9x4 Brown	Per piece
78	Packing Tape (Brown) 3" – WONDER 555	Per piece
79	Packing Tape (Brown) 2" – WONDER 555	Per piece
80	Packing Tape (Brown) 1" – WONDER 555	Per piece
81	Paper weight – Rubber	Per piece
82	Paper Pin	Per pocket
83	Pencil - Apsara	Per piece
84	Photocopy paper (A3) 70 GSM - TNPL	Per pocket
85	Photocopy paper (A3) 70 GSM - JK	Per pocket
86	Photocopy paper (A3) 80 GSM - TNPL	Per pocket
87	Photocopy paper (A3) 80 GSM - JK	Per pocket
88	Photocopy paper (A4) 75 GSM - TNPL	Per pocket
89	Photocopy paper (A4) 75 GSM - JK	Per pocket
90	Photocopy paper (A4) 80 GSM - TNPL	Per pocket
91	Photocopy paper (A4) 80 GSM -JK	Per pocket
92	Photocopy paper (Full scape) 80 GSM -TNPL	Per pocket
93	Photocopy paper (Full scape) 80 GSM - JK	Per pocket
94	Pin Cussion (Magnetic) BIMAL	Per piece
95	Plastic Folder (Top Open File)	Per Piece
96	Plastic Tray ( without clip)	Per piece
97	Punch (Kangaroo) (double hole-dp 480)	Per piece
98	Punch (Kangaroo) (single hole 4.5 mm)	Per piece
99	Punch-Heavy duty (Kangaroo) DP - 800	Per piece
100	Register-1Q (12.5"x7.5")	Per piece
101	Register-2Q (-do-)	Per piece
102	Register-4Q (-do-)	Per piece

103	Rubber Band (Nylon) good quality (Pocket) - Apple	Per Pocket
104	Rubber Band 100 gms.	
105	Scale 30cm - Camlin	Per box – 10 nos.
106	Scale metal 30 cm - ELORA	Per piece
107	Scissor (kebica) Plastic handle – Medium (No.S003)	Per piece
108	Seal Wax (400 gms)	
109	Sharpener - Apsara	Per box
110	Sketch Pen-Luxor (pack of 12 nos colours.)	Per Pocket
111	Slip Pad (80 pgs)	Per Pad
112	Sponge / water cushion (Wonder)	Per pocket
113	Stamp Ink-30ml (Supreme Brand)	Per piece
114	Stapler (HD-10D)-Kangaroo	Per piece
115	Stapler (HD-45)-Kangaroo	Per piece
116	Stapler (mini)-Kangaroo No.10	Per piece
117	Stapler Pin (24/6) – Kangaroo	Per box – 20 nos.
118	Stapler Pin (No.10) – Kangaroo	Per box – 20 nos.
119	Stapler Pin (No.1217) – Kangaroo	Per pocket
120	Tag File - Thick	Per piece
121	Tag File - Thin	Per piece
122	Tapal Clip File	Per piece
123	Tin Tag	Per pocket (10 nos.)
124	White Board – 2x3 – Aluminium Frame	Per piece
125	White Board – 4x3 – Aluminium Frame	Per piece
126	Writing Pad -Mica	Per piece
127	Writing Pad -Sunglass	Per piece
128	Xerox Paper Colour	Per pocket

  
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