

RUSTAMJI INSTITUTE OF TECHNOLOGY

BSF Academy, Tekanpur Gwalior-475005 (M.P)

No. 12555/Prov/RJIT/2024/...570

Dated: 12 April 2024

//ORDER//

As approved by the competent authority, the following committee is hereby detailed to survey the local market & collect quotations from reputed firms for purchase of Stationery items for store.

S. No.	Name of Items	Quantity
01.	Blue ink marker (white Board)	100 Nos
02.	Black ink Marker (white Board)	100 Nos
03.	Red ink Marker (white Board)	50 Nos
04.	Permanent Marker (Blue & Black)	50 Nos. (25 Nos Each)
05.	A4 Size Rim (Century)	200 Nos
06.	Box File (Jambu Deep)	50 Nos
07.	Whitener	50 Nos
08.	Brown Tape (2 Inch)	100 Nos
09.	Cello Tape (2 Inch)	100 Nos
10.	Cello Tape (1 Inch)	100 Nos
11.	Steel Scale	50 Nos
12.	Glass Scale	30 Nos
13.	Scissors (Medium size plastic)	30 Nos
14.	Poker / Suja	50 Nos
15.	Register (240 pages) Appx	100 Nos
16.	Chalk dustless	10 box
17.	All Pin	30 box
18.	File Tag (Green Color)	20 Bundle (100 Nos Each Bundle)
19.	File Tag (White)	20 Bundle (100 Nos Each Bundle)
20.	Brown file cover	200 Nos
21.	Brown Envelope ("9x4")	2000 Nos
22.	Sketch Pen	20 Pkt
23.	Stapler (Big Size)	50 Nos
24.	Stapler (Small Size)	50 Nos
25.	Pen (Use & Throw)	400 Nos (300 Nos Blue & 100 Nos Red)
26.	Paper Cutter (Big Size)	50 Nos
27.	Gel Pen Blue (Add Gel) & Refill	100 Nos (50 Nos Pen & 50 Nos Refill)
28.	File Pad	50 Nos
29.	Pen Driver (64 GB)	10 Nos
30.	Links Lock (Medium Size)	100 Nos
31.	Marker Ink (Blue & Black)	100 Nos (Each 50 Nos)
32.	File Flag (Single)	50 Pkt

Presiding Officer - Sh. Dhananjay Bhadoriya, Asst. Prof.
Member 1 - Sh. Ajay Bangar, Asst. Prof.
Member 2 - Sh. Gaurav Kushwah, Lab, Inst.

2. The committee will submit the quotations & comparative statement duly before 19th April 2024.

Admin Officer, 2/04/24
For Chief Administrator
RJIT, BSF Tekanpur

Distribution:-

1. Presiding Officer - for info & N/A.
2. Member - for info & N/A.
3. Website Committee - for upload in website
4. Store Notice Board
5. File