

NIT No. IISWBM/Stationary/01/26-27

Date :- 18<sup>th</sup> May 2026



**IISWBM**

## **NOTICE INVITING TENDER**

Sealed tenders in two bid parts ( to be submitted in separate sealed covers 1. Technical bid, 2. Price bid) are invited by IISWBM, Management House, College Square(West), Kolkata-700073 from bonafide and resourceful stationary and printing contractor for supply of stationary and printing items.

Tender document with all details, including terms & condition are available from the office of the AAO during office hours on all working days from 18<sup>th</sup> May 2026 to 26<sup>th</sup> May 2026 between 11-00am to 4-00 pm. You may also download tender documents from the Institute's website ([www.iiswbm.edu](http://www.iiswbm.edu)). The last date of submission of sealed tender to be completed in all respect including all required documents by 4-00 pm. on or before 28<sup>th</sup> May 2026.

**(A) TECHNICAL BID: Bidder should submit only the following with the Technical bid in a separate sealed envelope:**

1. The name, mail id and phone number of the authorised signatory of the bidder in the letter head .
2. Address Proof - Bidder should have an office in the state of West Bengal.
3. A copy of the valid Trade Licence (self-certified).
4. Self-certified photocopy of GST Registration Certificate
5. Self-certified copy of the PAN card of the bidder.
6. Self-certified photocopies of ITR of the Assessment Years 2025-26, 2024-25 and 2023-24.
7. Adequate number of recent work order copies in support of the experience.
8. Signed Tender documents including Annexure – I, II and III.

**(B) PRICE BID:**

**Price bid shall be opened for the technically qualified bidder only.** Bidder should submit only the following documents with the **Price bid in a separate sealed envelope:**

1. Price Bid should have to be submitted in the prescribed format in the letter head of the bidder.
2. Price Bid should be signed by the authorised signatory of the Bidder under rubber stamp of the Bidding company.

  
18/5/26  
Superintendent

**Annexure – I**

NIT No. IISWBM/Stationary/01/26-27

Date: 18<sup>th</sup> May 2026

**Important Information:**

<b>Available date for collection of Tender Documents</b>	<b>Submission of Tender Documents</b>
From 18 <sup>th</sup> May 2026 to 26 <sup>th</sup> May 2026 between 11-00 am to 4-00 pm on all working days; alternatively this may be downloaded from the official website of IISWBM.	By 4-00 pm on or before on 28 <sup>th</sup> May 2026

**For enquiry date and time:** 18<sup>th</sup> May 2026 to 27<sup>th</sup> May 2026 from 11-00 am to 4-00 pm.  
(Please contact at Registrar Dept. of the Institute)

**Opening of Tender Documents:** 29<sup>th</sup> May 2026 at 2.00 pm.

**General Terms & Conditions:**

1. Payment will be made by A/C Payee Cheque / NEFT against submitted Tax Invoice after completion of the work with satisfaction.
2. The rate should be valid for at least 30 days.
3. Rate should be in INR, other charges to be specified extra.
4. The Institute reserves the right to reject any / all tenders or cancel the accepted tender without assigning any reason.
5. Tender papers should be signed in all pages with seal.
6. The tender should be prepared and submitted after carefully pursuing the complete tender documents including the terms and conditions.
7. Institute takes no responsibility for delay / loss or non-receipt of tender documents sent by post.

## Annexure – II

NIT No. IISWBM/Stationary/01/26-27

Date : 18<sup>th</sup> May 2026

The Director  
IISWBM  
College Square (west)  
Kolkata:700073

Sub: Application for supply of stationary and printing items as per details given in the tender document against your Advertisement in the Newspaper / Institute's Web-site / Notice Board.

Respected Sir,

In view of the above, we would like to apply for the same. Our details information are as stated here under:

Name of the organization :  
Address of the organization :  
Contact No. :  
Trade licence No. :  
PAN No. :  
IT Return :  
GST Registration No. with rate (%) :  
Experience Proof :  
Other details if any :

Thanking you,

Yours faithfully,

(Signature with seal)

Date:

## Annexure – III

NIT No. IISWBM/Stationary/01/26-27

Date : 18<sup>th</sup> May 2026

SL NO	ITEMS	QUANTITY	RATE PER PC
01	ATTENDANCE REGISTER FOR STUDENTS (10 PAGES )	01 PC	
02	ARCH FILE (JOTI)	01 PC	
03	BROWN TAPE ½" 65 MTR (WONDER 555)	01 PC	
	BROWN TAPE 2" 65 MTR (WONDER 555)	01 PC	
	BROWN TAPE 3" 65 MTR (WONDER 555)	01 PC	
	BROWN TAPE 4" 65 MTR (WONDER 555)	01 PC	
04	BOARD PIN	01 PKT	
05	COVER BOARD FILE WITH INS NAME & LOGO 4 PARTS	01 PC	
06	COVER FILE PLASTIC (BLUE SUN)	01 PC	
07	CORRECTION PEN ART LINE	01 PC	
08	CODE OF CONDUCT (4PAGES)	01 PC	
09	TRANSPARENT CELLO TAPE ½"65 MTR (WONDER 555)	01 PC	
10	TRANSPARENT CELLO TAPE 2" 65 MTR (WONDER 555)	01 PC	
11	TRANSPARENT CELLO TAPE 4" 65 MTR (WONDER 555)	01 PC	
12	FEATHER DUSTER	01 PC	
	DUSTER BIG 36"X36"	01 PC	
13	FLAT FILE WITH PRINT NAME AND LOGO	01 PC	
14	FAVI STICK 15 GM	01 PC	
15	GUM PESTE TUBE 50 ML FIVIGUM	01 PC	
16	HIGH LITER PEN 4 COLOUR KORES/ FAVER CASTELL	01 PC	
17	INTERNAL MEMO PAD WITH INST NAME AND LOGO 100 PAGES	01 PAD	
18	GEMS CLIP (BELL) BIG BOX BELL (10X1) = 1 BOX	01 BOX	
19	RULL REGISTER (8 NO SIZE 180 PAGES) GOOD QUALITY PAPER	01 PC	
20	METAL HAND CLIP DIMOND 32 MM (12X1) = 1 BOX	01 BOX	
	METAL HAND CLIP DIMOND 41 MM (12X1) = 1 BOX		
	METAL HAND CLIP DIMOND 51 MM (12X1) = 1 BOX		
21	PENCIL ERASSER NATARAJ/ APSARA	01 PC	
22	PESTING NOTE PAD / POST IT PAD POST IT MAKE	01 PC	
23	PEN NORMAL MRP 10.00	01 PC	
24	PEN (USE & THROUGH)AGNI 4G	01 PC	
25	ROOM FRESHNER ( GODREJ)	01 PC	
26	STAPLER PIN NO 10 (20X1) = BOX KANGRO	01 PKT	
27	SCISSORS (OFFICE USE) KANGARO/ GRIPEX	01 PC	
28	STAPLE MACHINE NO 10 (SMALL) KANGARO	01 PC	
29	STAPLE MACHINE24/ 6 KANGRO	01 PC	
30	SCALE STEEL CROSS MAKE	01 PC	
31	WHITE TOWEL TURKISH MEDIUM	01 PC	
32	TAG FILE WITH LOGO PRINT	01 PC	
33	WHITE MARKER PEN ART LINE	01 PC	

	WHITE MARKER PEN INK ART LINE	01 PC	
	WHITE MARKER DUSTER	01 PC	
	XEROX PAPER A4 J K COPER 75 GSM RED	01 REAM	
	YELLOW CLOTH DUSTER	01 PC	
	LETTER PAD A4 100 GSM EXCEL BOAN (AS PER SAMPLE)	01 PC	
9	LETTER PAD SMALL 100 GSM EXCEL BOND (AS PER SAMPLE)	01 PC	
40	WHITENER PEN FAVER CASTELL	01 PC	
41	SHARPNER APSARA	01 PC	
42	FILE COVER, PEN, PAD (ALL PRINTING LOGO AS PER SAMPLE)	01 SET	
43	PAPER CUTTER	01 PC	
44	PENCIL BETTERY DURACELL	01 PC	
45	STAMPAD BIG FAVER CASTELL	01 PC	
46	MAGNETIC PIN CUSSION	01 PC	
47	DAMPER	01 PC	
48	CALCULATOR CASIO MJ 12D	01 PC	
49	BOARD FILE	01 PC	
50	PEN STAND GRIPEX	01 PC	
51	PUNCGING DP 600 KANGRO	01 PC	