

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
Regional Training Institute
 AG's Office Complex, 361, Anna Salai, Teynampet, Chennai-600 018.

RTI/Chen/Admn.V/2021-22/ 91

Date: 07.07.2021

Quotations are invited for following Stationery items:-

Sl. No.	Description of the items	Quantity (in no./piece/ pkt./ box/ bundle etc.) (Specify the numbers, if the item is in the pkt./box/ bundle etc.)	Base price* per item in Rs.	Percentage (%) of GST
1.	Spiral sheet A4 size			
2.	Cloth cover A4 size			
3.	Cloth cover A3 size			
4.	Permanent marker			
5.	Highlighter			
6.	Tag			
7.	White board marker			
8.	Rubber band			
9.	Sketch pen			
10.	Tapal pad (4 folding)			
11.	File pad			
12.	Cello Butter Flow Ball point pens (Cello) with printing of office name			
13.	A4 sheet TNPL (80 GSM)			
14.	Calculator CASIO (12dgts.)			
15.	A3 sheet TNPL (80 GSM)			
16.	Full scape sheet (TNPL)			
17.	Pencil Apsara			
18.	Eraser Apsara			
19.	Sharpener Nataraj			
20.	Scissor medium size			
21.	Stapler (small)			
22.	Stapler (big)			
23.	Single punch			

24.	Magnetic button for notice board			
25.	Colour flags			
26.	L folder (world one)			
27.	Ball pin			
28.	Gem clip			
29.	Staples small (Stapler pin)			
30.	Staples big (Stapler pin)			

* Please mention the validity of period of rates (preferably minimum **3 years**).

- i) The vendor should have Goods and Services Tax (GST) registration number.
- ii) The quotation should be sent in a sealed cover with the superscription of **"Quotation for stationery items-2021"** and it should reach this office **on or before 27.07.2021 by 3PM**



Senior Audit Officer/Admn.

Phone Nos.: 24336653, 24311796 Extn.13

Communication Address:

The Senior Audit Officer/Admn.,
 Regional Training Institute,
 AG's Office Complex,
 361, Anna Salai,
 Teynampet,
 Chennai - 600 018.