



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

Ref: SP/Tender No.T-1

Date: 22.01.2026

Tender No. T-1
Due Date: 06.02.2026

Sub: Supply of Store Items for the period 01.04.2026 to 31.03.2027

Dear Sirs,

Enclosed please find one set of blank Proforma for supply of Stationery Items /Papers, etc. required for office use during the period 01.04.2026 to 31.03.2027 for which terms and conditions are enclosed.

You are requested to submit your quotation in one set in a sealed cover envelope, superscribed as above, so as to reach this office within 06.02.2026 by 4 p.m. along with your acceptance of the conditions of the Tender.

You are requested to deposit Rs. 5000.00 (Rupees five thousand only) either by cash to be deposited at our Cash Counter or by Demand Draft drawn in favor of "The Institution of Engineers (India)" payable at Kolkata as Security Deposit. If you have already paid, please let us have the particulars. **Your quotation will not be entertained without the Security Deposit.**

Thanking You,

Yours faithfully,

Deputy Director (IT & Admn)

Encl : As Above

P. Roy



THE INSTITUTION OF ENGINEERS (INDIA)
8, GOKHALE ROAD, KOLKATA -700 020

T-1

Terms and Conditions

Unless the contract otherwise stipulates:-

'Purchaser' shall mean The Secretary & Director General, The Institution of Engineers (India), 8, Gokhale Road, Kolkata - 700 020.

'Supplier' shall mean the person/firm whose tender has been accepted.

2. The rates quoted shall be valid for one year i.e. from 01.04.2026 to 31.03.2027. No escalation in price will be entertained during this period.
3. All materials shall confirm to the relevant BIS specifications and to the specification & nature as indicated in schedule of quantities.
4. Suppliers are strictly asked to quote the rate of the stationery as specified by the Tender Notice. No rate for any other brand which is not mentioned in the Tender Notice would be considered.
5. The rates/prices quoted shall include packing, delivery and all other charges.
6. The 'Supplier' shall be required to submit samples of the items.
7. The supplier should deposit **Rs.5,000.00** (Rupees Five thousand only) by way of cash in Cash Counter or by way of a Demand draft to be drawn in favour of **"The Institution of Engineers (India)"** payable at **Kolkata** as Security Deposit at the time of submission of Tender. If you have already paid, please let us have the particulars.
8. The 'Supplier' shall submit his bill for the items supplied together with a copy of the valid challan to purchaser and the purchaser shall make the payment after necessary verification of such bills.
09. Non-fulfillment of the above condition or supply of sub-standard material or non-supply of the items ordered with the supplier without valid reason shall lead to forfeiture of Security Deposit in full or part thereof and deletion of the name of such supplier from the list of approved suppliers.
10. In case of any dispute, the decision of IEI shall be final.

We hereby accept the above stated terms and conditions.

Signature of the Tenderer with date and Official Seal

THE INSTITUTION OF ENGINEERS (INDIA)
8, GOKHALE ROAD, KOLKATA 700 020
LIST OF STORE ITEMS FOR THE PERIOD 01.04.2026 TO 31.03.2027

Sl. No.	Description	Unit Rate (Rs)	Applicable GST (%)	Total Amount (Rs)
1	AC Starter - Crabtree			
2	AC Starter - North-West			
3	A4 Case Folder with double plastic clips punchable			
4	Arch File (Size - 13" X 11" X 3" D) (Good quality) per pc			
5	Barcode (Adhesive Sticker) Novajet 16L 99X34 WR			
6	Barcode (Adhesive Sticker) Novajet 24L 64X34 WR			
7	Barcode (Adhesive Sticker) Novajet 48L 48X24 WR			
8	Base (Socket) - 6 amp - piano - 5pin -(Good quality)			
9	Base (Socket) - 6 amp - piano - 5pin - (Good quality)			
10	Base (Socket) -16 amp - Piano - 5 Pin - (Good quality)			
11	Base (Socket) -16 amp - Piano - 5 Pin - (Good quality)			
	Base Socket 6A (Modular) - 5 Pin (Good quality)			
	Base Socket 16A (Modular) - 5 Pin (Good quality)			
12	Belcha (Plastic) - Medium			
13	Binder Clip - 25mm box			
14	Binder Clip - 32mm box			
15	Bleaching Powder 1 kg pkt - Kanoria			
16	Bleaching Powder 1 kg pkt - Tiger			
17	Board (White) - (Size 13 ½" X 8 ½"), white on 32 lbs per 100 pcs. in a packet			
18	Board File (Best quality strong) per pc			
19	Borar (Best Quality) / As per sample per pc			
20	Broom Stick / As per sample per pc			
21	Bucket without cover (Plastic) - 16 ltr.			
22	Brown (Wonder Tape 555) 2" Breadth - Length 50 mtrs per pc			
23	Brown (Wonder Tape 555) 2" Breadth - Length 65 mtrs per pc			
26	Cellotape - (Good quality) / Kores - 12 mm X 65 mtrs			
27	Cellotape - (Good quality) / Kores - 25 mm X 100 mtrs			
28	Cellotape - (Good quality) / Kores - 50 mm X 100 mtrs			
29	Colin Spray (500ml) bottle			
30	Condenser / Capacitor - Oil Type (Good quality) 2.5 MFD - Brand: Universal			
31	Copier Paper - A4 (White) - J K per ream - 70 GSM			
32	Copier Paper - A4 (White) - J K per ream - 75 GSM			
33	Copier Paper - A4 (White) - Ballarpur per ream - 70 GSM			
34	Copier Paper - A4 (White) - Ballarpur per ream - 75 GSM			
35	Copier Paper A-3 - J K per ream			
36	Copier Paper A-3 - Copy Power (Bilt) per ream			
37	Copper wire - 4.0 sq.mm (90 mtr) Coil Finolex Single Core			
38	Copper wire - 4.0 sq.mm (90 mtr) Coil Havels			
39	Correction Pen - Faber Castell per pc			
40	Cotton Duster (Best Quality) 20" X 20"(As per sample) per pc			



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Sl. No.	Description	Unit Rate (Rs)	Applicable GST (%)	Total Amount (Rs)
41	Cotton Tag (Length 8") Thick quality - per 100 pcs in a bundle (As per sample)			
42	Cotton Twine Ball - Kora - Thin Per kg - As per Sample			
43	Cotton Twine Ball - Kora - Thick Per kg - As per Sample			
44	Cover File (assorted colour)- good quality (As per sample) per pc			
45	Date Stamp (Best Quality) (As per sample) per pc			
46	Dog Clips (Size 2") (Good quality) Brand - Camel per pc			
47	Dog Clips (Size 2") (Good quality) Brand - Sima per pc			
48	Dog Clips (Size 4") (Good quality) - Camel per pc			
49	Dog Clips (Size 4") (Good quality) - Sima per pc			
50	Dot Pen - Pentonic Brand per pc (Blue, Black, Red)			
51	Dot Pen - Flair Move Brand Per pc (Blue, Black, Red)			
52	Eraser (Soft) only for pencil/per pkt - Apsara Plasto			
53	Eraser (Soft) only for pencil/per pkt Classmate Plasto			
54	Exercise Book (Ruled) No.8, 17 CM X 20 CM, 240 pages, Strong Board Good Quality per pc			
55	Fan Electronics regulator - Anchor			
56	Fan Electronics regulator (modular) - Crabtree / As per Sample			
57	Flat File (Assorted Colour) Best quality with printing of Institution name & Logo) with clip per pc			
58	Garbage Bag size 20" x 24" per kg			
59	Garbage Bag size 36" x 42" per kg			
60	Glue Stick - Fevistick (08 Gms) per pc			
61	Glass (Yera Brand)			
62	Glass (Apex Brand)			
63	Hand Scrubber (Scotchbrite)			
64	Hand Sanitizer (Good quality) 5 litre jar			
65	Handwash (Dettol) pouch pack (175 ml)			
66	Handwash (Lifebouy) pouch pack (175 ml)			
67	Handwash (Savlon) pouch pack (175 ml)			
68	Harpic 1 litre			
69	Harpic 500ml			
70	Highlighter Pen - Assorted Colour Brand : Faber Castell per pc			
71	Jacket for Certificate (Waterproof), as per sample per pc			
72	Jhool Jharu (As per sample) per pc			
73	Knife - (Desk) (Dora make) per pc			
74	Knife - Paper cutter- (Ikon) per pc			
75	Letterhead with 4 color printing, A-4, 85 gsm, excel bond paper			
76	LED - 15W Warm Pin type Lamp, Philips per pc			
77	LED - 15W Warm Pin type Lamp, Havells per pc			
78	LED - 15W White Pin type Lamp, Philips per pc			
79	LED - 15W White Pin type Lamp, Havells per pc			
80	LED - 15W Warm Lamp - Big Threaded Philips per pc			



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Sl. No.	Description	Unit Rate (Rs)	Applicable GST (%)	Total Amount (Rs)
81	LED - 15W Warm Lamp - Big Threaded Havells per pc			
82	LED - 15W White Pin type Lamp - Philips per pc			
83	LED - 15W White Pin type Lamp - Havells per pc			
84	LED - 20w batten (4 feet) - Philips per pc			
85	LED - 20w batten (4 feet) - Havells per pc			
86	4 feet batten without choke (Phillips / Havells)			
87	LED - 15w Ceiling light set - Philips per pc			
88	LED - 15w Ceiling light set - Havells per pc			
89	LED - T-8 Tube Light 4ft (20w) white - Philips per pc			
90	LED - T-8 Tube Light 4ft (20w) white - Havells per pc			
91	LED PL-L 4P 18w Essential White - Philips per pc			
92	LED PL-L 4P 18w Essential White - Havells per pc			
93	LED - 5.5W Halozen Light (good quality)			
94	LED - 5.5W Halozen Light Holder (good quality)			
95	Lamp Holder (good quality)			
96	Lid for Water Tumbler (Good quality) per Dozen			
97	Liquid Gum Tube - Camlin per pc			
98	Liquid Gum Tube - Griper per pc			
99	Liquid Gum Tube - Fevigum per pc			
100	Lizol 1 litre			
101	Lizol 500ml			
102	Mouse Pad (Branded) per pc			
103	Muriatic Acid / Floor cleaner 500 ml bottle (good quality)			
104	Napthalene - Sani Fresh Toilet cube			
105	Napthalene Ball (Good quality) - Bengal per pc			
106	Photo Paper, A-4 High Gloss, 130 gsm, Novajet			
107	Photo Paper, A-4 High Gloss, 130 gsm, Desmat			
108	Paper Clips /Gems Clip (Size 30 mm), Bell Brand per pkt			
109	Paper Weight (Glass made, Flat type) per pc			
110	Pencil - Black Lead - Classmate per pkt			
111	Pencil - Black Lead - Apsara per pkt			
112	Phenol - 5 ltr tin - Nimyle			
113	Phenol - 5 ltr tin - Phytotfresh			
114	Phool Jharu (best quality/As per sample) per pc			
115	Plastic Folder A4 Size 8 gaz per pc			
116	Plastic Letter Tray (Good quality) - with clip			
117	Plastic Letter Tray (Good quality) - without clip			
118	Plug Top 16 amp - 3 Pin (Piyano) - Anchor			
119	Plug Top 16 amp - 3 Pin (Piyano) - Pritam			
120	Plug Top 6 amp - 3 Pin (Piyano) - Anchor			
121	Plug Top 6 amp - 3 Pin (Piyano) - Pritam			
122	Pouch Pack for Lamination of Certificates (As per sample) Eva make			
123	Pouch Pack for Lamination of Certificates (As per sample) Excelam make			



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Sl. No.	Description	Unit Rate (Rs)	Applicable GST (%)	Total Amount (Rs)
124	Punching Machine - Kangaroo per pc			
125	Punching Machine - Kores per pc			
126	PVC Tape - 1.90 cm X 10 mtr X 0.125 mm (steel grip/anchor brand)			
127	Permanent Marker Pen for CD/DVD - 10 pcs in a packet (Doms, Luxor Brand)			
128	Register ("F" Cap size) Ruled, on ledger paper, Strong Board Bound, per pc			
129	Rubber Band Nylon as per sample big Size good quality per kg (Sample to be provided)			
130	Rubber Band Nylon as per sample small size good quality per kg (Sample to be provided)			
131	Scrubber (Scotchbrite)			
132	Short Hand Note Book (Jyoti Brand) per pc			
133	Sketch Pen - Black (Luxor) per pc			
134	Sticky notes (3 inch X 3 inch) - 5 colors in a packet			
135	Sticky notes for flag (15 mm X 76 mm) - 5 colors in a packet			
136	Sodium Hypochlorite Solution (Rankem make/Good quality) 5 litre jar			
137	Sponge with case - Gripex			
138	Stamp Pad (109 mm x 67 mm) - Violet ink- Kores per pc			
139	Stamp Pad Ink (Violet), 50ml - Gripex per pc			
140	Staple Pin (Kangaro Brand) - Machine No. HD 10 per box			
141	Staple Pin (Kangaro Brand) - Size : 23/17 per box			
142	Staple Pin (Kangaro Brand) - Size : 24/6 per box			
143	Stapler Machine - Kangaro Brand HD 10 per pc			
144	Stapler Machine - Kangaro Brand HD-23 S17			
145	Stapler Machine - Kangaro Brand HP-45			
146	Steel Scale - (1 ft) - (Good quality) per pc			
148	Sunlight Detergent Powder - 1 Kg			
149	Sunlight Detergent Powder - 500 gm			
150	Switch-16 amp (Piano type) - Anchor			
151	Switch-16 amp (Piano type) - Pritam			
152	Switch-16 amp (Modular type) - Anchor			
153	Switch-16 amp (Modular type) - Pritam			
154	Switch-6 amp (Piano type) - Anchor			
155	Switch-6 amp (Piano type) - Pritam			
156	Switch-6 amp (Modular type) - Anchor			
157	Switch-6 amp Modular type) - Pritam			
158	Switch-10 amp (Modular) - Crabtree			
159	Switch-16 amp (Modular) - Crabtree			
160	Tissue Paper Roll - 42 mtr			
161	Toilet Brush			
162	Vim dishwash Gel (Lemon) 250 ml bottle			
163	Vim dishwash Gel (Lemon) 155 ml pouch pack			
164	Waste Paper Basket - Plastic			



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Sl. No.	Description	Unit Rate (Rs)	Applicable GST (%)	Total Amount (Rs)
165	Water Bottle - 1 ltr Milton Brand			
166	Water Bottle - 1 ltr Pearlpet Brand			
167	Wet Mop without stick as per sample			
168	Wet Mop stick as per sample			
169	Wiper			
170	Wire - (1.5 Sq.mm copper wire) Single core Brand Finolex			
171	Wire - (1.5 Sq.mm copper wire) Single core Brand Havels			
172	Wire - 1.0 mm double core (Plastic) Brand Finolex			
173	Wire - 1.0 mm double core (Plastic) Brand Havels			
174	Wire - Round Cable - 1.50 mm (3 Core) Brand Finolex			
175	Wire - Round Cable - 1.50 mm (3 Core) Brand Havels			
176	White Board Marker Pen - 10 pcs in a packet (Doms, Luxor Brand)			
177	Writing Pad - A5 Size (Plain, 25 pgs minimum)			

