

GIRI INSTITUTE OF DEVELOPMENT STUDIES
Sector O, Aliganj Housing Scheme, Lucknow 226024
Phone No. 0522-4001667, 4001615
Website: <http://gids.org.in>

Date: 14.08.2026

NOTICE INVITING QUOTATIONS

Subject: Supply of Stationery Items for Official Use at the Giri Institute of Development Studies (GIDS), Lucknow

1. Sealed quotations are hereby invited from reputed local suppliers, authorized dealers, and stationery vendors for the supply of stationery items for official use at the Giri Institute of Development Studies (GIDS), Lucknow. The list of required stationery items is attached. Interested parties are requested to submit their sealed quotations, duly typed, with the superscription '*Quotation for Supply of Stationery Items*' on the envelope, addressed to the **Director, Giri Institute of Development Studies, Sector-O, Aliganj, Lucknow – 226024**, on or before **24 August 2026 by 5:00 PM**. For any further information or clarification, interested parties may contact the Institute's Stores Section during office hours.

2. **Terms & Conditions.**

- (a) **Eligibility:** Bidders must submit self-attested copies of their **valid GSTIN registration and PAN Card**.
- (b) **Rates:** The quoted rates shall be firm, inclusive of GST, packing, forwarding, transportation, loading/unloading, and door delivery charges to the GIDS campus. No additional charges shall be payable.
- (c) **Validity of Quotation:** The quoted rates shall remain valid for 90 days from the date of opening of the quotations.
- (d) **Delivery:** The complete supply of stationery items shall be made within 7 days from the date of issuance of the Purchase Order.
- (e) **Payment:** Payment shall be released through NEFT/RTGS within 15 days after the successful delivery of the materials and their satisfactory inspection/physical verification by the Institute.
- (f) **Quality:** The supplied stationery items must be of standard quality and conform to the specifications mentioned in the purchase order. The Institute reserves the right to reject substandard or damaged items.
- (g) **Quantity:** The quantity of items may increase or decrease depending upon the Institute's actual requirement. The Institute shall not be bound to procure the entire quantity indicated.
- (h) **Acceptance of Quotation:** The Institute reserves the right to accept or reject any or all quotations, either in full or in part, without assigning any reason.
- (i) **Jurisdiction:** Any dispute arising out of this quotation shall be subject to the jurisdiction of the courts at Lucknow.

Director
Giri Institute of Development Studies, Lucknow

LIST OF REQUIRED STATIONARY ITEMS

S. No.	Name	A/U	Quantity	Rate per Unit	Total Amount Including GST
1	All Out with machine	Nos	10		
2	All out refill	Nos	22		
3	Art Punch Sheet	Pkt	2		
4	Binder clip Size 25MM	Pkt	15		
5	Binder clip Size 51MM	Pkt	15		
6	Binding Cover blue (A4 Size)	Pkt	2		
7	Binding Cover Transparent (A4 Size)	Pkt	2		
8	Casio Calculator MJ -120D	Nos	4		
9	Cello Tape 2" (Transparent)	Nos	8		
10	Cobra File	Nos	36		
11	Dakpad	Nos	11		
12	Dori/Rope Plastic	Bundle	4		
13	Cell Eveready AA	Nos	100		
14	Cell Eveready AAA	Nos	100		
15	Duster Cloth (Green/White)	Nos	37		
16	Duster Cloth (Yellow) for monitor	Nos	37		
17	Envelope 9" X 4" (White) (100PCS) With Printing	Pkt	7		
18	Envelope 10" X 5" (White) (100PCS) With Printing	Pkt	6		
19	Envelope A4 (Brown clothline) With Printing	Nos	600		
20	Fevicol (1 Kg)	Pkt	1		
21	File Tag/Dori Green Long (18 Inch) (100Pcs)	Pkt	13		
22	File Tag White (Small) (100Pcs)	Pkt	13		
23	Fevistick 15Gram	Nos	25		
24	High lighter (Mix Color) Luxar	Nos	40		
25	Index File	Nos	45		
26	Paper Cutter Large	Nos	13		
27	Lakshman Rekha chalk	Nos	5		
28	CD Permanent Marker (Black), Camlin	Nos	9		
29	All Out Mosquito Kill Racquet	Nos	2		
30	Note Sheet green (100 pages)	Nos	35		
31	Paper Clip Plastic	Nos	15		
32	Uniball 0.5 Roller Ball Pen (Blue)	Nos	22		
33	Uniball 0.5 Roller Ball Pen (Green)	Nos	12		

34	Uniball 0.5 Roller Ball Pen (Red)	Nos	12		
35	Uniball 0.5 Roller Ball Pen (Black)	Nos	12		
36	Gell Pen Blue (Unomax)	Nos	125		
37	Plastic File Folder (L Shape)	Nos	80		
38	Punching Machine (Double Pole)	Nos	4		
39	Scissors (6.5 inch) Kangaro	Nos	7		
40	Stapler HP 45 (Kangaro)	Nos	6		
41	Stapler No. 10 (Kangaro)	Nos	9		
42	Stapler Pin No. 10 (Kangaro)	Nos	26		
43	Sticky Notes 3" X3"	PKT	15		
44	Tape 1" Transparent	Nos	16		
45	Tape 3" (White-05/ Brown-05)	Nos	12		
46	Water Glass Medium (Borosil)	Nos	14		
47	Dak Receipt Register No. 4	Nos	3		
48	Dak Dispatch Register No. 4	Nos	3		
49	Register 01 Qr.	Nos	5		
50	Register 02 Qr.	Nos	5		
51	Register 04 Qr.	Nos	5		
Grand Total					