



**MAGADH MAHILA COLLEGE,** NIQ No- MMC/Notice-08

**PATNA UNIVERSITY, PATNA** Dated.18.07.2025

Notice inviting sealed quotation for below mention supplies

| S.No. | ITEM DESCRIPTION                                                     |
|-------|----------------------------------------------------------------------|
| 01    | Supply of office stationary ( List attached – Annexure-I)            |
| 02    | Supply of House Keeping/Cleaning items( List attached – Annexure-II) |

Note:

- Quotations are required for separate job work
- Only registered supplier/contractor/vendor can apply with valid PAN/GST.
- Quotation must be submitted in the prescribed format.
- Last date of submission of quotations: 25.07.2025 till 12:30 pm & Opening date of quotations: 25.07.2025 at 03.00 pm.
- For more enquiries please contact Main office or visit College website [www.magadhmahilacollege.org](http://www.magadhmahilacollege.org)
- No extra cost will be paid by the College

Bk. Bimal  
18.07.2025

Bursar

*N. B. B. B.*  
18.07.25  
Principal  
Patna  
Magadh Mahila College  
Principal

**Quotation format must be submitted in agency letter head**

**List of Stationary items (Annexure-I)**

| S. No. | Items Description                                    | Bidder's Brand/ Specification | Rate Per pc (₹) | GST % | GST Amount | Total (₹) |
|--------|------------------------------------------------------|-------------------------------|-----------------|-------|------------|-----------|
| 1      | A4 Paper (Century or any other reputed brand)        |                               |                 |       |            |           |
| 2      | Fly Leaf - Raj 777 (Milan /Monaf)                    |                               |                 |       |            |           |
| 3      | My Clear Bag Button Type Folder - Solo MC 112        |                               |                 |       |            |           |
| 4      | Folder File (Milan /Monaf)                           |                               |                 |       |            |           |
| 5      | Cover File a (Milan /Monaf)                          |                               |                 |       |            |           |
| 6      | Peon Book (Milan /Monaf)                             |                               |                 |       |            |           |
| 7      | Conference Pad - size 21 X 14.8 cm- Paper craft      |                               |                 |       |            |           |
| 8      | 2Q Fancy Deluxe General Register- Monaf/Priya        |                               |                 |       |            |           |
| 9      | 4Q Fancy Deluxe General Register- Monaf/Priya        |                               |                 |       |            |           |
| 10     | Attendance Register 2Q- Monaf/Priya                  |                               |                 |       |            |           |
| 11     | Hi-Lighter (Text Liner) - Faber Castell/Luxor/Camlin |                               |                 |       |            |           |
| 12     | Erazex Correction Pen (Oddy/Kores)                   |                               |                 |       |            |           |
| 13     | Cello Tape Roll (2Inch) - 50 Mtr Wonder/Bopp         |                               |                 |       |            |           |
| 14     | Brown Tape (Roll-2") - 50Mtr. - Wonder/Bopp          |                               |                 |       |            |           |
| 15     | Paper Weight (Good Quality std. size)                |                               |                 |       |            |           |
| 16     | Eraser Apsara Jumbo                                  |                               |                 |       |            |           |
| 17     | Pencil Sharpener (Apsara/ Camlin)                    |                               |                 |       |            |           |
| 18     | Steel Scale Big (Natraj) 12"                         |                               |                 |       |            |           |
| 19     | Fevi Stik/Glue Stick oddy - 15gm                     |                               |                 |       |            |           |
| 20     | Stamp Pad Faber - Castell 88X54 mm                   |                               |                 |       |            |           |
| 21     | T Pin Push Pin- ODDY- TP50G                          |                               |                 |       |            |           |
| 22     | Stapler 10 No – Kangaroo                             |                               |                 |       |            |           |
| 23     | Stapler Pin No 10 – Kangaroo (box of 1000N staples)  |                               |                 |       |            |           |
| 24     | Cloth Duster - approx 15"X20"- Cotton/Khadi          |                               |                 |       |            |           |
| 25     | Floor Duster- approx- 20"X20"- Cotton/Khadi          |                               |                 |       |            |           |
| 26     | Cloth Duster approx (36"X36") - Cotton/ Khadi        |                               |                 |       |            |           |
| 27     | Bond Paper                                           |                               |                 |       |            |           |
| 28     | DCR Register                                         |                               |                 |       |            |           |
| 29     | Brown Paper                                          |                               |                 |       |            |           |
| 30     | Plastic Box                                          |                               |                 |       |            |           |
| 31     | Blue Pen                                             |                               |                 |       |            |           |
| 32     | Black Pen                                            |                               |                 |       |            |           |
| 33     | Red Pen                                              |                               |                 |       |            |           |
| 34     | Green Pen                                            |                               |                 |       |            |           |
| 35     | Lithium Battery                                      |                               |                 |       |            |           |
| 36     | Battery (AA)                                         |                               |                 |       |            |           |
| 37     | Battery (AAA)                                        |                               |                 |       |            |           |
| 38     | Chalk                                                |                               |                 |       |            |           |
| 39     | Cobra File Neelgagan or any other reputed brand)     |                               |                 |       |            |           |
| 40     | Calculator ( Casio)                                  |                               |                 |       |            |           |
| 41     | Dispatch register                                    |                               |                 |       |            |           |

Authorized signatory with seal

Bh. Bimal  
18.07.2025

*[Signature]*  
18.07.25

Quotation format must be submitted in agency letter head

**List of Cleaning /Consumables items (Annexure-II)**

| Sl.No | Items Description     | Bidder's Brand/<br>Specification | Rate<br>Per pc (₹) | GST % | GST<br>Amount | Total (₹) |
|-------|-----------------------|----------------------------------|--------------------|-------|---------------|-----------|
| 1     | Harpic 1 litre        |                                  |                    |       |               |           |
| 2     | Black Phenyle 1 litre |                                  |                    |       |               |           |
| 3     | Black Phenyle 5 litre |                                  |                    |       |               |           |
| 4     | Nariyal Broom 1 kg    |                                  |                    |       |               |           |
| 5     | Mopset                |                                  |                    |       |               |           |
| 6     | Lathi                 |                                  |                    |       |               |           |
| 7     | Acid 5 litre          |                                  |                    |       |               |           |
| 8     | Phool Jharu           |                                  |                    |       |               |           |
| 9     | All out refill        |                                  |                    |       |               |           |
| 10    | Lizol 1 litre         |                                  |                    |       |               |           |
| 11    | Surf small packet     |                                  |                    |       |               |           |
| 12    | Vim Bar Shop small    |                                  |                    |       |               |           |
| 13    | Room freshener        |                                  |                    |       |               |           |
| 14    | Plastic box           |                                  |                    |       |               |           |
| 15    | Dustbin 100/120 Litre |                                  |                    |       |               |           |
| 16    | Colin 1 litre         |                                  |                    |       |               |           |

By. Bimal

18.07.2025

Authorized signatory with seal

*N. Prasad*  
18.07.25