

विनयलता एस.
VINAYALATHA S.
कुलसचिव
REGISTRAR



गणितीय विज्ञान संस्थान
THE INSTITUTE OF MATHEMATICAL SCIENCES
(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वायत्त संस्थान)
(An Autonomous Institution under Dept. of Atomic Energy, Govt of India)
CIT CAMPUS, TARAMANI, CHENNAI - 600113



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Ref: IMSc/CS/Stat/2025/02

08th September, 2025

To

Contact Person: Mr. K.P. Shankaran , PSO
Phone No. 22543153

Sub: Enquiry – Quotation for Stationery items for the year 2025 - 26 (2nd 6 months) – reg.

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Sirs,

The Institute of Mathematical Sciences(IMSc) is an autonomous Institute funded by the Department of Atomic Energy, Government of India and Government of Tamil Nadu.

We are in need of continuous supply of quality stationery items for a period of 6 months. Towards this, we invite your sealed quotations for the supply of stationery items indicated in the Annexure enclosed herewith. The price quoted shall be firm and hold good for a period of **SIX MONTHS** from 01.10.2025 to 31.03.2026.

The quotation should be sent in a **sealed cover** and should be superscribed as "Quotation for the supply of Stationery Items 2025-26" and should reach the undersigned on or before **23.09.2025**.

E-mail/Fax quotations will not be accepted.

Yours faithfully,


8-9-2025
REGISTRAR

Encl: List of Stationery Items

THE INSTITUTE OF MATHEMATICAL SCIENCES, CHENNAI

RATE CONTRACT FOR STATIONERY ITEMS 2025 – 26 (01.10.25 – 31.03.26)

Sl.No.	Description	Qty	Unit price	GST	Total price [Including GST]
1	JK Bond Paper - A4 size	Ream			
2	White Paper - A4 size	Ream			
3	Colour Gem Clips	Pkt			
4	Apsara Pencil (10 Nos.)	Box			
5	Cellotape 1/2 x 9 metres	Each			
6	Lever Files NJS	Each			
7	Note books 80 pages SPB white paper A4 size [Institute name printing both english and hindi on wrapper only – Customised] [Minimum 250 nos.]	Nos.			
8	Note books 200 pages Bound Volume SPB white paper A4 Size [Institute name printing both english and hindi on wrapper only – Customised] [Minimum 250 nos.]	Nos.			
9	Calico Pasted Folder F.C. size [Institute name printing both english and hindi on wrapper only] [Minimum 250 Nos.]	Each			
10	Max - 10' Stapler Japan	Each			
11	Staples Max 10	Pkt			
12	Clip Pad made of Hard Board	Each			
13	Rubber Band(Small Size)	Box			
14	Rubber Band(Big Size)	Box			
15	9" Superior Tag	Bunch			
16	Paste 700 ml 'Camel'	Bottle			
17	Plastic Duster	Each			
18	Drawing Colour Board Pins	Box			
19	Airmail Cover 9 1/2 x 4 1/2" size with Institute name printing both english and hindi	Nos			
20	White Envelopes 10 1/2 x 4 1/2" with Institute name printing both english and hindi	Nos			

RATE CONTRACT FOR STATIONERY ITEMS 2025 – 26 (01.10.25 – 31.03.26)

Sl.No.	Description	Qty	Unit price	GST	Total price [Including GST]
21	Cloth cover made in colour wrapper size 16"x12" with Institute Name Printing both english & hindi	Nos			
22	Cloth cover made in colour wrapper size 10"x12" with Institute Name Printing both english & hindi	Nos			
23	Salary cover of Kraft Paper size 18.5mm x 11mm	Nos			
24	10 1/2x4 1/2" Window cover white envelope Institute name printing in English and Hindi	Nos			
25	Writing Pad-ruled(Quarto size) SPB white A4 paper [Institute name printing both english and hindi on wrapper only – Customised]	Nos			
26	Writing Pad-unruled(Quarto size) SPB white A4 paper [Institute name printing both english and hindi on wrapper only – Customised] [Minimum 250 nos.]	Nos.			
27	Brown Paper size 36"x46"90GSM Laminated	Quire			
28	Tag Files in different colours with Institute name print in English and Hindi [Minimum 250 nos.]	Nos.			
29	Scribbling Pad 1/8th size unwater marked bond paper	Nos.			
30	Urgent/Ordinary pad made of plywood (with long size tape)	Nos.			
31	Stamp Pad - Big size	Each			
32	Timex clip file	Each			
33	Pen Type Correction Fluid – Artline	Each			
34	Stapler No.3: 1M(24/6)	Pkt			
35	Ruled Register 2 Qr. Without Ind.	Each			
36	JK Copier A3 size 75 GSM [Red wrapper]	Ream			
37	JK Copier A4 size 75 GSM [Red wrapper]	Ream			
38	White Board Marker Pen Camlin Brand	Each			
39	Cellotape 1"(white, small role)	Each			
40	Cellotape 1"(white)	Each			
41	Cellotape 1" (Brown)	Each			

RATE CONTRACT FOR STATIONERY ITEMS 2025 – 26 (01.10.25 – 31.03.26)

Sl.No.	Description	Qty	Unit price	GST	Total price [Including GST]
42	Cellotape 2"(white)	Each			
43	Cellotape 2"(Brown colour)	Each			
44	Steel Gem Clips	Pkt			
45	Fevi Stick 8gm	Each			
46	Binder clip				
	a) 15 mm	Pkt			
	b) 19 mm	Pkt			
	c) 25 mm	Pkt			
	d) 32 mm	Pkt			
	e) 41 mm	Pkt			
	f) 51 mm	Pkt			
47	Faber Castell Highlighter	Each			
48	OHP Polyester transparency film 100 micron thickness and xeroxable [100 sheets]	Pkt			
49	Computer Lable sheet [100sheets]	Pkt			
50	Cobra file(Super thickest files with spring and Institute name printing [100 Nos.]	Nos.			
51	Brown Preprint cover size 10 1/2 x 7 1/2 with Institute name printing [1000 Nos.]	Nos			
52	Notebook Spiral Binding with 200 pages SPB white paper A4 size [Institute name printing both english and hindi on wrapper only – Customised] [Minimum 250 nos.]	Nos.			
53	OHP Marker Pen - Marvy Brand	Each			
54	Single Punching machine [kangaroo]	Each			
55	Double Punching machine [kangaroo]	Each			
56	Nataraj Plastic Scale 12"	Each			
57	Board Pin Brass	Pkt			
58	Ball Point Pen (M.R.P. 10)	Each			

RATE CONTRACT FOR STATIONERY ITEMS 2025 – 26 (01.10.25 – 31.03.26)

Sl.No.	Description	Qty	Unit price	GST	Total price [Including GST]
59	3 Quire Long A/c Note (Leather Bound)	Each			
60	4 Quire Long A/c Note (Leather Bound)	Each			
61	4 Quire Long Stock Register	Each			
62	5 Quire Long Stock Register	Each			
63	6 Quire Long Stock Register	Each			
64	Post it Pad-3x3 Page Markers (3 colour) (3M Brand)	Each			
65	Post it Pad-3x3 Page Markers (3 M Brand	Each			
66	Post it Pad-3x4 Page Markers (3 M Brand)	Each			
67	Post it Pad-3x5 Page Markers (3 M Brand)	Each			
68	L folder A 4 Size (transparent)	Each			
69	Uniball Eye Micro Pen	Each			
70	Pilot Pen V5	Each			
71	Pilot Pen V7	Each			
72	Paperkraft Notepad , 21.0 cm x 14.8 cm, 80 pages, Unruled (ITC Brand)	Each			
73	Paperkraft Notepad , 21.0 cm x 14.8 cm, 80 pages, Ruled (ITC Brand)	Each			
74	Apsara White Chalk [10 chalk piece /Pkt]	Pkt			
75	Apsara Colour Chalk [10 chalk piece / Pkt]	Pkt			
76	Apsara Aps Matt Magic Jumbo Eraser, Pack of 20	Pkt			
77	Apsara Long Point Sharpener, Pack of 20	Pkt			
78	PINS 26mm (Bell Brand) Nickel Plated Steel Pins	Pkt			
79	Eveready Alkaline Batteries “AA” (for Wall Clock)	Each			
80	Steel Scale 12” Long	Each			
81	Gum – 150 ml	Each			
82	Pencil Carbon - Kores	Pkt			

RATE CONTRACT FOR STATIONERY ITEMS 2025 – 26 (01.10.25 – 31.03.26)

Sl.No.	Description	Qty	Unit price	GST	Total price [Including GST]
83	Scissor Medium Size	Each			
84	Scissor Long Size	Each			
85	Cello Tape Dispenser	Each			
86	Sketch Pen Set	Each			
87	CD Mailer Envelope	Each			
88	Poly-Plastic A4 Documents File Storage Bag with Snap Button	Each			
89	A4 Stick File	Each			
90	Diamond Two Ring Binder File (A6201)	Each			
91	Paper Cutter (Prime) Small	Each			
92	Paper Cutter (Prime) Big	Each			
93	Casio Calculator DJ-120D Plus12 Digit 300 Steps	Each			
94	Kangaro Stapler HP 45	Each			
95	NOVAJET 24/48 /Labels (A4 Size ,100sheet/pkt)	Pkt			
96	Faber-Castell Triangular Colour Pencils - Pack of 24	Each			
97	Glossy photo paper 180 gsm (A4 size, 50 sheets/pkt)	Pkt			
98	Magnetic Duster	Each			
99	Camlin Bold E White Board Marker	Each			
100	Apsara Absolute Pencil	Pkt			
101	Multicolour document sliding plastic bar stick file A4 Paper	Each			
102	MRP Rs.20 Pen	Each			
103	MRP Rs.25 Pen	Each			
104	MRP Rs.30 Pen	Box			
105	MRP Rs.40 Pen	Each			

RATE CONTRACT FOR STATIONERY ITEMS 2025 – 26 (01.10.25 – 31.03.26)

Sl.No.	Description	Qty	Unit price	GST	Total price [Including GST]
106	A4 Plain Cover	Each			
107	Kores White Chalk [10 chalk piece / Pkt]	Pkt			
108	Oddy White Chalk [10 chalk piece / Pkt]	Pkt			
109	DOMS White Chalk [10 chalk piece / Pkt]	Pkt			
110	Plastic tray big size [35cm x 25cm x 10cm]	Each			