

THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)
GANDHIGRAM - 624302, DINDIGUL DISTRICT, TAMIL NADU
Ministry of Education (ShikshaMantralaya), Govt. of India)
Accredited by NAAC with A⁺⁺ Grade (4th Cycle)

All communications should be addressed to the Registrar by designation and not by name



EPABX No: 0451-2452371 – 2452376
Phone (off.): 0451 – 2452323
Fax No. : 0451 - 2454466
E-mail : registrar@ruraluniv.ac.in
Website : www.ruraluniv.ac.in

Dr.K.MARIMUTHU
REGISTRAR

Ref: GRI/DS/D2/Rate Contract/2026-2027/1003

Date: 08.10.2026

QUOTATION CALL LETTER

For and on behalf of the Registrar, The Gandhigram Rural Institute (Deemed to be University), Gandhigram, the competitive quotations are invited towards the supply of the stationery items with the prescribed specifications for the use of GRI, Gandhigram for the year 2026-2027 under the rate contract.

Terms and Conditions:

1. The rate should indicate the unit/nos./piece
2. It should be specified whether the rate includes duties, taxes, transport charges and packing and forwarding charges.
3. The rate of the items shall be mentioned in figures and in words. There should not be any correction or over-writing whatsoever.
4. The offer should be as far as possible from ready stock.
5. If the offer is not from ready stock, the period before which supply will be effected should be indicated.
6. The mode of payment should be specified.
7. GST /PAN nos should be indicated/ mentioned with period of validity.
8. Tenderers are requested to enclose a copy of their valid certificate of PAN No., GST No, Service Tax No. with their tender.
9. Payment will be made within fifteen days from the date of receipt of materials.
10. The rate prescribed should be for the period from **01/11/2026 to 31/10/2027**.
11. The Institute reserves the right to reject or to accept any quotation in whole or in part without assigning any reason thereof. The Institute also reserves the right to renew or extend the contract for such period(s) as it may deem necessary, taking into account the satisfactory performance/services rendered by the contractor during previous year.
12. The supplier will be liable to replace the rejected /damaged items within 10 days
13. Late/delayed tenders received in GRI due to any reason whatsoever will not be accepted under any circumstances.
14. Quotations should be drawn in favour of "THE REGISTRAR, GANDHIGRAM RURAL INSTITUTE (Deemed to be University)", Gandhigram-P.O.-624 302, Dindigul District.
15. The quotations should be sent in a sealed envelope super scribed as "**Competitive quotation for supply of Stationery Items for the year 2026-2027 to GRI**".
16. The sealed tender should be dropped in the Tender Box kept near reception in the Administrative Block, GRI, Gandhigram - 624302.
17. Quotations will be received upto **03-00 p.m. on 26/10/2026** and the same will be opened at **04.00 p.m. on 26.10.2026** in the presence of representative of the firms.

REGISTRAR

Encl: List of Stationeries

To

The Professor in-charge of Computer Centre, GRI.....with a request to upload in the GRI website under tender notification.

8/10/26

QUOTATION – PROFORMA

STATIONERY ITEMS (UNDER RATE CONTRACT) – 2026-2027

Sl. no.	Items	Rates (per piece/packet) (including taxes)	
		(in figure)	(quantity)
1.	Adhesive Slip (4x3)		Per pocket
2.	Attendance Register – Lamination 32 pages		Per piece
3.	Attendance Register – Binding 1Quire		Per piece
4.	Attendance Register – Binding 2Quire		Per piece
5.	Binder clip (15 mm) - OBANI		Per box (12 nos.)
6.	Binder clip (19 mm) - OBANI		Per box (12 nos.)
7.	Binder clip (25 mm) - OBANI		Per box (12 nos.)
8.	Binder clip (32 mm) - OBANI		Per box (12 nos.)
9.	Binder clip (41 mm) - OBANI		Per box (12 nos.)
10.	Binder clip (51 mm) - OBANI		Per box (12 nos.)
11.	Binding Needle		Per Pocket (30 nos.)
12.	Binding Thread (No.08)		Per piece
13.	Binding Thread (No.08) Nylon		Per piece
14.	Binding Thread PVC Roll		Per piece
15.	Box File (1 st quality) – Thick		Per piece
16.	Box File (1 st quality) – Thin		Per piece
17.	Brown Cover 10x8 (Mysore) – Thick		Per piece
18.	Brown Cover 12x10 (Mysore) – Thick		Per piece
19.	Brown Cover 15x11 (Mysore) – Thick		Per piece
20.	Brown Cover 10 1/2" x4 1/2" (Mysore) – Thick		Per piece
21.	Brown Cover 12x5 (Mysore) – Thick		Per piece
22.	Brown Cover 6x4 (Mysore) – Thick		Per piece
23.	Brown Cover 9x4 (Mysore) – Thick		Per piece
24.	Calculator-CT-500 (Citizen) Original		Per piece
25.	Calculator-MJ120D (Casio) Original		Per piece
26.	Candle (600 gm. Virgin wax) – SRI DEVI		Per box (12 nos.)
27.	Cello Tape ½" – WONDER 555		Per piece
28.	Cello Tape 1 ½" - WONDER 555		Per piece
29.	Cello Tape 3" - WONDER 555		Per piece
30.	Cello Tape ¾' – WONDER 555		Per piece
31.	Cello Tape 1" – WONDER 555		Per piece

32.	Cello Tape 2" - WONDER 555	Per piece
33.	Cello Tape Dispenser (Big)	Per piece
34.	Cello Tape Dispenser (small)	Per piece
35.	Colour Cello Tape – 1" inch	Per piece
36.	Colour Cello Tape – 2" inch	Per piece
37.	Chalk Piece White (Dustless) – Branded (first quality) – KORES	Per box
38.	Chalk Piece Colour (Dustless) – Branded (first quality) – KORES	Per box
39.	Chitta Note 1 Quire	Per piece
40.	Chitta Note 2 Quire	Per piece
41.	Cloth Cover 10x8 - Thick	Per piece
42.	Cloth Cover 12x10 – Thick	Per piece
43.	Cloth Cover 12x5 – Thick	Per piece
44.	Cloth Cover 14x10 – Thick	Per piece
45.	Cloth Cover 15x11 – Thick	Per piece.
46.	Cloth Cover 16x12 – Thick	Per piece
47.	Cloth Cover 16x12 (box) – Thick	Per piece
48.	Cloth Cover 18x14 (box) – Thick	Per piece
49.	Colour Flag (self stick) (3,4,5 colour)	Per piece
50.	Correction Pen (10 ml) Kores (fine point, metal tip, non cfc)	Per piece
51.	Colour Chart	Per piece
52.	Chart A4 Size	Per piece
53.	Chart Marker	Per piece
54.	CD Marker	Per piece
55.	Double Side Tape Roll 1" big	Per piece
56.	Double Side Tape Roll 1" small	Per piece
57.	Duster (Black board) – IKON	Per piece
58.	Duster (White board) – KAJAL	Per piece
59.	Dustbin Nylon Small	Per piece
60.	Dustbin Nylon Big	Per piece
61.	Eraser – Apsara	Per box
62.	Executive Bond – 75 GSM	Per pocket
63.	Executive Bond – 85 GSM	Per pocket
64.	Fevistick – 15G	Per piece
65.	Fevistick – 22G	Per piece
66.	Fevistick – 8G	Per piece
67.	File Pad (Hard Board)	Per piece
68.	File Pad (ordinary)	Per piece

69.	Gem Clip – 26mm- Bell / Packer	Per box (10 nos.)
70.	Gem Clip – 35mm– Bell / Packer	Per box (10 nos.)
71.	Gem Clip (colour) – Bell / Packer	Per box
72.	Gum - 150ml – Camlin	Per piece
73.	Gum - 300ml – Camlin	Per piece
74.	Gum - 700ml – Camlin	Per piece
75.	Gum Tube – Fevi Gum	Per piece
76.	Hi-liter (Luxor)	Per piece
77.	Knife – big (POLO)	Per piece
78.	Knife – Large (POLO)	Per piece
79.	Knife – mini ((POLO)	Per piece
80.	Leaf File – 10- SPS	Per piece
81.	Leaf File – 20- SPS	Per piece
82.	Leaf File – 30- SPS	Per piece
83.	Leaf File – 40 – SPS	Per piece
84.	Leaf File – 60- SPS	Per piece
85.	Ledger Paper – 80 GSM	Per pocket
86.	Ledger Paper – 90 GSM	Per pocket
87.	L Folder	Per piece
88.	Notice Board 2x3 – Aluminium Frame	Per piece
89.	Notice Board 4x3 – Aluminium Frame	Per piece
90.	Notice Board Pin – Colour – COPEE	Per pocket
91.	Notice Board Pin – Nikal - COPEE	Per pocket
92.	OHP Sheet	Per pocket
93.	Packing Tape (Brown) 3” – WONDER 555	Per piece
94.	Packing Tape (Brown) 2” – WONDER 555	Per piece
95.	Packing Tape (Brown) 1” – WONDER 555	Per piece
96.	Paper Tape -1” inch	Per piece
97.	Paper Tape -2” inch	Per piece
98.	Paper weight – Rubber	Per piece
99.	Paper weight – Glass	Per piece
100	Paper Pin	Per pocket
101	Pencil – Apsara	Per piece
102	Photocopy paper (A3) 70 GSM – TNPL	Per pocket
103	Photocopy paper (A3) 70 GSM – JK	Per pocket
104	Photocopy paper (A3) 80 GSM – TNPL	Per pocket
105	Photocopy paper (A3) 80 GSM – JK	Per pocket
106	Photocopy paper (A4) 70 GSM – TNPL	Per pocket
107	Photocopy paper (A4) 70 GSM – JK	Per pocket

108	Photocopy paper (A4) 80 GSM – TNPL	Per pocket
109	Photocopy paper (A4) 80 GSM –JK	Per pocket
110	Photocopy paper (Full scape) 80 GSM –TNPL	Per pocket
111	Photocopy paper (Full scape) 80 GSM – JK	Per pocket
112	Pin Cussion (Magnetic) BIMAL	Per piece
113	Plastic Folder (Top Open File)	Per Piece
114	Plastic Tray (without clip) FS Size	Per piece
115	Plastic Tray (without clip) Nylon FS Size	Per piece
116	Punch (Kangaroo) (double hole-dp 480)	Per piece
117	Punch (Kangaroo) (single hole 4.5 mm)	Per piece
118	Punch-Heavy duty (Kangaroo) DP – 800	Per piece
119	Punch-Heavy duty (Kangaroo) DP – 600	Per piece
120	Permanent Marker	Per piece
121	Register-1Q (12.5"x7.5")	Per piece
122	Register-2Q (-do-)	Per piece
123	Register-3Q (-do-)	Per piece
124	Register-4Q (-do-)	Per piece
125	Register-5Q (-do-)	Per piece
126	Register-6Q (-do-)	Per piece
127	Rubber Band (Nylon) good quality (Pocket) – Apple 100 gms.	Per Pocket
128	Rubber Band (Nylon) good quality (Pocket) – Apple 200 gms.	Per Pocket
129	Scale 30cm – Camlin	Per box – 10 nos.
130	Scale metal 30 cm – ELORA	Per piece
131	Scissor (kebica) Plastic handle – Medium (No.S003)	Per piece
132	Scissor (kebica) Plastic handle – Medium (No.S005)	Per piece
133	Scissor (kebica) Plastic handle – Medium (No.S006)	Per piece
134	Scissor (kebica) Plastic handle – Medium (No.S007)	Per piece
135	Scissor (kebica) Plastic handle – Medium (No.S008)	Per piece
136	Seal Wax (400 gms)	Per piece
137	Sharpener – Apsara	Per box
138	Sketch Pen-Luxor (pack of 12 nos colours.)	Per Pocket
139	Slip Pad (80 pgs)	Per Pad
140	Sponge / water cushion (Wonder)	Per pocket
141	Stamp Ink-30ml (Supreme Brand)	Per piece

142	Stapler (HD-10D)-Kangaroo	Per piece
143	Stapler (HD-45)-Kangaroo	Per piece
144	Stapler (mini)-Kangaroo No.10	Per piece
145	Stapler Pin (24/6) – Kangaroo	Per box – 20 nos.
146	Stapler Pin (No.10) – Kangaroo	Per box – 20 nos.
147	Stapler Pin (No.1217) – Kangaroo	Per pocket
148	Sticker Paper	Per pocket
149	Tag File – Thick	Per piece
150	Tag File – Thin	Per piece
151	Tapal Clip File (Time max)	Per piece
152	Tin Tag	Per pocket (10 nos.)
153	Tissue Paper - Normal	Per pocket
154	Tissue Paper - 1 st Quality	Per pocket
155	Twin Thread	Per piece
156	Thread Nylon	Per piece
157	White Board – 2x3 – Aluminium Frame	Per piece
158	White Board – 4x3 – Aluminium Frame	Per piece
159	White Board Marker	Per piece
160	Writing Pad -Mica	Per piece
161	Writing Pad -Sunglass	Per piece
162	Xerox A4 Paper Colour	Per pocket