



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**

1, Nathibai Thackersey Road, Churchgate, Mumbai – 4000 020.

Telegram: UNIWOMEN Telephone: 22031879 Fax. : 22018226

Website: www.sndt.ac.in

04/08/2026

Ref No: Store/ Stationery/ 2026-27/134

Date: 01/08/2026

**Invitation for Quotations
For Purchase of Stationery Material**

Sealed Quotations are invited for purchase of **Stationery Material** to be **University Store Department**. The suppliers are advised to study all technical and commercial aspect instructions, terms and conditions carefully in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation without assigning any reason thereof.

Name of Item	Stationery Material
Venue of Submission	The Registrar, SNDT Women's University, Churchgate, Mumbai 400 020. Kind Attention University Storekeeper.
To be Addressed to:	The Registrar, SNDT Women's University, 1, N.T. Churchgate, Mumbai – 400 020
Contact Telephone	022 -22031879.
Deadline of Submission	19 th August, 2026 till 4.00 pm.

Instruction:

Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in 'Teners/Quotations' section on the University website (sndt.ac.in) below the respective quotation.

To view Quotation Notice, Kindly visit following website of SNDT Women's University, Mumbai: sndt.ac.in Quotation should clearly mention all Technical Specifications mentioned in this document.

Stationery Items -Yr-2026-27

Sr. No.	Particulars	Unit	Approx. Req. For a Year
35	"U" Pin Clip Box - 30 MM	01 Box	02 Doz.
36	"U" Pin Clip Box - 35MM	01 Box	02 Doz.
37	"U" Pin Clip Box - 35MM- Colour	01 Box	02 Doz.
38	Tumb Pin (10 Pkt)	01 Box	02 Doz.
39	Tachani Pin (10Pkt)	01 Box	02 Doz.
40	Kangaroo Punch Machine - 600 DP	01 Each	02 Doz.
41	Kangaroo Punch machine - 52 DP	01 Each	02 Doz.
42	Kangaroo Punch Machine - 500 DP	01 Each	02 Doz.
43	Kangaroo Punch Machine - 800 DP	01 Each	02 Doz.
44	Kangaroo Single Punch Machine	01 Each	02 Doz.
45	Heavy Duty Punch Machine - Kangaroo - 800	01 Each	01 Doz
46	Natraj Pencil Box	01 Box	25 Box.
47	Apsara Pencil Box - Platinum	01 Box	25 Box.
48	Apsara Pencil Sharpener (Box of 20 Pic)	01 Box	10 Box.
49	Apsara No- Dust Pencil Eraser	01 Box	10 Box.
50	Cello Gripper Pen	01 Pkt.	300 Pkt.
51	Max Right Ball Pen	01 Pkt.	100 Pkt.
52	File Divider	01 Pkt	50 Pkt.
53	Two Flap Folder	01 Nos.	05 Doz.
54	Four Flap Folder	01 Each	05 Doz.
55	F/C Size PVC Plastic File	01 Each	01 Doz
56	Kores Pencil Carbon Box	01 Box	06 Nos.
57	Fevistick Glue Stick - Small - 5 Grm	01 Each	05 Doz.
58	Fevistick Glue Stick - Big - 8 Grm	01 Each	05 Doz.
59	Fevistick Glue Stick - Big - 15 Grm	01 Each	05 Doz.
60	Fevistick Glue Stick - Big - 25 Grm	01 Each	05 Doz.
61	Camel Paste Bottle - 700 ML	01 Each	06 Nos.
62	Camel Paste Bottle - 300 ML	01 Each	06 Nos.
63	Camel Paste Bottle - 150 ML	01 Each	06 Nos.
64	Camel Paste Bottle - 50 ML	01 Each	01 Doz
65	Camel Stamp Pad- Small	01 Each	01 Doz
66	Camel Stamp Pad- Medium	01 Each	01 Doz
67	Camel Stamp Pad- Large	01 Each	01 Doz
68	Camel Stamp Pad Ink Bottle 25 ML	01 Each	06 Nos.
69	Camel Stamp Pad Ink Bottle 100 ML	01 Each	06 Nos.
70	6" X 4" White & Brown Cover 70 GSM	100 Nos	01 Doz
71	9" X 4" White & Brown Cover 70 GSM	100 Nos	01 Doz

Stationery Items -Yr-2026-27

Sr. No.	Particulars	Unit	Approx. Req. For a Year
72	11" x 5" White & Brown Cover 70 GSM	100 Nos	01 Doz
73	12" x 10" White & Brown Cover 70 GSM	100 Nos.	01 Doz
74	12" x 14" Brown Cover 80 GSM	100 Nos.	01 Doz
75	16" x 12" Brown Cover 80 GSM	100 Nos.	01 Doz
76	Sketch Pen Set (small)	01 Pkt.	01 Doz
77	Hi- Lighter Pen Set of 5 PCs -Luxor	01 Pkt.	08 Pkt.
78	Marker Pen (Camel) - Thin	01 Each	25 Nos
79	Marker Pen (Camel) - Thick	01 Each	10 Nos
80	White Board Marker Pen (Camel)	01 Each	01 Doz
81	Full Size Long Book (100 Pgs)	01 Each	01 Doz
82	Full Size Long Book (200 Pgs)	01 Each	01 Doz
83	1/4 Size Ruled / Plain Pad - (40 Pgs)	01 Each	01 Doz
84	1/8 Size Ruled / Plain Pad - (40 Pgs)	01 Each	01 Doz
85	12" x10" Cloth Cover- Green	01 Nos.	01 Doz
86	12" x14" Cloth Cover- Green	01 Nos.	01 Doz
87	12" x16" Cloth Cover- Green	01 Nos.	01 Doz
88	Ledger Register - 1 Q (Ruled)	01 Each	01 Doz
89	Ledger Register - 2 Q	01 Each	01 Doz
90	Ledger Register - 3Q	01 Each	01 Doz
91	Ledger Register - 4 Q	01 Each	01 Doz
92	Ledger Index, Muster, Inward, Outward Register -1 Q	01 Each	01 Doz
93	Inward / Outward Register 2 Q	01 Each	01 Doz
94	Inward / Outward Register 3 Q	01 Each	01 Doz
95	Inward / Outward Register 4 Q	01 Each	01 Doz
96	Inward / Outward Register 5 Q	01 Each	01 Doz
97	Attendance Register 1 Q	01 Each	01 Doz
98	Attendance Register 2 Q	01 Each	01 Doz
99	Attendance Register 3 Q	01 Each	01 Doz
100	Attendance Register 4 Q	01 Each	01 Doz
101	Office File No - 2	01 Doz.	08 Doz.
102	Office File No - 1	01 Doz.	08 Doz.
103	Spring File No. 1	01 Doz.	08 Doz.
104	Plastic File - Sping File	01 Doz.	03 Doz.
105	Plastic File - D Riing File	01 Doz.	03 Doz.
106	Cloth Cover Spring File - 1 Nos.	01 Doz.	03 Doz.
107	Box File - Deluxe - D- Ring / Spring Box File	01 Each	240 Nos.
108	Box File - Kangaroo Clip- Lemina	01 Each	240 Nos.

Stationery Items -Yr-2026-27

Sr. No.	Particulars	Unit	Approx. Req. For a Year
109	Plastic Scale 12" (Camel)	01 Each	10 Nos
110	Metal Scale 12"	01 Each	10 Nos
111	Paper Weight - Glass	01 Each	01 Doz
112	Paper Cutter - Small	01 Each	02 Doz.
113	Paper Cutter - Big	01 Each	02 Doz.
114	White Lace Bundle 24"	01 Each	01 Doz
115	White Lace Bundle 36"	01 Each	01 Doz
116	White Twine Ball - 4 PCS in Box	01 Each	01 Doz
117	Rubber Band Box (Vandana)	01 Box	10 Pkt.
118	Rubber Band	01 Each	05 Pkt
119	Sutli	01 Kg	10 Kg
120	Sutli Roll- Plastic	01 Roll	20 Roll
121	Transparent/ Brown Cello Tape Rolls 1/2"	01 Each	08 Doz.
122	Transparent/ Brown Cello Tape Rolls 1"	01 Each	08 Doz.
123	Transparent/ Brown Cello Tape Rolls 2"	01 Each	02 Doz
124	Transparent/ Brown Cello Tape Rolls 3"	01 Each	02 Doz
125	Magnetic Pin Store	01 Each	06 Nos.
126	Post It Pad 1.5 " x 2"	01 Each	01 Doz
127	Post It Pad 2 " x 3"	01 Each	01 Doz
128	Post It Pad 3" x 3"	01 Each	01 Doz
129	Table Calculator 12 Digit Citizen / Casio - Small	01 Each	02 Doz
130	Table Calculator 12 Digit Citizen / Casio - Big	01 Each	02 Doz
131	Binder Clip -19 MM	01 Pkt	50 Pkt.
132	Binder Clip -25 MM	01 Pkt	50 Pkt.
133	Binder Clip -32 MM	01 Pkt	50 Pkt.
134	Binder Clip -41 MM	01 Pkt	50 Pkt.
135	Pentonic EnerGel Pen	01 Nos.	80 Nos.
136	Stapler Remover	01 Nos.	01 Doz.
137	Note Book (100 Pgs)	01 Nos.	02 Doz
138	Note Book (200 Pgs)	01 Nos.	02 Doz
139	Note Book (400 Pgs)	01 Nos.	02 Doz
140	Apple Plastic Coated paper - Box File	01 Nos.	02 Doz
141	Plastic Button Folder with Cloth tread A4 Size	01 Pcs.	03 Doz.
142	Plastic Folder Transparent Button Folder A4 Size	01 Pcs.	05 Doz

Stationery Items -Yr-2026-27			
Sr. No.	Particulars	Unit	Approx. Req. For a Year
143	Holl Gaurd	01 Pkt.	05 Pkts.
144	Pen Stand (Alu.)	01 Nos.	06 Nos.
145	Pen Stand (Plastic)	01 Nos.	06 Nos.
146	Papar Rack Tray (Set)- Plastic	01 Set	04 Set
147	Papar Rack Tray (Single) - Plastic	01 Nos.	06 Nos.
148	Papar Rack Tray (Set)- Alu.	01 Set	04 Set
149	Papar Rack Tray (Single)- Alu.	01 Nos.	06 Nos.
150	Calendra (for Year)- Marathi and English - Big	01 Nos	24 Nos.
151	Calendra (for Year)- Marathi and English - Small	01 Nos.	24 Nos.
152	Dairy (For Staff)	01 Nos.	12 Nos
153	Table Planner	01 Nos.	01 Doz.
154	Foam Tape 1"	01 Nos.	01 Doz.
155	Black Board Duster	01 Nos	06 Nos.
156	Chair Cushion	01 Nos.	06 Nos.

Note: These are tentative Quantity items for year & it can change as per requirement.

The quotations are invited in two parts under Three Envelop System. Technical envelope shall be enclosed and sealed in envelop No. 1 Schedule of Rates shall be filled in and enclosed in Envelop No.2 Both the sealed envelopes shall be kept in envelop No.3 Which shall be big enough to contain two envelopes. On each envelope the name and address along with contact number of bidder shall be written. On the top of it Envelop name of the bidder should be mentioned.

Envelop No. 1:-

1. Covering letter with details of Bidder, Address, Name if Proprietor, Telephone Number, Mobile Number, Email ID, Name Signature, and Seal. In case of Partnership firm, name and address of partners and copy of Partneship Deed.
2. Type of business entity: manufacture/ authourized dealer, any other (to be specified).
3. Certified copy of GST registration alongwith seal.
4. PAN Card No. (Verified Self Attached Copy) with seal.
5. List of main clients (Min. 05)
6. Last 3 Yrs turnover (upto

Envelop No. 2:-

The Financial bid may be submitted in the prescribed format as above on the letterhead of the bidder.

Item Nos.	Rate per Unit (INR)	Taxes (INR)	Qty	Total Estimated Cost (INR)
1.				
2.				
3.				

The rate must be included in all charges. Taxes are to be mentioned clearly in the quotation.

The final quantity may vary at the time of issue of purchase order.

Free delivery is required at SNDT Women's University, Churchgate, Mumbai -400 020.

The validity rate will be up to 45 days from the date of submission deadline.

All necessary documents and manuals to be handed over to the SNDT Women's University.

Packing and transport charges, transit insurance will be inclusive in the quoted rate.

(Prof. Vilas Nandavdekar)
Registrar

[Handwritten signature]