

Mobile : 69012-99910  
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Website : ainguwahati.org

**Army Institute of Nursing**  
Guwahati  
C/O 151 Base Hospital  
Basistha, Guwahati-781029

205/QF/INST/STY/25-26

09 Dec 2025

**CALL FOR QUOTATION FOR PROCUREMENT OF STATIONERY ITEMS**

1. Army Institute of Nursing, Guwahati invites quotations/estimate to procure stationery items. The list is attached as appendix.

2. Quoted rate must be separate for items, GST percentage and applicable charges. Quotation must have proper mailing address, contact number and attach with GST registration certificate and PAN card of the firm/individual. **Quotations not as per the requisition will be rejected.**

3. Quotation in sealed envelope title as **"Quotation for Supply of stationery items for AIN Guwahati"** to be dropped in the quotation box kept in the office of AIN, Guwahati, C/O 151 Base Hospital, Basistha Temple Road, Guwahati-781029 by latest on **18 Dec 2025** before 11.00 hours.

**Term & Conditions: -**

(a) **Delivery Period:** The entire supply should be completed on stipulated period set by AIN. The work order will be cancelled unilaterally by the buyer in case items are not delivered in mentioned delivery period.

(b) **Defect Liability:** The Supplier will warrant that the Goods shall be free from defects in material and workmanship.

(c) **Rectification of Defects:** Supplier at its own expense will rectify the defects or replace the defective Goods within 15 days. The Supplier will bear all costs associated with the rectification, including transportation, labour, and materials.

(d) **Approval of items:** The supplier must approve each item's sample from the Institute in writing before supplying.

(e) **Inspection:** The store will be inspected and the inspection period will be 01 weeks after complete delivery to ascertain the conformity of the specification (Scope of work) as laid down in the supply order.

(f) **Payment:** Payment will be made through cheque in favor of the firm on submission of the bills, subject to the approval of the inspecting committee after expiry of the inspection period.

(g) **Non-payment terms:** No payment will be made if the instruction/specification given in the supply order is not adhere to or violated.

(h) **Arbitration:** All disputed or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to contract or relating to construction or performance, which cannot be settled amicably, District Court, Kamrup (M) shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

(j) **Right to Withdraw:** This quotation is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the quotation, should it become necessary at any stage. This quotation is thus not binding for procurement.

  
Col Jyoti Prasad Saikia  
Registrar & HoA  
AIN Guwahati

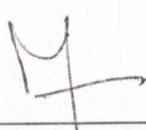
**Encls: As above**

**ARMY INSTITUTE OF NURSING, GUWAHATI**

**REQUIRED LIST OF STATIONERY ITEMS FOR INSTITUTE**

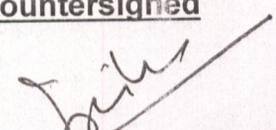
**Period : Dec 25 to Mar 26**

Sl. No.	Ledger Page No.	Particulars	A/U	Demanded Quantity
1	58	File Cover (Binder)	Nos	10
2	73	Blank CD	Nos	50
3	76	White Board Marker (Blue/Black)	Nos	40
4	86	Dak Envelope	Nos	500
5	87	A4 Paper 75 GSM	Ream	40
6	97	Student Attendance Register	Nos	12
7	100	Highlighter Marker	NOS	05
8	111	A3 Paper	Ream	01
9	112	Pen Butter Flow	Nos	10
10	119	Stamp Pad	Nos	02
11	133	Brown Cover Sheet	Nos	100
12	168	H-Tech 0.7 Cartridge refill	Pkt	03
13	186	Register No. 16 (two lines)	Nos	12
14	188	Pencil	Nos	10
15	193	Cello Tape 1"	Nos	12
16	197	Legal Size Paper 75 GSM	Ream	15
17	198	A4 Envelope Laminated	Nos	50
18	201	Remote Battery AA	Nos	20
19	202	Page Marker Flag	Pkt	12
20	203	OHP Marker Blue & Black	Nos	10

Demand by :   
(Sachin Chetry, Store Keeper)



**Countersigned**

  
(Jyoti Prasad Saikia)  
Col  
Registrar & HoA