



Ref: NEHU/BME/2026/ 384

Date: 14.10.26

Notice Inviting Quotation

Quotations in sealed cover are invited from established/reputed suppliers/dealers'/ distributors/authorized agents for supply of items in the Department of Biomedical Engineering, NEHU, Shillong as per the details given below:

Sl No.	Name of Item	Specification	Quantity
1.	A4 Paper	(21.0 x 29.7 cm) 75 GSM Plain Copier Paper	70 Reams
2.	White Board Marker (Black, Blue, Red)	Polyester fibre tip, Alcohol based ink - Vivid colors, For use on white board and dry erase non-porous surfaces like glass, glazed ceramic etc, Wipes off with dry tissue Available in bullet & chisel tip.	50 Nos. each
3.	Cover File	Thick Paper Board Colour: MULTICOLO UR Material: Cardboard Style: Antique Sheet Size: Legal	100 Nos.
4.	Stapler Machine	Heavy Duty Stapler, 240 Sheet Capacity, 2000 Staples Included, Tan	5 Nos.
5.	Stapler Machine	HD-10D (Small)	10 Nos.
6.	Batteries	AA and AAA	20 Nos. each/-
7.	Pencil	Absolute Extra Dark	30 Nos
8.	Scissor (Big & small)	Big & small Material: Metal Blade Material: Stainless Steel Millimeters Style: Sharp, Multipurpose	10 Nos. each
9.	Glue Stick	Material: Foil Compatible Material: Paper, Fabric	30 Nos.

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ईमेल/ Email: hodbme @nehu.ac.in

वेबसाइट/website:www.nehu.ac.in

उत्तर पर्वतीय विश्वविद्यालय
जिला: पूर्वी खासी हिल्स, शिलांग - 793022
मेघालय, भारत



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District: East Khasi Hills, Shillong - 793022
Meghalaya, India

		Item Form: Stick Special Feature: Fast Drying, Non Toxic	
10.	Gems Clip	Colour: Steel Size: 30 mm Each Material: Electroplated Stainless Steel	50 Nos.
11.	Pagewriter	Colour: Multi Size: 3 x 4 inch Shape: Rectangular	30 Nos
12.	Correction Pen	Writing instrument form: Multifunction Writing Instruments Colour: White Ink Colour: White Age Range (Description): Adult	30 Nos
13.	Magnet White Board Duster	High quality plastic mould. Can store two marker pens. Strong & durable.	20 Nos.
14.	Highlighter	Ink Colour: Multicolor Point Type: Chisel Recommended Uses For Product: Drawing	30 Nos.
15.	Printer Cartridge	High Quality 325 Toner Cartridge For Canon image CLASS MF3010 Black Ink Toner	50 Nos.
16.	Dispatch Register	Office Dispatch Register: Designed for maintaining organized dispatch records and delivery information in professional office environments Spacious Writing Area: 34 x 22 cm size provides ample space for recording important dispatch and delivery	10 Nos.

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		information clearly and legibly High Entry Capacity: 45 entries per page allow multiple dispatch records to be maintained in an organized and easy-to-reference format Versatile Business Use: Suitable for offices, warehouses, retail shops, wholesale businesses, distributors, factories, and commercial establishments Systematic Record Keeping: Helps maintain organized dispatch records, track outgoing items, and keep daily business documentation properly filed Ample Page Count: 120 sheets provide sufficient space for maintaining regular dispatch records over extended periods of business operations	
17.	Brown Tape (Big & Small)	Generic, Brown, Polyethylene	20 Nos. each/-
18.	White Tape (Big & Small)	Strong adhesive bonds to cardboard, paper, and plastic	20 Nos. each/-
19.	Legal FS Paper	JK Copier 75 GSM	30 Reams
20.	Paper Cutter	PRECISE MULTI-SIZE GRID: Features an accurate alignment grid with pre-marked standard sizes	1 No.

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		including A3, B4, A4, B5, A5, B6, and B7 for perfect trimming. HEAVY-DUTY METAL BASE: Built with a solid steel platform and non-slip rubber feet to ensure maximum stability and durability during high-volume cutting. SHARP GUILLOTINE BLADE: Equipped with a premium hardened steel blade that cuts cleanly through multiple sheets of paper, cardstock, and photos.	
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Terms and Conditions

- The quoted price should be inclusive of all taxes and other charges till delivery destination i.e. Department of Biomedical Engineering, NEHU.
- Submission of Catalogue along with quoted rates for the items are mandatory and the selected catalogue of the particular firm will be retained by the department till the items are supplied.
- Interested firms should submit the quotations along with catalogue, trading license, GST return along with relevant certificates.
- The sealed quotations should be submitted to the undersigned on or before **30th October, 2026**.


विभागाध्यक्ष / Head
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