



File No 13 /THM/2026 - 348

October 23, 2026

NOTICE INVITING QUOTATIONS

Quotations in sealed cover are invited from reputed manufacturers/ authorized suppliers for Department of Tourism and Hotel Management, North - Eastern Hill University, Shillong for procurement of the following items:

S.N.	Item	Specification	Quantity
1.	A-4 Paper	Size: 21 × 29.7 cm Plain Copier Paper 75 GSM	24 Reams
2.	White Board Marker (Black, Blue, Red)	Typically alcohol-based or ketone-based with pigments for bright, bold color, free of harmful solvents like xylene and toluene.	20 No's Each
3.	Printer Cartridge/ Toner	CANON 925 BLACK TONER CARTRIDGE	05 No's
4.	Printer Cartridge / Toner	HP Laser Jet M1136 MFP - HP 88A (CC388A) Black Toner Cartridge	03 No's
5.	Printer Ink and Print head Replacement Kit for HP Smart Tank 525 All-in-One Printer	(i) HP GT53XL/GT52 Ink Bottle Combo 4-Pack (ii) HP GT51/GT52 2-pack Black/Tri-color Print head Replacement Kit	01 No 01 No
6.	Antivirus Software	Real-time anti-virus, anti-malware, anti-phishing, firewall, online payment protection, and PC performance optimization; compatible with Windows, macOS, Android, and iOS (1 Device, 2 Years)	10 No's
7.	Brown Tape (Big & Small)	Generic, Brown, Polyethylene	10 No's Each
8.	White Tape (Big & Small)	Strong adhesive bonds to cardboard, paper, and plastic	10 No's Each
9.	File Covers	Thick Paper Board, Colour: MULTICOLOUR, Material: Cardboard Style: Antique, Sheet Size: Legal	50 No's
10.	Magnet White Board Duster	High quality plastic, should store two marker pens. Strong & durable	20 No's

The rates should be inclusive of all Taxes for the delivery to Department of Tourism and Hotel Management, NEHU Shillong Campus. Interested vendors should send sealed quotations to the undersigned on or before **November 9, 2026**. The decision of department purchase committee shall be final.

(Dr. Saurabh Kumar Dixit)

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