



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in

(An Autonomous Institution of the Govt. of India under Ministry of Education (Shiksha Mantralaya))

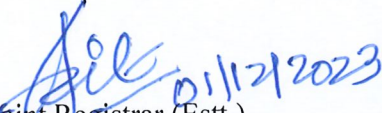
No. NITD/Estt./procurement/2023

Dated:- 1st December, 2023

CIRCULAR

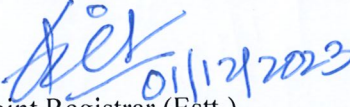
It is hereby notified to all Deans / Head of the Departments / Sections /Centers and Central facilities of the Institute that as desired by the Competent Authority of the Institute and in order to smooth functioning and better development of procurement system it is hereby requested to fill up the following format (attached herewith) stating with the Stationary and Printing items as received by the respective Departments/ Sections/ Canters/ Central facilities and Hostels during the period from April to November,2023 and requirement of the said items for next one year and to submit the filled in format to Purchase & Store Section within seven days from the date of issuance of this Circular.

This issues with the approval of the Competent Authority.


Joint Registrar (Estt.)
& (I/C), Procurement

Copy forwarded for information to:-

1. Director.
2. All Deans.
3. All Head of the Departments / Sections/Centers and Central facilities- for wide circulation amongst their respective Departments/ Sections.
4. The Web Master- For necessary action please.
5. Director's Secretariat.
6. Registrar's Secretariat.
7. File copy.


Joint Registrar (Estt.)
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NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

List of Stationary Items which are required to entire Institute and to be procured urgently.

Sl. No.	Stationary Items	Received & Used by Dept./Sec./Hostel (from April-to November 2023)	Required Quantity for one year
01	Xerox Paper A4 White, 75 GSM		
02	Xerox Paper A4 Green, 75/85 GSM		
03	Xerox Paper A4 Pink, 75/85 GSM		
04	Binder Clip 1"		
05	Binder Clip 2"		
06	PVC Jems Clip		
07	Board Pin		
08	Glue Stick		
09	Sticky Note		
10	White Board Marker Pen		
11	Hi-Lighter Pen		
12	Correction Pen		
13	Arch File		
14	File Flap		
15	60 lt. Dustbin		
17	2014HS Ricoh Toner		
18	MP 2501D Ricoh Toner		
19	1230D Ricoh Toner		
	Stationery & Printing Items		
20	Two Fold File		
21	Students' Attendance Register		
22	Ruled Register 10no.		
23	Register of Demand & Collection of Mess Dues from Students		
24	Imprest Book		
25	Mess Order Book		
26	Store Requisition Book		
24	Electrical Complaint Form Book		
25	Civil Complaint Form Book		
26	Peon Book		

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01/12/2023