



Prime University

Mirpur-1, Dhaka-1216

Memo No: PU/Admin/P.of Stationery/2025/129 (P-07)/১১৫৭

Dated: 28.09.2026

Quotation Notice

Sealed Quotations are invited from the bonafide supplier to supply the following stationery items as per specifications and quantity noted below:

The intending suppliers are requested to submit their quotations in their Letterhead pad indicating the rate per unit of the items by **05.10.2026 at 03:00 PM**.

The quotations will be received in the box kept in the office of the Registrar, Prime University (114/116, Mazar Road, Mirpur-1, Dhaka-1216)

Details of the articles to be supplied

Sl No	Description of Item	Quantity	Remarks
1.	Offset paper A4 80 GM(Papertech)	265 Ream	
2.	Normal Paper A4 70GM (Sonaly)	170 Ream	
3.	Legal Size Paper 80 GM(Papertech)	05 Ream	
4.	Legal Size Paper 70 GM(Sensory)	40 Ream	
5.	Offset Color paper 80gm	02 Ream	
6.	White Board Marker (Sigma Flo 220)	33 Dz	
7.	Permanent Marker (Pilot)	04 Dz	
8.	Board Duster (Comfort)	02 Dz	
9.	Binder Clip (3/4)	05 Dz	
10.	Binder Clip (1")	05 Dz	
11.	Binder Clip (41mm)	20 Dz	
12.	Binder Clip (2")	15 Dz	
13.	Ball Point (Good Luck Express)	500 Pcs	
14.	Red Pen (Matador)	200 pcs	
15.	Petra Cyrus Roller Gel Pen	30 Pcs	
16.	Matador iteen gel	03 Dz	
17.	Pilot V7/V10 pen(Hi-Tecpoint) Black Red Blue	10 Pcs	
18.	Fevicol Clear Glue 50gm	80 Pcs	
19.	Register Khata (30 Size)	35 Pcs	
20.	Calculator(Mega 12 digit MG-9025)	02 Pcs	
21.	Facial Tissue (Bashundhara)	240 Box	
22.	Toilet Tissue (Bashundhar)	150 Pcs	
23.	Rubber Band	01 kg	
24.	Fresh Hand Towel(Tissue)	30 Pcs	
25.	Scissor (Deli Medium)	04 Pcs	
26.	Stapler Machine (Kangaro)	12 Pcs	
27.	Stapler Pin (Kangaro)	100 Boxs	
28.	Pin Remover (Kangaro)	01 Dz	
29.	Single Punch (Kangaro)	06 Pcs	
30.	Doble Punch (Kangaro DP700)	02 Pcs	
31.	Red leaf Highlighter (Red leaf)	12 Pcs	
32.	Wood Pencil Faber Castell-2B	06 Dz	
33.	File Tag (as per sample)	30 Bandil	
34.	Pencils Battery (Sunlit)	300 Pcs	
35.	AC Remote Battery(Sunlit)	100 Set	
36.	Gum Tape 2.5" (250 Yard) Scotia	20 Pcs	
37.	Color Red Push Pins	05 Box	
38.	Basket (RFL)	01 Dz	
39.	Magazin File (RFL)	01 Dz	
40.	Letter File 2.5"	01 Dz	
41.	Slip Pad	12 Pcs	
42.	Pronoti Pad(2"x3")	01 Dz	
43.	Mr. Brasso (Spray)	12 Pcs	



Prime University

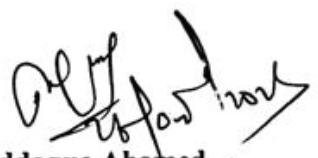
Mirpur-1, Dhaka-1216

Sl No	Description of Item	Quantity	Remarks
44.	Rexine Tape(Size Big)	12 Pcs	
45.	Anty Cutter (Deli No 2041)	02 Pcs	
46.	Clip Board (RFL)	06 Pcs	
47.	Paper Waite	06 Pcs	
48.	Aerosol (ACI)	01 Dz	
49.	Air-Freshener(Fay)	60 Pcs	
50.	Hand Wash(Lifebuoy) 5Liter= 01 Jar	12 Pcs	
51.	Rope (Sutlee)	05 kg	

The university authority reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

Terms and Conditions:

- The firm is to supply the item within next 07 (seven) working days of issuance of work order.
- Payment will be made after receiving the item with proper quality.
- The University reserves the rights to return the item if found unacceptable because of bad quality.
- The quotation must be accompanied by copies of the firm's valid Trade License, TIN Certificate, BIN Certificate & Bank Statement.
- Tax (AIT) will be deducted from the bill as per government rules.
- VAT will be paid by the university as per government rules.


S. Tasaddaque Ahamed
Registrar (In-charge)

Copy to:

- Board Secretary/Controller of Examinations.
- Convener, Tender Committee.
- Convener, Purchase Committee.
- Deputy Registrar/DD (Accounts, IT).
- Store Officer.
- PS to Chairman, BOT/Vice Chancellor.
- PA to Pro-Vice Chancellor (acting) & Treasurer.
- Office Copy.