



Sri Lanka Law College

No.244 Hulftsdorp Street, Colombo 12.

Inviting Quotations

for

Procurement of Supply and Delivery of Stationery and other items

The Chairman, Tender Board of Sri Lanka Law College (SLLC) now invites sealed quotations for Procurement of Supply and Delivery of Stationery and other items.

Sealed Quotations must be delivered to The Chairman, Tender Board of Sri Lanka Law College, 244 Hulftsdorp Street, Colombo 12 on or before **3.00 p.m. on 6th December 2023** by depositing the same in the box placed in the Sri Lanka Law College premises for this purpose.

The list of required items is attached.

SLLC will not be responsible for any costs or expenses incurred by suppliers in connection with the preparation or delivery of quotations.

**Chairman,
Tender Board of Sri Lanka Law College,
244 Hulftsdorp Street,
Colombo 12.**

29th November 2023

Sri Lanka Law College Office - Requirement 2024

Item No.	Name of Item	Brand/Model	Measurement	Requirement	Amount (Per Unit) LKR	Amount (Total) LKR
Item Category - i						
1	Binder Clips - 1"	Diamond	Box (12 nos)	4		
2	Binder Clips - 2"	Diamond	Box (12 nos)	12		
3	Bulldog clips - 1"	Diamond	Box (12 nos)	5		
4	Box File (Small) 3"	Rexon	Nos	25		
5	C.R. Book 01 (40 pgs)	Atlas	Nos	5		
6	C.R. Book 02 (80 pgs)	Atlas	Nos	10		
7	C.R. Book 03 (120 pgs)	Atlas	Nos	15		
8	C.R. Book 04 (160 pgs)	Atlas	Nos	15		
9	C.R. Book 05 200 pgs)	Atlas	Nos	15		
10	Cello Tape 1"	Atlas	Nos	15		
11	Cello Tape 2"	Atlas	Nos	260		
12	Binder Glue (100g)	Atlas	Nos	5		
13	Binder Glue (500g)	Atlas	Nos	1		
14	Correction Fluid (WHITE INK BOTTLE)	Atlas	Nos	35		
15	Envelops (16 x 12 Imported Brown 80gsm)	-	Bundle (50nos)	9		
16	Envelops (9 1/2 x 4 1/2 Bank Paper 80gsm)	-	Bundle (50nos)	5		
17	Envelops (15 x 10 Craft Paper)	-	Bundle (50nos)	1		
18	Eraser (AH30 REAL BIG MISTAKE - 3 IN 1)	Atlas	Box (20nos)	1		
19	Cardboard File - Yellow (Plain)	-	Bundle (100nos)	2		
20	File Holder 3"	Rexon	Nos	10		
21	File Holder 6"	Rexon	Nos	5		
22	File Tags (Quality No. 01)	-	Packet (100nos)	50		
23	Foot Ruler 12"	Atlas	Nos	35		

Sri Lanka Law College Office - Requirement 2024

Item No.	Name of Item	Brand/Model	Measurement	Requirement	Amount (Per Unit) LKR	Amount (Total) LKR
24	Glue Pen (40g)	Atlas	Nos	2		
25	Glue Stick (40g)	Atlas	Nos	30		
26	Gum Bottle (200 ml)	Atlas	Nos	5		
27	Highliter Pen (Blue)- SMART HILITE	Atlas	Nos	5		
28	Highliter Pen (Green)- SMART HILITE	Atlas	Nos	15		
29	Highliter Pen (pink)- SMART HILITE	Atlas	Nos	15		
30	Highliter Pen (Yellow)- SMART HILITE	Atlas	Nos	10		
31	Note Book (Shorthand) (140mm X 210mm) 100 Pgs	-	Nos	33		
32	Paper Clips (1" Coloured) boxes	Square	Box (100nos)	10		
33	Paper Cutter Knife (18mm)	-	Nos	10		
34	Pen (Ball Point) (Blue)- (PEN CHOOTY T BLUE)	Atlas	Box (50nos)	8		
35	Pen (Ball Point) (Brown)- (PEN CHOOTY T BLUE)	Atlas	Box (50nos)	2		
36	Pen (Ball Point) (Green)- (PEN CHOOTY T BLUE)	Atlas	Box (50nos)	2		
37	Pen (Ball Point) (Orenge)- (PEN CHOOTY T BLUE)	Atlas	Box (50nos)	2		
38	Pen (Ball Point) (Purple)- (PEN CHOOTY T BLUE)	Atlas	Box (50nos)	2		
39	Pen (Ball Point) (Red) - (PEN CHOOTY T BLUE)	Atlas	Box (50nos)	3		
40	Pen (Ball Point) (Pink)- (PEN CHOOTY T BLUE)	Atlas	Box (50nos)	2		
41	Pencil (SFY EWRITER 2B-12PKT-0240)	Atlas	Box (12nos)	5		
42	Photo Copy Paper A3 80Gsm (pkt)	ProMate	Ream	150		
43	Photo Copy Paper A4 Colour (Blue)80Gsm (pkt)	Sinar Spectra	Ream	3		
44	Photo Copy Paper A4 Colour (Pink)80Gsm (pkt)	Sinar Spectra	Ream	2		
45	Photo Copy Paper B5 (double A)80Gsm (pkt)	ProMate	Ream	1		
46	Photo Copy Paper Legal 80Gsm (pkt)	Double A	Ream	22		
47	Platignum Pen (Black)	Atlas	Box (50nos)	3		

Sri Lanka Law College Office - Requirement 2024

Item No.	Name of Item	Brand/Model	Measurement	Requirement	Amount (Per Unit) LKR	Amount (Total) LKR
48	Rubber Band 6" (Kg)	-	Packet (1kg)	3		
49	Scissors (Large)	Atlas	Nos	11		
50	Scissors (Small)	Atlas	Nos	33		
51	Staples (24/6)	Kangaro	Packs (1000 staples)	70		
52	Staples (10)	Kangaro	Packs (1000 staples)	10		
53	Thumb tacks	-	Box (50 Nos)	3		
54	Twin Balls	-	Nos	120		
55	White Board Cleaning Solution(Liquid)	-	Bottle (100ml)	3		
56	White Board Erasers	-	Nos	2		
57	White Board marker (Black)	Monami	Nos	35		
58	White Board marker (Blue)	Monami	Nos	35		
59	White Board marker (Red)	Monami	Nos	25		
60	BOOK SUPPORTERS (No. 9275 / 92788)	-	Nos	25		
61	PENCIL SHARPENER	Atlas	Nos	10		
62	GEL PEN (BLUE) (PEN CHOOTY GEL)	Atlas	Nos	50		
63	GEL PEN (BLACK) (PEN CHOOTY GEL)	Atlas	Nos	50		
64	GEL PEN (RED) (PEN CHOOTY GEL)	Atlas	Nos	50		
65	CALCULATOR (DESKTOP CALCULATOR AT2210A N)	Atlas	Nos	7		
66	INK BOTTLE (BLACK) (100ml)	LANCER	Bottle (100ml)	4		
67	INK BOTTLE (RED) (100ml)	LANCER	Bottle (100ml)	3		
68	INK BOTTLE (BLUE) (100ml)	LANCER	Bottle (100ml)	3		
69	INK BOTTLE (Purple) (100ml)	LANCER	Bottle (100ml)	5		
70	STAMP PAD (BLACK)	LANCER	Nos	3		
71	STAMP PAD (BLUE)	LANCER	Nos	3		

Sri Lanka Law College Office - Requirement 2024

Item No.	Name of Item	Brand/Model	Measurement	Requirement	Amount (Per Unit) LKR	Amount (Total) LKR
72	STAMP PAD RED (LARGE)	LANCER	Nos	3		
73	STAMP PAD (Purple)	LANCER	Nos	4		
74	OHP pen	Monami	Nos	12		
75	CONQUEROR WOVE 100GSM IVORY (Legal Size)	-	Nos	500		
76	Thread ball	-	Nos	30		
77	White color sticker (A4)	-	Nos	400		
Total Amount LKR						

Contact No.:- _____

Signature

Official Seal

Date:

Sri Lanka Law College Office - Requirement 2024

Item No.	Name of Item	Brand/Model	Measurement	Requirement	Amount (Per Unit) LKR	Amount (Total) LKR
Item Category - iii						
83	Printer Toner - Canon 319 II	Canon	Nos	6		
84	Printer Toner - Canon 326	Canon	Nos	8		
85	Printer Toner - Canon 312	Canon	Nos	1		
86	Printer Toner - Canon 052 - H	Canon	Nos	1		
87	Printer Toner - Canon 054 BK - H	Canon	Nos	2		
88	Printer Toner - Canon 054 C - C	Canon	Nos	1		
89	Printer Toner - Canon 054 C - M	Canon	Nos	1		
90	Printer Toner - Canon 054 C - Y	Canon	Nos	1		
91	Printer Toner - HP Laser Jet 1022 (12A)	HP	Nos	1		
Total Amount LKR						

Contact No.:- _____

Signature

Official Seal

Date:

Sri Lanka Law College Office - Requirement 2024

Item No.	Name of Item	Brand/Model	Measurement	Requirement	Amount (Per Unit) LKR	Amount (Total) LKR
Item Category - iv						
92	Riso ink (FII) (Black)UA 2500	-	Nos	18		
93	Riso(Black) (FII) Master 32 UA	-	Nos	8		
94	Konika Minolta Toner TN 217	Konika	Nos	4		
95	Toshiba TS - ZT 3008 P(1) E - STUDIO 2508 A	Toshiba	Nos	1		
96	Toshiba Studio 2518A Toner	Toshiba	Nos	1		
Total Amount LKR						

Contact No.:- _____

Signature

Date:

Official Seal

Sri Lanka Law College Office - Requirement 2024

Item No.	Name of Item	Brand/Model	Measurement	Requirement	Amount (Per Unit) LKR	Amount (Total) LKR
Item Category - vi						
101	Nephthalene Ball	-	Kg	5		
102	Castor Oil Bottle	-	Bottle (700ml)	2		
103	Vim soap	VIM	Nos	12		
104	Handwash	Dettol	Bottle (200ml)	12		
105	Disssposable Tissue	-	Packet (100nos)	60		
106	Disssposable Tissue	-	Box	25		
107	Duster Cloth	-	Nos	80		
Total Amount LKR						

Contact No.:- _____

Signature

Date:

Official Seal

