



ASSAM UNIVERSITY

SILCHAR:788011

**TENDER PAPERS FOR SUPPLY OF
OFFICE STATIONERY
&
COMPUTER STATIONERY ITEMS**

NIT No.111/1/2016-Estt-I, Dated : 25-05-2016

Cost of Tender = Rs. 500/-

BIDDERS DETAILS

1.	Address to (Sealed Quotation)	: The Registrar, Assam University, Silchar
2.	Name of the Firms/Suppliers (Full Address & with Telephone/Mobile No)	_____ _____
3.	PAN Card No.	:
4.	TIN No.	:
5.	Experience (Years/Months)	:
6.	“Call Deposit”(EMD) No. (With name of the Bank)	:
7.	“Call Deposit” (EMD) of Rs. 25000/- in favour of	: Finance Officer, Assam University, Silchar
8.	Issue of the Tender Paper	: 25-05-2016 to 15-06-2016 (On all working days up to 2.00 pm)
9.	Last date of Submission of Tender	: 15-06-2016 up to 2.00 pm.
10.	Tender will be Opened on	: 15-06-2016 at 3.00pm.



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NOTICE INVITING QUOTATION

No. 111/1/2016 -Estt.-I, dated, 25th May-2016

Sealed rate quotations are invited from the registered **firms / suppliers** for supply of **Office stationery & Computer stationery** items as per list attached for the year **2016-17**.

Terms & conditions for supply of Office stationery / Computer stationery items.

1. The firm must have experience in supplying Office stationery / Computer stationery items to Govt. /Public Organizations for the last three years and a certificate in this regard should be enclosed from a responsible officer of any such organization.
2. The Supplier should quote rate of each item, which should be inclusive of all taxes, freight or any other charges etc. The rate so quoted should be F.O.R. Assam University, Silchar. All firms /Supplier should submit 'Sample' of selected items as mentioned in the list of items (Annexure-A) for which rate is quoted otherwise tender will be liable for rejection.
3. The Firm should submit Income Tax clearance Certificate & also submit Photocopy of PAN Card & TIN number.
4. The firm / supplier must submit the VAT/CST registration certificate with the tender.
5. The tender paper submitted should be accompanied with a "Call deposit" of Rs. 25000/- (Rupees Twenty five thousand) only from any Nationalized Bank pledged in favour of "Assam University, Silchar". Cost of Tender Paper is Rs. 500/-. Those who will submit downloaded Tender documents they shall have to enclose a separate draft of Rs.500/- in favour of Assam University, Silchar only being the cost of Tender documents.
6. VAT/Income Tax or any other Taxes as admissible will be deducted at source.
7. The item (s) shall be purchased on "as & when required" basis & supplier should be in a position to complete supply within 7 (seven) days from the date of placing the supply order.
8. While accepting the rates, the quality of item vis-a-vis the rate shall be taken into consideration. The lowest rate shall not be the sole criteria for accepting the rate.
9. The tender submitted should be in a sealed envelop superscripted as "TENDER FOR SUPPLY OF OFFICE STATIONERY & COMPUTER STATIONERY" for the year 2016-17 and addressed to "The Registrar, Assam University, Silchar".
10. The last date of submission of tender is 15-06-2016 up to 2.00 p.m. at "Establishment Section-I", Assam University, Silchar.
11. Proprietor of Firms may personally remain present or send their representatives at the time of opening of tender documents on 15-06-2016 at 3.00p.m.
The University reserves the right to accept selected items with samples based on its quality.

Deputy Registrar (Estt.)

No.111/1/2016-Estt./

Date : 25/05/2016

Copy to: The Director, Computer Centre for uploading in A U Website.



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NIT No. 1/2016 (Estt.-1)

LIST OF OFFICE STATIONERY ITEMS (Annexure-A)

SI. No.	Name of Items	Accounting Unit	Rates in (Rs.)	Remarks
1.	A.U. print Note Sheet (Legal size paper) (80 GSM) Bilingual	Per book of 100 pages		Sample required
2.	A.U. print Letter Head (A 4 size) (90 GSM) Bilingual	Per book of 100 pages		Sample required
3.	A.U. print Staff Attendance Register (Legal size) (10 nos. employees in each pages) (80 GSM)	Each (20 pages)		
4.	ALPIN			
	(a) King	Each box		
	(b) Kores	Each box		
	(c) T- shape	Each box		
5.	Binding Clip a) Small b) Medium	Each	a) b)	
6.	Black Tape (1 inch.)	Per Roll		Sample required
7.	Brown Paper	Per ream		Sample required
8.	Calculator (10 digit with Check facility, (a) CITIZEN (b) ORPAT (c) CASIO	Each	a) b) c)	
9.	Candle (Big size)	Each		Sample required
10.	Cello tape			
	1 inch	Per Roll		Sample required
	2 inch	Per Roll		Sample required
	2 inch (brown tape)	Per Roll		
11.	Chair Cushion (Curlon)	Each		
12.	Correcting Fluid(White) (Kores)	Each		Sample required
13.	Cotton Thread	Per ball		
14.	Dak Pad	Each		Sample required
15.	Envelop with Printing as per Requirement			
	(a) 11 X 5 White	Per 1000		Sample required
	(b) 11 X 5 Poly coated Brown	Per 1000		Sample required
	(c) 16 X 12 Poly coated Brown	Per 1000		Sample required
	(d) 10 X 12 Poly coated Brown	Per 1000		Sample required
16.	Eraser Apsara (Non dust)	Per Pkt		
17.	File Board (Best Quality)	Each		Sample required
18.	Printed File Cover (Best quality)	Each		Sample required
19.	File Tray	Each		Sample required
20.	Plastic folder (Envelop type A4)	Each		Sample required
21.	Fax Roll (Kores)	Each 30 Mtrs.		
22.	Gum Bottle 700 ml (Kohinoor/Kores)	Each		
23.	Gum Tube	Each		Sample required
24.	Glue Stick	Each		Sample required
25.	Handulium Water Bucket (16 Ltr)	Each		
26.	Hi-Litre (Luxor)			Sample required
27.	Index File/Guard file	Each		Sample required
28.	Ink for Stamp Pad 25 ml	(a) Each		
29.	Jems Clip (Plastic coated)	Per Box		Sample required

30.	Ball Pen Refill (a) 1600 size normal (b) 3200 size	(a) Each (b) Each		
31.	Paper Cutter (Big)	Each		Sample required
32.	Naphthalene Ball	Per K.G		
33.	Log Book (200 pages) As per specification	Each Book		
34.	Paper Weight	Each		Sample required
35.	Pencil Sharpener	Each		
36.	Pen Stand (Best Quality)	--		
	(a) 2 Pens	Each		
	(b) 4 Pens	Each		
37.	PEN a) V 5	a)Each		
	b) Ball PEN (General)	b)Each		Sample required
	c) Both side pen (good quality)	c)Each		
	d) Gel Pen	d)Each		
	e) Sketch Pen	e)Each pkt		
	f) White Board Marker Pen	Each		
	g) Permanent Marker Pen	Each		
	h) CD Marker Pen	g) Each		
38.	Peon Book (2 No.)	Each		
39.	Pin Cushion	Each		Sample required
40.	Plastic Mug	Each		
41.	Plastic Scale 12 inch	Per Doz.		
42.	Plastic Water Bucket (16 Lt)	Each		
43.	Poker (Plastic Handle)	Per doz		
44.	Punching Machine (Kangaroo)	--		
	(a) Double	Each		Sample required
	(b) Single	Each		Sample required
45.	Room Freshener (Rose/Sandle)	Each		
46.	Rubber Band (Best Quality)	500 gm pkt.		
47.	Scissors (Plastic handle) (a) Medium	(a) Each		Sample required
48.	Stick Flag (4 colours)	Per pkt		Sample required
49.	Meeting Pad a) Small b) Medium	Each	a) b)	Sample required
50.	Sealing Wax	Per Pkt		Sample required
51.	Shorthand Note Book (Oxford)	Each		
52.	Stamp Pad	Each		Sample required
53.	Stapler	--		
	Stapler (Big) (Kangaroo)	Each		
	Stapler (Small) N/10 (Kangaroo)	Each		
54.	Stapler Pin	--		
	(a) N/10 (Kores/Kangaroo)	Each/Pkt		
	(b) 24/6 (Kores/Kangaroo)	Each/Pkt		

55.	Student Attendance Register	2 No. Each		Sample required
56.	Tag			
	(a) Nylon	Each bundle		Sample required
	(b) Cotton	Each bundle		Sample required
57.	Thread Plastic (Best Quality) (a) 1 K.G.	Each		
58.	Towels			
	(a) White Special Towel (2.5 mtrs.)	Each		
	(b) Big (for Arm chair)	Each		
	(c) Small (for hand wash)	Each		
59.	Waste Paper Basket	Each		
60.	Markin Cloth (Best quality)	Per metre		Sample required
61.	Wood Pencil (HB) (Notoraj)	Per Pkt of 10 Pcs		
62.	Water Sponge with container	Each		Sample required
63.	Chalk			
	(a) White Chalk (dustless) (Kores)	Per box		
	(b) Chalk (colored)	Per box		
64.	Paper A 4 (Per ream)	a) b)		
65.	Paper Legal (Per ream)	a) b)		
66.	Paper A 5 (Image)	Per ream		
67.	Stock Register			
	(a) 10 No.	Each		
	(b) 20 No.	Each		
	(c) 30 No.	Each		
68.	REGISTER (white/roll)			
	(a) 6 No.	Each		
	(b) 8 No.	Each		
	(c) 10 No.	Each		
	(d) 20 No.	Each		
	(e) 30 No.	Each		

Signature with Seal of Firm / Supplier



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NIT No. 1/2016 (Estt.-1)

LIST OF COMPUTER STATIONERY ITEMS

Sl. No.	Name of Toner/ Catrdige	Specification	Make	Rates in Rs.	Remarks
1.	Ink Cartridges	21	HP		
2.		22	HP		
3.		678A (Black)	HP		
4.		802 (Black)	HP		
5.		818 (Black)	HP		
6.		818 (Colour)	HP		
7.	Toner Cartridges	05 A	HP		
8.		11A	HP		
9.		12A	HP		
10.		13A	HP		
11.		15A	HP		
12.		16A	HP		
13.		17A	HP		
14.		49A	HP		
15.		51A	HP		
16.		53A	HP		
17.		55A	HP		
18.		64A	HP		
19.		78A	HP		
20.		80A	HP		
21.		81A	HP		
22.		88A	HP		
23.		540A	HP		
24.		541A	HP		
25.		542A	HP		
26.		543A	HP		
27.		6000A	HP		
28.		6001A	HP		
29.		6002A	HP		
30.		6003A	HP		
31.	CD (General)	700 MB each	Sony		
32.	CD (Rewritable)	Each	Sony		
33.	DVD	Each	Sony		
34.		8 GB each	HP		
35.		16 GB each	HP		

Signature with Seal of Firm / Supplier