



ASSAM UNIVERSITY

DIPHU CAMPUS : 782462

**TENDER PAPER FOR SUPPLY OF
OFFICE STATIONERY**

&

COMPUTER STATIONERY ITEMS

NIT NO. AUDC/ST-2/674/2017/4862

Dated:5/12/2016

Cost of Tender = Rs.500/-

BIDDERS DETAILS

1.	Address to (Sealed Quotation)	The Deputy Registrar, Assam University, Diphu Campus
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) No. of Rs.5000/- in favor of:	Assam University, Diphu Campus
8.	Tender Paper fee of Rs.500/- in favor of:	
9.	Issue of the Tender Paper	: 05/12/2016 to 19/12/2016 (On all Working days up to 2.00 pm)
10.	Last DATE OF Submission of Tender	: 19th Dec. 2016 up to 2.00 pm.
11.	Tender will be Opened on	: 19th Dec. 2016 at 3.00 pm.



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NOTICE INVITING QUOTATION

No. AUDC/ST-2/674/2017/4862

Dated:5/12/2016

Sealed rate quotation are invited from the registered **firms / suppliers** for supply of **Office stationery & Computer stationery** items as per list attached for the year **2017**.

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

1. The firm must have experience in supplying Office stationery/ Computer stationery items to large 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, Diphu Campus. All firms/suppliers 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 attested Photocopy of PAN CARD & TIN number.
4. The firm / supplier must submit the VAT registration certificate with the tender.
5. The tender paper submitted should be accompanied with a " Call deposit" of Rs.5000/- (Rupees Five Thousand) only from a Nationalized Bank pledged in favour of "Assam University, Diphu Campus". Cost of Tender Paper is Rs.500/-. Those who will submit downloaded Tender documents they shall have to enclosed a separate draft of Rs.500/- in favour of Assam University, Diphu Campus". 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 **2017** and addressed to "The Deputy Registrar, Assam University, Diphu Campus.
10. The last date of submission of tender is 19/12/2016 up to 2.00 p.m. at " Estate-II", Assam University, Diphu Campus .
11. Proprietor of Firms may personally remain present or sent their representatives at the time of opening of tender documents on 19th Dec. 2016 at 3.00 p.m.
The University reserves the right to accept selected items with samples based or its quality.

Deputy Registrar

No. AUDC/ST-2/674/2017/4862

Dated:05/12/2016

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



ASSAM UNIVERSITY: DIPHU CAMPUS: 782462

NIT No. AU/DC/ST-2/674/2017/4862

Dated:05/12/2016

LIST OF OFFICE STATIONERY ITEMS (Annexure-A)

Sl.No.	Name of items	Accounting Unit	Rates in (Rs.)	Remarks
1.	A.U.D.C print Note Sheet (Legal size paper) (80 GSM) Bilingual	Per book of 100 pages		Sample required
2.	A.U.D.C print Staff Attendance Register (Legal size) (10 nos employees in each page)(80 GSM)	Each (20 pages)		Sample required
3.	ALPIN			
	(a) King	Each Box		
	(b) Kores	Each Box		
	(c) T-shape	Each Box		
4.	Binding Clip	Each	a) b)	
	(a) Small (b) Medium			
5.	Black Tape (1 inch)	Per Roll		
6.	Brown paper	Per ream		
7.	Calculator(10 digit with check facility)	Each	a) b) c)	
	a) Citizen			
	b) Orpat			
	c) Casio			
8.	Cello Tape	Per roll		
	a) 1 inch	Per roll		
	b) 2 inch	Per roll		
	c) 2 inch (brown tape)			
9.	Correction fluid(white) (Kores)	Each		
10.	Cotton Tread	Per ball		
11.	Eraser Apsara(non-dust)	Per packet		
12.	File Board(Best Quality)	Each		
13.	Printed File cover(Best Quality)	Each		Sample required
14.	File tray	Each		
15.	Gum Bottle 700 ml(Kohinoor/Kores)	Each		
16.	Nepthalene Ball	Per KG		
17.	Log Book (200 pages) as per specification)	Each		Sample Required

18.	Paper weight	Each		
19.	Pencil Sharpener			
20.	Pen Stand(Best Quality) a) 2 pens b) 4 pens	Each Each		
21.	Pen a) Ball pen (General) b) Gel Pen	Each Each		
22.	Peon Book (2 no)	Each		
23.	Plastic Mug	Each		
24.	Plastic Scale 12 inch	Each		
25.	Plastic Water bucked(16 ltr)	Each		
26.	Poker(Plastic Handle)	Per dozen		
27.	Punching Machine(Kangaroo) a) Double b) Single	Each Each		
28.	Room Fresher(Rose/Sandal)	Each		
29.	Rubber Band (Best Quality)	500 gm pkt.		
30.	Scissor(Plastic Handle) a) Medium	Each		
31.	Stick flag(4 Colours)	Per Pkt		
32.	Meeting Pad a) Small b) Medium	Each Each		
33.	Stamp Pad(Small)	Each		
34.	Tag a) Cotton b) Nylon	Each bundle Each bundle		
35.	Thread Plastic (Best Quality) a) 1 Kg	Each		
36.	Towel a) White Special Towel(2.5 Meters) b) Big (for arm chair) c) Small(for hand wash)			
37.	Waste Paper Basket	Each		
38.	Wood Pencil (HB) (Nataraj)	Per Pkt. of 10 Pcs		
39.	Paper A4 (Per ream)	a)Trident Spectra Copier paper b)Bindals FinePrints c) JK Bond. d) Xerox		
40.	Paper Legal (Per ream)	a)Trident Spectra Copier paper		

		b) Bindals FinePrints c) JK Bond. d) Xerox		
41.	Stock Register			
	(a) 10 No. (b) 20 No. (c) 30 No.	Each Each Each		Sample Required
42.	REGISTER (White/roll)			
43.	(a) 10 No. (b) 20 No. (c) 30 No.	Each Each Each		
44.	Phenyl 500 ml (Cross) (Black Cobra)	Each Each		
45.	Toilet Cleaner 500 ml (Harpic) (Sani Fresh)	Each Each		
46.	Glue Stick(8gm) a) Kores b) Cello	Per Packet Per Packet		
47.	Correction Pen(10/12ml) a) Saya b) Flair c) Rudrax	Per Packet Per Packet Per Packet		
48.	Stapler (Kangaroo) a) Big b) Small (N/10)	Each Each		
49.	Stapler Pin a) N/10 (Kores/Kangaroo) b) 24/6 (Kores/Kangaroo)	Each pkt Each Pkt		
50.	Index File/Guard File	Each		
51.	AUDC print Envelope as per requirement a) 11X5 inch White b) 11X5 inch Poly coated Brown c) 16X12 inch Poly coated Brown. d) 10X12 inch Poly Coated Brown	Per 1000 Per 1000 Per 1000 Per 1000		Sample required
52.	Toilet Brush	Each		
53.	Permanent Marker Pen	Each		
54.	Flash light	Per dozen		

	Battery(Eveready)			
55.	Battery AA	Per dozen		
56.	Battery AAA	Per dozen		
57.	LED Bulb a) 9 Watt b) 12 Watt	Each		
58.	Door Mat(Coir) a)Small b)Big	Each		
59.	Door Matt (Rubber) a) Large b) Small	Each		
60.	Glass Cleaner a) Colin	Each		
61.	Hard Broom with handle(Coconut)	Each		
62.	Soft Broom	Each		
63.	Feather Brush for cleaning Computer	Each		
64.	Sky Brush	Each		
65.	Hand wash(small) a) Dettol b) Pears c) Santoor	Each		
66.	Soap (50/100 gm) a) Surf Excel. b) Rin	Each		

Signature with seal of firm/supplier

NIT NO: AUDC/ST-2/674/20174862

Dated:5/12/2016

LIST OF COMPUTER STATIONERY ITEMS

Sl.No.	Name of Toner/ Cartridge	Specification	Make	Rate in Rs.	Remarks
1.	Toner Cartridges	88A	HP		
		36A	HP		
2	CD (General)	700 MB each	Sony		
3.	CD (Rewritable)	Each	Sony		
4	DVD	Each	Sony		
		8 GB			
		16 GB			
5	Ink Cartridges	HP 940XL Black(C4906A)	HP		
		HP 940XL CYAN(C4907A)	HP		
		HP 940XL Magenta(C4908A)	HP		
		HP 940XL Yellow(C4909A)	HP		
		HP Tricolor-861	HP		
		HP Black- 860	HP		
		HP -935 CMY	HP		
		HP-934 BLACK	HP		
6	Xerox Cartridge	AR5620N	Sharp		
		AR5618N	Sharp		
		AR5620	Sharp		

Signature with seal of firm/supplier