



ASSAM UNIVERSITY
SILCHAR-788011

TENDER PAPERS FOR SUPPLY OF
OFFICE STATIONERY
&
COMPUTER STATIONERY ITEMS

NIT No. 1/2015 (Estt.-1)

No.111/1/2015-Estt-I, Dated : 26-05-2015.

Cost of Tender = Rs. 500/-

BIDDER'S DETAILS

1.	Sealed Quotation Address to:	: The Registrar, Assam University, Silchar
2.	Name of the Firm/Supplier (Full Address & with Telephone/Mobile No)	<hr/> <hr/> <hr/>
3.	PAN Card No.	:
4.	TIN No.	:
5.	Experience (Years/Months)	:
6.	TAX Clearance Certificate	:
7.	“Call Deposit”(EMD) No. (With name of the Bank)	:
8.	“Call Deposit” (EMD) of Rs. 25000/- in favour of	:Finance Officer, Assam University, Silchar
9.	Issue of the Tender Paper	: 26-05-2015 to 09-06-2015 (On all working days up to 2.00 pm
10.	Last date of Submission of Tender	: 10-06-2015 up to 2.00 pm.
11.	Tender will be Opened on	: 16-06-2015 at 3.00pm.



ASSAM UNIVERSITY: SILCHAR:: 788011
NOTICE INVITING QUOTATION

No. 111/1/2015 -Estt., dated, 25th May-2015

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 **2015-16**.

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 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 2015-16 and addressed to "The Registrar, Assam University, Silchar".
10. The last date of submission of tender is 10-06-2015 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 10-06-2015 at 3.00p.m.

The University reserves the right to accept or reject any or all the quotations without assigning any reasons.

Assistant Registrar (Estt.)

Date : 25-05-2015

No.111/1/2015-Estt./

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



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LIST OF OFFICE STATIONERY ITEMS (Annexure-A)

Sl. 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 2 inch 2 inch (brown tape)	Per Roll Per Roll Per Roll		Sample required Sample required
11.	Chair Cushion (Curlon)	Each		
12.	Correcting Fluid(White) (Kores)	Each		
13.	Cotton Thread	Per KG		
14.	Dak Pad	Each		Sample required
15.	Envelop with Printing as per Requirement (a) 11 X 5 White (b) 11 X 5 Poly coated Brown (c) 16 X 12 Poly coated Brown (d) 10 X 12 Poly coated Brown	Per 1000 Per 1000 Per 1000 Per 1000		Sample required Sample required Sample required 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		
21.	Fax Roll (Kores)	Each 30 Mtrs.		
22.	Gum Bottle 700 ml (Kohinoor/Kores)	Each		
23.	Gum Tube (Kohinoor)	Each		
24.	Glue Stick (Kores)	Each		
25.	Handulium Water Bucket (16 Ltr)	Each		
26.	Hi-Litre (Luxor)	Per Pkt		
27.	Index File/Guard file	Each		
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		
32.	Naphthalene Ball	Per K.G		
33.	Log Book (200 pages) As per specification	Each Book		
34.	Paper Weight	Each		
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) Cello gripper	b)Each		
	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		
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		
	(b) Single	Each		
45.	Room Freshener (Rose/Sandle)	Each		
46.	Rubber Band (Best Quality)	500 gm pkt.		
47.	Scissors (Plastic handle) (a) Medium	(a) Each		
48.	Stick Flag (4 colours)	Per pkt		
49.	Scribbling Pad a) Small b) Medium	Each	a) b)	
50.	Sealing Wax	Per Pkt		
51.	Shorthand Note Book (Oxford)	Each		
52.	Stamp Pad (Kores)	Each		
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		
56.	Tag			
	(a) Nylon	Each bundle		
	(b) Cotton	Each bundle		
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		
61.	Wood Pencil (HB) (Notoraj)	Per Pkt of 10 Pcs		
62.	Water Sponge with container	Each		
63.	Chalk			
	(a) White Chalk (dustless) (Kores)	Per box		
	(b) Chalk (colored)	Per box		
64.	Paper A 4 (Image)	Per ream		
65.	Paper Legal (Image)	Per ream		

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. 1/2015 (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	HP		
4.		802 (colour)	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.		88A	HP		
22.		540A	HP		
23.		541A	HP		
24.		542A	HP		
25.		543A	HP		
26.		6000A	HP		
27.		6001A	HP		
28.		6002A	HP		
29.		6003A	HP		
30.	CD (General)	700 MB each	Sony		
31.	CD (Rewritable)	Each	Sony		
32.	DVD	Each	Sony		
33.		8 GB each	HP		
34.		16 GB each	HP		

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