



असम विश्वविद्यालय दिफू कैम्पस  
(संसद के अधिनियम के अन्तर्गत स्थापित एक केन्द्रीय विश्वविद्यालय)  
दिफू- ७८२ ४६२, कार्बी आंगलॉग, असम, भारत  
Assam University Diphu Campus  
(A Central University established by an act of Parliament)  
Diphu-782 462, Karbi Anglong, Assam, India

E-mail: [info.audc2007@gmail.com](mailto:info.audc2007@gmail.com)



# ASSAM UNIVERSITY DIPHU CAMPUS: 782462

## TENDER PAPER FOR SUPPLY OF OFFICE STATIONERY & COMPUTER STATIONERY ITEMS

NIT No: AUDC/ST-4/674/2017/ 8064

Dated: 17.05.2018

Cost of tender: Rs. 500/-



অসম বিশ্ববিদ্যালয় দিফু কেম্পস  
(সংসদ কে অধিনিয়ম কে অন্তর্গত স্থাপিত এক কেন্দ্রীয় বিশ্ববিদ্যালয়)  
দিফু- ৬৮২ ৪৬২, কাৰ্বী আংলোং, অসম,ভাৰত  
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## BIDDERS DETAILS

1.	<b>Address to (Sealed Quotation)</b>	<b>The Assistant Registrar Assam University Diphu Campus</b>
2	<b>Name of the Firm/Suppliers (Full Address &amp; with Telephone/Mobile no.)</b>	
3	<b>PAN CARD No.</b>	
4	<b>GSTIN No.</b>	
5	<b>Experience (Year/Months)</b>	
6	<b>*“Call Deposit” (EMD) No. (With name of the Bank)</b>	
7	<b>“Call Deposit” No. Of Rs. 5000/- in favour of</b>	<b>Assam University Diphu Campus</b>
8	<b>*Tender Paper Fee of Rs. 500/- (In favour of )</b>	<b>Assam University Diphu Campus</b>
9	<b>Issue of the Tender Paper</b>	<b>18/05/2018 to 07/06/2018</b>
10	<b>Last Date of Submission of Tender</b>	<b>07<sup>th</sup> June 2018 upto 12.00 noon.</b>
11	<b>Tender will be opened on</b>	<b>07<sup>th</sup> June 2018 at 3.00 pm</b>

\*Tender fee and Call deposit/EMD can be deposited online at SB Collect by visiting the link.

<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=837218>



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File no: AUDC/ST/4/674/17/8064

Dated : 17.05.2018

### NOTICE INVITING QUOTATION

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 2018-2019.

#### **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 FOR Assam University Diphu campus. All firms/suppliers should submit Sample of selected items as mentioned in the lists 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 & GSTIN number.
4. The tender paper submitted should be accompanied with a Call deposit of Rs. 5000/- (Rupees five thousand) only from a Nationalized Bank pledge in favour of Assam University Diphu Campus. The cost of Tender Paper is Rs. 500/-. The Tender form is to be downloaded and shall have to be enclosed a separate draft of Rs. 500/- in favour of "Assam University Diphu campus" only being the cost of Tender document.
5. Tender fee and Call deposit/EMD can be deposited online at SB Collect by visiting the link. <https://www.onlinesbi.com/prelogin/collecthome.htm?corpID=837218>
6. GST/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 & (seven) days from the date of placing the supply order.
8. While accepting the rates, the quality of item vis-à-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 envelope superscripted as "TENDER FOR SUPPLY OF OFFICE STATIONERY & COMPUTER STATIONERY" for the year 2018-19 and addressed to "Assistant Registrar" Assam University Diphu Campus.
10. The last date of submission of tender is 7<sup>th</sup> June 2018 at 12.00 noon.
11. Proprietor of firms may personally remain present or sent their representatives at the time of opening of tender documents on 7<sup>th</sup> June 2018.

The University reserves the right to accept selected items with samples based on its quality.

Assistant Registrar  
Assam University Diphu campus  
Dated:17.05.2018

No: AUDC/ST/4/674/17/\_\_\_\_\_

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



NIT No. AUDC/ST-4/674/2017/ 8064

Dated: 17.05.2018

**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			
	(a) Small	<b>Each</b>	<b>a)</b>	
	(b) Medium		<b>b)</b>	
5.	Black Tape (1 inch)	Per Roll		
6.	Brown paper	Per ream		
7.	Calculator(10 digit with check facility)			
	a) Citizen	Each	a)	
	b) Orpat		b)	
	c) Casio		c)	
8.	Cello Tape			
	a) 1 inch	Per roll		
	b) 2 inch	Per roll		
	c) 2 inch (brown tape)	Per roll		
9.	Cotton	Per Small packet		
10.	Correction fluid(white) (Kores)	Each		
11.	Cotton Tread	Per ball		
12.	Eraser Apsara (non-dust)	Per packet		
13.	File Board(Best Quality)10X14 inches	Each		
14.	Printed File cover(Best Quality)13.5X10 inches	Each		Sample required
15.	File tray(12X16 inches)	Each		
16.	Gum Bottle 700 ml(Kohinoor/Kores)	Each		
17.	Kitchen towel(small)	Each		
18.	Mopping Brush	Each		
19.	Nepthalene Ball	Per packet/ KG		



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20.	Log Book (200 pages) as per specification)	Each		Sample Required
21.	Paper weight	Each		
22.	Pencil Sharpener	Per packet		
23.	Pen Stand(Best Quality) a) 2 pens b) 4 pens	Each Each		
24.	Pen a) Ball pen (General) b) Gel Pen	Each Each		
25.	Peon Book ( no.2)	Each		
26.	Plastic Mug	Each		
27.	Plastic Scale 12 inch	Each		
28.	Plastic Water bucket(16 ltr)	Each		
29.	Poker(Plastic Handle)	Per dozen		
30.	Punching Machine(Kangaroo) a) Double b) Single	Each Each		
31.	Room Fresher(Rose/Sandal) Odonil Aer(Godrej)	Each Each Each		
32.	Rubber Band (Best Quality) Gurdar	500 gm pkt.		
33.	Steel Knife	Per piece		
34.	Scissor(Plastic Handle) a) Medium	Each		
35.	Stick flag(3 Colours)	Per Pkt		
36.	Meeting Pad a) Small b) Medium	Each Each		
37.	Stamp Pad(Small)	Each		
38.	Tag a) Cotton b) Nylon	Each bundle Each bundle		
39.	Thread Plastic (Best Quality) a) 1 Kg	Each		
40.	Towel a) White Special Towel(2.5 Meters) b) Big (for arm chair) c) Small( Face towel)	Each		
41.	Toilet Paper	Per bundle		
42.	Tissue Paper	Per packet		



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43.	Waste Paper Basket	Each		
44.	Wood Pencil (HB) (Nataraj)	Per Pkt. of 10 Pcs		
45.	Wiping Brush	Each		
46.	Paper A4 (Per ream)	a)Trident Spectra Copier paper b)Bindals FinePrints c) JK Bond. d) Xerox		
47.	Paper Legal (Per ream)	a)Trident Spectra Copier paper b)Bindals FinePrints c) JK Bond. d) Xerox		
48.	Stock Register			
	(a) No.10	Each		Sample Required
	(b) No.20	Each		
	(c) No.30	Each		
49.	REGISTER (White/roll)			
50.	(a) No.10 (b) No.20 (c) No.30	Each Each Each		
51.	Phenyl 500 ml (Cross) (Black Cobra)	Each Each		
52.	Toilet Cleaner 500 ml (Harpic) ( Sani Fresh)	Each Each		
53.	Glue Stick(8gm) a) Kores b) Cello	Per Packet Per Packet		
54.	Correction Pen(10/12ml) a) Saya b) Flair c) Rudrax	Per Packet Per Packet Per Packet		
55.	Stapler (Kangaroo) a) Big b) Small (N/10)	Each Each		
56.	Stapler Pin a) N/10 (Kores /Kangaroo) b) 24/6	Each pkt Each Pkt		



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(Kores/Kangaroo)				
57.	Index File/Guard File	Each		
58.	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 Inner Envelope(12X28 cm) Outer Envelope(15X30cm)	Per 1000 Per 1000 Per 1000 Per 1000 Per 1000 Per 1000		Sample required           Sample required Sample required
59.	Toilet Brush	Each		
60.	Permanent Marker Pen	Each		
61.	Flash light Battery(Eveready)	Per dozen		
62.	Battery AA	Per dozen		
63.	Battery AAA	Per dozen		
64.	LED Bulb a) 9 Watt b) 15 Watt	Each Each		
65.	Door Mat(Coir) a)Small b)Big	Each Each		
66.	Door Matt (Rubber) a) Large b) Small	Each Each		
67.	Glass Cleaner a) Colin(500ml) b) Colin(125ml)	Each Each		
68.	Hard Broom with handle(Coconut)	Each		
69.	Soft Broom	Each		
70.	Feather Brush for cleaning Computer	Each		
71.	Sky Brush	Each		
72.	Hand wash(small) a) Dettol b) Pears c) Santoor	Each		
73.	Washing Soap (50/100)	Each		



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	gm) a) Surf Excel. b) Rin			
74.	Dish Wash Bar a) Vim bar	Each		
75.	Funnel a) Big b) Small	Each Each		
76.	Angle holder (charmi)	Anchor/havells (per box)		
77.	Black tape (½ inch (Steel Grip))	Best quality (per dozen)		
78.	Capacitor(Fan) (2.5 MFD)	Anchor/havells (per box)		
79.	Power Plug (16 Amp)	Anchor/havells (per box)		
80.	Switch (One way switch)	Anchor/havells (per box)		
81.	Socket (16 Amp)	Anchor/havells (per box)		
82.	Socket (16Amp 3 pin top)	Anchor/havells (per box)		
83.	Switch Board PVC(plastic) 6X8 inch 8X10 inch	Anchor/havells (per piece) Anchor/havells (per piece)		
84.	Tube light (36 watt)	Anchor/havells (per box)		
85.	Tube light chock (36-45 watt)	Best quality Per dozen_		
86.	Wire(copper) 1 mm 2.5mm	Anchor/havells (per coil)		
87.	Fan Regulator (Switch step type dimmer)	Anchor/havells (per packet)		
88.				

**Signature with seal of firm/supplier**





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## LIST OF COMPUTER STATIONERY ITEMS

Sl.No.	Name of Toner/ Cartridge	Specification	Make	Rate in Rs.	Remarks
1.	Toner Cartridges	88A	HP		
		36A	HP		
		Laser shot LBP 2900b	Canon		
		Office zet Pro6830	HP		
		M1005	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		
7	Xerox Cartridge	AR5620N	Sharp		
		AR5618N	Sharp		
		AR5620	Sharp		

**Signature with seal of firm/supplier**