



**ASSAM UNIVERSITY
DIPHU CAMPUS: 782462**

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

NIT No: AUDC/ST-5/771/2019/ Vol-6/1246

Dated:21.04.2021

Cost of tender: Rs. 500/-



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

File no: AUDC/ST-5/771/2019/ Vol-6/ 1246

Dated: 21.04.2021

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 2021-2022.

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 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. GST/income tax or any other taxes as admissible will be deducted at source.
6. 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.
7. 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.
8. The tender submitted should be in a sealed envelope superscripted as "TENDER FOR SUPPLY OF OFFICE STATIONERY & COMPUTER STATIONERY" for the year 2021-2022 and addressed to "Deputy Registrar" Assam University Diphu Campus.
9. The last date of submission of tender is 20th May 2021 at 12.00 noon.
10. Proprietor of firms may personally remain present or sent their representatives at the time of opening of tender documents on 20th May 2021 at 02.00 pm.

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

Sd/-
Deputy Registrar
Assam University Diphu campus
Dated: 21.04.2021

No: AUDC/ST/-5/771/2019/Vol-6/

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

BIDDERS DETAILS

1.	Address to (Sealed Quotation)	The Deputy Registrar Assam University Diphu Campus
2	Name of the Firm/Suppliers (Full Address & with Telephone/Mobile no.)	_____ _____
3	PAN CARD No.	
4	GSTIN.	
5	Experience (Year/Months)	
6	“Call Deposit” (EMD) No. (With name of the Bank)	
7	“Call Deposit” No. Of Rs. 5000/- in favour of	Assam University Diphu Campus
8	Tender Paper Fee of Rs. 500/- (In favour of)	Assam University Diphu Campus
9	Issue of the Tender Paper	23rd April 2021
10	Last Date of Submission of Tender	20th May 2021 up to 12.00 noon.
11	Tender will be opened on	20th May 2021 at 02.00 pm



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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.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) Medium	Each	a) b)	
5.	Black Tape (1 inch)	Per Roll		
6.	Brown paper	Per ream		
7.	Calculator(10 digit with check facility) a) Citizen b) Orpat c) Casio	Each	a) b) c)	
8.	Cello Tape a) 1 inch b) 2 inch c) 2 inch (brown tape)	Per roll Per roll Per roll		
9.	Cotton	Per Small packet		
10.	Correction fluid(white) (Kores)	Each		
11.	Cotton Tread	Per ball		
12.	Window Curtain(Standard Size)	Per Piece		
13.	Curtain Pipe (12 feet)	Per pipe		
14.	Curtain Bracket	Per pair		
15.	Curtain support/clamps	Per pair		
16.	Eraser Apsara (non-dust)	Per packet		
17.	File Board(Best Quality)10X14 inches	Each		
18.	Printed File cover(Best Quality)13.5X10 inches	Each		Sample required
19.	File tray(12X16 inches)	Each		
20.	Gum Bottle 700 ml(Kohinoor/Kores)	Each		
21.	Kitchen towel(small)	Each		
22.	Mopping Brush	Each		
23.	Nepthalene Ball	Per packet/ KG		
24.	Log Book (200 pages) as per specification)	Each		Sample Required

25.	Lock and Key(Godrej)	Each		
26.	Paper weight	Each		
27.	Pencil Sharpener	Per packet		
28.	Pen Stand(Best Quality) a) 2 pens b) 4 pens	Each Each		
29.	Pen (Blue & Red) a) Ball pen (General) b) Gel Pen	Each Each		
30.	Peon Book (no.2)	Each		
31.	Plastic Mug	Each		
32.	Plastic Scale 12 inch	Each		
33.	Plastic Water bucket(16 ltr)	Each		
34.	Poker(Plastic Handle)	Per dozen		
35.	Punching Machine(Kangaroo) a) Double b) Single	Each Each		
36.	Room Fresher(Rose/Sandal) Odonil Aer(Godrej)	Each Each Each		
37.	Rubber Band (Best Quality) Gurdar	500 gm pkt.		
38.	Steel Knife	Per piece		
39.	Scissor(Plastic Handle) a) Medium	Each		
40.	Stick flag(3 Colours)	Per Pkt		
41.	Meeting Pad a) Small b) Medium	Each Each		
42.	Stamp Pad(Small)	Each		
43.	Tag a) Cotton b) Nylon	Each bundle Each bundle		
44.	Thread Plastic (Best Quality) a) 1 Kg	Each		
45.	Towel a) White Special Towel(2.5 Meters) b) Big (for arm chair) c) Small(Face towel)	Each		
46.	Toilet Paper	Per bundle		
47.	Tissue Paper	Per packet		
48.	Waste Paper Basket	Each		
49.	Wood Pencil (HB) (Nataraj)	Per Pkt. Of 10 Pcs		
50.	Wiping Brush	Each		
51.	a) Paper A4 (Per ream) b) Colour A4 (per ream)	a)Trident Spectra Copier paper b)Bindals FinePrints c) JK Bond. d) Xerox a) Best quality		
52.	Paper Legal (Per ream)	a)Trident Spectra Copier paper b)Bindals Fine Prints c) JK Bond. d) Xerox		
53.	Stock Register			

	(a) No.10 (b) No.20 (c) No.30	Each Each Each		Sample Required
54.	REGISTER (White/roll)			
55.	(a) No.10 (b) No.20 (c) No.30	Each Each Each		
56.	Phenyl 500 ml (Cross) (Black Cobra)	Each Each		
57.	Toilet Cleaner 500 ml (Harpic) (Sani Fresh)	Each Each		
58.	Glue Stick(8gm) a) Kores b) Cello	Per Packet Per Packet		
59.	Correction Pen(10/12ml) a) Saya b) Flair c) Rudrax	Per Packet Per Packet Per Packet		
60.	Stapler (Kangaroo) a) Big b) Small (N/10)	Each Each		
61.	Stapler Pin a) N/10 (Kores /Kangaroo) b) 24/6 (Kores/Kangaroo)	Each pkt Each Pkt		
62.	Index File/Guard File	Each		
63.	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
64.	Toilet Brush	Each		
65.	Permanent Marker Pen	Each		
66.	Flash light Battery(Eveready)	Per dozen		
67.	Battery AA	Per dozen		
68.	Battery AAA	Per dozen		
69.	LED Bulb a) 9 Watt b) 15 Watt c) 18 Watt d) 25 watt	Each Each		
70.	Door Mat(Coir) a)Small b)Big	Each Each		
71.	Door Matt (Rubber) a) Large b) Small	Each Each		
72.	Glass Cleaner a) Colin(500ml) b) Colin(125ml)	Each Each		
73.	Hard Broom with handle(Coconut)			

		Each		
74.	Soft Broom	Each		
75.	Feather Brush for cleaning Computer	Each		
76.	Sky Brush	Each		
77.	Hand wash(small) a) Dettol b) Pears c) Santoor	Each		
78.	Washing Soap (50/100 gm) a) Surf Excel. b) Rin	Each		
79.	Dish Wash Bar a) Vim bar	Each		
80.	Funnel a) Big b) Small	Each Each		
81.	Insecticide Spray a) Hit Cockroach Killer spray (700 ml). b) Hit Mosquito and Fly Killer(700 ml) c) Good Knight Smart Spray, multi insect killer (150 ml) d) Mortein 2 in 1 All insect killer (600 ml) and 425 ml). e) Baygon Cockroach killer spray(400/625 ml)	Each Each Each Each Each		
82.	Bleaching Powder a)Slchem Bleaching Powder(1 kg) b) Cleanol Bleaching Powder (1 kg). c) KCM Bleaching Powder (1 kg). d) Laboratory grade, Bleaching Powder (1kg)	Each Each Each Each		
83.	Floor Cleaner Mop machine a) Dewberries Spin bucket. b) Vikas Mop Floor Cleaner with Bucket. c) Elite Spin Mop cleaner with bucket. d) Hiscin Mop Cleaner with bucket.	Each Each Each Each		
84.	Signature Pad.	Each		
85.	Highlighter pen(multi colour)	Each		

Signature with seal of firm/supplier

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		
		M1005	HP		
		Epson-L380 1. Black 2. Cyan 3. Magenta 4. Yellow.			
2	CD (General)	700 MB each	Sony		
3.	CD (Rewritable)	Each	Sony		
4	DVD	Each	Sony		
		8 GB			
		16 GB			
7	Xerox Cartridge	KYOCERA Taskalfa, 1800			
8.	Refilling of Cartridges	a) 88 A b) 36 A c) 12 A	Best Quality		
9.	Pendrive	a) 4 GB	Sandisk Strontium HP		
		b) 8 GB	Sandisk Strontium HP		

Signature with seal of firm/supplier