



Assam University Diphu Campus
Diphu Karbi Anglong, Assam
Pin- 782460

No.AUDC/P&S/10/2012

Dated : 27/03/2015

NOTICE INVITING QUOTATION

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 **2015-16**.

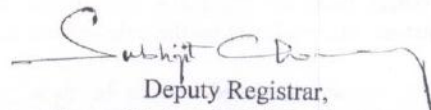
Terms & condition for supply of Office stationery/ Computer stationery items.

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 Sales Tax & 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.300/-. Those who will submit downloaded Tender documents they shall have to enclosed a separate draft of Rs.300/- in favour of the DDO 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 **2015-16** and addressed to "The Deputy Registrar, Assam University, Diphu Campus, Diphu-782462
10. The last date of submission of tender is 21-04-2015 up to 1.00 p.m. at " Estate Section", Assam University, Diphu Campus".
11. Proprietor of Firms may personally remain present or sent their representative at the time of opening of tender documents on 21-04-2015 at 3.00 p.m.
12. **Scope of Work :**
It will be the responsibility of the supplier to deliver the ordered materials at Assam University Diphu Campus, Diphu, Karbi Anglong, Assam.
13. **Applicable Law :**
 - (a) The contract shall be governed by the laws and procedures established by Govt. of India and the subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.
 - (b) Any dispute arising out of this purchase shall be referred to the Registrar, Assam University Silchar, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be

appointed by the Assam University. The decision of such Arbitrator shall be final and binding on both the parties.

- 14. Late and delayed tender :** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next day shall be the prescribed date of closing/opening.
- 15. Dealership Certificate :** Dealers or Agents quoting on behalf of manufacturer must enclosed valid dealership certificate.
- 16. Delivery :**
- (a) **Time Limit :** Maximum within 15 (Fifteen) days from the date of issue of purchase / supply order.
 - (b) **Safe Delivery :** All aspect of safe delivery shall be the exclusive responsibility of the supply vendor/ supplier. At the destination site, the package will be opened only in the presence of the AUDC user / representative and vendor's representative. The intact condition of the package and the seal / indicators for not being tampered with shall form the basis for certifying the receipt in good condition.
 - (c) **Insurance :** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at Assam University Diphu Campus.
 - (d) **Part Delivery :** Part delivery is not allowed.
 - (e) **Penalty In Delay Delivery :** The date of delivery should be strictly adhered to otherwise the Assam University Diphu Campus reserves the right not to accept delivery in part or full.
- 17. Genuine Pricing :** Vendor is to ensure that the quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to institutes/ University and other Government Organization. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with the Quotation.
- 18. Conditional tenders are not acceptable :** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on AUDC.

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


Deputy Registrar,
Assam University Diphu Campus

Copy to :

1. The Pro-Vice Chancellor, Diphu Campus.
2. The Registrar, Assam University, Silchar for information.
3. All HODs / HAC's & Officers, AUDC for information.
4. Notice board.

Deputy Registrar,
Assam University Diphu Campus

Annexure – A

A. Requirements/Technical Specifications:

Sl.No.	Name of Items	Accounting Unit	Rates in (Rs)	Remarks
1.	Bond Paper (Legal)	Per book of 500 pages		
2.	Bond Paper (A-4)	Per book of 500 pages		
3.	Alcpin	Per pkt.		
4.	Jams Clip	Per pkt.		
5.	Calculator	Per pkt.		
6.	Pin Box	Each		
7.	Stapler (Large)	Each		
8.	Stapler (Small)	Each		
9.	White paper	Per ream		
10.	Plastic Bucket (Cello/Milton)	Each		
11.	Harpic (Toilet cleaner)	Each		
12.	Toilet Brush	Per pc		
13.	Plastic Rope	Per Roll		
14.	Punching Machine	Each		
15.	Poker	Each		
16.	Candle (Large)	Per pkt.		
17.	Tea Tray (Large)	Each		
18.	Flask	Each		
19.	Stapler Pin (Large)	Per pkt.		
20.	Stapler Pin (Small)	Per pkt.		
21.	Stamped Ink (Large)	Each		
22.	Stamped Ink (Small)	Each		
23.	Student Attendance Register	Each		
24.	Sealing Wax	Each		
25.	Cello Tape (Large)	Each		
26.	Cello Tape (Small)	Each		
27.	Pen Stand with three Pen	Each		
28.	Paper Weight (Round)	Each		
29.	Paper Weight(Square)	Each		
30.	Sketch Pen	Per pkt.		
31.	Scale Small (30 cm)	Each		
32.	Marker (Black, Blue, Red)	Each		
33.	Carbon Paper (Big)	Each		
	Carbon Paper (Small)	Each		
34.	Ball Pen (Blue & Red)	Each		
35.	Scissor (Large)	Each		
36.	Wooden Pencil	Per dozen		
37.	Cup & Plate-Bone China	Per pair		
38.	Guard File	Each		
39.	Towel (Big)	Each		
	Towel (medium)	Each		
	Towel (Small)	Each		
40.	Peon Book-No-2	Each		
41.	Eraser (Rubber)	Each		
42.	Tag (Cotton)	Per bunch		
43.	Stamped Large	Each		
	Stamped small	Each		
44.	File Tray (Plastic)	Each		
45.	Toilet Tissue Paper	Each		
46.	Plastic Mug (Cello/Milton)	Each		
47.	Torch Light Cells	Per dozen		
48.	Pencil Battery	Per dozen		
49.	Lock & Key (8 Levers)	Each		
	Lock & Key (7 Levers)	Each		
	Lock & Key (5 Levers)	Each		
50.	Guarder (Rubber Band)	500 gm pkt.		
51.	Coaster	Per pkt		
52.	Tube Light (40 Watt)	Each		
53.	Bulb (100 Watt)	Each		
	Bulb (60 Watt)	Each		
54.	CFL Bulb (15 watt)	Each		
	CFL Bulb (18 watt)	Each		
	CFL Bulb (22 watt)	Each		

55.	Drinking Glass (Yera/Borosil)	Per set		
56.	Correction Pen	Each		
57.	Door Mat (Large) (Coir, Rubber,Grass type)	Each		
	Door Mat (Medium) (Coir, Rubber,Grass type)	Each		
58.	Liquid Soap	Per bottle		
59.	Water Jug	Each		
60.	Phenyl scented (1 ltr)	Each		
61.	Attendance Register	Each		
62.	Sharpener	Per dozen		
63.	Thread Roll Large	Each		
64.	Markin Cloth	Per metre		
65.	Brown paper (large)	Per kg/ream		
66.	Match Box	Per dozen		
67.	Gum Bottle	Per bottle		
68.	Gum Tube	Per Tube		
69.	Brown Tape-2 inches	Each		
70.	Glue Stick	Each		
71.	Register No 10	Each		
72.	Register No 12	Each		
73.	Register No 20	Each		
74.	Plastic Rope	Per Kg		
75.	Calling Bell (Musical)	Per pcs		
76.	Calling bell (Manual)	Per pcs		
77.	Fax Film roller (SHARP FO/A650)	Per roll		
78.	File sticker slip	Per pkt.		
79.	Dustbin (padestrial)	Each		
80.	Dustbin plastic	Each		
81.	Stock Book Register. (No.20)	Each		
82.	Stock Book Register. (No.30)	Each		
83.	Stock Book Register	Each		
84.	Clip plastic	Per pkt.		
85.	Torch light (3 battery)	Per pcs.		
86.	Budget Register. (No.20)	Each		
87.	Budget Register. (No.30)	Each		
88.	Budget Register. (No.40)	Each		
89.	Cushion for Chair size-16x16	Each		
90.	High lighter marker pen	Each		
91.	Compact Disk			
	(a) General	Each		
	(b) Rewritable	Each		
92.	Log book (400 pages)	Each		
93.	Filter candle (Milton)	Each		
94.	File Board			
	(a) File cover (Bilingual printing)	Each		
	(b) Box Files	Each		
95.	Curtain			
	(a) Window	Each		
	(b) Door	Each		
96.	HP LaserJet Cartridge 36 A	Each		
97.	HP LaserJet Cartridge 88A	Each		
98.	Xerox Tonner (5825/5834)	Each		
99.	SHARP Tonner MX-235 AT	Each		
100.	Envelope with DTP (Small size) 25x11	Per 1000		
101.	Envelope with DTP (30x25)	Per 1000		
102.	Envelope with DTP(30x40cm)	Per 1000		
103.	Envelope with DTP (4.5X10'') (Brown)	Per 1000		
104.	Plastic coated envelope	Per 1000		
105.	Visiting Card	Per 100		
106.	Writing Pad (small)	Per 10 pcs		
107.	Fee book (per book 15 pages)	Per 1000		
108.	Floor mopping brush with handle	Per pcs		
109.	Computer cleaning feather brush	Per pcs		
110.	Sky Brush	Per pcs		
111.	Admission Register	Per pcs		
112.	Glass cleaner (Colin, Mr. Muscles)	Per bottle		