



**ASSAM UNIVERSITY  
SILCHAR:788011**

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

NIT No.111/1/2017-Estt-I, Dated : 06-07-2017

**Cost of Tender = Rs. 500/-**

## **BIDDERS DETAILS**

1.	<b>Address to (Sealed Quotation)</b>	<b>: The Registrar, Assam University, Silchar</b>
2.	<b>Name of the Firms/Suppliers (Full Address &amp; with Telephone/Mobile No)</b>	_____ _____
3.	<b>PAN Card No.</b>	<b>:</b>
4.	<b>TIN No.</b>	<b>:</b>
5.	<b>Experience (Years/Months)</b>	<b>:</b>
6.	<b>“Call Deposit”(EMD) No. (With name of the Bank)</b>	<b>:</b>
7.	<b>“Call Deposit” (EMD) of Rs. 25000/- in favour of</b>	<b>:Finance Officer, Assam University, Silchar</b>
8.	<b>Issue of the Tender Paper</b>	<b>: 07-07-2017 to 27-07-2017</b>
9.	<b>Last date of Submission of Tender</b>	<b>: 27-07-2017 up to 2.00 pm.</b>
10.	<b>Tender will be Opened on</b>	<b>: 27-07-2017 at 3.00pm.</b>



**ASSAM UNIVERSITY, SILCHAR:: 788011**

**NOTICE INVITING QUOTATION**

No. 111/1/2017 -Estt.-I, dated, 6<sup>th</sup> July-2017

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 **2017-18**.

**Terms & conditions for supply of Office stationery / Computer stationery items.**

1. 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.
2. The Firm should submit Income Tax clearance Certificate & also submit Photocopy of PAN Card & TIN number.
3. 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/-. The intended bidders may download Tender documents from university website and they shall have to enclose a separate draft of Rs.500/- in favour of Assam University, Silchar only being the cost of Tender documents while submitting their tenders.
4. VAT/Income Tax or any other Taxes as admissible will be deducted at source.
5. 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.
6. 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.
7. The tender submitted should be in a sealed envelop superscripted as "TENDER FOR SUPPLY OF OFFICE STATIONERY & COMPUTER STATIONERY" for the year 2017-18 and addressed to "The Registrar, Assam University, Silchar".
8. The last date of submission of tender is 27-07-2017 up to 2.00 p.m. at "Establishment Section-I", Assam University, Silchar.
9. Proprietor of Firms may personally remain present or send their representatives at the time of opening of tender documents on 27-07-2017 at 3.00p.m.
10. The University reserves the right to accept selected items with samples based on its quality.

**Registrar**

No.111/1/2017-Estt.-I/

Date : 06/07 /2017

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

Section Officer(Estt.)



**ASSAM UNIVERSITY:SILCHAR :: 788011**

**NIT No. 1/2017 (Estt.-1)**

**LIST OF OFFICE STATIONERY ITEMS (Annexure-A)**

Sl. No.	Name of Items	Accounting Unit	Rates in (Rs.)	Remarks
1.	<b>A.U. print Note Sheet</b> (Legal size paper) (80 GSM) Bilingual	Per book of 100 pages		<b>Sample required</b>
2.	<b>A.U. print Letter Head (A 4 size)</b> (90 GSM) Bilingual	Per book of 100 pages		<b>Sample required</b>
3.	<b>A.U. print Staff Attendance Register</b> (Legal size) (80 GSM)	<b>Each</b> (20 pages)		
4.	<b>ALPIN</b>			
	( a ) T- shape	Each box		
5.	<b>Binding Clip</b> a) Small b) Medium	<b>Each</b>	a) b)	
6.	<b>Black Tape (1 inch.)</b>	<b>Per Roll</b>		
7.	<b>Brown Paper</b>	<b>Per ream</b>		
8.	<b>Calculator (10 digit with Check facility,</b> (a)CITIZEN (b)ORPAT (c) CASIO	<b>Each</b>	a) b) c)	
9.	<b>Candle (Big size)</b>	<b>Each</b>		
10.	<b>Cello tape</b>			
	<b>1 inch</b>	<b>Per Roll</b>		
	<b>2 inch</b>	<b>Per Roll</b>		
	<b>2 inch (brown tape)</b>	<b>Per Roll</b>		
11.	<b>Chair Cushion (Kurlo)</b>	<b>Each</b>		
12.	<b>Correcting Fluid(White) (Kores)</b>	<b>Each</b>		
13.	<b>Cotton Thread</b>	<b>Per ball</b>		
14.	<b>Dak Pad</b>	<b>Each</b>		
15.	<b>Envelop with Printing as per Requirement</b>			
	(a) 11 X 5 White	<b>Per 1000</b>		<b>Sample required</b>
	(b) 11 X 5 Poly coated Brown	<b>Per 1000</b>		<b>Sample required</b>
	(c) 16 X 12 Poly coated Brown	<b>Per 1000</b>		<b>Sample required</b>
	(d) 10 X 12 Poly coated Brown	<b>Per 1000</b>		<b>Sample required</b>
16.	<b>Eraser Apsara (Non dust)</b>	<b>Per Pkt</b>		
17.	<b>File Board (Best Quality)</b>	<b>Each</b>		<b>Sample required</b>

18.	<b>Printed File Cover (Best quality)</b>	<b>Each</b>		<b>Sample required</b>
19.	<b>File Tray</b>	<b>Each</b>		
20.	<b>Plastic folder (Envelop type A4)</b>	<b>Each</b>		
21.	<b>Fax Roll (Kores)</b>	<b>Each 30 Mtrs.</b>		
22.	<b>Gum Bottle 700 ml (Kohinoor/Kores)</b>	<b>Each</b>		
23.	<b>Gum Tube</b>	<b>Each</b>		
24.	<b>Glue Stick</b>	<b>Each</b>		
25.	<b>Handulium Water Bucket (16 Ltr)</b>	<b>Each</b>		
26.	<b>Hi-Litre (Luxor)</b>			
27.	<b>Index File/Guard file</b>	<b>Each</b>		
28.	<b>Ink for Stamp Pad 25 ml</b>	<b>(a) Each</b>		
29.	<b>Jems Clip (Plastic coated)</b>	<b>Per Box</b>		
30.	<b>Paper Cutter (Big)</b>	<b>Each</b>		
31.	<b>Log Book (200 pages) As per specification</b>	<b>Each Book</b>		
32.	<b>Paper Weight</b>	<b>Each</b>		
33.	<b>Pencil Sharpener</b>	<b>Each</b>		
34.	<b>Pen Stand (Best Quality)</b>	<b>--</b>		
	<b>(a) 2 Pens</b>	<b>Each</b>		
	<b>(b) 4 Pens</b>	<b>Each</b>		
35.	<b>PEN</b>	<b>a) Each</b>		
	<b>a) V 5</b>			
	<b>b) Ball PEN (General)</b>	<b>b) Each</b>		<b>Sample required</b>
	<b>c) Gel Pen</b>	<b>d) Each</b>		
	<b>d) Sketch Pen</b>	<b>e) Each pkt</b>		
	<b>e) White Board Marker Pen</b>	<b>Each</b>		
	<b>f) Permanent Marker Pen</b>	<b>Each</b>		
	<b>g) CD Marker Pen</b>	<b>g) Each</b>		
36.	<b>Peon Book (2 No.)</b>	<b>Each</b>		
37.	<b>Pin Cushion</b>	<b>Each</b>		
38.	<b>Plastic Mug</b>	<b>Each</b>		
39.	<b>Plastic Scale 12 inch</b>	<b>Per Doz.</b>		
40.	<b>Plastic Water Bucket (16 Lt)</b>	<b>Each</b>		
41.	<b>Poker (Plastic Handle)</b>	<b>Per doz</b>		

42.	<b>Punching Machine (Kangaroo)</b>	--		
	<b>(a) Double</b>	<b>Each</b>		
	<b>(b) Single</b>	<b>Each</b>		
43.	<b>Room Freshener (Rose/Sandle)</b>	<b>Each</b>		
44.	<b>Rubber Band (Best Quality)</b>	<b>500 gm pkt.</b>		
45.	<b>Scissors (Plastic handle)</b>	<b>(a) Each</b>		
	<b>(a) Medium</b>			
46.	<b>Stick Flag (Multi colours)</b>	<b>Per pkt</b>		
47.	<b>Meeting Pad</b>	<b>Each</b>	a)	
	<b>a) Small</b>		b)	
	<b>b) Medium</b>			
48.	<b>Sealing Wax</b>	<b>Per Pkt</b>		
49.	<b>Shorthand Note Book (Oxford)</b>	<b>Each</b>		
50.	<b>Stamp Pad</b>	<b>Each</b>		
51.	<b>Stapler</b>	<b>--</b>		
	<b>Stapler (Big 24X6) (Kangaroo)</b>	<b>Each</b>		
	<b>Stapler (Small) N/10 (Kangaroo)</b>	<b>Each</b>		
52.	<b>Stapler Pin</b>	<b>--</b>		
	<b>(a) N/10 (Kores/Kangaroo)</b>	<b>Each/Pkt</b>		
	<b>(b) 24/6 (Kores/Kangaroo)</b>	<b>Each/Pkt</b>		
53.	<b>Student Attendance Register</b>	<b>2 No. Each</b>		
54.	<b>Tag</b>			
	<b>(a) Nylon</b>	<b>Each bundle</b>		
	<b>(b) Cotton</b>	<b>Each bundle</b>		
55.	<b>Thread Plastic (Best Quality)</b>	<b>Each</b>		
	<b>(a) 1 K.G.</b>			
56.	<b>Towels</b>			
	<b>(a) White Special Towel (2.5 mtrs.)</b>	<b>Each</b>		
	<b>(b) Big (for Arm chair)</b>	<b>Each</b>		
	<b>(c) Small (for hand wash)</b>	<b>Each</b>		
57.	<b>Waste Paper Basket</b>	<b>Each</b>		
58.	<b>Markin Cloth (Best quality)</b>	<b>Per metre</b>		
59.	<b>Wood Pencil (HB) (Notoraj)</b>	<b>Per Pkt of 10 Pcs</b>		
60.	<b>Water Sponge with container</b>	<b>Each</b>		
	<b>(a) White Chalk (dustless)</b>	<b>Per box</b>		
	<b>(b) Chalk (colored)</b>	<b>Per box</b>		
61.	<b>Paper A 4 (Per ream)</b>	a)		
		b)		

62.	<b>Paper Legal (FS) (Per ream)</b>	<b>a)</b>		
		<b>b)</b>		
63.	<b>Paper A 3</b>	<b>Per ream</b>		
64.	<b>Stock Register</b>			
	<b>(a) 10 No.</b>	<b>Each</b>		
	<b>(b) 20 No.</b>	<b>Each</b>		
	<b>(c) 30 No.</b>	<b>Each</b>		
65.	<b>REGISTER (white/roll)</b>			
	<b>(a) 6 No.</b>	<b>Each</b>		
	<b>(b) 8 No.</b>	<b>Each</b>		
	<b>(c) 10 No.</b>	<b>Each</b>		
	<b>(d) 20 No.</b>	<b>Each</b>		
	<b>(e) 30 No.</b>	<b>Each</b>		

**Signature with Seal of Firm / Supplier**



**ASSAM UNIVERSITY SILCHAR :: 788011**

**NIT No. 1/2017 (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 (Black)	HP		
4.		678A (colour)	HP		
5.	Toner Cartridges	05 A	HP		
6.		11A	HP		
7.		12A	HP		
8.		15A	HP		
9.		16A	HP		
10.		49A	HP		
11.		51A	HP		
12.		53A	HP		
13.		55A	HP		
14.		64A	HP		
15.		78A	HP		
16.		80A	HP		
17.		81A	HP		
18.		88A	HP		
19.		540A	HP		
20.		541A	HP		
21.		542A	HP		
22.		543A	HP		
23.	CD (General)	700 MB each	Sony		
24.	CD (Rewritable)	Each	Sony		
25.	DVD	Each	Sony		
26.	PEN DRIVE	16 GB each	HP		
27.		32 GB each	HP		

**Signature with Seal of Firm / Supplier**