

RAIGANJ UNIVERSITY
College Para, Raiganj, Uttar Dinajpur, 733134 (W.B)



NOTICE INVITING TENDER

Ref. No. **F-NIT-17 (Stationery 196/2021 {2nd call})**

Date: **09.02.2021**

Sealed Tender are hereby invited from the bonafide suppliers of Stationery items as per list for supplying of Stationery items at Raiganj University as when required for the period of one year.

The rate of each specific item should be quoted and samples of specimens of material should be produce before the time of opening of tender. The rate should be quoted in words and figures including of all taxes and charges of delivery at this University. Specific Brand name / size / quantity etc. where applicable must be mentioned with quoted rate.

Valid Income Tax (PAN card) and Trade License must be furnished with the tender papers along with the related credentials (Preference will be given to the tenderers having experience in working with Government/ Semi- Government/Government aided Department). Incomplete and partial tender will be rejected.

Earnest money of Rs. 5000/- (Rupees five thousand) only shall have to deposited in favour of Raiganj University by way of demand draft. Earnest money for unsuccessful tenderers will be returned to the vendor on submission of petition to that after completion of tender process. For successful tenderer the earnest money will be kept as Security Deposit. In case of failure of disruption of supply of Stationery items or any case of supply of sub-standard materials within the stipulated period the Security Deposit will be forfeited without any prejudice.

Sealed cover containing tenders earnest money and other relevant papers and documents should be superscripted "TENDER FOR SUPPLY OF STATIONERY ITEMS FOR THE PERIOD OF ONE YEAR" and address to, The Registrar, Raiganj University, Collegepara, Raiganj, Uttar Dinajpur, PIN 733134. Sealed tenders must be dropped in the box kept in front of the chamber of Finance Officer within **26.02.2021**. No tender received beyond the scheduled date will be entertained at any circumstances.

The successful tenderers will have to make an agreement with the University on a non judicial stamp paper worth Rs. 10/- (Rupees ten) only.

Preference will be given to the local vendor at Raiganj.

University will award the Contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. University also reserves the right to reject any or all the tender, wholly or partially, without assigning any reason thereof.

TERMS & CONDITIONS

1. Rate should be quoted for each item separately.
2. Supply of articles have to completed within seven days of receiving the supply orders, otherwise the order will be cancelled and the 2nd lowest tenderer will be favoured with the order and security money and the security money will be forfeited and the tenderer will be blacklisted.
3. The quoted rate should be of 1 (one) year valid from the date of agreement or acceptance of the rate. However, the undersigned has every right to make the validity shorten without assigning any reason to anybody else.

LIST OF STATIONERY ARTICLES

Sl. No.	Name of Items	Brand / Specification	Quantity	Rate (Rs.)
1.	Calculator	Citizen	Per piece	
2.	Ball pen	Cello	Per piece	
3.	Stapler	Kangaroo (Med 10)	Per piece	
4.	Stapler	Kangaroo (Big 555)	Per piece	
5.	Pin	King	Per box	
6.	Folder File (2 fold)	Meghdut international poly coated	Per piece	
7.	Folder File (4 fold)	Meghdut international poly coated	Per piece	
8.	Knife	Stainless steel	Per piece	
9.	Ink for stamp pad	Camel	Per piece	
10.	Pen (use & throw)	Agni (0.5 mm)	Per piece	
11.	Cover File	Ambassader	Per piece	
12.	A4 xerox paper	Copy power	Per ream	
13.	A3 xerox paper	Copy power	Per ream	
14.	Fevi Gum	Pedilite 200ml.	Per bottle	
15.	Fevi stick	Pedilite 15 gm	Per piece	
16.	Stapler pin	Kangaroo (Med 10)	Per box	
17.	Stapler pin	Kangaroo (Big 555)	Per box	
18.	Pencil battery	Duracel	Per piece	
19.	Scale (plastic)	Camlin	Per piece	
20.	Sponge with case	Good quality	Per piece	
21.	Room freshner 300 ml	Godrej	Per piece	
22.	High lighter pen	Cello	Per piece	
23.	Plastic cover file	Kalor Nine	Per piece	
24.	Cello tape 2 inch	Good quality	Per piece	
25.	Stamp pad (regular size)	Camlin	Per piece	
26.	Stamp pad ink (60 ml)	Camlin	Per piece	
27.	Board file	Good quality	Per piece	
28.	Lock & Key for room	Godrej	Per piece	
29.	Lock & key for Drawer	Godrej	Per piece	
30.	Punch machine (one face)	Kangaroo	Per piece	
31.	Punch machine (two face)	Kangaroo	Per piece	
32.	Hand Sanitizer	Medicated	500 ml. / 1 ltr.	
33.	Surgical Mask		100 pcs.	
34.	Pencil	Nataraj / Apsara	Per packet	
35.	Water bottle	Cello	Per dozen	
36.	Glass with lid		Per dozen	
37.	Self stick note pad (3" x 3")	Caerotix	40 sheets	
38.	Arch file		Per dozen	

Commencement Date of Tender:

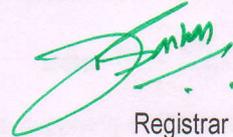
11. 02. 2021

Closing Date of Tender:

26. 02. 2021

Opening date of tender:

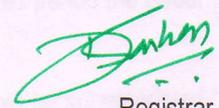
~~To be Notified later~~
01. 03. 2021



Registrar
Raiganj University

Copy forwarded for information to:

1. Finance Officer, Raiganj University
2. Secretary to the Honourable Vice-Chancellor, Raiganj University
3. University Website
4. Notice Board



Registrar
Raiganj University

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