



ভট্টদেৱ বিশ্ববিদ্যালয়
বজালী, পাঠশালা-৭৮১৩২৫, অসম
BHATTADEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA-781325, ASSAM
OFFICE OF THE REGISTRAR

Dr. Upakul Sarmah
Deputy Registrar

E-mail: dr@bhattadevuniversity.ac.in
Website: www.bhattadevuniversity.ac.in


No. Bhatt.U/E&A Sec./NIB/2024/3674

Date: 12/02/2024

NOTICE INVITING BIDS

Sealed tenders in two bid system are invited from the Manufacturers/Authorized Dealers/ Distributors/ Vendors on prescribed format for "Empanelment of Vendors with Respect to supply of Sanitary, Stationery and other items in Bhattadev University" for Financial Year 2024-2025.




Deputy Registrar
Bhattadev University

TERMS AND CONDITIONS FOR EMPANELMENT OF VENDORS
WITH RESPECT TO SUPPLY OF SANITARY, STATIONERY AND
OTHER ITEMS IN BHATTADEV UNIVERSITY

A) Terms and Conditions:

The following terms and conditions, which are the minimum criteria for this bid, shall apply herein:-

1. The sealed cover must be submitted in two separate, sealed sub-envelopes clearly super-scribed as:
 - i. 'Techno-commercial Bid', consisting of documents, testimonials, etc. pertaining to all technical details/ specifications of item(s) in addition to commercial terms and conditions as well as details of required compliances; and,
 - ii. 'Financial Bid', indicating item-wise base rate(s)/ price(s)/ discount rate(s) for the item (s) listed in the relevant Techno-commercial Bid.
2. The two separate, sealed sub-envelopes mentioned in Clause 1 are required to be placed inside a comparatively bigger sealed envelope clearly super-scribed on the top of the same as **"EMPANELMENT OF VENDORS WITH RESPECT TO SUPPLY OF SANITARY, STATIONERY AND OTHER ITEMS IN BHATTADEV UNIVERSITY:: NIB No Bhatt.U/E&A Sec./NIB/2024/3674 Dated: 12/02/2024"**. The name and address of the bidder along with valid contact number(s) must be mentioned on each of the envelopes. The bigger sealed envelope addressed to "The Registrar, Bhattadev University, Bajali, Pathsala, PIN-781325, Assam" must be submitted during office hours in the Drop-Box arranged for the purpose or sent by post on or before **1.00 PM** of **04/03/2024**. Tender sent by post must be reach by the above time and date. For late delivery by postal or any other authentic mailing services, the institute shall not be responsible.
3. The application must be accompanied by a **compulsory non-refundable bid processing fee of ₹1000/-**. The bid processing fees must be deposit through **SBI Collect. (for depositing bid processing go to <https://www.onlinesbi.sbi/>, click on SBI collect-Select Category as Educational Institutions- Search Educational Institute as Bhattadev University Bajali-Select Payment Category as Bid Processing Fees-Rs. 1000/-then filled in all the details—then click next—Click Next—Select payment type—then make payment)** Applications with no bid processing fee will be rejected. The bid processing fee shall be submitted along with the Technical Bid.
4. The bids will be opened on **04/03/2024** at **2.00 P.M.**



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12/02/24*

5. In case the date of bid submission/ date of opening is declared a holiday by any jurisdictional authority, then the following working day of the University will be treated as due date for bid submission/ opening. The bid received after due date and time or without sealed cover or in torn condition shall not be entertained under any circumstances whatsoever.
6. Any addendum, corrigendum, notice of date extension, etc. will be posted on the University's website only. As such, it is in the bidder's interest to stay alert regarding such notices/notifications.
7. All bids received will be opened, scrutinized and evaluated by a committee constituted for the purpose of selection and recommendation with respect to empanelment of vendors.
8. Evaluation shall be done separately for each category of items as deemed fit by the committee.
9. The University shall deal with the bidder directly, and thus, no middle-men/ agents/ commission agents etc. should be asked or encouraged by the bidder to represent their cause.
10. All pages of the bidding document and supporting materials, annexure/enclosures etc. must be sealed and signed by the bidder or their authorized signatory. All entries by the bidder should be legibly written. Any over-writing, corrections and cuttings should bear initials of the authorized signatory. Ideally, corrections should be made by writing again instead of 'shaping' or over-writing.
11. The employees of Bhattadev University or their immediate family members shall not be eligible to participate in the bidding process. For the purpose of this clause, immediate family members comprise dependent parents, sons, daughters, brothers, sisters and spouse.
12. Only the sought for information and details are required to be furnished with the bidding document. However, if the bidder desires to present additional information, they may be provided on additional sheet of paper.
13. The bidder submitting their bid shall be deemed to have read and unconditionally accepted all terms and conditions stated herein. No correspondence, be it verbal or written, shall be entertained in respect of acceptance or rejection of their bid.
14. Non-conformity to any of the stipulated terms and conditions and/or non-submission of any of the documents/ testimonials/ fees etc. mentioned below in the 'Enclosures-cum-Checklist' section, shall amount to the bid being 'incomplete' thereby disqualifying the bidder owing to which their bid will not be considered but instead summarily rejected by the bid opening and evaluation committee.
15. Financial Bid of only the techno-commercially acceptable offers shall be opened for the purpose of evaluation (and ranking).
16. Discount rate(s)/ values in Financial Bid must be quoted in terms of 'Percentage' (%) only.



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17. The bidder shall quote the most competitive rates per unit, per item and total price of each item quoted or percentage above, below on the rates in the bidding documents. GST (CGST, SGST, IGST), admissible duties, rates and other taxes, if any, all of which shall be shown separately. Insurance, wages of manpower, and other incidental expenses must be borne by the selected bidder themselves.
18. In case the bidder quotes zero/ nil/ blank against the respective columns of each item in 'Schedule of Rates', the bid shall be treated as invalid and the bidder will not be considered the lowest (L1).
19. If discount rates are quoted in a format other than the one which is prescribed in the bidding document, then the bid is liable to be cancelled. 'Schedule of Rates' must be carefully and properly filled up. Please note that no corrections and/or alterations in the Financial Bid will be permitted at a later stage.
20. The highest discount rates will be determined based on evaluation of bids belonging to only the techno-commercially qualified bidders. The bidders willing to supply at the discount rates determined by the University shall be issued an offer for enlistment/ empanelment. That offer which shall be based on the highest discount rates or any other discounted rate(s) to be decided by the University, would need to be accepted within stipulated number of days (to be intimated in due course of time) from the date of issue of the aforementioned offer. Failure to accept the offer and/or failure to communicate its acceptance within that time frame shall automatically result in cancellation of the offer.
21. For the successful bidder to be considered for empanelment, they shall have to invariably deposit security money (refundable) to the tune of not less than ₹10000/- which would be finalized by the University authority at a subsequent stage based on a forecast of tentative annual requirements.
22. The Security Deposit (SD) money of the successful bidder shall not carry any interest and would be refunded at the time of conclusion of the contract period.
23. After receiving the necessary approval of the University authority, the highest discount rates applicable on the item(s) listed in the Techno-commercial Bid shall remain constant/ fixed/ valid for a period of one year from date of issue of the Office Order pertaining to enlistment/empanelment. Subject to satisfactory performance of the selected bidder(s), the validity period of the resultant rate contract (RC) may be extended/ renewed for further duration based on mutual consent, if deemed necessary. In all circumstances and eventualities, whether arising out of expiry of the period of the RC or its non-renewal or termination or withdrawal, the bidder shall have to continue the work till such time that a new or alternate arrangement is made by the University.
24. The successful bidder shall deliver the listed item(s) at the approved discount rate(s) as and when requirement arises.



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25. Bhattadev University personnel reserves the right to call for any information and record, inspect the premises (if any) of any or all of the bidders, before as well as, during the validity period of the RC.
26. The bid shall be rejected if:
 - (i) the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or
 - (ii) the bidder is found to have been blacklisted by any government/ non-government organization/ Public Sector Undertaking in the preceding three(3) years; or
 - (iii) the bidder is convicted, punished, charge sheeted in a criminal case involving moral turpitude; or
 - (iv) the bidder tries to canvass the bidding process or influence any official of the University, in any manner whatsoever; or
 - (v) the bid or any part of it is found to be conditional or contradictory in nature and interpretation.
27. The bidder should clearly state in the bid/ offer if there is any company offered special rebate or discount admissible or will be given to the University on the item(s) quoted.
28. An offer of guarantee encompassing immediate replacement of the supplied item(s) against defects of manufacturing/ workmanship/ mishandling during storage and transit etc., must be provided by the successful bidder.
29. The successful bidder shall deliver the ordered item(s) at the place/site as instructed by the authorized personnel during or prior to delivery and also collect item(s) for return, if any.
30. The necessary on-site delivery [as well as on-site training (if applicable)] shall be carried out by authorised representative(s) of the successful bidder entirely at their own risk and free-of-cost in the presence of authorised personnel from the concerned research lab/ academic department/ administrative section of the University or stakeholder(s) of the bid.
31. The successful bidder shall provide prompt after-sales service and support whenever and wherever called for. By having an alternative backup plan for continued availability of human resource, the bidder shall ensure that there is no disruption of services because of absenteeism of manpower. Apart from providing the required services, as and when called for, the successful bidder shall discharge any other duties, which in the opinion of the University are within the scope of work of the bidder, and that such duties shall be carried out with due diligence and care.
32. The successful bidder must deliver the item(s) and provide associated service and support/assistance at the designated site during such time in the day as may



Handwritten signature and date: 12/10/20

- be specified for that particular place from time to time which include all working days/ shifts and even on holidays.
33. The successful bidder will engage suitable and experienced personnel as may be needed to supervise and guide the subordinate personnel for proper completion of the work as per direction of such officer(s)/ official(s)/ end user(s) as may be designated by the University. The bidder is overall and fully responsible for the good conduct and character of the manpower deployed. In case of any complaint against any staff, the bidder shall be under mandatory obligation to suitably punish such personnel or to take such other action as may be directed including removal or substitution of such personnel when instructed orally or in writing by the designated officer(s)/ official(s)/ end user(s).
 34. The successful bidder and their representative(s) shall be liable to be dealt suitably in the event of infringement of any law. Any financial liability arising on the University as principal employer shall be deducted from the bill(s)/invoice(s) of the bidder and if the full amount is not recovered, then the same shall be recovered from the SD money (if any) of the bidder.
 35. In case the work carried out by the successful bidder or its personnel is not found satisfactory, then the bidder upon advice, directions or orders from the University shall take immediate necessary steps/action so as to provide prompt, uninterrupted and effective services, as per terms of the Rate Contract (RC).
 36. In case the successful bidder fails in fulfilling the obligations of work under the RC, fully and in time, the University shall have the absolute right to take up the work at the bidder's cost and risk, and recover all such expenses from the amounts due to the bidder including their SD money (if any).
 37. For any deficient services, the University reserves the right to terminate the RC and initiate such further penal/ legal action as deemed appropriate.
 38. The manpower deployed by the successful bidder for carrying out the obligations under the terms of the RC shall be employees of the bidder. No relationship of master and servant would be created between the deployed manpower and the University under this contract. The bidder shall be solely responsible for its affairs and will be bound to comply with the statutory obligations as and where applicable. These personnel shall have no claim whatsoever, to be treated as employees of the University. In the event of any such claims being made by the personnel of the successful bidder on the University, the bidder shall be wholly responsible and the bidder shall indemnify the University against any such claims, either monetary or otherwise.
 39. The successful bidder shall observe all the laws and be solely responsible for any prosecution or liability arising from breach of any of those laws. The bidder shall be responsible for compliance with all central and state laws as per rules/ regulations/ bye-laws and order of the local authorities and statutory bodies as



Handwritten signature and date:
12/12/24

- may be in force from time to time during the subsistence of the contract. The bidder shall also indemnify the University and its officer(s)/ official(s)/ end user(s) from any claim or consequences/ damages for any lapse or non-compliance thereof. If, at any point of time, it is found that any type of liability/ responsibility has been fixed on the University or its employees by any government or local bodies as regards the contract, then the total responsibility will have to be borne by the bidder.
40. If, at a later date, it is found that any of the information, documents, testimonials or certificates submitted by the successful bidder is wrong/ forged/ fake/ false or manipulated, then the RC shall stand cancelled with immediate effect and SD money (if any) with the University shall be forfeited without any claim whatsoever against the University.
 41. The successful bidder shall not divulge any information, confidential or otherwise, that he may come across. The bidder or their representative(s) shall be granted permission by the University to enter the premises only for the purpose of carrying out the contractual obligations and not for any other reasons or purposes. Prior permission will have to be obtained by the bidder or their authorized representatives from the University in the event of them being required to remain on the University's premises beyond the stipulated time and/or on Sundays and fixed public holidays for any reasons whatsoever.
 42. If, in the course of execution of the RC by the successful bidder, any damage is caused by the bidder or its personnel deployed in the University's premises to persons and/or property of the University, the bidder shall be liable for the same and that they shall indemnify the University against such damages. The bidder shall also render all assistance and cooperation to the University in the event of any inquiry relating to any such incident or accident.
 43. The successful bidder shall not delegate or sublet the supply assignment or any part thereof to any other agency/ entity/ contractor without the prior written consent/ approval of the University; and such consent, even if provided, shall not relieve the bidder from any liability or any obligation under the RC.
 44. No advance payment shall be made to the successful bidder. In order to receive payment against the supply assignment so executed, the bidder shall have to submit triplicate copies of bill(s)/invoice(s) and relevant supporting documents. However, payment shall be made only after due scrutiny, verification and endorsement of the same by the end user/ authorized personnel who shall necessarily be officer(s)/ official(s) designated by the University for the purpose.
 45. Statutory levies and taxes, as applicable from time to time, shall be deducted at source as TDS from the bill(s)/invoice(s) of the successful bidder at the time of settlement of the same unless the bidder produces a certificate to the



Handwritten signature and date: 12/12/20

- contrary from the Income Tax authorities. TDS certificate will be issued by the University. GST and other taxes, as applicable from time to time, shall be paid as per rules.
46. The successful bidder is liable to forfeit their SD money (if any) and be barred from future bidding if after receipt of purchase order, they fail to supply the item(s) and/or fulfill due obligations concerning the supply assignment.
 47. The University reserves the right to cancel the RC by giving a notice in writing without assigning any reason whatsoever in lieu thereof. Any notice sent by the University to the address recorded in the bidding document shall be deemed to have been properly served for any of the purposes mentioned herein
 48. Mere submission of bid does not confer any right on any eligible bidder for being enlisted/ empanelled with the University.
 49. The Registrar, Bhattdev University or any officer(s)/ official(s)/ end user(s) authorized by the University, has the discretion to review or ascertain and enforce due and proper observance of the laws, rules and regulations. The officer(s)/ official(s)/ end user(s) so authorized by the University, or the Registrar, may, by himself, investigate into any complaint regarding default on the part of the bidder as regards terms and conditions of the bid. No bidder shall be allowed to be represented by any legal expert during the course of any investigation, enquiry, appeal or any other proceeding conducted by or before any officer/ official/ end user of the University against the bidder.
 50. In the event of any dispute or difference between the parties relating to or concerning the interpretation of the rate contract/ bid or any alleged breach thereof or any matter relating to the contract/ bid, the same shall be settled by the parties, as far as possible, by mutual discussions and consultations between themselves. No bidder shall be allowed to be represented by a legal expert during any proceeding of mutual discussions and consultation. The dispute shall be so settled only when the same has arisen during subsistence of the contract and that the decision taken by the Registrar, Bhattadev University shall be final and binding on all parties. In other words, in case of any ambiguity or dispute that may arise in the interpretation of any of the clauses in this bidding document, the interpretation of the Registrar, Bhattadev University shall be final and binding on all.
 51. Bhattadev University reserves the right to amend or withdraw any of the terms and conditions and also update, modify, relax/waive and supplement the minimum requirements at any point of time. The University reserves the right to accept the offers in full or in parts or reject summarily or partly. In other words, the University reserves the right to accept, consider or reject any or all of the offers without assigning any reason in lieu thereof. The decision of Bhattadev



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University in respect of scrutiny and evaluation of credentials of bidders as well as selection of the successful bidder(s) shall be intimated by the office. The decision of Bhattadev University on all matters connected with or incidental to selection or empanelment of vendors shall be final and binding on all and shall not be called in question on any ground.

52. The law of the land shall apply to the rate contract arising out of this bid. All disputes in this connection and all matters arising out of the contract shall be settled exclusively in the courts under Bajali district jurisdiction.
53. The prices under a rate contract shall be invariably subject to 'price fall clause' and this shall be specified in the bidding documents. A clause regarding price fall shall be incorporated in the terms and conditions of rate contract.
54. The Earnest Money Deposit (EMD) of ₹10,000/- (Rupees ten thousand only) (Refundable) must be deposit through SBI Collect. (for depositing EMD go to <https://www.onlinesbi.sbi/>, click on SBI collect-Select Category as Educational Institutions- Search Educational Institute as Bhattadev University Bajali-Select Payment Category as Earnest Money Deposit(EMD)-Rs. 10000/---then filled in all the details---then click next---Click Next---Select payment type---then make payment) failing which the Tender will be rejected.

Provided that any concession in bid security deposit as may be notified by the State Government from time to time for encouraging local industries or small business, micro and small enterprises located in and operating from the State, recognized start-ups located in and operating from the State, individual bidders belonging to different reserved categories of the State, individual physically challenged bidders of appropriate levels of disability, and women entrepreneurs etc., shall be allowed accordingly on production of the relevant certificates from the competent authorities.

55. EMD of unsuccessful bidder shall be refunded after receiving an application within one year. The application should clearly state details of Bank Account for online transfer of EMD. The EMD of the successful firm shall be kept along with the security deposit which shall be released after successful completion of the assignment.



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B. Enclosures-cum-Checklist

Documents etc. which must be placed inside the sub-envelope titled 'Techno-commercial Bid' are:

- i) SBI Collect receipt of the **Bid processing fee** worth ₹1000/- with transaction id.
- ii) SBI collect receipt of the **EMD** worth ₹10000/- with transaction id.
- iii) Copy of bidding document duly sealed and signed by the authorised signatory representing the bidder.
- iv) An undertaking on the letterhead of the bidder clearly stating that 'all terms and conditions stipulated in the bidding document are unconditionally acceptable to us'
- v) Copy of valid/ up-to-date trade license issued by the competent authority under jurisdiction of Assam State.
- vi) Copy of PAN card
- vii) Copy of certificate pertaining to GST registration
- viii) Copy of document(s) indicating income tax returns (ITR) filing for the last Financial Year.
- ix) Copy of documents/ testimonials [such as purchase orders/ invoices] indicating prior work experience of similar nature.
- x). Hard Copy (paper) of the duly filled up prescribed format of 'Schedule of Rate' at **Annexure-A** must be placed inside the sub-envelope titled '**Financial Bid.**'
- xi) **Soft Copy (in Excel File Format) of the duly filled up prescribed format 'Schedule of Rate' at Annexure-A must be submit in pen drive/CD and placed inside the sub-envelop titled 'Financial Bid**



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12/10/20

ANNEXURE -A

a). Schedule of Rates for Sanitary, Stationery and other items

Sl. No.	Item	Specification	Preferred Brand/Company/ Make	Unit of measure	Base Rate per unit (INR)	% of Rate of Discount	GST (CGST, SGST, IGST), admissible duties, rates and other taxes, if any, all of which shall be shown separately
1	Bleaching Power	250g size, best quality	Best Quality	Pkt.			
2	Bleaching Power	500g size, best quality	Best Quality	Pkt.			
3	Broom	Grass made, best quality	Best Quality	No.			
4	Broomstick/Ceiling Broom/Ceiling Brush	Best quality	Best Quality	No.			
5	Bucket	12/20 ltr. Size, plastic made, best quality	Cello/ Milton	No.			
6	Damper pad/Fingertip Moistener/Finger Grip	Spongy type	Best Quality	No.			
7	Dishwashing Liquid	250ml size	Pril/Vim/ Patanjali	Btl.			
8	Disposable Garbage Bag	17-19cm x 21cm size, 90 nos., best quality	Best Quality	Pkt.			
9	Door Mat	Coir made, different sizes	Best Quality	No.			
10	Door Mat	Recycled rubber made, different sizes	Best Quality	No.			
11	Dust Pan	Best quality	Best Quality	No.			
12	Dustbin	Pedal-assisted, plastic made, medium size, best quality	Best Quality	No.			
13	Dustbin	48 ltr, 50Ltr	Cello/Pluton/ other equivalent quality	No.			
14	Dusting cloth/Table Duster cloth	24" x 24" size, best quality	Best Quality	Pc.			
15	Floor Brush with handle	Plastic made, best quality	Best Quality	No.			
16	Floor Disinfectant	500ml size	Lizol/Domex/Cross	Gal.			
17	Glass Cleaner	500ml size		Btl.			
18	Hand Sanitizer Spray	100ml size, best quality	Lifebuoy/Dettol/Savlon	Btl.			
19	Hand Sanitizer Spray	500ml size, best quality	Lifebuoy/Dettol/Savlon	Btl.			
20	Hand-soap liquid	250ml size	Lifebuoy/Dettol/Savlon	Btl.			
21	Hand wash Refill pack	500ml/750ml	Lifebuoy/Dettol/Savlon	Pkt.			
22	Knife	Plastic handle	Best quality	No.			
23	Mosquito Repelling		Allout/GoodNight/Mortein	No.			



U. K. M. S.
12/12/2020

	Liquidator Machine					
24	Mosquito Repelling Liquidator Refill		Allout/GoodNight/Mortein	No.		
25	Room Freshener Spray		Godrej/Ambipure	Btl.		
26	Surface Disinfectant Spray	200-240ml capacity	Lifebuoy/Dettol/Savlon	Btl.		
27	Surface Disinfectant Spray	500ml capacity	Lifebuoy/Dettol/Savlon	Btl.		
28	Sutli	Jute/cotton made, best quality	Best Quality	Kg.		
29	Thread Ball	Cotton made, best quality	Best Quality	No.		
30	Tissue Paper	Moistened type, best quality	Best Quality	Pkt.		
31	Toilet brush & Holder	Set	Harpic/ Sanifresh	No.		
32	Mop (handle+Sweeping)	Dry type, large size	Best quality	No.		
33	Toilet Cleaner	500 ml size	Harpic/ Sanifresh	No.		
34	Toilet Freshener	Block type	Odonil/Godrej	Pkt.		
35	Lock & Key	40mm size, 05 Lever type	Godrej/ Link	No.		
36	Lock & Key	50mm size, 06 Lever type	Godrej/ Link	No.		
37	Lock & Key	60mm size, 07 Lever type	Godrej/Link	No.		
38	Towel	11"×18" size, best quality double woven cotton	Bombay dying/other equivalent quality	No.		
39	Towel	16"×28" size, best quality double woven cotton	Bombay dying/other equivalent quality	No.		
40	Utensil Scrubber		Best Quality	No.		
41	White Phenyl	1Ltr	Cross	Btl.		
42	Phenyl	1Ltr	Bengal Chemicals	Btl.		
43	Washing Powder	500g size	Surf Excel/Ariel/Tide	Pkt.		
44	Washing Bucket	Perforated type, best quality	Best Quality	No.		
45	Glue Stick	15gm	Best Quality	No.		
46	Glue Stick	10gm	Best Quality	No.		
47	Gum/Glue	150ml size	Best Quality	Btl.		
48	Gum/Glue	700ml size	Best Quality	Btl.		
49	Adhesive Tape	Transparent, ½ inch size, best quality	Best Quality	Roll		
50	Sealing/ Packing Tape	Transparent, 1 inch size, best quality	Best Quality	Roll		
51	Sealing/ Packing Tape	Transparent, 2 inch size, best quality	Best Quality	Roll		
52	Sealing/ Packing Tape	Colour 2 inch size, best quality	Best Quality	Roll		
53	Alpin	Best quality	Best Quality	Pkt.		
54	Binder Clip	15mm size, best quality	Best Quality	Dzn./box		
55	Binder Clip	19mm size, best quality	Best Quality	Dzn./box		
56	Binder Clip	25mm size, best	Best Quality	Dzn./box		



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		quality				
57	Binder Clip	32mm size, best quality	Best Quality	Dzn./box		
58	Binder Clip	41mm size, best quality	Best Quality	Dzn./box		
59	Binder Clip	51mm size, best quality	Best Quality	Dzn./box		
60	Battery	AA type	Duracell/ Eveready/Nippo	No.		
61	Battery	AAA type	Duracell/ Eveready/Nippo	No.		
62	Black Board Duster	Best quality	Best Quality	No.		
63	Paper Cutter	Small & Big size, best quality	Best Quality	No.		
64	Attendance Register (Students)	Vol. No.2 hard bound, best quality	Best Quality	No.		
65	Attendance Register (Students)	Vol. No.4 hard bound, best quality	Best Quality	No.		
66	Attendance Register (Teacher)	Vol. No.2 hard bound, best quality	Best Quality	No.		
67	Attendance Register (Teacher)	Vol. No.4 hard bound, best quality	Best Quality	No.		
68	Bound Register	Vol. No.6 hard bound, best quality	Best Quality	No.		
69	Bound Register	Vol. No.8 hard bound, best quality	Best Quality	No.		
70	Bound Register	Vol. No.10 hard bound, best quality	Best Quality	No.		
71	Bound Register	Vol. No.12 hard bound, best quality	Best Quality	No.		
72	Bound Register	Vol. No.16 hard bound, best quality	Best Quality	No.		
73	Bound Register	Vol. No.18 hard bound, best quality	Best Quality	No.		
74	Bound Register	Vol. No.20 hard bound, best quality	Best Quality	No.		
75	Bound Register	Vol. No.30 hard bound, best quality	Best Quality	No.		
76	Bound Register	Vol. No.40 hard bound, best quality	Best Quality	No.		
77	Calculator	Commercial type 12 digit	Casio/Orpat/Flair/Citizen	No.		
78	Calling Bell	Table top type, best quality	Best Quality	No.		
79	Calling Bell	Wireless type, best quality	Best Quality	No.		
80	Candle	Medium size, wax made, set of 6 nos., best quality	Best Quality	Pkt.		
81	Chalk Pencil	Dustless, any colour, set of 10 nos.	Oddy/Kores/Other Equivalent Quality	Pkt.		
82	Permanent marker	Black, Blue, Green, & Red	Luxor/Camel/ Other Equivalent Quality	No.		
83	Bond Paper	A4 size, 85 GSM	JK/ Other Equivalent Quality	Ream		
84	Bond Paper	A4 size, 90 GSM	JK / Other Equivalent Quality	Ream		
85	Bond Paper	A4 size, 100 GSM	JK/ Other Equivalent Quality	Ream		



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86	Ledger Paper/Cartidge Paper	A4 size/Legal size Green colour, 70 GSM	JK/ Other Equivalent Quality	Ream			
87	Ledger Paper/Cartidge Paper	A4 size/Legal size Green colour, 80 GSM	JK/ Other Equivalent Quality	Ream			
88	Ledger Paper/Cartidge Paper	A4 size/Legal size Green colour, 90 GSM	JK/ Other Equivalent Quality	Ream			
89	Digital Paper (Mat)	A3 size, 300 GSM	JK/ Xerox	Ream			
90	Digital Paper (Mat)	A3 size, 250 GSM	JK/ Xerox	Ream			
91	Digital Paper (Mat)	A3 size, 220 GSM	JK/ Xerox	Ream			
92	Digital Paper (Mat)	A3 size, 170 GSM	JK/ Xerox	Ream			
93	Digital Paper (Mat)	A3 size, 130 GSM	JK/ Xerox	Ream			
94	Colour Drawing Paper	165 GSM	Best Quality	Ream			
95	Colour Drawing Paper	170 GSM	Best Quality	Ream			
96	Colour Drawing Paper	180 GSM	Best Quality	Ream			
97	Colour Demy Paper	58 GSM	Best Quality	Ream			
98	Colour Demy Paper	70 GSM	Best Quality	Ream			
99	White Demy Paper	58 GSM	Naini/ Trident/ Shreyans	Ream			
100	White Demy Paper	70 GSM	Naini/ Trident/ Shreyans	Ream			
101	A3 Paper	70 GSM	JK/ Trident/ Shreyans	Ream			
102	A3 Paper	75 GSM	JK/ Trident/ Shreyans	Ream			
103	A3 Paper	80 GSM	JK/ Trident/ Shreyans	Ream			
104	A4 Paper	70 GSM	JK/ Trident/ Shreyans	Ream			
105	A4 Paper	75 GSM	JK/ Trident/ Shreyans	Ream			
106	A4 Paper	80 GSM	JK/ Trident/ Shreyans	Ream			
107	FS (Legal)	70 GSM	JK/ Trident	Ream			
108	FS (Legal)	75 GSM	JK/ Trident	Ream			
109	FS (Legal)	80 GSM	JK/ Trident	Ream			
110	Master Paper	100 Micron	Tech Nova/Other Equivalent Quality	Pkt.			
111	Envelope	Plain type 9"×4" size, Brown colour	Best Quality	Per 100 Nos.			
112	Envelope	Plain type 9"×4" size, White colour	Best Quality	Per 100 Nos.			
113	Envelope	Plain type 12"×5" size, Brown colour	Best Quality	Per 100 Nos.			
114	Envelope	Plain type 12"×5" size, White colour	Best Quality	Per 100 Nos.			
115	Envelope	Plain type 16"×6" size, Brown colour	Best Quality	Per 100 Nos.			
116	Envelope	Plain type 16"×6" size, White colour	Best Quality	Per 100 Nos.			
117	Envelope	Plain type inner side polyethene coated yellow colour, 8"×10" size	Best Quality	Per 100 Nos.			
118	Envelope	Plain type A3 size, inner side cloth coated, yellow colour	Best Quality	Per 100 Nos.			
119	Envelope	Plain type A3 size,	Best Quality	Per 100			



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12/02/24

		inner side polyethene coated, yellow colour		Nos.			
120	Envelope	Plain type A4 size, inner side cloth coated, yellow colour	Best Quality	Per 100 Nos.			
121	Envelope	Plain type A4 size, inner side polyethene coated, yellow colour	Best Quality	Per 100 Nos.			
122	Envelope	Plain type FS size, inner side cloth coated, yellow colour	Best Quality	Per 100 Nos.			
123	Envelope	Plain type FS size, inner side polyethene coated, yellow colour	Best Quality	Per 100 Nos.			
124	Eraser	Rubber made, small size set of 20 Nos.	Apsara/Classmate/Natraj	Pkt.			
125	File Bag (Plastic)	Best quality	Best Quality	No.			
126	Filing Tag	Nylon made, best quality	Best Quality	Bndl.			
127	Folder Bag	Plastic made, A4 size, single button type, transparent type	Best Quality	No.			
128	Folder Bag	Plastic made, FS size, single button type, transparent type	Best Quality	No.			
129	Gem Clip	26mm size, plastic coated, best quality	Best Quality	Pkt./Box			
130	Gem Clip	35mm size, plastic coated, best quality	Best Quality	Pkt./Box			
131	Highlighter Pen	Assorted, set of 5 nos.	Luxor/Camlin	Pkt.			
132	Index File	Best quality	Best Quality	No.			
133	L-Folder	Satin made	Best Quality	No.			
134	L-Folder	Transparent	Best Quality	No.			
135	Notebook	32-40pg, plain type, soft cover, small size	Best Quality	No.			
136	Notebook	32-40pg, single ruled type, soft cover, small size	Best Quality	No.			
137	Notebook	Spiral type, short size	Best Quality	No.			
138	Paper punching stick/Poker	Plastic made, best quality	Best Quality	No.			
139	Paper weight	Flat type, round shaped, crystal made, best quality	Best Quality	No.			
140	Pen	Ball point, black colour, set of 10 nos.	Maxwriter/Cello/Flair	Pkt.			
141	Pen	Ball point, Blue colour, set of 10 nos.	Maxwriter/Cello/Flair	Pkt.			
142	Pen	Ball point, Red colour, set of 10 nos.	Maxwriter/Cello/Flair	Pkt.			
143	Pencil	Wood coated, set of 10 nos.	Classmate/Apsara /Natraj	Pkt.			
144	Pen Stand	Mug shaped	Best Quality	No.			
145	Pen Stand	Tray shaped	Best Quality	No.			
146	Push pin		Best Quality	Pkt./box			



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Handwritten signature/initials

147	Ring File/Clip File	Hard board made A4 size	Best Quality	No.			
148	Ring File/Clip File	Hard board made FS size	Best Quality	No.			
149	Ring File/Clip File	Plastic made A4 size	Best Quality	No.			
150	Ring File/Clip File	Plastic made FS size, best quality	Best Quality	No.			
151	Rubber Band/Nylon Band	Long type 500b size	Best Quality	Pkt.			
152	Rubber Band/Nylon Band	Medium type 500b size	Best Quality	Pkt.			
153	Ruler	30cm size, plastic made	Best Quality	No.			
154	Ruler	30cm size, stainless steel made	Best Quality	No.			
155	Scissors	Large size	Best Quality	No.			
156	Scissors	Medium size	Best Quality	No.			
157	Scissors	Small size	Best Quality	No.			
158	Sharpener	Set of 20 nos.	Classmate/Apsara/Natraj	Pkt.			
159	Sketch Pen	Set of 12 nos.	Luxor/Camlin/Classmate	Pkt.			
160	Stamp Pad	Black colour	Supreme/Camel	No.			
161	Stamp Pad	Blue colour	Supreme/Camel	No.			
162	Stamp pad Ink	Black colour	Best Quality	Btl.			
163	Stamp pad Ink	Blue colour	Best Quality	Btl.			
164	Stapler Machine	No. 10 size	Best Quality	No.			
165	Stapler Machine	No. 23 size	Best Quality	No.			
166	Stapler Machine	No. 24 size	Best Quality	No.			
167	Stapler Machine	No. 26 size	Best Quality	No.			
168	Stapler Machine	No. 45 size	Best Quality	No.			
169	Stapler Pin	No. 10 size	Best Quality	No.			
170	Stapler Pin	No. 23/6 size	Best Quality	No.			
171	Stapler Pin	No. 23/8 size	Best Quality	No.			
172	Stapler Pin	No. 23/10 size	Best Quality	No.			
173	Stapler Pin	No. 23/13 size	Best Quality	No.			
174	Stapler Pin	No. 23/15 size	Best Quality	No.			
175	Stapler Pin	No. 23/17 size	Best Quality	No.			
176	Stapler Pin	No. 23/20 size	Best Quality	No.			
177	Stapler Pin	No. 23/23 size	Best Quality	No.			
178	Stapler Pin	No. 24/6 size	Best Quality	No.			
179	Stapler Pin	No. 24/8 size	Best Quality	No.			
180	Stapler Pin	No. 26/6 size	Best Quality	No.			
181	Stapler Pin	No. 26/8 size	Best Quality	No.			
182	Stick File	A4 size, best quality	Best Quality	No.			
183	Stick File	FS size, best quality	Best Quality	No.			
184	Stock Register	No. 8 size, hard bound, best quality	Best Quality	No.			
185	Stock Register	No. 12 size, hard bound, best quality	Best Quality	No.			
186	Stock Register	No. 20 size, hard bound, best quality	Best Quality	No.			
187	File Cover with Board	A4/ FS Size	Ambassador/other equivalent quality	Dzn			
188	Four fold file cover with board	A4/ FS Size	Ambassador/other equivalent quality	Dzn.			
189	Sticky Note	Different colour	Best Quality	Pkt.			



Handwritten signature/initials in blue ink.

b). Schedule of Rates for Printer Cartridge/Toner

Sl. No.	Item	Specification	Preferred Brand/Company/ Make	Unit of measure	Base Rate per unit (INR)	% of Rate of Discount	GST (CGST, SGST, IGST), admissible duties, rates and other taxes, if any, all of which shall be shown separately
1	Toner	HP LaserJet M1136MFP	Prodot	Nos.			
	Toner	HP LaserJet MFA136A	Prodot & HP	Nos			
	Toner	Canon Image Runner 2520W	Canon	Nos			
	Toner	Color Laser Jet Managed MFP E78223 (All Colour)	Canon	Nos			
	Toner	HP Laser MFP136A	HP & Prodot	Nos			

Name of the Bidder: -----

Address of the Bidder: -----

Contact Number(s) of the Bidder: -----

E-Mail ID(s) of the Bidder: .

Type of Business Entity of the Bidder[Proprietorship/Partnership/Company]:

Full Name (in BLOCK Letters) of the Authorized Signatory:

.....

Full Signature of the Authorized Signatory with Date:

Office Seal/Stamp:



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12/1/2014*