



Krishna Kanta Handiqui State Open University

কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়

Head Quarters : Patgaon, Rani, Near BSF Camp, Guwahati - 781017

City Office : Housefed Complex, Dispur, Guwahati -781006

Quotation

(Advertisement No. KKHSOU/Advt./2017/52)

Application in prescribed form is invited for empanelment of Manufacturer/Authorised Dealer/Distributor/Vendoron/Govt. Supplier for supply of stationary items and consumables from time to time to the University office. Interested parties, who fulfill the prescribed conditions as detailed in the University website can apply for empanelment in the prescribed format, which can be downloaded from the website www.kkhsou.in. Application must be accompanied DD or Banker's cheque for Rs. 1000/- drawn in favour of Registrar, KKHSOU payable at Guwahati. Duly filled in application form must reach the office of the undersigned on or before 12/09/17. The University reserves the right to accept or reject an offer without assigning any reason thereof.

Sd/-

Registrar



Krishna Kanta Handiqui State Open University

Patgaon, Rani, Guwahati-781017

Advertisement No: KKHSOU/Advt./2017/52

File No : KKHSOU/Stany. & Cons./20/2016

Advertisement

Table - 1

Sl. No	Items	Make	Unit	MRP	Rate to be offered	
					Less in % on MRP	Final Rate
1	Adhesive Brown Tape(200 mtr×1.5inches)	Apollo/Primax	Per roll			
2	Adhesive Paste (700 ml bottle)	Camlin Gripex/Kores	Per bottle			
3	Adhesive Transparent Tape, (200 mtr×1 inch)	Apollo/Primax	Per roll			
4	Adhesive Tube(30 gm)	Camlin/Gripex	Per tube			
5	Alpin (60 gm pkt.)	King	Per packet			
6	Alpin (T pin 50 gm pkt.)	Nice	Per packet			
7	Ball Pen(Blue, Black, Red)	Maxwriter/Smart/Reynolds	Per packet of 10 nos			
8	Binder Clip (19 mm)	Camlin/Oddy/Saya	Per packet of 12 pcs			
9	Binder Clip (32 mm)	Camlin/Oddy/Saya	Per packet of 12 pcs			
10	Binder Clip (41 mm)	Camlin/Oddy/Saya	Per packet of 12 pcs			
11	Black Disinfectant(450 ml)	Plus/Cross	Per bottle			
12	Bleaching Powder (per Kg)	Good quality	Per kg			
13	Bond Paper		Per Packet of 500 sheets			
14	Brown Paper/Craft Paper (Per 30 kg, for Binding)		Per 30 kg			
15	Bucket (Aluminum,20ltr)	TATA	Per pc			
16	Bucket (Plastic)	Milton	Per pc			
17	Calling bell (Remote control)	Orpat	Per pc			
18	Calculator 12 Digit	Casio/Orpat	Per pc			
19	Chair Cushion 16×16×3	Curlon	Per pc			
20	Carbon Paper(210 mm ×330 mm) 100 sheet	Kores	Per packet			
21	Capacitor 2.5	Havels	Per pc			
22	Cash book(No. 10)	Glory	Per pc			
23	Cello Tape (12mm×30yds)	Apollo/Primax	Per roll			
24	Cello Tape Dispenser	Kangaro	Per pc			
25	Chelpark Ink (Black) 110 ml	Chelpark	Per bottle			
26	CFL(18 watts)	Philips/Bajaj/Havels	Per pc			
27	CFL (25 watts)	Philips/Bajaj/Havels	Per pc			
28	CFL(32 watts)	Philips/Bajaj/Havels	Per pc			
29	40 wt fluorescent Tube	Philips/Bajaj/Havels	Per pc			
30	14 wt fluorescent Tube	Philips/Bajaj/Havels	Per pc			
31	40 wt choke Electronic	Philips/Bajaj/Havels	Per pc			
32	Citronella oil (30 ml bottle)	Angel	Per bottle			
33	Compact Disc (100 pc box)	Moserbaer/Sony	Per box			

34	Copier - A3	Century/JK	Per packet of 500 sheets			
35	Copier-A4	Century/JK	Per packet of 500 sheets			
36	Copier-F/S	Century/JK	Per packet of 500 sheets			
37	Correction Fluid (Combo Pen and Brush 10 ml.)	Kores/Kangaro/Flair	Per dozen			
38	Cover File 4 Flap	Ambassador/Empire	Per pc			
39	Correction Fluid Pen	Kores/Kangaro	Per dozen			
40	Cup Plate (Fine Bond China)	JCPL	Per pair of cup and plate			
41	Cutter(Art Designer Knife, Big)	Camel, Infinity	Per pc			
42	Cutter(Art Designer Knife, Small)	Camel, Infinity	Per pc			
43	Cutter Blade		Per packet of 10 pc			
44	Date Stump Revolving		Per pc			
45	Damper		Per pc			
46	Dot matrix printing paper (80 Column)	Century/Brahmaputra	Per packet			
47	Door Mat	Good quality	Per pc			
48	Dual side, Matt Coated Inkjet Paper A4	Desmat	Per packet of 50 sheets			
49	DVD (50 nos Box)	Moserbaer/Sony	Per Box			
50	Eraser	Nataraj/Apsara	Per dozen			
51	File Tray(Double)		Per pc			
52	File Tray(Single)		Per pc			
53	Fluorescent Tube Lite (40 Watts)	Philips/Bajaj/Havels	Per pc			
54	Fool's Cap Paper (Ream of 20 dista)		Per ream			
55	Gamosa Medium (Both side Flower)		Per pc			
56	Gamaxine Powder (Per Kg.)		Per kg			
57	Gel Pen(Blue, Black, Red)	Pentek Forsty/ Luxor/ Reynolds	Per packet of 10 nos			
58	Glossy photo Paper	Kodac/Photo Print/ Bilt	Per Packet of 100 sheets			
59	Glue Stick	Kores	Per dozen			
60	James Clip Plastic coated		Per packet of 150 pcs			
61	James Clip Steel		Per packet of 150 pcs			
62	Insecticide Coil	Mortein/Good Night	Per packet			
63	Insecticide Liquid Refill (45ml)	All Out/Good Night	Per pc			
64	Insecticide Machine	All Out/Good Night	Per pc			
65	Insecticide Spray	Hit/Mortein/Good Night	Per pc			
66	Insulation Tape (Black) 10 ft.		Per pc			
67	L- Folder(F/S)		Per pc			
68	Lah (100gm packet)		Per packet			
69	Ledger Book		Per no			
70	Lizol Disinfectant Floor Cleaner Floral, (975 ml)		Per bottle			
71	L-Folder(A-4)		Per pc			
72	Lock and Key (Godrej 35 & 47 mm)		Per pc			

73	Log Book		Per no		
74	Magnetic Pin Holder		Per pc		
75	Marker ,Big	Luxor/Camlin	Per packet of 10 pc		
76	Marker, Small	Luxor/Camlin	Per packet of 10 pc		
77	Mop Long Handle	Good quality	Per pc		
78	Naphthalene		Per kg		
79	Note Sheet (Packet of 500 sheet)		Per packet		
80	Paper Pin	Kores/Camlin	Per packet of 50 gm		
81	Paper Weight		Per pc		
82	Parsmen Paper (80 GSM)	Balarpur	Per packet of 500 sheet		
83	Pencil Battery(AA)	Eveready/ Nippo	Per pc		
84	Pencil Battery(AAA)	Eveready/ Nippo	Per pc		
85	Pencil Sharpener	Nataraj/Camlin	Per dozen		
86	Pencil (Wooden)	Nataraj/Camlin	Per packet of 10 pc		
87	Pilot Pen (Good Quality)		Per pc		
88	Pen Stand/Organizer		Per pc		
89	Peon Book (No. 4)		Per pc		
90	Plastic Mug	Milton	Per pc		
91	Puncture(Double)	Kangaro	Per pc		
92	Puncture(Manual)		Per pc		
93	Puncture(Single)	Kangaro	Per pc		
94	Register Book (Pay Bill)	Glory	Per no		
95	Register Book(Common)	Glory	Per no		
96	Register Book(Dak Dispatch)	Glory	Per no		
97	Register Book(Dak receipt)	Glory	Per no		
98	Register Book(Salary)	Glory	Per no		
99	Register(Stock)	Glory	Per no		
100	Room Freshener(Spray) 200ml	Airwick/Odonil	Per pc		
101	Rubber Band (Per kg, 2" and 4")	Genda	Per kg		
102	Rubber Stamp Self Ink		Per pc		
103	Rubber stamp General		Per pc		
104	Scissors(8")	Taparia	Per pc		
105	Scale Plastic 12"	Good quality	Per pc		
106	Scale Steel 12"	Good quality	Per pc		
107	Self-Adhesive Labels 01 (199.6 mm × 289.1mm)	Desmat	Per packet of 100 sheet		
108	Self-Adhesive Labels 16 L (99 mm × 34 mm) (Per pkt 100 sheet)	Desmat	Per packet of 100 sheet		
109	Sketch Pen (Blue, black & red)	Luxor	Per dozen		
110	Soap(Cake)	Dettol (100gm)	Per pc		
111	Soap(Detergent) (130 gm pack)	Rin/Surf Excel	Per packet		
112	Soap(Liquid Refill) (185 ml)	Dettol	Per Packet		
113	Soap(Liquid) (225ml)	Dettol	Per bottle		
114	Spoon(Fork)	Milton	Per pc		
115	Spoon(Plain)	Milton	Per pc		
116	Sorai with cover (Size 4)	Good quality	Per pc		
117	Stamp Pad (Purple, Maroon, Black)	Camlin/Kores	Per pc		
118	Stapler (No. 10)	Kangaro	Per pc		
119	Stapler (No.24)	Kangaro	Per pc		
120	Stapler kangaro HD-1217		Per pc		
121	Staples (No. 10)	Kangaro	Per packet		

122	Staples (No. 24)	Kangaro	Per packet		
123	Stapling Plier (No. 10)	Kangaro	Per pc		
124	Stapling Plier (No. 24)	Kangaro	Per pc		
125	Starter	Bajaj	Per pc		
126	Steno Book	Glory	Per pc		
127	Stick on (Big)	Glory	Per pc		
128	Stick on (Small)	Glory	Per pc		
129	Surface Cleaner (500 ml bottle)	Colin	Per bottle		
130	Sign Pen good Quality		Per pc		
131	Table Glass 5mm sq.ft.		Per sq. ft.		
132	Table top elevator	Good quality	Per no		
133	Tag (bundle of 60 pieces)		Per bundle		
134	Tape Dispenser(for 12mm × 30yds size)	Good quality	Per pc		
135	Toilet Brush (Good Quality)		Per pc		
136	Toilet Cleaner (1000ml)	Harpic	Per bottle		
137	Toilet Freshener (Urinal Cube)	Airwick/Odonil	Per packet		
138	Toilet/Bathroom Freshener (Tablet)	Airwick/Odonil	Per packet		
139	Towel (Big, 90cm × 45cm)	Oswal/Bombay Dying	Per pc		
140	Towel (Small, 60cm × 30cm)	Oswal	Per pc		
141	Tube Holder	Philips/Bajaj/Havels	Per pc		
142	Up-liner (Hi-Lighter)	Camlin/Kores	Per pc		
143	Voucher Pasting file		Per pc		
144	Weighing Machine (Heavy Duty, 100 KG)		Per pc		
145	Weighing Machine (Digital, 1000 KG)		Per pc		
146	Wall Clock		Per pc		
147	Waste Paper Basket (Big) (Good Quality Covered)		Per pc		
148	Waste Paper Basket (Small) (Good Quality)		Per pc		
149	White Board Marker (Big size)	Luxor/Camlin	Per dozen		
150	White Board Duster	Good quality	Per pc		
151	White Board	Good quality	Per sq. ft		
152	White Disinfectant (1000ml)	Plus/Cross	Per bottle		
153	Epson printer L360 ink (C664,M664,Y664 & Bk 664)	Original Epson	Per pc		
154	Needle (Big 3")		Per dozen		
155	Thread 1000yds, hp 831103-2				

Table – 2

Sl. No	Items	Make	Unit	MRP	Rate to be offered	
					Less in % on MRP	Final Rate
1	Adhesive Brown Tape, KKHSOU Printed (200 mtr. × 1.5 inches)	As per sample	Per roll			
2	*Admit Card Paper	As per sample	Per 1000 copies			
3	Application Form for Evaluator & Scrutinizer	As per sample				
4	Application form for Re-examination	As per sample				
5	Broom (Phool)	As per sample	Per pc			
6	Broom (Bamboo)	As per sample	per pc			
7	Broom (Coconut)	As per sample	Per pc			
8	Form No. Ex-12	As per sample				
9	Form No. Ex-13	As per sample				
10	Full Page B/W Print (A4)	As per sample				
11	Full Page B/W Print (F/S)	As per sample				

12	Full Page Bi Colour Print (A4)	As per sample				
13	Full Page Multi Colour Print (F/S)	As per sample				
14	Marks Foil	As per sample				
15	Plastic Sheet or soti (Per meter)	As per sample				
16	Plastic Sutli (Per Kg)	As per sample				
17	Printed Clip File (Plastic Coated)	Ambassador	Per pc			
18	Printed Computer Bill File	Ambassador	Per pc			
19	Printed Cover File (Plastic Coated)	Ambassador	Per pc			
20	Printed Envelop A4 (Cloth pasted)	Best quality	Per 1000 copies			
21	Printed Envelop A4 (Laminated)	Best quality	Per 1000 copies			
22	Printed Envelop A5 (Cloth pasted)	Best quality	Per 1000 copies			
23	Printed Envelop A5 (Laminated)	Best quality	Per 1000 copies			
24	Printed Envelop F/S (Cloth pasted and laminated)	Best quality	Per 1000 copies			
25	Printed Envelop F/S (Cloth pasted)	Best quality	Per 1000 copies			
26	Printed Envelop F/S (Laminated)	Best quality	Per 1000 copies			
27	Printed Envelop F/S (Box type cloth pasted & laminated)	Best quality	Per 1000 copies			
28	Printed Envelop (11"×5")	Best quality	Per 1000 copies			
29	Printed Hard Back File	Best quality	Per pc			
30	Printed Index File or Guard File	Ambassador	Per pc			
31	Printed Stick File	Ambassador	Per pc			
32	*Registration Certificate (Blank)	As per sample	Per 1000 copies			
33	*Water Mark Paper Mark Sheet Paper (Blank)	As per sample	Per 1000 copies			
34	Packing Cloth (White Marking)	As per sample	Per meter			
35	Slip pad (printed) (5'5"×8") (Containing 20 pages)	As per sample				

- * Sample may collected from the University Office.

Sd/-

Date: 28/08/2017

Registrar

**Application Form for Empanelment of
Manufacturer/Authorised Dealer/Distributor/Vendoron/Govt. Supplier**

To,
The Registrar, KKHSOU
Patgaon, Rani, Guwahati-781017

Sir,

Reference to your advertisement No. _____ dt. _____
I/We am/are interested to empanel my/our firm. Required particulars are furnished below
along with the supporting documents as listed at S. No. 12 and Demand Draft/Banker's
Cheque No..... dated
..... for Rs. 1000.00.

1. Name of the Firm :
2. Address :
3. Company Registration No. (if applicable):
4. Trade Licence No. :
5. PAN :
6. GST Registration No. :
7. **Bank Details**

i.	Name of the Bank	:
ii.	Name of the Branch	:
iii.	A/C No.	:
iv.	Type of the A/C (Ticked as applicable) SB/CD/OD/CC :	
v.	IFSC Code No.	:

8. **Status of the Firm** (ticked as applicable) :
Proprietorship/Partnership/Company

9. **In case of Proprietorship** :

Name of the Proprietor	Address of the Proprietor

10. **In Case of Partnership Firm** :

Name of the Partner	Address of the Partner
i.	i.
ii.	ii.
iii.	iii.
iv.	iv.
v.	v.

11. In case of Company

Name of the Managing Director/CEO	Address of the M.D./CEO

12. List of the Documents to be enclosed:

Name of the Document	Annexure
i. Experience certificate, if any, of last three years of supply of stationary items and consumables to reputed Govt. Institute(s)/ University(s)	
ii. Authorisation certificate from principal company, in case of subsidiary	
iii. Proprietary certificate from principal company (if any), in case of subsidiary	
iv. GST Registration Certificate	
v. Front page of Bank Pass Book/ Bank Statement in support of Bank details	
vi. Partnership Deed (In case of Partnership Firm)	
vii. Memorandum & Article of Association in case of Company	
viii. Income Tax Clearance Certificate	

Information furnished above is true and correct to the best of my knowledge and belief.

Place:

Date:

Signature, Name & Designation with Seal

Conditions:

1. In case of Manufacturers must have Industrial Registration of manufacturing unit.
2. Dealership certificate in case of dealer.
3. Govt. Registration in case of Govt. Suppliers.
4. Must have trade license.
5. Must have Show Room/Godown/Sales Counter and within 50 kilometers of the University Office (Housefed or Patgaon).
6. Must have annual turn over not less than Rs. 10,00,000
7. Must be registered with GST
8. Must submit the Income Tax Clearance
9. Must be able to supply of the ordered quantity within a week from the date of receipt of order.
10. Ready to execute order for any quantity.
11. Validity of the empanelment will be for two years, which may be extended as per the discretion of the University Authorities.
12. Ready to accept the Payment procedure of the University i.e. no advance payment will be made and the payment will be released within one month of the receipt of the bill along with duly acknowledged delivery Challan.

13. University reserves the right to accept or reject any application without assigning any reason thereof.

-Sd-

Registrar, KKHSOU