



Krishna Kanta Handiqui State Open University

Head Office: Patgaon, Rani, Guwahati-781017

City Office: NH37, Resham Nagar, Khanapara, Guwahati-781022

Advertisement No: KKHSOU/Advt./2024/09

File No.: KKHSOU/SLM/32/2019/PART/3514

Advertisement

Krishna Kanta Handiqui State Open University, Guwahati invites sealed quotations urgently from authorized firms/suppliers for supply of Legal and A2 Size Envelop. They may quote their best rate (inclusive all taxes) in the specified format given below. The quotation addressed to "The Registrar, KKHSOU, Resham Nagar, Khanapara, Guwahati – 781022" should reach the University office on or before **23-12-2024**. The date of opening of quotations is **24-12-2024**. **The address with contact number of the bidder must be mentioned on the sealed envelope.**

Date: 17.12.2024

Sd/-
Registrar

✂.....

To,
The Registrar
Krishna Kanta Handiqui State Open University
Resham Nagar, Khanapara, Guwahati - 22

Sub: Rates for supply of Legal and A2 Size Envelop.

Sir,

With reference to above, I would like to offer my best rate for the following item -

Sl. No.	Item with Specification	Specification/Sample	Quantity	Rate to be offered (inclusive of all taxes)
1.	Box Envelop (Legal Size)	<i>To be collected from SLM Branch, KKHSOU, GHY-22</i>	12000 nos.	
2.	Box Envelop (A2 Size)	-do-	8000 nos.	

Note: Quotation should be submitted with sample.

Date:

Signature:
Name of the vendor:
Address:
Contact No:
E-mail:

Terms and Conditions:-

1. Please mention the enquiry no. & date on the top of the envelope.
2. Please submit copy of your Income Tax Number and copies of PAN with your offer.
3. Copy of firm registration certificate/license of manufacturer/dealership certificate.
4. GST registration certificate.
5. Three years experience in similar nature of work.
6. Income tax return document.
7. Cancellation of Tender – Not withstanding anything specified in this tender document, Purchaser/Institute in its sole discretion, unconditionally and without assigning any reasons, reserves the rights :
 - a) To accept or reject lowest tender or any other tender or all the tenders
 - b) To accept any tender in full or in part
 - c) To reject the tender offer not confirming to the tenders terms
 - d) To give purchase preference to Public Sector Undertakings whenever applicable as per Govt. Policy/Guidelines.
8. The selected party will have to supply the items within 3 weeks from the date of issue of the order.
9. Payment of Tender Fee is Rs. 500.00
10. Payment of EMD (Earnest Money Deposit) is Rs. 1000.00