



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./2018/01)

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 16/01/18. 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./2018/01

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

Quotation Form

Table 1:

Sl. No	Items	Make	Unit	MRP	Rate to be offered	
					Less in % on MRP	Final Rate
1	Gamaxine Powder (Per Kg.)		Per Kg.			
2	Persmen Paper (80 GSM)	Balarpur	Per packet of 500 sheet			
3	Thread 1000 yds, hp 831103-2		Per dozen			

Table 2:

Sl. No	Items	Make	Unit	Offered rate at which to be supplied (Rs.)
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	Per 1000 copies	
4	Application form for Re-examination	As per sample	Per 1000 copies	
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	Per 1000 copies	
9	Form No. Ex-13	As per sample	Per 1000 copies	
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	Per 1000 copies	
15	Plastic Sheet or soti (Per meter)	As per sample	Per meter (125 cm)	
17	Printed Clip File (Plastic Coated)	Ambassador	Per pc	
18	Printed Computer Bill File	Ambassador	Per pc	
19	Printed Envelop A4 (Cloth pasted)	Best quality	Per 1000 copies	
20	Printed Envelop A4 (Laminated)	Best quality	Per 1000 copies	
21	Printed Envelop A5 (Cloth pasted)	Best quality	Per 1000 copies	
22	Printed Envelop A5 (Laminated)	Best quality	Per 1000 copies	
23	Printed Envelop F/S (Cloth pasted and laminated)	Best quality	Per 1000 copies	
24	Printed Envelop F/S (Cloth pasted)	Best quality	Per 1000 copies	
25	Printed Envelop F/S (Laminated)	Best quality	Per 1000 copies	

26	Printed Envelop F/S (Box type cloth pasted & laminated)	Best quality	Per 1000 copies	
27	Printed Envelop (11"×5")	Best quality	Per 1000 copies	
28	*Registration Certificate (Blank)	As per sample	Per 1000 copies	
29	*Water Mark Paper Mark Sheet Paper (Blank)	As per sample	Per 1000 copies	
30	Packing Cloth (White Marking)	As per sample	Per meter (84cm)	
31	Slip pad (printed) (5'5"×8") (Containing 20 pages)	As per sample		

Date:

Authorized Signature with seal

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