



Krishna Kanta Handiqui State Open University
NH37, Resham Nagar, Khanapara, Guwahati-781022

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Advertisement

Krishna Kanta Handiqui State Open University, Guwahati invites sealed quotations from Govt. Registered Firms/Suppliers to supply office stationery items. They may quote their best rate (inclusive all taxes) in the specified format given below. The quotation addressed to "The Registrar, KKHSOU, NH 37, Resham Nagar, Khanapara, Guwahati – 781022" should reach the University office on or before **10-12-2024**. The date of opening of quotations will be intimated later on.

Date: 25-11-2024

Sd/-
Registrar

✂.....

To,
The Registrar
Krishna Kanta Handiqui State Open University, NH 37, Resham Nagar, Khanapara, Guwahati - 22

Sub: Rates for supply of office stationery items.

Sir,

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

Sl. No.	Item	Description	Qty/Size	Rate to be Offered (Inclusive all taxes)
1.	Printed Cover File	4 Flap	200 pcs	
2.	Printed Envelope A4	Cloth pasted laminated	1000 pcs	
3.	Printed Envelope A4	Laminated	2000 pcs	
4.	Printed Envelop A5	Cloth pasted	500 pcs	
5.	Printed Envelop A5	Laminated	1000 pcs	
6.	Printed Envelop A5	Cloth pasted laminated	1000 pcs	
7.	Printed Envelop	9" x 4"	2000 pcs	
8.	Printed Hard Back File		500 pcs	
9.	Printed Index File or Guard File		80 nos.	
10.	Printed Envelop F/S	Cloth pasted	500 pcs	
11.	Printed Envelop F/S	Laminated	1000 pcs	

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. Income tax return document
6. Sample copy of all items (one for each item) to be submitted along with the quotations
7. Cancellation of Tender – Not withstanding anything specified in this tender document, Purchaser/Institute in his 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.
 - e) Enclose the Tender fee of Rs. 500/- (Rupees Five Hundred) only
 - f) Enclose the EMD 2.5% of the total offered / quoted amount