



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

Advertisement No: KKHSOU/Advt./2022/65
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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 from time to time at Jorhat Regional Centre of the University, near SAI Medical, Tarajan, Jorhat- 785001. 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 **20-10-2022**. The date of opening of quotations will be intimated later on. **The address with contact number of the bidder must be mentioned on the sealed envelope.**

Date: 21.09.2022

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	Brand	Specification	Quantity	Rates to be Offered (inclusive of all taxes)
1.	A4 Size Paper	J K Copier	75 GSM	Per cartoon of 10 pkts.	
2.	Legal Paper	J K Copier	75 GSM	Per cartoon of 10 pkts.	
3.	Calculator	Casio	Model MJ-100	Per pc	
4.	Staple Machine (Big)	Kangaroo		Per pc	
5.	Staple Machine (Small)	Kangaroo		Per pc	
6.	Staple Pin (Big)	Kangaroo		Per pkt	
7.	Staple Pin (Small)	Kangaroo		Per pkt	
8.	Ball Pen (Blue/Black/Red)	Link/Maxriter		Per pc	
9.	Correction Pen	Flair		Per pc	
10.	Sticky Pad	De'smat Page Marker		Per pc	
11.	Glue Stick	Camlin		Per pc	
12.	Permanent Marker Pen	Luxor/Kores		Per pc	
13.	White Board	Good Quality		Per sq. ft.	
14.	White Board Non Permanent Marker Pen	Luxor/Kores		Per pc	
15.	Towel (Small)	Good Quality	60cm x 30cm	Per pc	
16.	Gems Clip	Oddy		Per pkt	
17.	Binder Clip (Big)	Oddy	40 mm	Per pkt	
18.	Binder Clip (Small)	Oddy	30 mm	Per pkt	
19.	Eraser	Doms/Apsara/Camlin		Per pc	
20.	Pencil (Wooden)	HB/Doms/Apsara		Per pc	
21.	Sketch Pen	Camel		Per pkt	
22.	Steel Ruler	Good Quality		Per pc	
23.	Envelop (Big)	Good Quality	FS	Per pkt of 50 pcs	

24.	Envelop (Medium)	Good Quality	A4	Per pkt of 50 pcs	
25.	Envelop (Small)	Good Quality	28.5cm x 12.3cm	Per pkt of 50 pcs	
26.	Register Book	Classic	No. 6	Per pc	
27.	Cover File	Good Quality		Per pc	
28.	Pencil Battery	Eveready		Per pc	
29.	Brown Paper	Good Quality		Per ream	
30.	Plastic Rope	Good Quality		Per mtr.	
31.	Note Sheet First Note Sheet Second Note Sheet	Good Quality		Per ream	
32.	Paste File	Neelgagan		Per pc	
33.	Box/Guard File	Marvel		Per pc	
34.	Impression Deluxe Stamp Pad	Camel		Per pc	
35.	Punching Machine (Single)	Kangaroo		Per pc	
36.	Punching Machine (Double)	Kangaroo		Per pc	
37.	Push Pins (Coloured)	Oddy		Per pkt	
38.	Cutter (Art designer knife)	Polo		Per pc	
39.	Scissor	Good Quality	10 inch	Per pc	
40.	Brown Tape	Good Quality	2 inch	Per pc	
41.	White (Transparent) Tape	Good Quality	2 inch	Per pc	
42.	Note Book	Classmate	A4 Size	Per pc	
43.	Self-Adhesive Label Paper	Lotus	A4 Size	Per pkt	
44.	LED Bulb	Bajaj	10 watt	Per pc	
45.	Cello Tape	Good Quality	12mm x 10mtr	Per pc	
46.	Table Tray	Good Quality	45cm x 30cm	Per pc	
47.	Tag	Good Quality		Per bundle	
48.	Rubber Band	Good Quality		Per kg	
49.	Pen Stand	Good Quality		Per pc	
50.	Paper Weight	Good Quality		Per pc	
51.	Xerox Tonner	RICHO MP2501S		Per pc	
52.	Printer Cartridge	HP Laser Jet P1007 Canon LBP2900	Cartridge 388A Cartridge 303TS	Per pc	
53.	Antivirus	Quick Heal	3 Users	Per pc	
54.	Pen Drive	HP/Sandisk	16 GB	Per pc	
55.	Pen Drive	HP/Sandisk	32 GB	Per pc	
56.	Mouse	HP	Wired	Per pc	
57.	Mouse	HP	Wireless	Per pc	
58.	Keyboard	HP	Wired	Per pc	
59.	Keyboard	HP	Wireless	Per pc	

Date:

Signature:

Name of the vendor:

Address:

Contact No:

E-mail:

Copy of the documents to be submitted along with the quotation:

1. Farm Registration Certificate/License of Manufacturer/Dealership Certificate
2. GST Registration Certificate
3. Income Tax Return Document
4. Proof of Local Office at Jorhat (must have local office at Jorhat)