



Krishna Kanta Handiqui State Open University
Patgaon, Rani Gate, Guwahati-781017
Advertisement No: KKHSOU/Advt./2024/04
File No: KKHSOU/Exam Stationery/51/2015/480

Notice inviting Tender

Krishna Kanta Handiqui State Open University, Guwahati invites sealed quotations from registered Dealers/Suppliers for supply of the following. They may quote their best rate (inclusive all taxes) in the specified format given below. The quotation superscribe with “Stationery Items” and addressed to “The Registrar, KKHSOU, Resham Nagar, Khanapara, Guwahati – 781022” should reach the University office on or before 01-10-2024 The date and place of the opening of tenders will be declared later on.

Date: 19-09-2024

Sd/-
Registrar

✂.....

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

Sub: Rates for supply of Box Envelope.

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

Sl. No.	Item	Description	Qty/Size	Rate to be Offered (Inclusive all taxes)
1.	Marks Foil (A4 Size)	Good Quality	100000	
2.	Envelop 11" X 5" (Dr. Bhabaranjan Sarmah Controller of Examination) Confidential	„	1000	
3.	Envelop 11" X 5" (Controller of Examination) Confidential	„	5000	
4.	Expulsion Report (Form No – 11)	„	5000	
5.	Top Sheet Form No 13	„	10000	

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

Terms and Conditions :-

1. The Bidder shall submit the concerned fee, Technical Bid and Financial Bid separately in three envelopes and all the three envelopes should be placed inside a mother envelope.
2. Please mention the enquiry no. & date on the top of the mother envelope.
3. Please submit copy of your Income Tax Number and copies of PAN with your offer.
4. Copy of firm registration certificate/license of manufacturer/dealership certificate.
5. GST registration certificate
6. Income tax return document

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.
8. Sample of Envelop should be submitted along with tender documents. If sample is not found suitable, tender should be rejected.
9. The Bidder should have experience in the similar nature of work (copy of the previous order should be submitted as supporting document).
10. EMD –

The BIDDER shall deposit 2.5% of the total quoted value as Earnest Money, to the Institute through the following instruments:

 - a. A crossed Bank Draft in favour of “Registrar, KKHSOU Payable at Guwahati” shall be submitted separate sealed envelope along with technical bid.
 - or
 - b. A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the University shall be treated as conclusive proof of payment.
11. The Bidder shall enclose the Tender Fee of Rs. 500/- (Rupees Five Hundred) only in the form of DD in favour of “Registrar, KKHSOU” (Non refundable).
12. For specification of the item the party may collect sample from the examination branch of the University during office hours.