



Krishna Kanta Handiqui State Open University  
Patgaon, Rani Gate, Guwahati-781017  
Advertisement No: KKHSOU/Advt./2025/09  
File No: KKHSOU/Stny./11/2007/745

**Notice inviting Tender**

Krishna Kanta Handiqui State Open University, Guwahati invites sealed quotations from registered suppliers for supply of the following. They may quote their best rate (inclusive all taxes) in the specified format given below. The quotation superscribes with "Supply of Stationary Items" and addressed to "The Registrar, KKHSOU, City Office, Resham Nagar, Khanapara, Guwahati – 781022" should reach the University office on or before **01-07-2025**. The tenders will be opened on **03-07-2025** at University City Office, Resham Nagar, Khanapara, Guwahati – 781022 at **3 PM**.

Date: 17.06.2025

Sd/-  
Registrar

To  
The Registrar  
Krishna Kanta Handiqui State Open University, Resham Nagar, Khanapara, Guwahati – 781022.

Sub: Rates for "Supply of Stationary Items".

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

Sl. No.	Item	Description	Qty	Rate to be Offered (Inclusive all taxes)
1.	Printed Cover File	4 Flap	200	
2.	Printed Envelop	A4, Cloth Pasted and Laminated	1000	
3.	Printed Envelop	A4, Laminated	2000	
4.	Printed Envelop	A5, Cloth Pasted	500	
5.	Printed Envelop	A5, Laminated	1000	
6.	Printed Envelop	A5, Cloth Pasted and Laminated	1000	
7.	Printed Envelop	9 inch x 4 inch	2000	
7.	Printed Envelop	F/S, Cloth Pasted	500	
8.	Printed Envelop	F/S, Laminated	1000	
9.	Printed File	Hard Back File	500	
10.	Printed File	Index/Guard File	80	

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
11. Please submit the sample of the items along with tenders
12. Printing cost on the body of the items should included in the offered rate
13. Based on the rate and quality of the items, the party will be selected
14. Tender without sample of the items will not be accepted