



Krishna Kanta Handiqui State Open University
NH 37, Resham Nagar, Khanapara, Guwahati-781022
Advertisement No: KKHSOU/Advt./2022/62
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Notice inviting Tender

Krishna Kanta Handiqui State Open University, Guwahati invites sealed quotations from Govt. Registered Firms/ Suppliers to supply office stationary 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 should reach to the undersigned on or before 03/06/2022. The date of opening the tender will be on 06/06/2022.

Date: 06.05.2022

Sd/-
Registrar

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To

The Registrar

Krishna Kanta Handiqui State Open University, NH 37, Resham Nagar, Khanapara, Guwahati – 22

Sub: Rates for “Supply of office stationary 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 all taxes)
1	A4 Size Paper	J K Copier	75 GSM	Per cartoon of 10 pkts.	
2	Legal Paper	J K Copier	75GSM	Per cartoon of 10 pkts	
3	Calculator	Casio	Model No. MJ-100	Per pc	
4	Staple (Big)	Kangaro		Per pc	
5	Staple (Small)	Kangaro		Per pc	
6	Staple Pin (Big)	Kangaro		Per pkt	
7	Staple Pin (Small)	Kangaro		Per pkt	
8	Ball Pen(Blue/Black/Red)	Link/Maxriter		Per pc	
9	Correction Pen	Flair		Per pc	
10	Sticky Pad	De'smat Page Maker		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	40mm	Per pkt	
18	Binder Clip (Small)	Oddy	30mm	Per Pkt	
19	Eraser	Doms/Apsara/ Camlin		Per pc	
20	Pencil	HP/Doms/Apsara		Per pc	
21	Sketch Pen	Camel		Per pc	
22	Steel Ruler	Good Quality		Per pc	
23	Envelope Big	Good Quality	F/S	Per Pkt 50 pc	

24	Envelope Medium	Good Quality	A4	Per Pkt 50 pc	
25	Envelope Small	Good Quality	28.5cm X 12.3cm	Per Pkt 50 pc	
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 File/ Guard File	Marvel		Per pc	
34	Impressions Deluxe Stamp Pad	Camel		Per pc	
35	Punching (single)	Kangaro		Per pc	
36	Punching (double)	Kangaro		Per pc	
37	Push Pins (coloured)	Oddy		Per pkt	
38	Cutter (Art designer knife)	Polo		Per pc	
39	Scissor	Good Quality	10 inches	Per pc	
40	Brown Tape	Good Quality	2 inches broad	Per pc	
41	White Tape	Good Quality	2 inches broad	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	45 cmX 30cm	Per pc	
47	Tag	Good Quality		Per bundle	
48	Rubber Band	Good Quality	1 kg	Per pkt	
49	Pen Stand	Good Quality		Per pc	
50	Paper Weight	Good Quality		Per pc	
51	Xerox Toner	RICOH MP2501S		Per pc	
52	Printer Toner	HP Laser Jet P1007 Canon LBP2900	Cartridge 388 A Cartridge 303TS	Per pc	
53	Anti Virus	Quick Heal	3 User	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	Key board	HP	Wireless	Per pc	

Date:

Documents to be submitted along with the quotation:

1. Copy of firm registration certificate/license of manufacturer /dealership certificate
2. GST registration certificate
3. Income tax return document.
4. Must have a local office at Jorhat (*Proof to be submitted*)

Signature:

Name of the vendor:

Address:

Contact No:

E-mail: