

**KAZI NAZRUL UNIVERSITY,  
ASANSOL – 713340.**

No. **KNU/R/TN/504/16**

Date: **15.07.2016**

**TENDER NOTICE**

Sealed tenders are invited for empanelment of suppliers for supply of stationery items and other material required for day to day use in Kazi Nazrul University, Asansol. Sealed tender should reach this office within 14 days of publication of this notice in the University Website.

**TENDER FOR EMPANELMENT OF SUPPLIERS FOR SUPPLYING THE STATIONERY ARTICLES**

|  |  |
|--|--|
| 1. Name of the Contractor (Tenderer)                           |  |
| 2. Address   |  |
| 3. PAN No.   |  |
| 4. Registration No. under shop & Estt. Act                     |  |
| 5. Type of Establishment                                       |  |
| 6. Whether Govt./Semi-Govt./Private                            |  |
| 7. Details of contracts executed during 01.4.2015 to 31.3.2016 |  |
| i)   |  |
| ii)  |  |
| iii)   |  |
| 8. Present Assignments in hand                                 |  |
| i)   |  |
| ii)  |  |
| iii)   |  |
| iv)  |  |
| Rates of the articles as mentioned In the list                 |  |

SIGNATURE OF TENDERER

Note:- Tender documents along with rates is to be submitted duly signed and dated with this Form.

**TENDER DOCUMENT FOR EMPANELMENT OF SUPPLIERS FOR STATIONERY ITEMS FOR  
THE YEAR 2016-17**

Kazi Nazrul University, Asansol is an Autonomous Organization under the Ministry of Higher Education, Govt. of West Bengal.

The University intends to empanel suppliers for stationery items and other material required for day to day use in Kazi Nazrul University, Asansol.

A notice inviting tender for empanelment is being published in University Website. Interested suppliers may submit tender forms duly completed within 14 days of the publication of the notice in Newspaper. The tender forms may be collected/downloaded from the website [www.knu.ac.in](http://www.knu.ac.in) . Tenders will be opened at 3:00PM at Kazi Nazrul University, Asansol on the day following the last date of receipt of the bid in the presence of bidders. . The suppliers will be empanelled for a period of one year which can further be extended for another year at the discretion of the University. The supplier will be empanelled on the following terms & conditions:-

1. The supplier shall supply the stationery and other material to the KNU by engaging transport at their own cost within a given period. If the material is not received in time, no relaxation in time will be permitted and order for supply of stationery items will be given to another supplier at the risk and cost of the supplier.
2. In the event of defective supply of material leading to rejection of material, the supplier will replace the material without any extra cost.
3. Refusal to execute the supply orders shall be viewed as violation of the provisions of the agreement and may lead to removal of such supplier from the panel of KNU in addition to forfeiting of security deposit.
4. The supplier shall quote the rates of each item for the quantity mentioned in the list enclosed. The rate list indicating price must be signed with seal by the Authorized person of the supplier. The rates quoted shall be final for the contract period of one year. If any taxes are to be charged extra, it should be specifically mentioned in the list.
5. Details & addresses of the Department/Offices for whom the supply work is being executed by the supplier should be enclosed with tender documents.
6. Permanent Account No of Income Tax and details of Bank Account No. & Branch should furnished along with tender document.

Sd/-  
Registrar (Addl. Charge),  
Kazi Nazrul University,  
Asansol - 713340

| Rate List  |  |      |
|--|--|------|
| Price for each item to be quoted by the Supplier |  |      |
| S.NO.  | Names of Items                                     | Rate |
| 1.   | Ball Pen(Ordinary) Cello Gripper                   |      |
| 2.   | Correcting fluid(white)-with thinner - Kores 30 ML |      |
| 3.   | Binder Clip - 35 MM                                |      |
| 4.   | Clips 'U' (Plastic coated) Vikram 35 MM            |      |
| 5.   | Cello Tape (Small)- wonder - 1/2" X 15 meter       |      |
| 6.   | Cello Tape(Big)-2" Wonder 555 X 30 meter           |      |
| 7.   | Duster (Ord)-Cotton - good quality white 40"X40"   |      |
| 8.   | Printed Envelopes - Aero (snow white) with LOGO    |      |
|  | a. 9"x4" thick - 120 GSM with LOGO                 |      |
|  | b. 11"x5" thick - 120 GSM with LOGO                |      |
|  | c. 16"x12" - with cloth Yellow 120 GSM with LOGO   |      |
|  | d. 10"x12" - with cloth Yellow - 120 GSM with LOGO |      |
|  | e. 16"x6" - with cloth Yellow 120 GSM with LOGO    |      |
| 9.   | Folder File  |      |
|  | a. Cover File Printed with LOGO & University name  |      |
|  | b. Flat File with LOGO & University name           |      |
|  | c. ARCH File with LOGO & University name           |      |
|  | d. Guard File with LOGO & University name          |      |
| 10.  | Gum Bottle ( small) - 300 ML Kores                 |      |
| 11.  | Gum Bottle ( big)                                  |      |
| 12.  | Jug for Water - Prakash                            |      |
| 13.  | Note Sheet - with LOGO F/S 100 GSM(100 Sheets)     |      |
| 14.  | Peon Book with LOGO - 100 F                        |      |
| 15.  | Pen Stand - with four pens                         |      |
| 16.  | Attendance Register -                              |      |
| 17.  | Plain Register                                     |      |
| 18.  | Stapler Small - Kangaroo - HSE-10                  |      |
| 19.  | Stapler Big - Kangaroo - 455                       |      |
| 20.  | Stamp Pad - Fibre Castle (Medium)                  |      |
| 21.  | Scale Steel - 12"                                  |      |
| 22.  | Scale Plastic - Fibre Castle 12"                   |      |
| 23.  | index register 4 Qr Neelgagan - R/B                |      |
| 24.  | Log Book(small) with LOGO                          |      |
| 25.  | Dustbin Plastic Cello (Big) plain                  |      |
| 26.  | Photocopy Paper A-4 - J.K X 75 GSM                 |      |
|  | Photocopy Paper A-4 - Power X 75 GSM               |      |
| 27.  | Photocopy Paper F/S - J.K 75 GSM                   |      |
|  | Photocopy Paper F/S - Power 75 GSM                 |      |
| 28.  | Photocopy paper - A-3" - J.K 75 GSM                |      |
|  | Photocopy paper - A-3" - Power 75 GSM              |      |
| 29.  | Stapler Pin (big) No. 23                           |      |
| 30.  | Stapler Pin (small) No.10 (1000 staples)           |      |
| 31.  | Stapler Pin (big) Heavy Duty No. 45                |      |
| 32.  | Paper Weight (glass) - medium                      |      |

|     |  |  |
|-----|--|--|
| 33. | Punch machine(Single)- Kangaroo                                  |  |
| 34. | Punch machine(Double)- Kangaroo                                  |  |
| 35. | Fevi Stick   |  |
| 36. | Riffle Ord. - Cello gripper                                      |  |
| 37. | Rubber Band - 4" (good qwality)                                  |  |
| 38. | Plastic Folder (with Button)                                     |  |
| 39. | Highlighter Pen (Editing)  |  |
| 40. | Sketch Pen Echo 1 X 12   |  |
| 41. | Marker   |  |
| 42. | Scissor Medium 6"  |  |
| 43. | Lock n Key - Godrej  |  |
| 44. | Battery - AAA Size   |  |
| 45. | Sealing Wax  |  |
| 46. | Slip Pad - BITTOO  |  |
| 47. | Cup- Plates - Bone Chine (For 6 cup & plate) - white with golden |  |