

Tender Notice for Supply of Stationery Items **(COE Department)**

Notice No. : MAKAUT-WB /COE/ 00001/2019 - 2020
Date of Issue : 02-05-2019
Last Date of Submission : 09-05-2019
Tender Fee : Rs. 0/-
Main Campus : NH - 12, Simhat, Haringhata, Nadia, Pin-741249,
Kolkata Office : BF - 142, Sector-I, Salt Lake City, Kolkata-700064

Information / Document(s) to be provided by the Bidder ::

1. Contact information :

- a) Name of the Bidder :
- b) Address :
- c) Telephone No. :
- d) Mobile No. :
- e) Fax No. :
- f) E-mail id (if any) :

2. Name(s) of the Proprietor/Partners/Directors, etc. :

- 3. Trade License No. (With Photocopy) :
- 4. PAN :
- 5. GSTIN :

MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly, WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus: NH-12, Simhat, Haringhata, Nadia, Pin-741249, W.B.
Kolkata Office: BF-142, Sector –I, Salt Lake City, Kolkata -700 064
Phone: +91 33 2321-0731, 2321-1327 # Fax: +91 33 2321-7578, 2334-1034
Website: www.wbut.ac.in

6. Additional Document(s) / Information, if the party wants to include:

- 1)
- 2)
- 3)
- 4)
- 5)

7. Details of Tender Fee deposited :

- a) Demand Draft No. & Date :
- b) Name of the Bank & Branch :
- c) Signature(s) with Official Stamp :

TENDER NOTICE FOR STATIONERY ITEMS FOR COE DEPARTMENT
AT NH – 12, SIMHAT, HARINGHATA NADIA, PIN – 741249

Sealed Financial Bids are hereby invited from interested parties for supply of Stationery Items for COE DEPARTMENT I at NH-12, Simhat, Haringhata, Nadia, Pin-741249, W.B. :

A. SPECIFICATION ::

Sl. No.	Items	Details	Rate to be quoted in lot of mentioned quantity	Rate inclusive of GST
1	ENTRY KHATA	As per sample	100	
2	SCRUTINY KHATA	As per sample	100	
3	PLAIN RULER KHATA		100	
4	GREEN BIG ENVELOPE	As per sample	1000	
6	DISCREPANCY	As per sample	1000	
7	RED PEN		1000	
8	GREEN PEN		1000	
9	BLACK PEN		1000	
10	BLUE PEN		1000	
11	STAPLER		1 pcs	
12	KNIFE		1 pcs	
13	SCALE		1 pcs	
14	XEROX PAPER		1 Ream	
15	HE SHEET	As per sample	1000	
16	I-CARD EXAMINER	As per sample	1000	

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17	I-CARD HEAD EXAMINER	As per sample	1000 pcs	
18	I-CARD FLAP	As per sample	1000 pcs	
19	I-CARD CLIP		1000 pcs	
20	SEALING WAX		1 packet	
21	CANDLE		1 packet	
22	MARKER (Black or Blue)		1 pcs	
23	COUPON- LUNCH		5000 pcs	
24	COUPON- TEA		5000 pcs	
25	ON DUTY CERTIFICATE	As per sample	1000 pcs	
26	RUBBER BAND (Big Size)		1 kg	
27	CELLOTAEP 2"		1 pcs	
28	CELLOTAEP 1"		1 pcs	
29	GLUE STICK		1 packet	
30	SCISSORS		1 pcs	
31	STAMP PAD		1 pcs	
32	INK (Bottle)		1pcs	
33	LOCK (Godrej – 7 Lever)		1 pcs	
34	JUTE ROPE		10kgs	
35	STAPLER PIN (No. 10)		1 packet	
36	CD MARKAR		1pcs	
37	PENCIL		1 packet	
38	HANDWASH		1 pcs	
41	HIGHLIGHTER PEN		1 box	
42	MODERATION TOP SHEET	As per sample	1000	
43	MODERATION BACK PAGE	As per sample	1000	
44	MODERATION INER ENVELOPE	As per sample	1000	
45	MODERATION CONFIDENTIAL ENVELOPE	As per sample	1000	
46	GEMS CLIP		1 box	
47	Heavy Duty Stapler (to staple more than 160 pages)			
48	HP Laser light 55A		1 pcs	

IMPORATANT INFORMATION FOR THE BIDDERS

1. The bids must be as per the specifications mentioned in the tender notice. Any deviation in item(s) will not be allowed and the bid will summarily be rejected.
2. The bidders should collect the sample from the University Salt lake Office or Haringhata Office in-case of sample required.
3. *Rates should be inclusive of all taxes and charges.*
4. Bids will be opened by the Officials of MAKAUT, WB. Intending bidders may remain present if they desire so. If there is any deficiency in the necessary documents, the tender will summarily be rejected. During the evaluation process, the Committee may invite the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if those are not produced within the stipulated time frame, their bids will be liable for rejection.
5. Submission of false document / information by the bidder is strictly prohibited and will be liable for rejection of the tender.
6. Any form of sub-tendering or sub-letting of the job in part or full is strictly prohibited.
7. Being the lowest bidder in terms of rates are not only criteria to become eligible for the job. Selection of the eligible bidder will be done on the basis of credentials and past performances
8. The University reserves the right to accept or reject any tender without showing any reason.
9. Tender to be submitted within 14 days.
10. For any other necessary information, please contact the University Authority.
11. University reserves the right to order either all or selected items from the list
12. **The price must be quoted for a period of 1 year valid from 1st of May, 2019 till 30th of April, 2020.**

Contact details:

Maulana Abul Kalam Azad University of Technology, West Bengal
(Formerly known as: West Bengal University of Technology)
NH – 12, Simhat, Haringhata, Nadia
E-Mail id: corporate.affairs@wbut.ac.in
Contact Person(s): Purchase Officer, MAKAUT, WB

Sd/-
Registrar (Acting),
MAKAUT, WB