



OFFICE OF THE
VICE-CHANCELLOR'S SECRETARIAT
&

NODAL OFFICER FOR ICAR

West Bengal University of Animal & Fishery Sciences
68, K. B. Sarani, Kolkata-700 037

Ref. No.: VCS/WBUAFS/C-26/51

Dated: 01.02.2018

NOTICE INVITING TENDER FOR SUPPLY OF OFFICE STATIONERY ITEMS

Sealed tenders are invited from the **Suppliers / Authorized Dealers / reputed Agencies** for the supply of the Office Stationery as mentioned below at Belgachia, WBUAFS, Kolkata - 700037.

Stationery Items :

SI No	Items	Unit	Approx Quantity
1	A4 Paper 75 GSM	per rim	250
2	Panasonic KX-FA93 (Fax Roll)	per box	6
3	Shorthand Exercise Book	Per pc	36
4	Legal Size white paper -75 GSM (8.5" x 14")	Per rim	10
5	Plastic PVC File Slide Binder with Transparent sheet for Binding - A4	per dozen	12
6	Plastic File Folder - (23cmx33cm)- Best Quality	per dozen	25
7	Ball Pen (Use & Throw)- Different colour	per packet	12
8	Envelop 27.5cm x 12 cm (Brown colour)	Per 100 pcs	1000
9	Coffee Mug - White	Per pc	10
10	Coir Door Mat - 75cm x 40 cm x 1.5cm	per pc	12
11	Binder Clip (19mm)	per dozen	25
12	Binder Clip (51mm)	per dozen	25
13	Peon Book - 12 no	Per pc	12
14	Register Book (Size 20)	Per pc	12
10	Godrej Lock - 7 liver	Per pc	12
11	Page Marker (Sticker)	per packet	20
12	Pin, Paper Clip Box	per pc	6
13	Wood Pencil (6pcs)	per packet	12
14	Clear Glue stick - 15 gm stick	per dozen	15
15	Paper weight (Glass)	per pc	25
16	Sharpner (Pencil)	per dozen	3
17	Stapler (HD10) - Small Size (Kangaroo)	per pc	6
18	Stapler pin (24/6) - Big Size	per box	100
19	Stapler pin (HD 10) - Small Size	per box	150
20	Dak Despatch Register - 12no (with Print)	per pc	12
21	Issue Register-10no (with Print)	per pc	12
22	Tea Cup (Without dish/plate)	6pcs set	8
23	Coat Stand (Stainless Steel) - 42"	Per pc	1
24	Automation System Standard Office Paper Shredder (Capacity:20L, Cutting Speed: 1.8m/min, Cutting Capacity: 15 Sheets,70G/m2)	Per pc	1

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Sl No	Items	Unit	Approx Quantity
25	Professional Electric Shoe Polisher Machine	Per pc	1
25	Gala	Per kg	10
26	White Cloth for parcel packing	Per meter	10 meter
27	Carpet		

The last date of submission of duly filled up quotation documents is on **15.02.2018 at 2:00pm**. The Opening of quotation papers will be held on the same day i.e. **15.02.2018 at 3:00 pm** in the office of the Vice-Chancellor's Secretariat.

Specimen Sample of each item quoted must be submitted as and when asked by the undersigned.

Quotation bid must be supported by:

- Photocopy of PAN Card.
- Valid Trade License (valid up to 31.03.2018)
- GST Registration Certificate (valid up to 31.03.2018) either in original or attested photo-copy.
- Latest IT Return

NOTES:

General:

- Each bidder shall submit only one tender.
- Validity of Rates: Rates shall remain valid for a period of at least 150 days from the last date of submission.
- Normal commercial warrantee/ guarantee shall be applicable to the supplied goods.
- All duties, taxes and other levies payable by the supplier/manufacturer under the contract shall be included in the total price.
- Quotation Notification No, Date of issue, Name of the item and name of the firm are to be clearly mentioned on the envelope.
- No conditional financial bid shall be entertained / accepted.
- Payment may be made within a reasonable period after delivery of items, submission of bills and final Quality Approval.
- No quotation will be accepted, if the same is not supported with all the above documents.
- The quantity and delivery schedule as stated above are tentative and may vary.
- No Quotation will be accepted across the table and no such receipt will be issued thereon.
- The bidder must abide by the terms and Conditions as laid down by this University.
- Any further clarification on the technical specifications of the items prior to the submission of quotation, the firms may contact the undersigned.

(Anuj Kumar Chakraborty)

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Copy forwarded for information to:

- 1) The Registrar, WBUAFS,
- 2) The DREF, WBUAFS
- 3) The Finance Officer, WBUAFS
- 4) ~~The~~ Dean, Faculty of _____
- ✓ 5) The In-Charge, CLINS for unloading in the University Website
- 6) Office Copy
- 7) Notice Board


(Anuj Kumar Chakraborty)
In-Charge
V.C's Secretariat