

Visva-Bharati, Santiniketan
Purchase & Stores Section

Registrar,s Office, P.O- Santiniketan, 731235 Dist-Birbhum, West Bengal

Memo.No. CS/03/2010-2011/ARC/1

29 .04.2010

Annual Rate Contract: Notice inviting Quotation for supply of stationary & office consumables

Sealed quotation are invited from bonafide, resourceful, experienced suppliers having IT,VAT, Professional Tax clearance certificates for making supply on the basis of Annual Rate Contract of the following items. PAN should also be quoted . The quotation documents, if not completed in all respects, will not be considered. The suppliers should quote rates in figures as well as in words. The quotation documents should be submitted within **31.05.2010. to the under signed.**

Conditions :

- 1) Rates should be quoted inclusive of all taxes and charges of delivery to destination, Quotations may be cancelled if rates are quoted excluding VAT and other charges, if any.
- 2) Delivery of materials must be made within such days from issuing supply order as may be decided by Visva-Bharati.
- 3) In case the bidder is manufacturer/authorized dealer of the materials/equipment for the particular zone and period, documentary proof should be attached.
- 4) Attested Copies of VAT, IT, PT clearance certificates, Trade Licence, PAN- card etc. should be attached.
- 5) No escalation in rates will be allowed during the contract period of one year from the date of awarding of work. A certificate to this effect should be given.
- 6) The submission of the tender will not bind this University under any obligation to place the order and expenses incurred by you in this regard will not be payable by the University. The University reserves the right to reject any or all quotations.
- 7) The contract will be valid for one year from the date of awarding the contract and the firm shall be bound to supply the items on fixed rate within the valid period of one year.
- 8) The supplier should be in a position to deliver the required items within seven days or urgently as the case may be on receiving the supply order from to the premises of this University.
- 9) The supplier will be responsible for delivery of the goods in good condition in the office of this University at their own risk and cost.
- 10) The rates quoted for the items should be equal to or less than the wholesale rates fixed by the authorized dealer of the respective items.
- 11) in case a supplier is not able to supply the goods for which supply order has been placed within the stipulated period of time or supply the goods of spurious / inferior quality the contract will be cancelled, money deposited if any would be forfeited and the supplier may be debarred by the University from participation in any purchase Process in future
- 12) Payment will be made only after the satisfactory delivery and working of supplied items in the University.

- 13) Tender application without complete documents / information may not be considered
- 14) The defective items if found will be replaced by the supplier
- 15) No negotiation will be undertaken with any tenderer except lowest qualified bidder

The University reserves the right:

- 1) Of accepting or rejecting any or all quotations without assigning any reason.
- 2) Of distributing the order for supply among several suppliers if it considers necessary.
- 3) Not to allow one supplier to supply more than one item concurrently. Other detailed information if necessary, may be available from the Purchase & Stores section, Central Office V.B.

Items required:-

- 1) Attendance Register (50 Pages)-- per piece
- 2) Cello tape cutter stand – per piece
- 3) Cello tape : 2.5cm.(small)— per piece
- 4) Type carbon -- per pkt.--(100 Sheets)
- 5) Pencil carbon -- per pkt. -(100 Sheets)
- 6) Duplicating book : (100 x 2 pages) -- per piece
- 7) Triplicating book : (100 x 3 pages) – per piece
- 8) Envelope plain (6”X4”) – white -- per pkt 100 pieces
- 9) Envelope window (6”X4”)- white – per pkt 100 piee
- 10) Envelope plain (9”X4”) – white – per pkt. 100 pieces
- 11) Envelope window (9”X4”)- white- per pkt 100 piece
- 12) Envelope plain (11”5”) – white – per pkt. 100 pieces
- 13) Envelope window (11”X5”)- white per 100 piece
- 14) Envelope (clothing) (18”X24”) – brown – per 100 pieces
- 15) Envelope (clothing) (15”X10”) – brown – per 100 piece
- 16) Envelope (clothing) (12”X18”) – brown- per 100 piece
- 17) Envelope (ordinary) (11”X16”) – brown- per 100 piece
- 18) Non Dust Eraser for pencil – per piece
- 19) Bound exercise book (medium) Ruled,288 pages, 21cmX17cm, 60 Gsm
- 20) Bound exercise book (medium) plain , 288 pages, 21cmX17cm ,60Gsm
- 21) Unbound exercise book (big) plain, 36 pages, 21cmX33cm,60 Gsm
- 22) Unbound exercise book (big) Ruled ,36 pages ,21cmX33cm, 60 Gsm
- 23) Eraz-ex (white correcting fluid) – per piece
- 24) Flat file -- per piece
- 25) Pencil (wooden) per -- piece
- 26) Pencil (steno)
- 27) Cover file – per piece
- 28) Folder file – per piece
- 29) Board file -- per piece
- 30) Auto file – per piece
- 31) Arch file – per piece
- 32) Guard file – per piece
- 33) Plastic file – per piece
- 34) Gum 600M.L – per piece

- 35) Gum tube – per piece
- 36) Gum-stick 8g – per piece
- 37) Ink stamp pad: small (camel) – per piece
- 38) Ink stamp pad – large (camel) – per piece
- 39) Gems clip (steel) – per box
- 40) Gems clip (plastic) – per box
- 41) Binder clip 1” – per dozen
- 42) Removable page marker (50mmX75mm) – per pkt
- 43) Removable page marker (20mmX75mm) – per pkt
- 44) Identity card cover –(10cm X 7cm) per piece
- 45) Calling bell – per piece
- 46) Type paper -- per reams
- 47) Duplicating paper F.C. -- per ream
- 48) Paper white (per dista)
- 49) Ruled paper (per dista)
- 50) Brown sheet – per piece
- 51) Paper weight (glass) – per piece
- 52) Paper clip – per piece
- 53) Pin cushion – per piece
- 54) Peon book – per piece
- 55) Punch machine (double hole) – per piece
- 56) Punch machine (single hole) – per piece
- 57) Xerox paper A4(75 GSM) – per ream
- 58) Xerox paper (legal) (75 GSM) – per ream
- 59) Xerox paper A3 (75 GSM) – per ream
- 60) Ruled bound register:No-6(102 pages) – per piece
- 61) Ruled bound register:No-12 (236 pages)-- per piece
- 62) Ruled bound register:No-18 (330 pages) --per piece
- 63) Ruled bound ledger:No-6 (102 pages) – per piec
- 64) Ruled bound ledger:No-12 (236 pages) – per piece
- 65) Ruled bound ledger:No-18 (330 pages) –per piece
- 66) Ruber (Gurder)-- per pkt.
- 67) Ruled stock register:No-10 (196 pages) – per piece
- 68) Type ribbon – per piece
- 69) Stapler pin (no.10)-- per box
- 70) Stapler pin (24/6) -- per box
- 71) Stapler (no.10) – per piece
- 72) Stapler (24/6) – per piece
- 73) Sponge with case – per piece
- 74) Scale plastic – per piece
- 75) Twine ball (thread) – per roll
- 76) Tag -- per lachi
- 77) Red tape – per pkt.
- 78) Alpin – per box

Memo.No. CS/03/2009-2010/ARC/1/1(1)

29.04.2010

Copy to:

In-Charge, V.B. Computer Center, with a request to upload this notice in the University-Website

Memo. No. CS/03/2009-2010/ARC/1/2(7)

29.04.2010

Copy forwarded for information with a request for displaying on the notice board for publicity to:-

- 1) The District Magistrate, Birbhum, P.O. Suri Dist-Birbhum
- 2) The Sub-Divisional Officer, P.O. Bolpur, Dist Birbhum
- 3) The Block Development Officer, Bolpur Sriniketan Block, P.O. Sriniketan, 731236 Birbhum
- 4) The Station Master, Bolpur Railway Station
- 5) The Branch Manager, State Bank of India, Santiniketan Branch, P.O. Santiniketan, Dist- Birbhum
- 6) The Post- Master, Santiniketan Post Office
- 7) Registrar's Office Notice Board

Memo.No. CS/03/2009-2010/ARC/1/3(2)

29.04.2010

Copy to :

- 1)The Secretary, V.B. Samavaya Samiti Ltd., Santiniketan
- 2) The Secretary, Kendriya Bhandar, B-1, Shyamali Housing Estate EA-Block, Sector-1, Saltlake city, Kolkata-700064

Registrar
Visva-Bharati