



UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Deputy Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in ★ Email: deputyregistrar@ugb.ac.in

P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.: 220/UGB/DR-24

Date: 25.06.2024

NOTICE INVITING QUOTATION

NIQ No.: 220/UGB/DR-24, Dated: 25.06.2024

Name of the Work: - 'Selection of External Agency and determination of rates for supplying of Office Stationary Items and other Office Materials for the use of Academic and Administrative Departments of the University of Gour Banga'

Sealed Quotations are invited from bonafide, reputed External Agencies (vendor/suppliers) having valid Trade License/ Registration Certificate of incorporation/ Deed of partnership to quote their rate (in sealed envelope) for 'Selection of External Agency and determination of rates for supplying of Office Stationary Items and other Office Materials for the use of Academic and Administrative Departments of the University of Gour Banga'.

The agency should submit their quotation as per the following specifications:

Sl. No.	Particulars / Items	Quantity	Rates to be Quoted in Rupees (Inclusive of All Taxes)
1	Received Register (22 Size)	One Piece	
2	Issued Register (22 Size)	One Piece	
3	Peon Book (Small Size)	One Piece	
4	Stock Register (22 Size)	One Piece	
5	Attendance Register (Small Size)	One Piece	
6	Register (Small Size)	One Piece	
7	Register (22 Size)	One Piece	
8	Cover File (Plastic Quoted)	One Dozen	
9	Cover File (General)	One Dozen	
10	Tip Folder File A4 Size	One Dozen	
11	Tip Folder File Legal Size	One Dozen	
12	L Folder File	One Dozen	
13	Lever Arch File	One Dozen	
14	Computer Brush	One Piece	
15	Rubber Stamp (Ordinary)	One Piece	
16	Rubber Stamp (Self ink)	One Piece	
17	Small Dustbin with lid	One Piece	
18	Cloth Duster (18" × 18")	One Dozen	
19	Stapler (Jambo Size)	One Piece	
20	Stapler Pin (Jambo Size)	One Packet	
21	Stapler (Normal Size)	One Piece	
22	Stapler Pin (Normal Size)	One Packet	
23	Standard Stapler (Product Dimension 20L× 7W Centimeters)	One Piece	
24	James Clips	One Packet	
25	Binder Clip [3/4"(19mm) width]	One Packet	
26	Alpin	One Packet	

27	Cap Push Pins	One Packet	
28	Notice Board Pins	One Packet	
29	Tag (Cotton)	One	
30	Stick Note Pad	One Bundle	
31	Scale (Steel)	One Piece	
32	Scale (Plastic)	One Piece	
33	A4 Papers	One Rims /	
34	A4 Bond Papers	One Rims /	
35	A3 Papers	One Rims /	
36	Legal Papers	One Rims /	
37	Fevi Sticks Glue (Big)	One Piece	
38	Fevi Sticks Glue (Small)	One Piece	
39	Cello tape 2" (White and Brown)	One Roll	
40	Cello tape 1" (White and Brown)	One Roll	
41	Permanent Marker	One Piece	
42	Highlighter	One Piece	
43	Correction Pen	One Piece	
44	Ball Pen (Good Quality)	One Piece	
45	Ball Pen (Ordinary Quality)	One Piece	
46	Guarders	250 Grams	
47	Office Tray	One Piece	
48	Pen Stand	One Piece	
49	Carbon (Blue & Black)	One Packet	
50	Scissors (Big size)	One Piece	
51	Scissors (Medium size)	One Piece	
52	Ink Pad (Blue)	One Piece	
53	Paper Weight	One Piece	
54	Electronic Calculator	One Piece	
55	Room Freshener	One Piece	
56	Colin 1 Litre	One Piece	
57	Colin 500 ml	One Piece	
58	Dettol Liquid Handwash Dispenser Bottle Pump – 200ml	One Piece	
59	Dettol Liquid Handwash Refill – Skincare Hand Wash- 1500ml	One Piece	
60	Vim Shop	One Piece	
61	Phenyl (Lemon) 1 Litre	One Piece	
62	Towel (Executive)	One Piece	
63	Towel (Normal)	One Piece	
64	Towel (Computer)	One Piece	
65	Towel for chair with elastic band	One Piece	
66	Plastic Rope	One Roll	
67	SHP-20 With Floting Punch (Punching Capacity 4mm)	One Piece	
68	DP-52 2hole Metal Mini Paper Punch (Punching Capacity 4mm)	One Piece	
69	HP Color Laser Jet Pro MFP M476nw Four Compatible Cartridges (Black, Cyan, Magenta & Yellow)	One Set	
70	HP 88A Black and White Laser Jet Printer Compatible Cartridges for Office Computers	One Piece	
71	HP Laser Jet 1020 plus Black and White Printer Compatible Cartridges for Office Computers	One Piece	
72	Compatible Cartridge for HP Laser Jet Printer (HP Laser Jet M1136MFP Printer Compatible Cartridge)	One Piece	
73	Printer Cartridges (HP Laser Jet P2035)	One Piece	
74	Printer Cartridges (HP Laser Jet M121nf Compatible)	One Piece	
75	Pen Driver (High Speed) (16 G.B.)	One Piece	
76	Pen Driver (High Speed) (32 G.B.)	One Piece	

77	Pen Driver (High Speed) (64 G.B.)	One Piece	
78	HP Color Laser Jet Pro MFP M476nw Four Cartridges refiling (Black, Cyan, Magenta & Yellow)	One Set	
79	HP 88A Black and White Laser Jet Printer Cartridges refiling for Office Computers	One Piece	
80	HP Laser Jet 1020 plus Black and White Printer Cartridges refiling for Office Computers	One Piece	
81	Toner Laserjet M1136MFP	One Piece	
82	Original Cartridge (88A) Comfotable	One Piece	
83	Original Cartridge (12A)	One Piece	
84	HP Laser Z MFP M775 original Cartige (Four Colour)	One Set	
85	Wood HB Pencil	One Packet	
86	Pencil Sharpener	One Packet	
87	Pencil Eraser	One Packet	
88	Whitener	One Piece	
89	Duster (For Green Board)	One Piece	
90	Duster (For White Board)	One Piece	
91	Dustless Chalk (colour)	One Packet	
92	Envelope (Large Size)	100 Pieces	
93	Envelope (Medium Size)	100 Pieces	
94	Envelope (Small Size)	100 Pieces	
95	Pre-Printed Envelope Brown (12" × 14") with cloth line	As Per specifications of the office of the Controller of Examinations	
96	Pre-Printed Envelope Brown (12" × 6") with cloth line		
97	Pre-Printed Envelope (11" × 5") with cloth line		
98	Pre-Printed Envelope (10" × 4") with cloth line		
99	Pre-Printed Envelope (10" × 14") with cloth line		
100	Clip File	One Dozen	
101	Board File	One Dozen	
102	Note Book (No. 2)	One Piece	
103	Note Book (No. 6)	One Piece	
104	Battery (For Clocks)	One Piece	
105	Battery (For Microphone)	One Piece	
106	Battery (For AC)	One Piece	
107	Hit spray 500 ml	One Piece	
108	Good Knight liquidator	One Piece	
109	Carbolic Acid (100 Grams)	One Bottle	
110	Door mat	One Piece	
111	Curtain	One Set	
112	Plastic Water Bottle (1 Litre)	One Piece	
113	Metal Water Bottle (1 Litre)	One Piece	
114	Cup Set	(Pack of 6)	
115	Glass Set	(Pack of 6)	
116	Wall Clocks	One Piece	
117	Visiting Cards	100 Pieces	
118	Mouse pad	One Piece	
119	Channel File	One Dozen	
120	Gel Pen (Good Quality)	One Piece	
121	Gel Pen (Ordinary Quality)	One Piece	
122	Harpic 500 ml	One Piece	
123	Odonil	One Packet	
124	Tissue Paper	One Packet	
125	Toilet Cleaner Brush	One Piece	
126	Marker (Red, Green, Blue, Black) For White Board	One Piece	
127	CD Marker	One Piece	
128	Binder Clip [3/4"(19mm) width]	One Packet	

129	Paper Cutting Knife (18mm)	One Piece	
130	Sanitizer (200 ml)	One Piece	
131	Fevicol Gum	One Piece	
132	Thread (50 gm packet)	One Piece	
133	Meeting Registrar	One Piece	
134	Extension Cord	One Piece	
135	Scotch bite	One Piece	
136	Paper cup	One Bundle	
137	Table Cover	One Piece	
138	Table Broom	One Piece	
139	Tea Tray	One Piece	
140	Bucket and Mug	One Set	
141	White Board	One Piece	
142	USB Adopter	One Piece	
143	Lock	One Piece	
144	Lamp Spirit	One Piece	
145	Ethanol absolute (99%) for cleaning & Disinfection 1 Litre	One Piece	
146	Formaldehyde solution (37%) for funigation 1 Litre	One Piece	
147	Bloating paper	One Packet	
148	Absorbent cotton 500 Grams	One Packet	
149	Non-absorbent cotton 500 Grams	One Packet	
150	Electric Kettle (1.5 lit)	One Piece	
151	Godrej Split non-inverter AC remote (compatible)	One Piece	
152	Letter Head of the Department (A4 Size) 50 Pages	One Book	
153	Desk organizer caddy with multiple 9 compartments (Mesh pattern)	One Piece	
154	Pre-ink Stamp refill ink	One Piece	
155	Floor Wiper	One Piece	
156	Floor mop	One Piece	
157	Bi pin Hallogen lamp bulb (Philips 6volt, 20W 7388 G4)	One Piece	
158	Knife	One Piece	
159	Keyboard	One Piece	
160	Broom	One Piece	
161	Wireless Dongle sticks	One Piece	
162	Computer Cleaner soft brush (feather)	One Piece	
163	LCD Cleaning Liquid 200 ml	One Piece	
164	Flat File	One Piece	
165	First aid box with kits	One Set	
166	Bound Copy Books	One Piece	
167	Electric heater with Heating coil, mantle etc	One Piece	
168	RWCDs	One Piece	
169	Aluminium Mug	One Piece	
170	Bank Challan Printing Book Binding with numbering	As Per specifications of the office of the Controller of Examinations	
171	TA DA Claim From (Both Size Printing)		
172	Remuneration Bill Printing (Two page) both site		
173	Modetator Book printing (Four page) both site		
174	Pre Printed Office Note Sheet (One Side binding)		
175	Pre Printed Proforma Book for BOS (16 Pages)		
176	Pre Printed Proforma Book for Paper Setter (8 Pages)		

Note: Before submissions of Quotations Bidders are requested to visit the Office of the Controller of Examinations to see the sample copy of the Items which need to be printed as per specification.

General Terms and Conditions:

1. The quotation should be submitted by the Agencies in sealed envelope in their original letter head clearly indicating the aforesaid Item rates in details. Name of work and NIQ No. are to

- be mentioned on the top of the envelope.
2. No EMD to be deposited by the bidders.
 3. For arriving lowest Bidder (L-1), quotation of each item will be considered and the decision of the University Authority will be final.
 4. Taxes shall be deducted as per Govt. norms.
 5. Price quoted should be inclusive of all taxes i.e., GST, & other charges.
 6. Price quoted should not increase the Maximum Retail Price.
 7. The Agency will be required to follow professional ethics and regulatory rules/ laws, if any, while dealing with UGB and ensure confidentiality in matters that may become detrimental/ cause loss or damage to the interest/ image of UGB in any manner.
 8. The University of Gour Banga reserves the right to amend or cancel the scope of the work.
 9. The sealed quotations are to be submitted along with valid Trade License/ Certificate of Registration of incorporation/ Deed of partnership, PAN, GST Registration Certificate, Income Tax Return, Balance sheet and P&L Accounts for last two years, credential etc. at the office of the Convener, Tender and Purchase Committee.
 10. The date and time of submission of sealed quotation: **26.06.2024 – 03.07.2024** (Within 11:00 am to 05:00 PM). Date of opening of tender paper: **04.07.2024 at 03:00 PM**. Any quotation received after the prescribed deadline shall not be considered irrespective of rates.
 11. The sealed quotations should be addressed to: The Deputy Registrar (Addl. Charge) & The Convener, Tender and Purchase Committee, University of Gour Banga, Malda-732103, W.B, India.
 12. In all cases of disputes, the decision of the University Authority shall be final.
 13. At the time of opening the tender, the bidders may attend and for any further enquiry please contact at the Deputy Registrar (Addl. Charge), University of Gour Banga, Malda-732103, W.B, India.



Deputy Registrar (Addl. Charge)
& Convener, Tender and Purchase Committee
University of Gour Banga
DEPUTY REGISTRAR (A/c)
UNIVERSITY OF GOUR BANGA

Copy forwarded for information to:

1. The Hon'ble Vice-Chancellor, University of Gour Banga.
2. The Registrar (Addl. Charge), University of Gour Banga.
3. The Finance Officer, University of Gour Banga.
4. Members (all) of the Tender & Purchase Committee.
5. Notice Board.
6. The University Website (www.ugb.ac.in).
7. Office File.