



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

ডঃ শুভেন্দু বন্দ্যোপাধ্যায়

নিয়ামক ভারপ্রাপ্ত

Dr. Subhendu Bandyopadhyay

Registrar (Acting)

ফোন/Phone: 03582-270143 (O)

ফ্যাক্স/Fax : 03582-270143

ইমেল/E-mail: registrarubkv@gmail.com

ওয়েবসাইট/Website: www.ubkv.ac.in

Tender Ref. No. UBKV/Est. (T&P-02)/08 /2018-19

Date: 27/06/2018

Notice Inviting Tender

Sealed quotations are invited under two bid system viz, Part-I Technical Bid and Part-II Financial Bid from reputed suppliers for preparing **Rate Contract for supplying of Stationery items** as per attached list. Details available in University website: www.ubkv.ac.in

- Last date of submission of quotations: 12/07/2018
- Opening date of Technical Bids: Would be available in University website after last date of submission.

Terms & Conditions:

1. Quotations to be submitted with a forwarding letter addressed to The Registrar, UBKV, Pundibari, Cooch Behar.
 2. Covers of quotations to be dropped in Specific Tender Box kept in Receipt and Dispatch Section in Registrar Office. UBKV, Pundibari, Cooch Behar.
 3. The Bids shall comprises of Self attested Photocopy of the following documents:-
 - i) Valid copy of Trade License
 - ii) Photocopy of PAN Card,
 - iii) Registration Certificate of GST with a copy of last return
 - iv) Dealership / Manufacturing / SSI Certificate
 - v) ISO Certificate(if any)
 - vi) Credentiaity /User list with photographs
 - vii) Full Specification of items with HSN Code
 4. The Financial Bid comprises of rate of items (F.O.R. Destination) per unit including applicable taxes, incidental charges, extent of discount (as applicable)
 5. The Technical Bid and Financial Bid should be submitted in two separate sealed envelopes with broad heading mentioning the name of the item and Tender No. on the top of the envelopes. The sealed envelope of Technical Bid and Financial Bid shall be submitted in a large sealed cover and further mentioning the name of the Item and Tender number on the Top of the Envelope and to be addressed to the Registrar, UBKV, Pundibari, Cooch Behar.
 6. The materials should be delivered at site by the Supplier at their own cost and responsibility.
 7. The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.
 8. Validity of the quoted rate must be for one year.
- Encl: List of items

Sd/-
Registrar (Actg).

List of Stationery items

Sl. No.	Description	Specification	Rate Per Unit
01	Alpine	Brand: King	
02	Ball Pen	Use & Through, Transparent body , Make: Agni/Link/Elkos	
03	Binding Registrar	Oxford, Size-4	
04	Binding Registrar	Oxford, Size-6	
05	Binding Registrar	Oxford, Size-8	
06	Binding Registrar	Oxford, Size-10	
07	Binding Registrar	Oxford, Size-12	
08	Binding Registrar	Oxford, Size-14	
09	Binding Registrar	Oxford, Size-16	
10	Binding Registrar	Oxford, Size-18	
11	Binding Registrar	Oxford, Size-20	
12	Bodkin	Good quality, Wooden Handle	
13	Brown Tape	2", Wonder -555, 60 mtr. Sample to be produced to the Tender & Purchase committee	
14	Calculator	Orpate, DTC-712/1400	
15	Chalk	Brand: Kores /Any other good quality	
16	Cloth Duster	Good quality, Size: 22"x19"	
17	Correction Pen	Camlin	
18	Computer Paper	10"x12", Good Quality Sample to be produced to the Tender & Purchase committee	
19	Computer Paper	15"x12" Good Quality Sample to be produced to the Tender & Purchase committee	
20	Cover File with Board	Good quality, Cover to be printed with University name and address, Sample to be produced to the Tender & Purchase committee	
21	Dolphin Phenyl	Mfg by: Ridge Chemical, Bottle of 450ml	
22	Envelope	Size-9"x4" Good quality, Sample to be produced to the Tender & Purchase committee	
23	Envelope	Size-12"x5" Good quality, Sample to be produced to the Tender & Purchase committee	
24	Envelope	Size: 14"x10" Cloth Binding , Sample to be produced to the Tender & Purchase committee	
25	Envelope	Size: 14"x10" Interior Plastic quoted Sample to be produced to the Tender & Purchase committee	

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26	Epson Ink-All Clour (Set)	Good quality	
27	Feather Duster	Good quality	
28	Fevi Stick	Super star, Glue Stick , 08 Gm Sample to be produced to the Tender & Purchase committee	
29	Glue Stick	Fevicol/Camel 25 ml	
30	Gum	Camel 150 ml	
31	Gum	Camel 700 ml	
32	Highlighter Pen	Faber-Castell	
33	Knife	5" Blade, Good quality	
34	Liver Arch File	Good quality, Sample to be produced to the Tender & Purchase committee	
35	Log Book	Oxford 200 Pages	
36	Marker Pen	Reynolds	
37	Multipurpose Pen Stand	Good quality	
38	Muric Acid	Bengal Chemical	
39	Naphthalene	Bengal Chemical	
40	Paper Clips	Gripex, Good quality	
41	Paper Weight	Good quality	
42	Pen Stand	Good quality	
43	Peon Book	Oxford 200 Pages	
44	Photocopier Paper	A-4, Century Star	
45	Photocopier Paper	FS , Century Star	
46	Pin Cushion	Good quality	
47	Plastic Table Tray	Size:16"x12"x2" Good quality	
48	Punching Machine	Single Hole, Good quality	
49	Punching Machine	DP-280 Kangaro, Double Hole	
50	Scissor	6" Blade, Good quality	
51	Soap	Lifebuoy, 35 Gm	
52	Scale	12" , Camlin	
53	Sealing Wax	Good quality	
54	Staff Attendance Register With printing	24 Pages, Oxford, As per existing design. Sample may be collected from central store section before printing	
55	Stamp Pad	Faber-Castell	
56	Stapler	10D , Kangaro	
57	Stapler	24/6 , Kangaro	
58	Stapler	HP-45 , Kangaro	
59	Stapler Pin	10D , Kangaro	
60	Stapler Pin	24/6 , Kangaro	

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61	Stock Register	Oxford, Size-20	
62	Student Attendance Register	Oxford	
63	Tag	Length: 12" Good quality, Sample to be produced to the Tender & Purchase committee	
64	Tag	Length: 18" Good quality, Sample to be produced to the Tender & Purchase committee	
65	Transparent Tape	1" , Wonder -555, 60 mtr Sample to be produced to the Tender & Purchase committee	
66	Transparent Tape	2" , Wonder -555, 60 mtr Sample to be produced to the Tender & Purchase committee	
67	Vim Detergent Powder	200/500 Gm	
68	Waste Paper Basket	Good quality	
69	Water Sponge	Good quality	
70	Wooden Pencil	Apsara Platinum	
71	Wooden Duster	Good quality	

Sd/-
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