

# **DIAMOND HARBOUR WOMEN'S UNIVERSITY**

No.: DHWU/REG/151/2022

Dated: 07-06-2022

## **NOTICE**

### **Sub: Quotation/Tender for Stationery Items.**

The following items will be purchased as and when necessary for smooth functioning of the University:

<b>SL. NO.</b>	<b>PARTICULARS</b>	<b>Approx. Quantity</b>	<b>Amount Including GST and other charges</b>
1	A4 PAPER(copy power)	250 Reams	
2	COVER FILE ( STANDERD QUALITY )	1000 Pcs	
3	FLAT FILE ( STANDERD QUALITY )	500 Pcs	
4	PLASTIC FOLDER ( STANDERD QUALITY )	300 Pcs	
5	CHANNEL FILE( STANDERD QUALITY )	200 Pcs	
6	ARCH FILE FS ( STANDERD QUALITY )	100 Pcs	
7	STUDENT ATTENDENCE REGISTER (NO. – 4)	100 Pcs	
8	TEACHERS ATTENDENCE REGISTER (NO- 4)	50 Pcs	
9	BINDING REGISTER (NO-4 TO 20)	200 Pcs	
10	PEON BOOK	30 Pcs	
11	MINUTE BOOK (NO-6 TO 10)	10 Pcs	
12	MEETING RESOLUTION BOOK (NO-6 TO 10)	20 Pcs	
13	CAR LOG BOOK	20 Pcs	
14	PRINTED STOCK REGISTER (NO-4 TO 8)	20 Pcs	
15	SMALL STEPLER (HD-10)	100 Pcs	
16	MEDIUM STEPLER 555	20 Pcs	
17	BIG STEPLER(HP-45)	10 Pcs	
18	SMALL STEPLER PIN	200 Boxes	
19	BIG STEPLER PIN	50 Box	
20	PUNCHER(DP-600)	30 Pcs	
21	SCISSORS MEDIUM	30 Pcs	
22	KNIFE	20 Pcs	
23	FEVI STICK	100 Pcs	
24	FEVI GUM (200ML)	50 Pcs	
25	STEEL SCALE	30 Pcs	
26	JAMES CLIP	100 Boxes	
27	BINDER CLIP ( ALL SIZE )	50 Boxes	
28	BOARD PIN ( STANDARD QUALITY)	20 Boxes	
29	CELLO TAPE ( ½” TO 2”)	50 Pcs	
30	PEN (UES & THROW) Black blue	300 Pcs	
31	WHITE BOARD MARKER	200 Pcs	
32	WHITE BOARD MARKER INK	100 Pcs	
33	PERMANENT MARKER	50 Pcs	
34	CD MARKER	30 Pcs	
35	RED PEN(LINK OCEAN CLASSIC OR EQUIVALENT)	200 Pcs	

36	GREEN PEN (LINK OCEAN CLASSIC OR EQUIVALENT)	100 Pcs	
37	APSARA WOOD PENCIL	200 Pcs	
38	ERESER	100 Pcs	
39	SHARPNER	100 Pcs	
40	WHITENER PEN	50 Pcs	
41	HIGHLIGHTER PEN	50 Pcs	
42	COLOUR CHALK BOX ( NON DUST)	20 boxes	
43	WHITE CHALK BOX ( NON DUST)	20 boxes	
44	STAMP PAD ( 110MM*69MM)	50 Pcs	
45	STAMP PAD INK	20 Pcs	
46	PAPER WEIGHT	100 Pcs	
47	PEN STAND	30 Pcs	
48	WHITE BOARD DUSTER	100 Pcs	
49	MOP (ORDINARY)	200 Pcs	
50	WIPER (ORDINARY)	50 Pcs	
51	FOOL JHARU (ORDINARY)	150 Pcs	
52	JHUL JHARU (ORDINARY)	100 Pcs	
53	JHATA (ORDINARY)	150 Pcs	
54	PLASTIC BELCHA	100 Pcs	
55	PLASTIC MUG	100 Pcs	
56	PLASTIC BUCKET ( 16 LTR )	50 Pcs	
57	PADDLE DUSTBIN	50 Pcs	
58	SWING BIN ( 60 LTR )	30 Pcs	
59	BASIN BRUSH	100 Pcs	
60	COMOD BRUSH	100 Pcs	
61	CLOTH DUSTER	500 Pcs	
62	GARBAGE BAG	50 Pkt	
63	BLICHING POWDER (PER KG)	50 Kg	
64	NAPHTHALIN ( PER KG )	30 Kg	
65	SCOTCH BRITE	200 Pcs	
66	ODONIL	100 Pcs	
67	ROOM FRESHNER AMBIPURE	50 Pcs	
68	SANITIZER LIQUID ( PER LTR)	200 Ltr	
69	HAND WASH BOTTLE	100 Pcs	
70	HAND WASH POUCH	100 Pcs	
71	COLIN (500ML)	30 Pcs	
72	VIM BAR (600GM )	100 Pcs	
73	HAND GLOVES ( RUBBER MADE )	50 Pcs	
74	PENCIL BATTERY	200 Pcs	
75	REMOTE BATTERY	100 Pcs	
76	PAGE MARKER	50 Pcs	
77	LOCK & KEY ( 60 MM )	50 Pcs	
78	WHITE PHENYL GOOD QUALITY (PER LTR)	300 Ltr	
79	TOILET BOWL CLEANER GOOD QUALITY (PER LTR)	300 Ltr	
80	LIQUID SOAP FLOOR CLEANER (PER LTR)	300 Ltr	

Sealed Quotations/Tenders are invited from the Govt. approved Wholesale consumers/ Co-operative Societies/Registered Agencies/Suppliers on their Letter Head / Office Pad for

purchase of above noted items in Diamond Harbour Women's University. Interested concerns may send their quotations/tenders in the above noted format.

Last date of submission of the Quotations/Tenders in the University Office:

**20.06.2022 up to 1.30 p.m.**

Date and time of opening the Quotations/Tenders: **20.06.2022 at 2.00 p.m.**

Quotations /Tender will only be accepted in the University Office on all working days from **11 a.m. to 3 p.m.** and in holiday you can drop the sealed envelope in the designated tender box.

The University reserves the right to accept or reject any quotation without stating the reason whatsoever.

All the articles to be delivered must be according to the sample. The representatives are advised to visit the University to inspect the sample.

The Co-operative concerned whose quotation will be accepted must supply the article within 7 (seven) days from the date of requisition of the same failing which their offer will be rejected without further notice and they will be blacklisted for any subsequent purchase of articles from this University.

**There will be no carrying cost. The suppliers have to supply the items to the office of the University with no extra cost.**

**Registrar**