

OFFICE OF THE REGISTRAR
GURUCHARAN UNIVERSITY
SILCHAR, CACHAR: ASSAM

গুরুচরণ বিশ্ববিদ্যালয়
শিলচর, কাছাড় : আসাম

A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023

Ref No. 196/Reg/Adv/2025/ 232

Date: 15-11-2025

NOTICE FOR EMPANELMENT

Sealed quotation affixing non-refundable court fees stamps of ₹ 8.25 (Rupees eight and paise twenty-five) only are invited for vendor empanelment from the intending firms/suppliers having the requisite documents for supplying of **Stationery Items** (list enclosed) for the period January 2026 to December 2026 to be submitted within 15 days (during office hours) of publication of this advertisement on the Gurucharan University website. The sealed quotation received by this office will be opened on the next working day after the last day of receipt of the quotation i.e., on 01-12-2025 at 3:00 pm in the presence of the intending firm/supplier. No quotation will be accepted after the prescribed time.

Terms and conditions:

1. All quotations must be accompanied by ₹ 5000.00 (Rupees Five Thousand) only as earnest money in the form of a call deposit from any nationalised bank, duly pledged in favour of the undersigned.
2. All quotations will have to furnish the following documents, duly self-attested by the authorised personnel of the firm(s), along with their quotations, failing which their quotations will be treated as invalid.
 - a. GST Registration certificate/up-to-date GST return.
 - b. Copy of PAN Card.
 - c. Firm Registration certificate.
 - d. Any document mentioning experience of providing services to educational institutions (supply/work experience in colleges and universities preferred).
3. The quotation must be written in ink or duly typed on their own pad. Any correction in the quotation should invariably bear the dated signature of the quotationer.
4. The successful quotationer will have to furnish a security deposit of ₹ 10,000.00 (Rupees ten thousand) only in the form of a call deposit of any nationalised bank duly pledged in favour of the undersigned. In the event of withdrawal of the quotation or failure of the contract terms & conditions during the prescribed period, the security money will be forfeited.
5. The annual turnover of the firm(s) should be above ₹ 6,00,000.00 (Rupees six lakh) only.

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6. The successful quotationer will have to supply articles at the office of the undersigned at his own arrangement in full and good condition on receipt of the proper order indent duly signed by an authorised officer of the university.
7. The quotation cover should be subscribed as "Quotation for Supplying of STATIONERY ITEMS for the period October 2025 to March 2026".
8. The articles to be supplied must be of superior quality to the satisfaction of the undersigned.
9. The earnest money deposited along with the quotation will be released after finalisation of the contract.
10. The comparative evaluation of quotations will be done on the basis of the cost of the individual items quoted by the intending firm/supplier.
11. The undersigned is not bound to accept the lowest rates and reserves the right to reject any or all quotations without assigning any reason thereof.

Copy to:

1. PS to VC for information of the Vice Chancellor.
2. Website Administrator for uploading the University Website.
3. Guard file.

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Name of the Category of Materials: Stationery Items

List of Materials/Articles to be supplied:

Sl. No.	Name of Materials/ Articles	Unit in which the rate is to be quoted	Rate quotaed (in INR)
1	Paper(A4 White)	Per ream	
2	Paper(A4 Coloured)	Per ream	
3	Paper (Legal White)	Per ream	
4	Paper(Legal Coloured)	Per ream	
5	Paper(Demy White)	Per ream	
6	Ball Pen (Blue) (good quality for daily office use)	Per No	
7	Ball Pen (Black) (good quality for daily office use)	Per No	
8	Ball Pen (Red) (good quality for daily office use)	Per No	
9	Two-sided Pen (Blue) (good quality for daily office use)	Per No	
10	Ball Pen (Green) (good quality for daily office use)	Per No	
11	Pencil (HB)	Per No	
12	Text Highlighter (Pink/Green/Blue)	Per No	
13	Wooden Scale (30 cm)	Per No	
14	Plastic Scale (30 cm)	Per No	
15	Steel Scale (30 cm)	Per No	
16	Black Tape (big & small size)	Per No	
17	Cello Tape (big & small)	Per No	
18	Brown Tape (big & small)	Per No	
19	Rubber Band (big/medium/small size)	Per Kg	
20	Open file (with hard cover/without hard cover)	Per No	
21	Cover file	Per No	
22	Calculator (12 digit good quality)	Per No	
23	Stapler (big size)	Per No	
24	Stapler (medium size)	Per No	
25	Stapler Pin (big size)	Per No	

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26	Stapler Pin (medium size)	Per No	
27	Binder Clip	Per Dozen	
28	U shaped paper clip (James Clip)	Per 100 pcs pkt	
29	Correction Pen (White)	Per No	
30	Gum (dry stick 10g/ 15g)	Per No	
31	Gum (gel)	Per No	
32	Envelope (A4 size)	Per No	
33	Envelope (Legal size)	Per No	
34	Scissor (big)	Per No	
35	Scissor (small)	Per No	
36	Counting Pot with a sponge	Per No	
37	Towel (standard bath towel, good quality)	Per No	
38	Hand Towels (good quality)	Per No	
39	Pen Stand	Per No	
40	Paper Weight	Per No	
41	Paper Tray (Plastic)	Per No	
42	Marker (Permanent & White Board)	Per No	
43	Chalk Pencil (Dustless)	Per 100 pcs	
44	White Board (different size)	Per piece	
45	Green Board (different size)	Per piece	
46	Punch Machine	Per No	
47	Single Hole Punch	Per No	
48	File Tag	Per.....	
49	Carbon Paper	Per pkt.	
50	Brown Paper for Packing purposes (large)	Per.....	
51	Big Dustbin	Per No	
52	Small Dustbin	(good quality)	
53	Exercise Book (long) (Different nos. of pages)	Per No	
54	Cash Book (different sizes)	Per No	

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55	Ledger	Per No	
56	Stock Register	Per No	
57	Note Pad (10/20 etc. sheets)	Per No	
58	Good Night with Machine	Per No	
59	Good Night liquid refill	Per No	
60	Harpic	Per ltr	
61	Citronella oil	Per ltr	
62	Phenyl (black)	Per ltr	
63	Phenyl (white)	Per ltr	
64	Toilet Brush	Per No	
65	Broom (different type)	Per No	
66	Hand Wash	Per ltr	
67	Toilet Soap (50g/100g)	Per No	
68	Room Freshner (100ml/200ml etc.)	Per No	
69	Toilet Freshener	Per No	
70	Torch Light	Per No	
71	Emergency Light	Per No	
72	Battery for torch, clock, remote control, etc (different sizes)	Per No	
73	Brown Paper (for packing)	Per No	
74	Table Top	Per No	
75	Foot rest	Per No	
76	Door mat (Jute/ other materials)	Per No	
77	Pencil(HB and other variables)	Per No	
78	Green Note Sheet Paper (specify no. of sheets in a packet)	Per Sheet	
79	Chart Paper (mention size)	Per Sheet	
80	Graph Paper(mention size)	Per Sheet	
81	Sewing needle (different size)	Per No	

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82	Marking Cloth	Per mtr.	
83	Stick file	Per No	
84	Wall Clock	Per No	
85	Cup Plate	Per set of 6	
86	Tea Pot	Per No	
87	Glass (good quality)	Per set of 6	
88	Service Tray (different size)	Per No	
89	Paper cutter	Per No	
90	Candle (different size)	Per pkt.(mention nos. per pkt.)	
91	La	Per pkt.(mention nos. per pkt.)	
92	Stamp Pad	Per No	
93	Ink for Stamp Pad	Per ltr	
94	Spine Label	Per No	
95	Book Card	Per No	
96	Book Packet	Per No	
97	Antient (for Bookworms)	Per No	
98	Date Label	Per No	
99	Bar Cade Roll	Per No	
100	Library Card Pocket	Per No	
101	Book Ends	Per No	
102	Any other items that may be included under the head STATIONERY ITEMS (as required in educational institutions)		


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