



# **DIAMOND HARBOUR WOMEN'S UNIVERSITY**

Sarisha, Diamond Harbour Road, South 24 Parganas, West Bengal-743368

Website: www.dhwu.ac.in

NO.: DHWU/QUT/011/2025

Date: 07-03-2025

## **NOTICE**

**SUB: Quotation for Office Stationary Items of Diamond Harbour Women's University**

The following items will be purchased for the office of the Diamond Harbour Women's University:

SL. No.	Items	Qty	Rate of Items (Rs.)	Rate of GST	Price of items inclusive of GST (Rs.)
1	COVER FILE UNIVERSITY LOGO , NAME & ADDRESS PRINTED (STANDERD QUALITY)	01			
2	FLATFILE UNIVERSITY LOGO , NAME & ADDRESS PRINTED (STANDERD QUALITY)	01			
3	PLASTIC FOLDER UNIVERSITY LOGO , NAME & ADDRESS PRINTED (STANDERD QUALITY)	01			
4	TWO FOLD FILE UNIVERSITY LOGO , NAME & ADDRESS PRINTED WITH TAGE (STANDERD QUALITY)	01			
5	CHANNEL FILE UNIVERSITY LOGO , NAME & ADDRESS PRINTED (STANDERD QUALITY)	01			
6	ARCH FILE (STANDERD QUALITY)	01			
7	STUDENT ATIENDENCE REGISTER (NO.-4)	01			
8	TEACHERS ATTENDENCE REGISTER (NO-4)	01			
9	BINDING REGISTER (N0-4TO20)	01			
10	MEETING RESOLUTION BOOK (N0-6 TO10)	01			
11	PEONBOOK	01			
12	MINUTE BOOK (N0-6TO10)	01			
13	CARLOG BOOK	01			
14	PRINTED STOCK REGISTER (N0-4TO8)	01			
15	UNIVERSITY LOGO , NAME & ADDRESS PRINTED WHITE A4 LETTER HEAD (90GSM) AS PER SPECIMEN	01			
16	UNIVERSITY LOGO , NAME & ADDRESS PRINTED WHITE ENVALOP (27cm X 12cm) AS PER SPECIMEN	01			
17	UNIVERSITY NAME & ADDRESS PRINTED WHITE A4 ENVALOP	01			
18	UNIVERSITY NAME & ADDRESS PRINTED WHITE A4 CLOTHLINE ENVALOP	01			
19	UNIVERSITY NAME & ADDRESS PRINTED WHITE (18X14 INCH) CLOTHLINE ENVALOP	01			
20	VC Madam Letter Head (A4 Size)	01			
21	Office Letter Head (A4 Size)	01			
22	A4 PAPER (75gsm )	01			
23	WHITE BOARD	01			



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24	GREEN BOARD	01		
25	BIG STEPLER (HP-45)	01		
26	BIG STEPLER PIN	01		
27	SMALL STEPLER (HD-10)	01		
28	SMALL STEPLER PIN	01		
29	SCISSORS MEDIUM	01		
30	KNIFE	01		
31	STEEL SCALE	01		
32	FEVIGUM (200ML)	01		
33	FEVISTICK	01		
34	JAMES CLIP	01		
35	BINDER CLIP (ALLSIZE)	01		
36	BOARD PIN (STANDARD QUALITY)	01		
37	STAMP PAD (110MM*69MM)	01		
38	STAMP PAD INK	01		
39	PAPER WEIGHT	01		
40	PENSTAND	01		
41	CELLO TAPE (0.5"TO2")	01		
42	PUNCHER (DP-600)	01		
43	PAGE MARKER	01		
44	LOCK & KEY (60MM)	01		
45	CALCULATOR	01		
46	STAMP	01		
47	SELFINK STAMP (Flexible)	01		
48	WALL CLOCK (AJANTA)	01		
49	REMOTE BATTERY	01		
50	PENCIL BATTERY	01		
51	WATER BOTTLE	01		
52	PLASTIC NAME PLATE (PER SQUARE INCH)	01		
53	METAL NAME PLATE (PER SQUARE INCH)	01		
54	GEL PEN (LINK/OCEAN/CLASSIC EQUIVALENT) Black , Blue , Green &Red	01		
55	GEL PEN REFIL (LINK/OCEAN/CLASSIC EQUIVALENT) Black , Blue , Green &Red	01		
56	PEN (UES & THROW) Black , Blue , Green &Red	01		
57	WHITEBOARDMARKER PEN (Black , Blue, Red,& Green Colour )	01		
58	WHITEBOARDMARKER PEN INK (Black , Blue, Red,& Green Colour)	01		
59	CD MARKER	01		



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60	APSARA WOOD PENCIL	01			
61	ERESER	01			
62	SHARPNER	01			
63	WHITENER PEN	01			
64	HIGHLIGHTER PEN	01			
65	WHITE CHALK BOX (NONDUST)	01			
66	COLOUR CHALK BOX (NONDUST)	01			
67	PERMANENT MARKER	01			
68	WHITE BOARD DUSTER	01			
69	FILE TAG	01			
70	PAPER BINDING YARN	01			
71	BIG EXERCISE BOOK	01			
72	SMALL EXERCISE BOOK	01			
73	ACCESSION REGISTER	01			
74	LEDGER BOOK	01			
75	CASH BOOK	01			
76	NOTE SHEET	01			
77	TRANK (32)	01			
78	RUBBER BAND	01			
79	BROWN TAPE	01			

Sealed Quotations/Tenders are invited from bonafide organizations/Companies/Agencies/ Firms Proprietor on their Letter Head / Office Pad for purchase of office stationery items for Diamond Harbour Women's University. Interested concerns may send their quotations in the above noted format along with Trade Certificate, and documents of PAN & GST. Interested concerns may send their quotations/tenders clearly mentioning the amount of applicable GST. The University Authority has the right to cancel one or every quotation/tender without mentioning the reason what so ever.

**Last date of submission of the Quotations/Tenders in the Department Office: 17-03-2025**

**Date and time of opening the Quotations/Tenders: 18-03-2025**

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



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## **TERMS AND CONDITIONS AND PARTICULAR ARE NOTED BELOW**

- 1) Those who are agreed to these terms and conditions need only quote. No additional Terms and conditions to be put forth by the quotationers will be entertained and such offer may be rejected without assigning any reason thereof.

The rate offer should be valid for acceptance up to 01 (One) year from the date of issue of the work / supply order and the rate is inclusive of GST ( mentioning GST separately ) ' Rate should be quoted in both words and figures; if there is a discrepancy between words and figures the amount in words prevail.

- 2) Payment would be soon as early as possible against bill submitted by the party after satisfactory completion of the work'
- 3) Decision of acceptance / rejection of the quality of work by approve authority shall be final and binding on the bidders.
- 4) The quotationers will have to provide attested photocopy of trade license, PAN, GST Registration Certificate (if applicable), along with quotations, falling of which the offer may be considered.
- 5) Acceptance of the lowest offer is not binding to the authority.
- 6) The undersigned reserves the right to accept or rejected any or all the offers without assigning any reason whatsoever.
- 7) Specification of each work should be strictly followed by the supplier / bidder during execution of the work / supply if the work/ supply order is given.
- 8) Security money will be admissible as per govt. rules.

### **PRE-REQUISITES**

Self attested photocopies of PAN, Trade License, GST Registration Certificate (Scanned Original ) valid for the quotation period, and address proof are to be furnished along with quotation .

If the office remain closed on the opening day of the quotation, the quotation shall be opened at 01:00 P.M. on the next working day.

  
**Officer on Special Duty (Admn.)**

Copy forwarded for displaying on their notice board to:-

1. The SDO, Diamond Harbour.
2. Chairman, Diamond Harbour Municipality.
3. Post Master, Diamond Harbour HO.
4. BDO, Diamond Harbour-II.
5. BDO, Diamond Harbour-I.