



**NORTH ORISSA UNIVERSITY**  
SRIRAM CHANDRA VIHAR, TAKATPUR, BARIPADA, MAYURBHANJ.

No: 212 /NOU/Store/(133-2015)

Date: 19/01/19

**TENDER NOTICE**

Sealed quotations are invited from reputed & registered firms for supply of office stationery, cartridge, toner, printing articles to the University. The Quotations should reach the undersigned on or before **07.02.2019 by 11.00 A.M.** and will be opened by the Purchase committee on **07.02.2019 at 12.30 P.M.** in the presence of the tenderers. Interested parties may contact the Store Section for detailed list of the stationeries/printing items and details of tender papers, the list of stationeries/printing items may also be downloaded from our website [www.nou.nic.in](http://www.nou.nic.in). The parties have to submit the samples as per brand/ make specifications mentioned in the list at the time of opening of the quotations by the tender committee to judge the quality. The successful tenderers should ensure delivery of materials in accordance with the samples within 15 (Fifteen) days from the date of issue of supply order to the University Store Section at their own cost. The supplier should deposit Rs. 200/- towards cost of tender paper and Rs.5,000/- or 1% of the total cost of the quoted items whichever is higher will be deposited as EMD in shape of DD in favour of "Comptroller of Finance, North Orissa University" payable at Baripada along with the quotation. The materials which would not conform to approved samples would be rejected, subject to replacement by the supplier. The intending supplier should furnish the attested copies of the Registration Certificate, valid GSTIN, Income Tax & Up to date VAT clearance certificate along with the quotation. The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

By order of Vice-Chancellor.

  
Registrar, 19/1/19  
North Orissa University.

Memo No. 213<sup>(4)</sup> Dt. 19/01/19.

Copy to Prof in charge NOU Website/PS to Vice-Chancellor/ PA to Registrar/Account Section-1, for information and Notice Board for wide publication.

  
Registrar, 19/1/19  
North Orissa University.

**SUPPLY OF STATIONERIES /CATRIDES/TONERS/PRINTING OF REGISTER , ENVELOP AND FORM OF NORTH ORISSA UNIVERSITY, BARIPADA.**

Reputed & Registered firm having valid GSTIN, Income Tax Clearance Certificate, PAN Card and Authorized Dealer Certificate for supply of above items of the Orissa University, Baripada. Interested parties are required to submit the technical bids and financial bids separately. The University authority reserves the right to reject part or all quotations without assigning any reason thereof.

**List of Stationary items for 2018-19**

Sl No	Name of items	Quantity
1	Xerox Paper A 4 ,75GSM	400 pkt
2	Xerox Paper(Legal Size)	25 pkt
3	Ball pen ( Use & through) Blue	200
4	Ball pen ( Use & through)Red	200
5	Ball pen ( Use & through)Black	200
6	Ball Pen both side (good quality)	50
7	Pen (Good quality)	50
8	Marker Pen	50
9	Pen Stand for Ball pen (Good quality)	20
10	Pencil	50
11	Eraser Rubber	5
12	Sketch Pen (blue)	100
13	Sketch Pen (Black)	100
14	Carbon Paper	50
15	Rifle small (Blue)	100
16	Rifle small (Black)	100
17	Rifle small ( Red)	100
18	Plastic Scale	20
19	Steel Scale	20
20	Tag	200
21	Alpine	50
22	Paper cutter knife	15
23	Stapler Pin ( No-24/6)	40
24	Stapler Pin ( No-10)	70
25	Stapler ( No-10 )	25
26	Stapler (Medium size)	25
27	Stapler (Big size)	10
28	Scissors (Plastic handle)	10
29	Bodkin	25
30	Gum Bottle	30
31	Paper Weight	50
32	Pin Cuson ( Magnetic)	20
33	Pencil cutter	25
34	Scissor with Plastic handle	10
35	Candle	50
36	Sutuli	50
37	Stamp pad	25



38	Stamp pad Ink	5
39	Sealing Wax	250
40	Calling Bell	10
41	Martin Liquid	25
42	Water Glass	100
43	Cup with plate (Good quality)	10
44	Glass set with cover	10
45	Serving Tray	15
46	Thermoplex	5
47	AC Remote Battery	200
48	Pencil Battery	100
49	Packing cloth for use of Ph.D thesis	50
50	Gadder(Medium & large)	3
51	Eraz-x correction fluid	25
52	Correction Pen	25
53	Cello Tap (White)1.5'	25
54	Cello Tap(White) 2'	25
55	Cello Tap(Brown)1.5'	25
56	Cello Tap(Brown) 2'	25
57	Envelop (Brown) 25cm x11 cm	300
58	Cover File	50
59	Board File/Flat file	50
60	Guard File	100
61	O'Donnell	20
62	Harpic (Liquid) 500 ml	150
63	Life Boy Shop	100
64	Hand wash	50
65	Neptholin	15
66	Phenyls White( Bengal Chemical) 500ml	150
67	Phenyl Black (Bengal Chemical 500ml	100
68	Bleaching Powder	5
69	Acid for cleaning 1 Lts	150
70	Sweep Broom stick (Fula Jhadu)	50
71	Sweep Broom stick(coconut Jhadu)	50
72	Latin Brush	100
73	Basin Brush	50
74	Belcha (Plastic)	50
75	Plastic Bucket (Cello)	30
76	Plastic Mug (Cello)	50
77	Room Freshener	30
78	Surf	10
79	Collin	10
80	Waste paper Basket/Dustbin	25
81	White towel (Big)	10
82	White towel (Medium)	20
83	White towel (small)	25
84	Register No- 3 (Oxford)	25
85	Register No-4 (Oxford)	25
86	Register No-5 (Oxford)	25
87	Register No-6 (Oxford)	50
88	Register No7- (Oxford)	25

89	Register No-8 (Oxford)	15
90	Register No9- (Oxford)	10
91	Register No- 10 (Oxford)	5

#### Cartridge/Tonner items

Sl No	Name of Items	Specification	Quantity
1	Cartridge	( Canon-328)	10
2	Cartridge	( HP-P1007)	20
3	Cartridge	( HP-05A )	25
4	Cartridge	( HP-88 A )	50
5	Cartridge	( HP-1106)	10
6	Tonner	NPG-56 (Cannon)	5
7	Tonner-	NPG-28 (Cannon)	5
8	Tonner	HP Laser jet PH 06)	5
9	Tonner for Xerox machine	(Model No canon IR2116.J)	5
10	Calculator	( 10 Digit )	20
11	Antivirus	(Quick heal) 10 c/ 3 years	10
12	Printer toner HP Laser jet		5
13	Toner for Xerox machine		5
14	Toner for Fax machine		5
15	Cartridge for Xerox machine 4225		5
16	Cartridge for Laser printer	(P2055 (HP 1010)	5
17	Pen drive		5
18	Tonner canon Cartridge 328		5
19	Toner Xerox machine cannon 2116.J		5
20	Scanner (Account Section)	HP/Cannon	1

#### Name of Registers, Book form, and envelop

Sl No	Name of Items	Specification	Name of Section
1	Issue Register	No- 8, No-6	For Diary Section
2	Diary Register	No- 8, No-6	For Diary Section
3	Bank Draft Deposit Register	300 pages	Account Section
4	Main Cash Book	300 pages	Account Section
5	Subsidiary Cash Book	100 pages	Account Section
6	Advance Register	100 pages	Account Section
7	Bank Draft/ Cheque Issue Register	100 pages	Account Section
8	Cash Receipt Book	100 pages with duplicate	Account Section
9	Bank Draft Receipt Book	100 Pages with Triplicate	Account Section
10	Service Book	50 Pages	Estt. Section
11	Migration Book	100 pages	Exam Section
12	Accession Register	300 pages	for Library
13	CLC and Conduct Book	50 pages	PG Council
14	Stock Register	100 pages	Store Section
15	Check out Register	200 pages	Main Gage
16	Check in Register	200 pages	Main Gage



17	Admission of Institutions as colleges to the privileges of the NOU Rule-1999	28 pages (Book form)	For College Affiliation
18	Application for Admission of Colleges to the Privileges of the NOU	24 pages(Book form)	For College Affiliation
19	NOU Fly Leaf	Cloth Binding (Size: 14" x 9.5"	All Section
20	Challan Form (1/2 demy) both side printing	(60 GSM)	Exam Section
21	A 4 size Paper one side printing	(60 GSM)	Exam Section
22	A 4 size Paper both side printing	(60 GSM)	Exam Section
23	Legal size paper one side printing	(60 GSM)	Exam Section
24	Legal size paper both side printing	(60 GSM)	Exam Section
25	Legal size paper both side printing	(75 GSM)	Exam Section
26	A 3 size Paper one side printing	(60 GSM)	Exam Section
27	A 3 size Paper both side printing	(60 GSM)	Exam Section
28	Envelop (Red) for Paper setter		Exam Section
29	Envelop (Blue) for Paper setter		Exam Section
30	Envelop (Sky) for Paper setter		Exam Section
31	Yellow Mark foil cover (Long)	Cloth line	Exam Section
32	Green Mark foil cover (Long)	Cloth line	Exam Section
33	Red Mark foil cover (Long)	Cloth line	Exam Section
34	Yellow Mark foil cover (Short)	Cloth line	Exam Section
35	Green Mark foil cover (Short)	Cloth line	Exam Section
36	Red Mark foil cover (Short)	Cloth line	Exam Section
37	Envelop (Small) for Question setter (26 cm -21 cm)	Cloth line	Exam Section
38	Envelop (Yellow) for Question packing (Cloth line with good quality	Cloth line	Exam Section

## LIST OF ITEM AND SPECIFICATION SCIENCE DEPARTMENTS

### TERMS AND CONDITIONS

1. Due regard shall be given to the following factors in addition to the evaluated price of the material under consideration.
  - i. Efficiency and running cost
  - ii. Durability of material
  - iii. Reliability and guarantee of quality
  - iv. Necessity of repairs and alterations
  - v. Technical qualifications, financial standing and general reputations of the manufacturer/ supplier
2. Orders will be placed by us when required.

3. Delivery should be made within 4 weeks from the date of receiving the order failing which penalty @1% of the order will be imposed for each week of delay or part thereof.
4. The rate finalized by this tender shall remain valid ordinarily during the financial year. However North Orissa University reserves the right to go in form fresh tenders on the basis of the market condition.
5. Payment will be made after installation of the item.
6. Financial bids will be considered only after fulfilling the technical bids.

Registration  
North Orissa University