

MAHATMA GANDHI UNIVERSITY

Ad BII/1/FN 333/2010

Priyadarsini Hills

Date 5-3-2010

TENDERS NOTICE

Sealed tenders are invited for the supply of stationery to the University General Store . Tender forms can be obtained from the University office (Ad.BII .Sn) during office hours by remittance of Rs.50/-(Rupees fifty only) to the University Cash Counter. Bidders have to make an EMD of 1% of the quoted amount. EMD should be remitted by way of pay-in-slip from University cash counter / demand draft drawn in favour of Finance Officer, M G University payable at State Bank of Travancore, M G University Campus branch. The quoted rates should be inclusive of all taxes, freight, loading/ unloading charges and other incidental expenses. The period of firmness shall be two months from the last date mentioned below. The sealed cover containing the tenders super scribed as 'Annual purchase of stationery 2009-2010' should reach the Assistant Registrar (Admn II), Mahatma Gandhi University, Priyadarsini Hills P O, Kottayam - 686560 on or before 2:00 P M on 25-3-2010.

Samples of items should be enclosed with the tenders.

A detailed list of items is available on the official website of the University www.mguniversity.edu or from the Ad BII section during office hours.(Attached as annexure)

Tenders will be opened at 2:30 pm on 25-3-2010.

Joint Registrar (Admn-I)
For REGISTRAR

Copy to:

- 1.Store Keeper, General store (to issue tender forms)
- 2.Finance I
- 3.P A to Registrar/FO/CE
- 4.Section Officer (Admn.Tapal) to receive sealed tenders
- 5.Public Relations Officer

Approved for issue

SECTION OFFICER

ANNUAL PURCHASE OF STATIONERY 2008-2009

List of items (Annexure to Quotation notice)

SI No	Item	Unit	Quantity required
1	Photostat paper TNPL A4size 80 GSM	packet	3,000
2	Cut hard board (33X22 cm)	nos	20,000
3	pencil carbon	packet	30
4	typing carbon	packet	25
5	Ball pen black	packet	1,000
6	Ball pen blue	nos	3,000
7	Ball pen red	nos	1,000
8	Duplicating paper	bundle	250
9	sketch pen (all colours) Camlin 12 nos /packet	packet	700
10	Stapler (Kangaroo)	nos	100
11	Stapler pin	packet	2,000
12	Punch (single hole)	nos	125
13	Pencil (HB) (10pencils per packet)	packet	50
14	Gem clip(100 nos per packet)	packet	800
15	paper tag (length 15 cm, 50 per bundle)	bundle	750
16	writing board (60 X 45 cm)	nos	300
17	country twine (100gm)	ball	3,000
18	drawing ink black camlin	bottle	50
19	found ink	bottle	50
20	Stamp pad ink violet (30 ml)	bottle	100
21	Stamp pad (big size)	nos	100
22	Battery (big)	nos	50
23	Battery (small) AA size	nos	30
24	plastic waste basket	nos	100
25	plastic tray	nos	100
26	Rubber band (100 gm per packet)	packet	100
27	Gum 300 ml	bottle	200
28	Gum 750 ml	bottle	200
29	Computer printer ribbon 15m	roll	100
30	Computer printer ribbon 10m	roll	100
31	metallic scale30 cm	nos	100
32	paper weight(Rubber)	nos	100
33	damper	nos	100
34	Riso ink (cz type black 800 ml S-4877)	nos	40
35	riso master(CZ 13 , S-4876)	nos	30
36	stencil cut	packet	25
37	Digital Stencil Cut	packet	50
38	file board	nos	5,000
39	paper pin	packet	300

sd/-

Joint Registrar(Admn I)
for REGISTRAR

Approved for Issue

Section Officer