



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

P. O: Engineering College Burla (Siddhi Vihar), Dist: Sambalpur
Odisha - 768018, India

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No. VSSUT/CSP/05/2023

Date: 31/03/2023

QUOTATION CALL NOTICE

Sealed quotations are invited from all registered Firms/Suppliers/Dealers/Agencies having valid PAN and GST registration certificate for supply of the following general office stationery at the premises of VSSUT, Burla.

The interested firms may download the details from the University web site and submit the quotations to the undersigned by 17.04.2023 up to 12.00 noon through registered/speed post only. The envelope containing the quotations must be super scribed "General Office Stationery - CSP" at the left hand top corner.

The details of the advertisement along with terms and conditions are available in the University website www.vssut.ac.in

REGISTRAR

Memo No. VSSUT/CSP/06/2023

Date: 31/03/2023

Copy to:

1. Director I&PR Department, Govt. of Odisha, Bhubaneswar, with a request to publish the above advertisement in one issue of the Odisha daily edition (ALL ODISHA EDITION) of THE SAMAJ using minimum space at I&PR approved/lowest rates. The bills may be sent to the Comptroller of Finance, VSSUT, Burla -768018 in TRIPLICATE along with copies of the paper in which the publication is made, for necessary payment.
2. The University/ Department Notice Board for publicity.
3. Dean F&P, with a request to hoist the quotation call notice in the University web site www.vssut.ac.in for wide publicity.
4. The Comptroller of Finance for information and necessary action.
5. PA to VC for information of Hon'ble Vice Chancellor.

REGISTRAR

Specifications of general office stationery		
Sl. No.	Description of items	Quantity
01	Alpin 32 mm x 0.80 mm Weight of pins in each cardboard (300 gsm) box (gram): 50	100 pkt
02	Jems Clip Material: Copper coated MS Wire Shape: Streamline Size (L X W) (mm X mm): 20 x 7	100 pkt
03	Stapler M/C No. 10. Kangaroo	100 nos
04	Stapler M/C No. 24. Kangaroo	60 nos
05	Stapler Pin (No-10) (Kores/Kangaroo) Material of the Pin: Steel Size Designation: 10	300 pkt
06	Stapler Pin No. 24. (Kangaroo/Kores) Material of the Pin: Steel Size Designation: 24	150 pkt
07	Kangaro Manual A4 Comb Binding Punch Machine Single Hole	100 nos
08	Correction Pen/ Whitener Reynolds Fluid Correction Pen	200 nos
09	Gum pot 700 ml camel	100 bottle
10	Marking Cloth Width: 100 cm or more	250 meter
11	Bond Register 144 Pages Type of Register: Plain Register Dimension of paper (length x Width mm: 176 x 250 Dimension of Cover (Length x Width) mm: 210 x 297 Inside paper GSM:60 or more Cover Paper GSM: 180 Type of Binding: Hardcover Cloth Bound	200 nos
12	Bond Register 240 Pages Type of Register: Plain Register Dimension of paper (length x Width mm: 176 x 250 Dimension of Cover (Length x Width) mm: 210 x 297 Inside paper GSM:60 or more Cover Paper GSM: 180 Type of Binding: Hardcover Cloth Bound	200 nos
13	Stock Register Dimension of paper (length x Width mm: 148 x 210 Dimension of Cover (length x Width) mm: 160 x 215 Grammage of Paper (gsm) 80 Grammage of Cover Paper (gsm) 240 or more Brightness of Paper (%)70 or more	100 nos
14	Despatch register Dimension of paper (length x Width mm: 148 x 210 Dimension of Cover (length x Width) mm: 160 x 215 Grammage of Paper (gsm) 80 Grammage of Cover Paper (gsm) 240 or more Brightness of Paper (%)70 or more	100 nos

15	Peon Book Dimension of paper (length x Width mm: 148 x 210 Dimension of Cover (length x Width) mm: 160 x 215 Grammage of Paper (gsm) 80 Grammage of Cover Paper (gsm) 240 or more Brightness of Paper (%)70 or more	100 nos
16	File Cover 2 eyelets, colour: Saffron, Green, Pink	5000 nos
17	File Board Type of Binder: File Board Binder Size of flap:75 x 520 mm Size of file Board: 250 x 345 mm Covering of Flap: Cloth Coated Paper Binding tape material: Cotton with binding tape corner protection	2000 nos
18	File Cover Four fold Material: Coloured Grey Board Minimum GSM: 300 Location of eyelet: Left top corner	300 nos
19	Envelop (4.5" x 10")	2500 nos
20	Envelop (10" x 12") Laminated	2500 nos
21	Envelop (12" x 14") Laminated	5000 nos
22	Cello Tap Width 48 mm, Length 50 meter	150 nos
24	Calculator (Casio) Power Source: Battery and Solar (Dual) Type of Display:LCD	50 nos
25	Blue Pen (Elkos shine)	500 nos
26	Red Pen (Elkos shine)	1500 nos
27	Glue stick (Pidilite/Camlin/Kores) Net content of the Stick: 8 gram Enclosure: Plastic with lid Type of Glue: Soft paste, non toxic, quick drying for paper etc.	200 nos
28	High lighter (Luxor/Camlin/Faber) Marking Length: 500 meter Ink Colour: Yellow Line width(mm): 4 (Hydrocarbon Tip for smooth & clear marking)	200 nos
29	Note sheet 80 GSM	5000 nos
30	Pencil (Apsara/Faber Castell/Doms) Type of Pencil: General Writing Grade : HB	300 nos
31	Stamp Pad Ink (Kores/ Camlin) Packing: 60 ml, Plastic container, Blue colour	150 nos
32	Stamp Ink artline 30 ml Ink (Voilet)	100 nos
33	Tag (cotton) length: 150mm or more Tags at both the ends of metallic sheet with Chromium over Nickel plating.	500 bundle

34	Guard file (steel clamp) Size: Suitable for A4 paper Material: Cardboard	30 nos
35	CD Marker Camlin Blue Marker Alcohol based	50 nos
36	Dustbin Small Open Dustin(without led)	30 nos
37	Dustbin Big containers with two fixed wheels, trolley type	10 nos
38	Paper tray Keeping Papers And Files Neatly Sorted Made Of Durable Ps Plastic For Long-Lasting	10 nos
39	Scissor Big -Size Kangaro (135.3 mm) Scissors Material of Blade: Stainless Steel Handle Material: Plastic	30 nos
40	Scissor Small Material of Blade: Stainless Steel Handle Material: Metal	30 nos
41	Ruler Big (Steel) :30 cm	100 nos
42	Eraser (DOMS/Apsara)	100 nos
43	Pen Stand Style: Traditional Black,Grey,White,Brown,Beige,Red,Pink,Orange,Yellow,Green,Blue,Multicolor	50 nos
44	Steel Knife Plain Blade with Handle: Thermo Plastic	50 nos
45	White Board Marker HD (Rorito /Artline / Luxor) Type of Ink used Markers: Dry Safe, Quick dry Refilling: Yes Type of Markers Tip: 2mm thick bullet type Writing Colour of markers: Black, Blue, Red	100 nos
46	W BDuster Type of Duster: Magnetic Material of the Frame: Unbreakable Plastic Marker Holder: One/Two Length in mm: 130 or more Width in mm: 35 or more	30 nos
47	Paper Weight Material: Polymer Shape: Pyramid/Square Weight (gm): 100 or more	100 nos
48	Pencil Cutter Doms,Kores	50 nos
49	Locks (7-lever) Close shackle, solid case, brass sheet, brass gravity die casting, padlock size 55 mm or more	50 nos
50	Flag Sticker Sticky Notes & Page Marker Neon Fluorescent Color 100 Sheets/Pad Pack of 1 (4 Color Page Marker)	100 nos

Terms & Conditions:

1. The undersigned reserves the right to accept or reject any/all quotations without assigning any reason thereof.

2. The Firms/Suppliers/Dealers/Agencies shall quote quality specifications, of the materials, unit price and taxes on the cost. Any increase in price/taxes and other duties/levies after the date of purchase order shall be to the supplier's account. However, the supplier shall pass on benefit of any decrease in price/taxes/levies to the University.
3. Period of warranty of service/replacement, brand of the items, if any, shall be indicated clearly.
4. **Each quotationer shall submit only one quotation along with sample of the items to be supplied. Any quotation received without the sample will be rejected.**
5. The Firms/Suppliers/Dealers/Agencies shall be required to supply the articles within 30 days of the purchase order failing which the purchase order shall be liable to be cancelled.
6. The purchase committee will evaluate and compare the quotations determined to be substantially responsive, i.e. which are properly signed and conform to the terms and conditions and specifications.
7. GST will be quoted separately for all items.
8. The quotationer, whose quotation is accepted, will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
9. 100% payment against delivery of the materials in good condition and as per specifications at our site. Any loss or damage in transit will be at the supplier's risk.
10. Sealed quotations are to be submitted/delivered at the address mentioned below:
**The Registrar,
Veer Surendra Sai University of Technology, Burla
P.O. Engineering College Burla
Dist. Sambalpur -768018, Odisha.**
11. Any dispute arising out of the deal shall be subjected to the jurisdiction of the Court of Sambalpur in the state of Odisha.

Memo No. VSSUT/CSP/07/2023

Copy to:

1. Dean F&P for uploading to the University website.
2. COF for information and necessary action.
3. PA to VC for information of the Hon'ble Vice Chancellor.

REGISTRAR
Dated 31/03/2023

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