

COTTON COLLEGE STATE UNIVERSITY

PANBAZAR, GUWAHATI – 781001, ASSAM, INDIA

Expression of Interest

EOI No: CCSU/GAD/2013/003/001

Dated 19th of August, 2015

Cotton College State University invites Expression of Interest (EOI) for empanelment of stationery goods and items from stationery vendors and suppliers who fulfil the eligibility criteria provided herein.

1. Pre-Qualification Criteria of Applicants:-

The vendors and suppliers who express interest in supplying any item(s) to CCSU should meet the minimum following terms and conditions and criteria:-

- 1.1. The applicant should have Valid Trade License for the current year 2015-16.
- 1.2. Rates should be exclusive of VAT.
- 1.3. Every purchase should be enclosed with challan and bill.
- 1.4. Rates should remain firm for one year.

2. Empanelment Procedure:-

The vendors and suppliers who express interest in supplying any item(s) to CCSU will be selected based on the following criteria:

2.1. There will be a registration fee (non-refundable) of amount of Rs. 500.00 (Rs. Five Hundred) only to be submitted along with the application. The mentioned fee can be deposited through ICICI Bank Challan having Challan No. **Fee Code 011** which can be downloaded from the university's website www.ccsu.ac.in

2.2. Copies of VAT/CST/TIN registration, Trade License, PAN have to be furnished by the vendors/suppliers along with the application. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.

2.3. The sealed envelope containing the Application Form, documents & fee should be clearly super-scribed on the top of the envelope as "APPLICATION FOR EMPANELMENT OF VENDORS/SUPPLIER FOR STATIONERY ITEMS" and submitted to "The Registrar, Cotton College State University, Panbazar, Guwahati-781001".

2.4. On receipt of the Application Form along with the requisite documents and rates as mentioned above, empanelment of the vendors/suppliers will take place after proper scrutiny.

2.5. Steps involved in Empanelment Procedure:-

- a. The rates will be quoted by all supplier/vendors.
- b. Based on the quoted rates, the CCSU authority will decide and fix the lowest rate for all items.
- c. The interested parties will be intimated the rates thus fixed. Thereafter, the parties will intimate their acceptance/rejection of the rates fixed. Only those parties who intimate acceptance of rates communicated to them will be selected for empanelment.

2.6. CCSU reserves the right to accept, consider or reject any or all of the applications without assigning any reasons thereof. The decision of CCSU in respect of registration of parties will be intimated by office order and shall be final. All disputes in this connection shall be settled in Kamrup (Metro) jurisdiction only.

2.7. The existing vendors need not deposit EMD.

2.8 The applications must be accompanied by a CD containing the rates quoted in MS Excel format.

COTTON COLLEGE STATE UNIVERSITY

PANBAZAR, GUWAHATI – 781001, ASSAM, INDIA

3. List of Items:-

Sl. No.	Particulars	Specifications	Make	Rate
1	Pencil		Apsara/ Nataraj etc.	
2	Alpin			
3	Gel Pen			
4	Correction Fluid Pen		Luxor/ Eraz-Ex etc.	
5	Correction Fluid Bottle		Luxor/ Eraz-Ex etc.	
6	CD Marker			
7	Clip File Hard Board			
8	Chalk Pencil			
9	Highlighter Pen			
10	Century Board Paper			
11	Duplicating Paper Size A4			
12	Duplicating Paper Size FS			
13	DFC Paper Plain			
14	DFC Paper Rolled			
15	Carbon Paper (Pencil)			
16	File Cover			
17	Full-scape Paper (Plain)			
18	Ledger Paper			
19	Gum Tube		Fevicol/ Feviquick etc.	
20	Gum Bottle			
21	Glue Stick	Small		
22	Glue Stick	Big		
23	Highlighter Pen			
24	Paper	A4 (75GSM) Good quality		
25	Paper	A4 (75GSM) Average quality		
26	Paper	A3 (75GSM)		
27	Paper FS (75GSM)			
28	Black Board			
29	Black Board Duster			
30	Clip File Plastic			
31	Rubber Band			
32	Conference File (FC Size)			
33	Ball Pen	Blue ink (good quality)	Maxwriter/ Flair etc.	
34	Ball Pen	Blue ink (average quality)	Nataraj etc.	
35	Ball Pen	Black ink (good quality)	Maxwriter/ Flair etc.	
36	Ball Pen	Black ink (average quality)	Nataraj etc.	
37	Ball Pen	Red ink (average quality)	Nataraj etc.	
38	Ball Pen	Green ink (average quality)		
39	White Board Duster			
40	White Board Marker	Blue ink	Luxor etc.	

COTTON COLLEGE STATE UNIVERSITY

PANBAZAR, GUWAHATI – 781001, ASSAM, INDIA

41	White Board Marker	Black ink	Luxor etc.
42	White Board Marker	Red ink	Luxor etc.
43	Permanent Marker	Blue ink	Luxor etc.
44	Permanent Marker	Black ink	Luxor etc.
45	Permanent Marker	Red ink	Luxor etc.
46	Soft Board		
47	Ruler	15cm	
48	Ruler	30cm	
49	Push Pin		
50	Paperweight		
51	L. Folder		
52	Damper	Spongy	
53	Stick File		
54	Envelope 9" x 4" (Plain)		
55	Envelope 12" x 5" (Plain)		
56	Envelope A4 (Inner Cloth Lamination)		
57	Envelope FS (Inner Cloth Lamination)		
58	Envelope 12" x 6" (Plain)		
59	File Cover / File Board (Hard Board)		
60	Guard File (FS Size) made of Hard Board		
61	White board (3ft x 4ft)		
62	White board (2ft x 1.5ft)		
63	Notice board (4ft x 3 ft) (Softboard)		
64	Black Board Duster		
65	Guard File (FS Size) made of Hard Board		
66	Gems Clip	Metallic	
67	Gems Clip	Plastic coated	
68	Binder Clip	Large	
69	Binder Clip	Small	
70	Binder Clip	Extra large	
71	Index File		
72	Ring File	Hard Board	
73	Ring File	Plastic	
74	Dak File		
75	Peon Book		
76	Note Sheet (FS Size) with margin		
77	Post-it/Sticky Notes		
78	Post-it Tags/flags		
79	Plastic Folder-Bag White/A4 FS size Bottom		
80	Bound Register No. 6		
81	Bound Register No. 8		
82	Bound Register No. 10		
83	Bound Register No. 12		
84	Bound Register No. 16		

COTTON COLLEGE STATE UNIVERSITY

PANBAZAR, GUWAHATI – 781001, ASSAM, INDIA

85	Bound Register No. 20			
86	Bound Register No. 30			
87	Bound Register No. 40			
88	Peon Book			
89	Ring File Plastic B/S			
90	Solo Conference File			
91	Eraser		Nataraj, Non-Dust, etc.	
92	Stick File FS/A4			
93	Stamp Pad	70 x 110 mm		
94	Stamp pad Ink			
95	Slip Pad	Size 33,44		
96	Stock Book Register			
97	Sketch Pen		Luxor etc.	
98	Sharpener		Nataraj etc.	
99	Lamination Pouch 1 Cord			
100	Lamination Roll 9"/12"			
101	Lamination Roll 9"/12"			
102	Spiral Cord Various Size			
103	Tag	Nylon thread		
104	File tags	Nylon treasury		
105	Pen Stand	Tray shaped		
106	Pen Stand	Bottle shaped		
107	Tape	Transparent, various sizes		
108	Tape	Brown, various sizes		
109	Paper Cutter			
110	Pin Container Plastic			
111	Punching Machine	Single Hole small		
112	Punching Machine	Double Hole small		
113	Punching Machine	Double Hole big		
114	Scissors	Big		
115	Scissors	Medium		
116	Spiral Sheet			
117	Stapler Machine 10-1M		Kangaro/ Kores etc.	
118	Stapler Machine 24/6		Kangaro/ Kores etc	
119	Stapler Pin 10-1M		Kangaro/ Kores etc	
120	Stapler Pin 24/6		Kangaro/ Kores etc	
121	Stapler Pin 23/17		Kangaro/ Kores etc	
122	Stapler Pin 23/10		Kangaro/ Kores etc	
123	Stapler Pin 23/8		Kangaro/ Kores etc	
124	Note Pad A5 20 Page			
125	Note Pad A5 40 Page			
126	Note Pad B5 40 Page			
127	Note Pad B5 80 Page			
128	Seal			
129	Acid Powder			
130	Bleaching Powder			
131	Bamboo Broom	Thick		
132	Bucket	10 lt. / 12 lt. / 18 lt.		
133	Calling Bell	Ordinary		
134	Calling Bell	Special		

COTTON COLLEGE STATE UNIVERSITY

PANBAZAR, GUWAHATI – 781001, ASSAM, INDIA

135	Coaster			
136	Citronella	250ml		
137	Dishwashing Liquid		Pril, etc.	
138	Drinking Glass			
139	Dust Bin			
140	Pencil battery		Duracell/Eveready etc.	
141	Torch battery		Duracell/Eveready etc.	
142	Candle Small			
143	Coconut Broom			
144	Colin			
145	Carpet Brush	Jute Plastic		
146	Floor Mop	Big/Medium/Small with handle		
147	Floor Sweeping Cloth (Big)			
148	Floor Mopping Handle			
149	Mosquito Liquidator Refill			
150	Mosquito Liquidator Machine			
151	Utensil Scrubber		Scotch Brite, etc.	
152	Knife Plastic Handle			
153	Toilet Brush		Harpic etc.	
154	Lal Hit			
155	Kala Hit			
156	Mug Plastic 1/2 and 1 ltr			
157	Bucket			
158	Marking Cloth			
159	Dusting Cloth			
160	Naphthalene Balls			
161	Room Freshener		Odonil etc.	
162	Ceiling Broom			
163	Phenyl (Red)			
164	Phenyl (White)			
165	Room Freshener			
166	Sani Fresh			
167	Harpic			
168	Surf Excel			
169	Sealing Wax (Laa)			
170	Sutley Jute			
171	Soap	Solid		
172	Soap	Liquid		
173	Thread Ball	For stitching		
174	Waste paper bucket			
175	Floor Brush Plastic			
176	Wiper	Big/Medium/Small with handle		
177	Water Jug (plastic)			
178	Glass Jug			
179	Tea Set	Bone China		
180	Vim Bar	Small/Big		
181	Towel	Big		


COTTON COLLEGE STATE UNIVERSITY

PANBAZAR, GUWAHATI – 781001, ASSAM, INDIA

182	Towel	Small		
183	Table Tray	Big		
184	Table Tray	Small		
185	Tea Tray	Big		
186	Tea Tray	Small		
187	Paper Tray	Single-level		
188	Paper Tray	Multi level		
189	Lock & Key 40mm (5 Lever)			
190	Lock & Key 50mm (6 Lever)			
191	Lock & Key 60mm (7 Lever)			
192	Paper Cup			
193	Pen Drive (4GB)			
194	Plastic Container	Big		
195	Plastic Container	Small		
196	Commercial Calculator 12 Digit		Casio etc.	
197	First Aid Kit	Readymade		
198	Lock & Key	Ordinary, atleast four keys		
199	Plastic Folder			

N.B.

1. The List of items and specifications may vary based on the needs of the University
2. The intending parties may also quote items of different brand and specifications besides quoting for items as listed.


Panisrar
Cotton College State University
Panbazar, Guwahati-781001, Assam

COTTON COLLEGE STATE UNIVERSITY

PANBAZAR, GUWAHATI – 781001, ASSAM, INDIA

Application Format for Vendor/Supplier Empanelment

1. Name of the Vendor/Supplier:
2. Address:
3. Telephone No.:
4. Fax No.:
5. Email:
6. Web site (if any):
7. Commercial Information Registration (enclose Attested Copy wherever applicable):
8. VAT/TIN/CST No.:
9. Trade License No.:
10. PAN No.:
11. Details of Registration Fee (Rs.500/-):
12. Transaction ID: Date:

DECLARATION BY VENDOR

The information furnished above is correct to the best of my knowledge and belief.

.....
(Signature of Applicant)

Name in full:


Registrar
Cotton College State University
Panbazar, Guwahati-781001, Assam