

MADHABDEV UNIVERSITY

A State University established under the Assam Act No. XXXV of 2017

P.O. Dikrong (784164), Narayanpur, Lakhimpur, Assam

EOI NOTICE

No.: MDU/PAS/EOI/20/01

Date: 24.12.2020

The Madhabdev University invites Expression of Interest (EOI) affixing count fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only from Firm for supply of Printing and stationary items for the year 2021-22

Name of work	Supply of Printing and stationary items for the year 2021-22 (for details see Annexure- A)
Cost of EOI Documents	Rs. 1000.00
Completion Period	Items to be supplied when required by the University.
Last Date / time of receipt of EOI	Up to 1400 hrs of 02.01.2021 at Office of the Registrar, Madhabdev University, Narayanpur, District-Lakhimpur, Assam, PIN 784164
Date of opening of Tender	At 1100 hrs on 04.01.2021 at Office of the Registrar, Madhabdev University Narayanpur, District-Lakhimpur, Assam, PIN 784164
For further clarification, please contact : Phone: 9954202020 universitymadhabdev@gmail.com	

Registrar i/c
Madhabdev University

OFFICE OF THE REGISTRAR
MADHABDEV UNIVERSITY
NARAYANPUR, PO: DIKRONG, PIN 784164
DIST.-LAKHIMPUR, ASSAM, INDIA
PHONE-9954202020
WEBSITE: www.madhabdevuniversity.ac.in
E-MAIL: universitymadhabdev@gmail.com

No.: MDU/PAS/EOI/20/01

Date: 24.12.2020

EXPRESSION OF INTEREST

Name of the Work: Supply of Printing and stationary items for the year 2021-22 to MadhabdevUniversity

Issued To:

M/s.....

.....

.....

.....

Phone/Mobile No. :

Registrar i/c
Madhabdev University

List of Contents (to be enclosed along with EOI):

1. Expression of Interest
2. Advertisement
3. Earnest money Deposition evidence
4. Declaration

EXPRESSION OF INTEREST

Madhabdev University, Narayanpur, District Lakhimpur, Assam invites sealed Expression of Interest (EOI) from reputed publishers/distributors/firms for the supplying books to the Central Library of the University.

Sl. No.	Name of the work	Details	Security Money (refundable)	Cost of EOI Paper(non refundable)	Date of Completion
1	Supply of Printing and stationary items for the year 2021-22	List enclosed in Annexure A	5000.00	Rs. 1000.00	To be supplied during 2021-22

Sd/- Registrar i/c
Madhabdev University

Advertisement for the Supply of Printing and Stationary items for Madhabdev University

Madhabdev University invites applications only, firms for the purchase of printing and Stationary item for Madhabdev University, Narayanpur, District Lakhimpur, Assam. The list of items may be collected by depositing as fee Rs.1000 in cash or demand draft drawn in favour of **The Registrar, Madhabdev University**. The complete EOI documents may be submitted latest Up to 1400 hrs of 02.01.2021 under the following conditions:-

1. The items must be supplied as per the list enclosed herewith in **Annexure-A**
2. Interested firm/vendors/suppliers may submit the applications along with one copy each of the requisite documents to the Office of the **Registrar, Madhabdev University, Narayanpur, District-Lakhimpur Assam, Pin 784164**.
3. Firm/Supplier must submit up to date Trade License, Income Tax Return, PAN & GSTIN.
4. The Selection Committee has full right to select or reject any title of the books without assigning any reason.
5. There shall be an agreement between the University and the supplier for rate contract for the supply of items. The supplier shall supply the items as and when required by the University. The item must be supplied within 48 hours from the issue of the supply order. In case of emergency, the items must be supplied within 24 hours.
6. The firms/suppliers are requested to submit copies of the following documents along with the EOI, failing which their Bids shall be rejected and shall not be further considered: -
 - a) Copy of the Earnest Money Deposit (EMD) receipt
 - b) Copy of PAN/GIR card, GST registration certificate
 - c) Original EOI duly signed with seal of the firm on each page as token of acceptance of the terms and conditions of the tender.
7. Schedule:
 - Date of Issuing EOI : 24.12.2020
 - Last date of submission of EOI : 02.01.2021
 - Tentative Date & time of opening EOI : 04.01.2021
 - Date of Supply of Books: 20 days from the issue of supply order

NB : In case the said date/s, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place unless otherwise notified through suitable media to all concerned. Selection of the agency will be at the sole discretion of the competent authority of the Madhabdev University who reserves its right to accept or reject any or all the proposals without assigning any reasons. The EOI for the above work can be obtained from the Office of the Registrar, Madhabdev University, Narayanpur, and Lakhimpur Assam or can also be downloaded from **www.madhabdevuniversity.ac.in**

Sd/-Registrar i/c
Madhabdev University,
Narayanpur

EXPRESSION OF INTEREST DOCUMENTS

The following format may be used to provide requisite details

Name of Work: Supply of Printing and Stationary items for Madhabdev University

No.: MDU/PAS/EOI/20/01

Date: 24.12.2020

Issued to:

M/S.....
.....
.....
Phone/Mobbile No.:

Signature of the issuing authority with seal

Brief description of the firm

1. Name of the Firm :
2. Name of owner/Partner/Director :
3. Full particulars of office :
 - (a) Address :
 - (b) Telephone No. :
 - (c) Fax No. :
 - (d) E-mail ID :
4. Full particulars of the banker of the firm :
 - (a) Name of the Bank and Branch :
 - (b) Account type :
 - (c) Account No. :
 - (d) IFSC No :
5. Registration details : (Self attested copies of all Certificates/Licenses/Permits/Registrations etc. should be enclosed failing which the application is liable to be rejected outright)
 - a. GST Registration No. :
 - b. PAN/GIR No. :
 - c. Service tax registration No. :
 - d. EPF registration No. :
 - e. ESI registration No. :
 - f. Labour License issued under the Contract Labour Act, 1970 :
6. Details of Earnest Money Deposited :
 - a. Amount :
 - b. DD No. and Date :
 - c. Drawn on bank :
 - d. Valid up :

Additional information, if any :

Date :

Place :

Signature of authorized person

Full Name :

(Company's Seal)

DECLARATION

I.....
son/daughter of Proprietor/ Partner/ Director/
Authorized Signatory of..... am competent to sign this
Declaration and execute this expression of interest.

I have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.

The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We/ am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Place:

Full Name:

(Company's Seal)

N.B. The above declaration duly signed and sealed by the authorized signatory of the company should be enclosed with EOI.

Annexure II

Price Schedule for Supply of Printing and Stationary items for Madhabdev University

Sl. No	Description of the items	Name of manufacturer/ Brand	Unit Cost	Discount	Actual Cost	Remark
1	List of items are given in Annexure- A					
2						

Date:

Signature

Place:

Full name

Designation & Seal

Address:

Annexure-A

List of Printing and Stationary items Madhabdev University				
Sl No.	Particulars	Name of manufacturer/ Brand	Rate	Remark
1	Cover File Plain			
2	Cover File Laminated			
3	Box File			
4	Index File			
5	File Folders			
6	Pen (Blue, Red, Black)			
7	Pencil, Pencil Sharpener			
8	Eraser			
9	Permanent Markers			
10	Highlighter Pen			
11	Paper Clip			
12	Stapler, Staples			
13	Tape Dispenser			
14	Glue Sticks			
15	Rubber Bands			
16	Scissors			
17	2 Hole Punch			
18	1 Hole Punch			
19	Calculator			
20	Note pads			
21	Scale Plastic			
22	Scale Steel			
23	Cello tape			
24	Staple Remover			
25	Office Pen Holder			
26	Paper Cutter			
27	Ink Pad			
28	Water Sponge			
29	First aid kit			
30	Sticky Note			
31	Towel for car			
32	Towel for chair (White)			
33	Black Clip			

34	Febi stick			
35	Clips Gem (Steel)			
36	Brown & White Tape			
37	Gum Roller Kores			
38	Pin Cushion			
39	Paper Wight			
40	Waste Paper Basket			
41	Visitors Register			
42	Reading room Register			
43	Ruled Register(6Quire)			
44	Colin/ Lysol			
45	Odonil			
46	Naphthalene Balls			
47	Toilet soap & Hand Wash			
48	Toilet Cleaner			
49	Bar-Code Label			
50	Spine Label			
51	Date Label			
52	Ownership Slip			
53	Water Pad			
54	Cash Book			
55	Stock Book			
56	Attendance Registrar			
57	Dust less Chalk Pencil			
58	Envelop A4 Size Brown Cotton Coated			
59	Envelop A4 Size Brown Plain			
60	Envelop A4 Size White			
61	Envelop 12 cm x 27 cm Brown			
62	Envelop 12 cm x 27 cm white			
63	Envelop 30 cm x 40 cm Brown Cotton Coated			
64	Envelop 30 cm x 40 cm Brown Plain			
65	Envelop 15cm x 30 cm Brown Cotton Coated			
66	Envelop 15cm x 30 cm Brown Plain			
67	Carbon Paper			
68	A4 Copier White			
69	A4 Copier Blue			
70	A4 Copier Yellow			
71	Legal Copier White			
72	A3 Copier white			
73	Brown paper			