

# 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/23/Stationery/80

Date: 23.08.2023

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, Cleaning material, Electrical Items, Computer accessories & Laboratory chemical glass items etc for the year 2023-24. **Bidders have to submit quotations of each category separately as per Annexure-A.**

Name of work	<b>Supply of:</b> <b>1. Computer accessories</b> <b>2. Electrical Items</b> <b>3. Printing and stationary</b> <b>4. Cleaning material</b> <b>5. Laboratory Equipments and Reagents</b> for the year 2023-24 (for details see Annexure- A) as per requirements of the University
Cost of EOI Documents	Rs. 2000.00
Completion Period	Items to be supplied when required by the University.
Last Date / time of receipt of EOI	Up to 1400 hrs of 05.09.2023 at Office of the Registrar, Madhabdev University, Narayanpur, District-Lakhimpur, Assam, PIN 784164
Date of opening of Tender	At 1100 hrs on 07.09.2023 at Office of the Registrar, Madhabdev University Narayanpur, District-Lakhimpur, Assam, PIN 784164
For further clarification, please contact : <b>Phone: 9954202020</b> <a href="mailto:universitymadhabdev@gmail.com">universitymadhabdev@gmail.com</a>	



Registrar  
Madhabdev University

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

**No.: MDU/23/Stationery/80**

**Date: 23.08.2023**

**EXPRESSION OF INTEREST**

Name of the Work: Supply of Printing and stationary, Cleaning material, Electrical Items, Computer accessories & Laboratory chemical glass items etc for the year 2023-24 to MadhabdevUniversity

Issued To:

M/s.....

.....

.....

.....

Phone/Mobile No. :.....

Registrar  
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 distributors/firms for supply of Printing and stationary, Cleaning material, Electrical Items, Computer accessories & Laboratory chemical glass items etc for the year 2023-24 at the University.

Sl. No.	Name of the work	Details	Security Money (refundable)	Cost of EOI Paper (non refundable)	Date of Completion
1	<b>Supply of:</b> <b>1. Computer accessories</b> <b>2. Electrical Items</b> <b>3. Printing and stationary</b> <b>4. Cleaning material</b> <b>5. Laboratory Equipments and Reagents</b> for the year 2023-24 (for details see Annexure- A)	List enclosed in <b>Annexure-A</b>	5,000.00	Rs. 2000.00	To be supplied during F/Y 2023-24 as per requirements of the University

Sd/- Registrar  
Madhabdev University

## **Advertisement for the supply of Printing and stationary,Cleaning material,Electrical Items,Computer accessories & Laboratory chemical glass items etc for the year 2023-24 for Madhabdev University**

Madhabdev University invites applications only, firms for supply of Printing and stationary,Cleaning material,Electrical Items,Computer accessories & Laboratory chemical glass items etc for the year 2023-24 for Madhabdev University, Narayanpur, District Lakhimpur, Assam. The list of items may be collected by depositing as fee Rs.2000 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 05.09.2023 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 items 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) Security Money (refundable) of Rs. 5,000.00 (five thousand)
  - b) Trade Lisence/ 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 : 23.08.2023
  - Last date of submission of EOI : 12.09.2023
  - Tentative Date & time of opening EOI : 14.09.2023
  - Date of Supply items: 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](http://www.madhabdevuniversity.ac.in)**

Sd/-Registrar  
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, Cleaning material, Electrical Items, Computer accessories & Laboratory chemical glass items for Madhabdev University**

**No.: MDU/23/Stationery/80**

**Date: 23.08.2023**

Issued to:

M/S.....  
.....  
.....  
Phone/Mobile 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, Cleaning material,Electrical Items,Computer accessories & Laboratory chemical glass items items for Madhabdev University

Sl. No	Description of the items	Name of manufacturer/ Brand	Unit Cost (Inclusive of taxes and duties)	Discount in per unit/ or %	Actual Cost of supply (Inclusive of taxes and duties)	Remark
1	List of items are given in Annexure- A					
2						

Date:

Signature

Place:

Full name

Designation & Seal

Address:

<b>1. Computer Accessories</b>		
<b>Sl. No</b>	<b>Particulars</b>	<b>Quantity</b>
01	Pen Drive 64 GB	10 pcs
02	External Hard disk 2 TB	03 pcs
03	External Hard disk 5 TB	01pcs
04	Keyboard	10 pcs
05	UPS	04
06	Printer with Scanner	01
07	Printer HP laser Jet 1020 Plus	02
08	HP LaserJet 108 110A	20 pcs
09	Brother DCP-L2520D 2365	2 pcs
10	Calculator	3 pcs
11	Mouse	10 pcs
12	Canon Xerox 2004/2006 NPG 59	5 pcs
13	Canon Xerox 2520	3 pcs
14	Toner for HP LaserJet m1136 MFP	5 pcs
15	Toner for HP LaserJet 1020 12a	5 pcs
16	Toner for HP LaserJet 108 110A	20 Pkt
17	Toner for Brother DCP-L2520D 2365	2 Pkt
18	Quick Heal Antivirus for PC	(multiuser)
19	Xerox Toner NPG 51	20 Pcs
20	Toner for HP Color Laser Jet MFP E87540- Black Cartridge- W9050MC	20 Pcs
21	Toner for HP Color Laser Jet MFP E87540- Cyan Cartridge- W9051MC	20 Pcs
22	Toner for HP Color Laser Jet MFP E87540- Yellow Cartridge- W9052MC	20 Pcs
23	Toner for HP Color Laser Jet MFP E87540- Magenta Cartridge- W9053MC	20 Pcs
24	Toner for HP LaserJet 108 110A (Master)	10 Pkt
<b>2. Electricals</b>		
1	Door Bell/ Calling Bell	3 pcs
2	Capacitor for fan	10 pcs
3	Pencil Battery	100 pcs
4	Remote Battery	50 pcs
5	Switch 16 amp	20 pcs
6	Ceiling Fan	20 pcs
7	Black tap	10 pcs
8	Gutka	10 pkt
9	4 way Gang box	10 pcs
10	Angle Holder	20 nos
11	Copper Wire	2 coil
12	Extension Board	5 Pcs
<b>3. Stationery</b>		
1	Cover File no:54 (Blank)	300 pcs
2	Hard Board for Cover file	300 Pcs
3	Hard Board	03 Pcs
4	Cover File Green Colour	500 pcs



5	Cover File Blue Colour	500 pcs
6	Cover File Yellow Colour	500 pcs
7	Classmate Exercise Book 400 Pages	30 pcs
8	Classmate Exercise Book 200 Pages	20 pcs
9	Classmate Exercise Book 216 Pages	30 pcs
10	Classmate Exercise Book 144 Pages	50 pcs
11	Classmate Exercise Book 600 Pages	10 pcs
12	Classmate Exercise Book 72 Pages	50 pcs
13	Impact exclusive long book no. 30	10 pcs
14	Impact exclusive long book no. 20	10 pcs
15	Scale (Steel)	5 Pcs
16	Pencil	1 pkt
17	Chalk (Anti Dust)	5 ctn
18	Green Board	5 pcs
19	White Board	5 pcs
20	Marker	10 pcs
21	Scissors	5 pcs
22	Gum Stick	20 pkt
23	Gum liquid	100 pkt
24	Sticky Note Highlighter Paper	20 pkt
25	Binder clip (Small , Medium & Large)	1ctn
26	James clip & U Clip	50 pkt
27	T pin	30 pkt
28	Rubber Big	5 pcs
29	Eraser	2 pcs
30	Ink Stamp Pad	5pcs
31	Short Hand Note Book	10 pcs
32	Machine Stapler Big	2 pcs
33	Stapler Big	10 pcs
34	Stapler Small	50pcs
35	Box File Big Blue	50 pcs
36	Spring Files	50 pcs
37	Green Pen	50 pcs
38	Red Pen	5 pcs
39	Blue Pen Rs .5/-	20 pcs
40	Black Pen Rs. 5/-	5 Pcs
41	Pilot Pen	10 Pcs
42	A4 Legal side opening document file	5 pcs
43	File Cabinet	5 pcs
44	Cutter	20pcs
45	Double Puncher 2 Hole For 50 Sheet	10 pcs
46	Single Puncher	10 pcs
47	Pencil Cutter	2 pcs
48	Staple Pin Small & Big	1 ctn
49	White Packing Tap	10 pcs
50	Khaki Tap	10 pcs
51	Highlighter	20 pcs
52	Thumb Pins	5 pkt
53	Push Pins	5 pkt
54	Paper Tag General White	1 kg
55	Paper Tag General Multicolour	½ kg

56	Cotton Tag for Answerscript	2 kg
57	Envelope Letter Size (Brown &White)	50 pcs
58	Envelope 4.5 by 10 inch	50 pcs
59	Envelope 12x 10 inch	20 pcs
60	Whitener	20 pcs
61	Envelope Legal Size	20 pcs
62	Table Top	5 pcs
63	White Towel Big	5 pcs
64	Small Towel	10 pcs
65	First Aid Box	2 box
66	Complain Box	02 box
67	White Marker	10pcs
68	Arcylic Pen Stand For Officer	10 pcs
69	Visitors Record Note Book	5 pcs
70	Waste Buckets	20 pcs
71	Pen Cups	10 pcs
72	Stamp Pad Red	5 pcs
73	Notepad	100 pcs
74	Peon Book	10 pcs
75	A4 Paper JK (High Quality)	100 pkt
76	A4 Paper JK (Low Quality)	100 pkt
<b>4. Cleaning Materials</b>		
1	Dettol 5 ltr	2 pcs
2	Phenile Black	1 ctn
3	Phenile White	1 ctn
4	Herpic Toilet Cleaner 500 ml	2 ctn
5	Lizol Floor Cleaner 500 ml	5 pcs
6	Odonil	10 pcs
7	Room Freshener	10 pcs
8	Latex Gloves	1 pkt
9	Floor Cleaning Mop	10 pcs
10	Dry Cleaner MOP	5 pcs
11	Cleaning jado	30 pcs
12	Handwash	10 pcs
13	Tissue Paper	5 pcs
14	Colin Glass Cleaner	5 pcs
15	Nepthelin	20 pkt
16	Mustard Oil 1 ltr	12 pcs
17	Dhoop	20 pkt
18	Narikal Jado	20pcs
19	Bahoni	10 pcs
20	Dustbin	5 pcs
21	Peon Book	2 pcs
22	Muriatic Acid / tyles cleaner	2 pcs
23	Herpic Birthroom Cleaner 500 ml	10 pcs
24	Bleaching Powder	10 pkt
<b>5. Laboratory Equipments and Reagents</b>		
01	Micropipette, Fixed Volume Fully Autoclavable, CAP 1000 ul	1
02	Paraffin wax (PELLETS0 56-58c (oxford)	1

03	Labtesting Reagent (E) (G/Q)	1
04	DL- Sodium Potassium Tartrate	1
05	Starch Powder Corn	1
06	Oxalic Acid	1
07	Dextrose Monohydrate	1
08	Sodium Azide	1
09	Formaldehyde solution min 37%	1
10	Folin & Ciocateau's phenol reagent	1
11	Potassium Chloride sq	1
12	Methyl Red 0.01% Indicator 125 ml	1
13	Boric Acid (powder) 99.5% EP (OXFORD)	1
14	Sodium Chloride (BBCHEM)	1
15	Blood Grouping (TULIP)	1
16	Sphygnomenometer (Diamond)	1
17	Micro PIPETTE- EXP V200(20-200ul)	1
18	Ammonium Heptamolybdate Tetrahydrate EMP 100mg	1
19	Ascorbic Acid Emparta 100g	1
20	Manganese Di- oxide 500 gm	1
21	Bromocresol Green 0.04% 125 ml	1
22	Edta Disodium Salt Dihydrate 100 gm (MERCK)	1
23	Beaker Low Form 50ml	2
24	Beaker Low Form 100ml	2
25	Beaker Low Form 500ml	2
26	Conical Flask, Plain, 250 ml	2
27	Burette Teflon Key 50 ml	2
28	Burette Stand with CLAMP	1
29	Magnetic Stirrer 2ltr	1
30	Magnetic Beads 9x25 mm	2
31	Magnetic Beads 9x35 mm	2
32	Cylinder Graduated, 100 ml	2
33	Centrifuge tube conical bottom 15 ml 500/pk	1
34	Distilled water 5 L	1
35	Labtesting Reagent (E)	2
36	Acetone 2.5 L	1
37	Reagent Bottle Amber 125 ml	2
38	Silver Nitrate N/50	1
39	Aluminium Nitrate	1
40	Agate Mortar& Pestle (AGATE)	1
41	Ferric Chloride Solution 10% W/V	1
42	IC LM741-OPAMP	5
43	PCB 6X3 Copper	4
44	Resistances Box	2
45	Capacitors 102, 104	10

46	Capacitors 10 uf	5
47	Capacitors 100 uf	5
48	Capacitors 1000uf	5
49	IC 7812	4
50	IC 7912	5
51	IC 7805	5
52	LED Light	30
53	DIODE IN4007	20
54	Connecting Wires (ALPINE)	3
55	Transistor BL548, BC547	10
56	IRF 840 MOSFET	10
57	DHT 11 Temperature & Humidity Sensor	2
58	IC555	10
59	Desicator NG 4	1
60	Silica gel G for TLC 500 gm	1
61	SS Spatula, One End Spoon and one end flat size 125mm	3
62	Wash Bottle 500 ml	6
63	Filter Paper 110 mm	1
64	Parafilm M roll	1
65	Petridish 3 NG	8
66	Micro Pipette EXP V100	1
67	PH paper Universal1-14 (PHP)	2
68	Petroleum Ether 60*-80* c AR 500ml	2
69	AGAR AGAR Powder (FOOD GRADE)	2
70	Aluminium Foil	1
71	Cotton Absorbent 500g	1
72	EDTA DISODIUM SALT DIHYDRATE 100 g	2
73	PH meter pen type	1
74	Wire Loop with Holder (SRC)	1
75	PETRIDISH 3* NG (BOROSILICATE)	1
76	Cobalt (II)Chloride 100 gms	1
77	Methylene Dichloride 500ml	2
78	Fehling Solution A 500 ml	2
79	Fehling Solution B 500ml	2
80	Dextrose Monohydrate 500g	1
81	Sucrose 500gms	1
82	Potassium Dichromate 99.5% EP 500gm	1
83	Potassium Oxalate 500gms	1
84	Labtesting Reagent (E) 500 ml	5
85	Aluminium Sulfate 500gms	1
86	Glycine EP 500 gms	1
87	Ammonia Solution SP 500 ml	2
88	Ferric Chloride 500 gms	1

89	Ethyl Acetate 500 ml	2
90	Methyl Acetate Pract 500ml	2
91	Pheopthalien 1% Indicator Solution 100ml	1
92	Phenolphathalein 1% Indicator solution 125 MI	1
93	Formaldehyde solution min 37% 2.5 ltr	1
94	Napthalene (OXFORD) 500gms	1
95	Benzene 500ml	1
96	Silicon oil 250ml	1
97	DI SODIUM OXALATE PFD 500GMS	1
98	Sodium Sulphate 500gms	1
99	Rubber Cork 10	10nos
100	Dropper with Teeth 8 glass	30nos
101	SS Spatula, one end spoon and one end flat size 150mm	6
102	SS Spatula, one end spoon and one end flat size 150mm	8
103	Magnetic compass 18mm ssp 499*	6
104	Round Bottom Flask 50ml	5
105	Round Bottom Flask 100ml single neck b19 joint	5
106	Acetone Emplura 2.5 ml	1
107	Spectrophotometer	1
108	Chromatography paper 10pcs	1
109	Colony counter Digital 0-9999	1
110	Spreader Glases	2
111	Magnetic Stirrer 2 ltr	1
112	Respirometer with stand rod, Base	1
113	Micro tips for micro pipette 1000pcs	2
114	Wash Bottle 250ml	10
115	Glass tube	2
116	Pipette Dropper 5 ml	2
117	Muslin Cloth	1
118	Botanical Specimens 100 ml 20 nos.	20 nos