MURSHIDABAD UNIVERSITY

11, Police Reserve Road (Cantonment Area)
Berhampore,Murshidabad,
West Bengal, Pin- 742101

Website: www.msduniv.ac.in

Phone (Off): -03482-295824
Phone (Off): +91-70748-13298

Email: registrar@msduniv.ac.in

Ref No. MU(R)/17/A/Tender/374/2025 **Date: 02.05.2025**

Notice for Inviting Quotation for quote the rate of the Stationery articles, grocery, sanitary and other materials for supply to the Murshidabad University, Berhampore

The University intends to invite rates through sealed quotations from the reputed suppliers, vendors and distributors for the supply of various stationery articles, grocery, sanitary and other materials for the official uses at Murshidabad University. The quotation should bear the superscription "**Quotation for quote the rate of the Stationery articles, grocery, sanitary and other materials**" and should reach to the Office of the Registrar, Murshidabad University, Berhampore, on all working days up to 4 pm during the period from 02.05.2025 to 14.05.2025. Quotations will be opened on 15.05.2025 at 2 pm in the Office of the Registrar, Murshidabad University.

☞ **Eligibility criterion of participation in the tender:**

- The Bidders must submit the self-attested copies of the following documents:

  i. Valid copy of Trade license.
  ii. PAN Card.
  iii. Registration certificate of GST.
  iv. Credential certificate if any.

☞ **Terms & Condition: -**

1. The quoted rates should include delivery charges and should be inclusive of all taxes.
2. No advance payment will be paid. The 100% NEFT / Cheque payment will be made only after satisfactory installation/delivery of the various Stationery articles, grocery, sanitary and other materials. The job needs to be done within 07 working days after receiving the work order.
3. The completion of the work needs to be approved by the concerned Offices for the final approval.
4. The authority reserves the right to either accept or reject any bid without assigning any reasons whatsoever and the tenderer shall have no claim/s on this account.
5. After completion of the aforesaid job delivery challan (two copies) and invoice (two copies) need to be produced.

MURSHIDABAD UNIVERSITY Estd.-2021 Berhampore (W.B.)

Rajib Mukherjee
REGISTRAR
Murshidabad University
Registrar
Murshidabad University
Estd.-2021

Copy to:
1. Hon'ble Vice-Chancellor, Murshidabad University
2. Finance Officer, Murshidabad University
3. Deputy Registrar, Murshidabad University
4. University Website
5. Guard File

Rajib Mukherjee
REGISTRAR
Murshidabad University
Registrar
Murshidabad University
Estd.-2021

LIST OF ARTICLES				
Sl. No.	**Description**	**Rate**	**% of GST**	**Remarks**
1.	Two Folder File Cover (Colour printed with plastic coated cover & flap) /pc			
2.	Four Folder Colour File Cover /pc			
3.	File Register 200 Folio/pc			
4.	Issue Register 200 Folio/pc			
5.	Diary Register 100 Folio/pc			
6.	Inward Register 100 Folio/pc			
7.	Outward Register 100 Folio/pc			
8.	Attendance Register (No.4) /pc			
9.	Stock Register No.10 (300 pages Single) /pc			
10.	Stock Register (400 Folio Double) /pc			
11.	Peon Book 100 Folio /pc			
12.	Case book 100 folio /pc			
13.	Signature Pad /pc			
14.	Plastic File (A4 Size) /pc			
15.	Plastic File (U1 size) /pc			
16.	My Clear Bag/Bottom File /pc			
17.	Arch file Plastic (good quality) /pc			
18.	Writing pad white (100 pages) /pc A) Small B) Big			
19.	D.O. pad (100 page with Colour emblem) /pc A) Small B) Big			
20.	Carbon Paper (Kores) /pkt			
21.	Note Book for Short hand (100 pages) /pc			
22.	Spiral Note Book (small size) /pc			
23.	Desk calendar(Gupta's) /pc			
24.	Pen Stand (Gripex Colour) /pc			

Registrar
Murshidabad University

MURSHIDABAD UNIVERSITY
Estd.- 2021
Berhampore (W.B.)

Sl. No.	Description	Rate	% of GST	Remarks
25.	Stamp Pad (Gripex size 157 x 96mm) /pc			
26.	Stamp Pad (Faber-Castell size 110mm x 69mm) /pc			
27.	Stamp Ink (60 ml) Gripex /pc			
28.	Gum-150ml Gripex /pc			
29.	Fevistik 15 gm/pc			
30.	Official Envelope white 10" X 5" /pc			
31.	Official Envelope white 11" X 5" /pc			
34.	Envelope Brown 11" X 5" /pc			
35.	Envelope Brown 14" X 10" /pc			
36.	Envelope Brown 18" X 14" /pc			
37.	Envelope Cloth 14" X 10" /pc			
38.	Envelope Cloth 16"x12" /pc			
39.	Window Envelope White 11" X 5" /pc			
40.	Envelope Khaki 17" X 13" /pc			
41.	Envelope Harmonium Cloth 18" X 14" /pc			
42.	Stapler Kangaroo /pc. A) Small B) Medium C) Big			
43.	Stapler Pin Kangaroo /pc A) Small B) Medium C) Big			
44.	Punching Machine 1 hole (Kangaroo) /pc			
45.	Phore (plastic) /pc			
46.	Knife (wooden handle) /pc			
47.	Scissors 6.3 inch (made in India) /pc			
48.	Paper Weight- flat type /pc			
49.	Scale (Topper Oxford)-1'x 40mm /pc			
50.	Alpin (King) /pc			
51.	Pin Cushion /pc			
52.	Gala(National Round Sealing Wax) /pc			
53.	Rope (Thread Ball) /pc			
54.	Check Duster 2'x2'/pc			
55.	Candle per pkt. Rs.60/-			
56.	Tag 9" /bundle			

MURSHIDABAD UNIVERSITY Estd.-2021 Berhampore (W.B.)

Sl. No.	Description	Rate	% of GST	Remarks
57.	Gems clip (metal-Novex) /pc A) Small B) Big			
58.	Gems clip (plastic coated-Zorex) /pc A) Small B) Big			
59.	Binder Clips /pc A) Big -- (32 mm) B)Medium -- (25 mm) C) Small -- (19 mm)			
60.	Cello Tap white /pc A) ½" size B) 1" size			
61.	Cello 2"(Brown Tape) /pc			
62.	Colour Adhesive Flag (Flat 2"/3" Yellow colour) /pc			
63.	Colour Adhesive Flag (Flat 3"x3" Yellow colour) /pc			
64.	Colour Adhesive Flag (Flat 7.6 cm x 12.7 cm Yellow colour) /pc			
65.	Flag 2"X 3" Multicolour /pc			
66.	Flag 3"X 3" Multicolour /pc			
67.	Pen both side open (Blue & Red) Morison /pc			
68.	Refill Bozon Small (Blue, Red & Black) /pc			
69.	All Pen & Refill (good quality) /pc			
70.	Highlighter Marker Pen Faber Castell (Green, Yellow & Pink)/pc			
71.	C.D. Marker Pen (Blue & Black) Faber Castell /pc			
72.	Luxar Sign Pen (Blue, Black & Red) /pc			
73.	Permanent Marker Pen (Faber Castell Thick)/pc			
74.	Whitener pen(7ml) Faber Castell /pc			
75.	Wooden Pencil (Apsara) /pc			
76.	Pencil Eraser (Apsara) /pc			
77.	Pencil Cutter (Natraj) /pc			
78.	Calculator (Oreva-12 digit) /pc			
79.	Calculator (Oreva check and correct-12 digit)/pc			
80.	Scientific Calculator (Oreva MS 750) /pc			
81.	Air Freshener (Air Quick) Machine+Oil /pc			
82.	Air Freshener (Air Quick) Liquid Refill/pc			
83..	Room Freshener (300ml)/pc A) Godrej B) Premium			
84.	Good Knight Express(Machine + Oil)/pc			
85.	Dettol Soap Liquid (Spray-250ml) /pc			

MURSHIDABAD UNIVERSITY Estd.-2018 Berhampore (W.B.)

Sl. No.	Description	Rate	% of GST	Remarks
86.	Lifebuoy Soap Liquid (Spray-250ml) /pc			
87.	Vim Liquid (250ml) /pc			
88.	Odonil Bar 100gm /pc			
89.	Colin Spray (Big) /pc			
90.	Hit Spray Red & Black /pc A) Big			
91.	Towel (size 60x30) /pc			
92.	Towel (size 18x36) /pc			
93.	Milk Pouch Nestle (/case) 1 case=24 pkt			
94.	Daurala Sugar Cube (/case) 1 case=40 pkt			
95.	Tetley Tea Bag (/case) 1 case=36 pkt			
96.	Green Tea (Twinings of London) /pkt =100 pcs			
97.	Coffee Paper Cup /pc A) 100 ml B) 150 ml C) 150 ml for (Special Cup)			
98.	Cup-Plate(good quality) Bone China /box[6 pairs in a box]			
99.	Glass for drinking water with cover (Yera)/pc			
100.	Tea Tray/pc A) Small B) Big			
101.	Plate A) Small B) Big			
102.	Spoon /dozen A) Small B) Big			
103.	Electric Kettle-1.7 Ltrs. /pc. 1. Prestige Steel body 2. Prestige Fibre body			
104.	Remote Battery (Eveready-92)/ pc			
105.	Pencil Battery (AAA) /pc A) Duracell B) Eveready			
106.	Pencil Battery /pc A) Duracell B) Eveready			
107.	Scotch Brite (Big) /pc			
108.	Kaytex Face Tissue Paper (Napkin) /pkt			
109.	Phenyle /1 Lt.Jar (Neem Nimyle)			



PAPER

LIST OF ARTICLES				
Sl. No.	**Description**	**Rate**	**% of GST**	**Remarks**
1.	Modi Xerox Paper Green (A4 Size) 75 G.S.M. India Ltd. (Per Ream)			
2.	Computer Paper (power) A4 Size 75 (Per Ream)			
3.	J.K. Copier A) A4 B) U1 (Per Ream)			
4.	Xerox Paper A4 (70 G.S.M) best quality (Per Ream)			
5.	Xerox Paper U 1 (Diplomat Size) (Per Ream)			
6.	J. K. Max (F.S GSM 67 500 sheets) (Per Ream)			
7.	J.K. Copier FS Paper (GSM 75, 500 sheets) (Per Ream)			
8.	Duplicating Paper (Diplomat Size) 62 GSM (Per Ream)			
9.	A3 Size Xerox Paper Sparkle (Per Ream)			
10.	Demi Paper F/S Size 80 GSM (Per Ream)			
11.	1st Page Note Sheet English & Bengali White (Per Ream)			
12.	2nd Page Note Sheet (Per Ream)			
13.	Half Page Margin Note Sheet (Per Ream)			

MURSHIDABAD UNIVERSITY Estd.- 2021 Berhampore (W.B.)