

# MAJULI UNIVERSITY OF CULTURE

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

**Kamalabari, Majuli**

## EOI NOTICE

**No.: MUC/EOI/OS/51/01**

**Date: 21.03.2022**

The Majuli University of Culture invites Expression of Interest (EOI) affixing count fee stamp of Rs. 8.25 (Rupees eight and twenty five paisa) only from registered firm/ suppliers for supply of stationery items for the University.

<b>Name of work</b>	<b>Supply of stationery items for the MUC (for details see Annexure- A)</b>
Cost of Documents	Rs. 1000.00
Completion Period	Items to be supplied as and when required by the University.
Last Date / time of receipt of EOI	Up to 1400 hrs of 06.04.2022 at Office of the Registrar, Majuli University of Culture, Kamalabari, District-Majuli, Assam, PIN 785106
Date of opening of Tender	At 1100 hrs on 08.04.2022 at Office of the Registrar, Majuli University of Culture, Kamalabari, District-Majuli, Assam, PIN 785106
For further clarification, please contact : <b>Phone: 8761072006</b> <b>E-mail : <a href="mailto:mucmajuli19@gmail.com">mucmajuli19@gmail.com</a></b>	



Registrar  
Majuli University of Culture  
Majuli



**OFFICE OF THE REGISTRAR  
MAJULI UNIVERSITY OF CULTURE**

**Kamalabari, Majuli**  
**Email: [mucmajuli19@gmail.com](mailto:mucmajuli19@gmail.com)**  
**Website: [www.muoc.ac.in](http://www.muoc.ac.in)**

**No.: MUC/EOI/OS/42/01**

**Date: 21.03.2022**

**EXPRESSION OF INTEREST**

Name of the Work: Supply of stationery items for the Majuli University of Culture, Majuli

Issued To:

M/s.....

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Phone/Mobile No. : .....

Sd/-  
Registrar  
Majuli University of Culture  
Majuli

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**

The Majuli University of Culture, Kamalabari, Majuli, Assam invites sealed Expression of Interest (EOI) from firms for the supply of stationery items to the Majuli University of Culture, Majuli

<b>Sl. No.</b>	<b>Name of the work</b>	<b>Details</b>	<b>Security Money (refundable)</b>	<b>Cost of EOI Paper(non refundable)</b>	<b>Date of Completion</b>
1	Supply of stationery items for the MUC	List enclosed in Annexure A	Rs. 5000/-	Rs. 1000/-	To be supplied during 2022-23

Sd/-  
Registrar  
Majuli University of Culture  
Majuli

## **Advertisement for the Supply of Stationery items for Majuli University of Culture**

The Majuli University of Culture invites applications from registered firms/ suppliers for the purchase of stationery items for the University. The list of items may be collected by depositing fee of Rs.1000/- (Rupees One Thousand) only in cash or demand draft drawn in favour of **The Registrar, Majuli University of Culture, Majuli**. The EOI documents complete in all respects may be submitted by 1400 hrs of 06.04.2022 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, Majuli University of Culture, Kamalabari, Majuli, Assam, Pin 785106**.
3. Firm/Supplier must submit up to date Trade License, Income Tax Return, PAN & GSTIN.
4. Sample of items for which rates have been quoted have to be provided along with the tender documents.
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. Time Schedule:  
Date of Issuing EOI : 21.03.2022  
Last date of submission of EOI : 06.04.2022  
Tentative Date & time of opening EOI : 08.04.2022 at 1100hrs.

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 and 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 Majuli University of Culture who reserves the 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, Majuli University of Culture, Kamalabari, Majuli Assam or can also be downloaded from **[www.muoc.ac.in](http://www.muoc.ac.in)**

Sd/-  
Registrar i/c  
Majuli University of Culture  
Kamalabari, Majuli

**EXPRESSION OF INTEREST DOCUMENTS**

*The following format may be used to provide requisite details*

**Name of Work: Supply of Stationery items for Majuli University of Culture**

**No.: MUC/EOI/OS/42/01**

**Date:**

Issued to:

M/S.....

.....

.....

Phone/Mobile No.: .....

Signature of the issuing authority

**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 stationery items for Majuli University of Culture

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					

Date:

Signature

Place:

Full name

Designation & Seal

Address:

## List of materials

Sl. No.	Material Name	Quality	Specification	Unit	Rate (without Tax)	Rate (With Tax)	Total Rate (Incl. of all taxes)
1.	Add Gel Pen(printed as directed)	Best quality	Standard	Per dozen			
2.	Alpin	Best quality	Standard	Per packet			
3.	Ball point pen (printed as directed)	Best quality	Standard	Per packet			
4.	Battery cell	Best quality	Standard	Per piece			
5.	Binding Register	Best quality	Standard	Per number			
6.	Black tape	Best quality	Standard	Per dozen			
7.	Blade	Best quality	Standard	Per packet			
8.	Blank C.D. (General)	Best quality	700 MB	Per piece and per box (50 pieces) separately			
9.	Blank DVD	Best quality	16X4.7GB	Per piece			
10.	Board Pin	Best quality	Standard	Per Packet			
11.	Calulator	Best quality	12 digits	Per piece			
12.	Calulator	Best quality	8 digit	Per piece			
13.	Calling bell	Best quality	Standard	Per piece			
14.	Calling bell (Wireless)	Best quality	Standard	Per piece			
15.	Candle (Big)	Best quality	1200x6	Per packet			
16.	Candle (Medium)	Best quality	400x6	Per packet			
17.	Candle Sticks	Best quality	Standard	Per piece			
18.	Cannon cartridge No. 40	Best quality	Standard	Per piece			
19.	Cannon cartridge No. 41	Best quality	Standard	Per piece			
20.	Cannon Cartridge-imageRUNNER2006N (Black)	Best quality	Standard	Per piece			
21.	Canon Cartridge 337	Best quality	Standard	Per piece			
22.	Carbon paper (Blue) Single	Best quality	220x330 mm	Per piece			
23.	Carbon paper (Blue) Single	Best quality	330x420 mm	Per piece			
24.	Cash Book (printed as directed)	Best quality	No.24/25	Per piece			

*have*



Sl. No.	Material Name	Quality	Specification	Unit	Rate (without Tax)	Rate (With Tax)	Total Rate (Incl. of all taxes)
25.	Cello tape	Best quality	Small	Per packet			
26.	Cello tape	Best quality	Medium	Per packet			
27.	Cello tape cutter	Best quality	Small	Per packet			
28.	Cello tape cutter	Best quality	Medium	Per packet			
29.	Clip Board (printed as directed)	Best quality	Standard	Per piece			
30.	Clip file (printed as directed)	Best quality	Standard	Per piece			
31.	Clip for Identity Card	Best quality	Standard	Per packet			
32.	Cloth	Markin	Standard	Per mitre			
33.	Copier Paper (A3)	Best quality	Standard	Per packet			
34.	Copier Paper (A4)	Best quality	Standard	Per packet			
35.	Copier Paper (Legal)	Best quality	Standard	Per packet			
36.	Copier Paper (FS)	Best quality	Standard	Per packet			
37.	Correcting fluid	Best quality	White (30 ml)	Per piece			
38.	Correction Pen	Best quality	White (7 ml)	Per piece			
39.	Correction Pen	Best quality	White (15 ml)	Per piece			
40.	Colour Pencil	Best quality	Standard	Per packet (12 nos.)			
41.	Cover file (printed as directed)	Best quality	Standard	Per packet			
42.	Cover file (plastic) (printed as directed)	Best quality	Standard	Per packet			
43.	Cup-plate (printed as directed)	Best quality	Standard	Per set			
44.	DFC paper	Best quality	Standard	Per ream			
45.	Dinner set (printed as directed)	Best quality	Standard	Per set			
46.	Door mat	Best quality	Medium	Per piece			
47.	Drawing Paper	Best quality	(white)	Per packet			
48.	Drawing Pins	Best quality	Standard	Per packet			
49.	Drinking glass	Best quality	Standard	Per dozen			
50.	Drinking glass(for tea)	Best quality	Small size	Per dozen			
51.	LED Bulb (9 W)	Best quality	Standard	Per piece			
52.	LED Bulb (15 W)	Best quality	Standard	Per piece			
53.	LED Bulb ( 20 W)	Best quality	Standard	Per piece			
54.	Electric tube	Best quality	Standard	Per piece			

*Handwritten signature*

Sl. No.	Material Name	Quality	Specification	Unit	Rate (without Tax)	Rate (With Tax)	Total Rate (Incl. of all taxes)
55.	Electronic chalk	Best quality	Standard	Per piece			
56.	Emergency Charge Light	Best quality	Standard	Per piece			
57.	Eraz-ex	Best quality	Standard	Per packet			
58.	Extension Cord	Best quality	Standard	Per piece			
59.	Envelope(Plain) (Brown/ white Colour) (printed as directed)	General quality	Small size (25x11 cm)	Per hundred			
60.	Envelope(Plain) (Brown/ white Colour) (printed as directed)	General quality	Big size (25x11 cm)	Per hundred			
61.	Envelope(Plain) (printed as directed)	General quality	Big size (31x16 cm)	Per hundred			
62.	Envelope(Plain) (printed as directed)	Best quality (Plastic or Cloth coated)	Big size (42x32cm and above)	Per hundred			
63.	Eraser	General quality	Standard size	Per Piece			
64.	Executive File (printed as directed)	Best quality	Standard size	Per Piece			
65.	Fevicol	Best quality	(200 ML)	Per piece			
66.	Fevicol	Best quality	(small)	Per piece			
67.	File board (printed as directed)	Best quality	Standard	Per piece			
68.	File cover (printed as directed)	Best quality	Standard	Per piece			
69.	Fixing pin	Best quality	Standard	Per packet			
70.	Flannel cloth	Best quality	(12"×12")	Per packet			
71.	Flexible wire (Electric)	Best quality	Standard	Per packet			
72.	Florescent pen	Best quality	Standard	Per packet			
73.	Full scape paper	Best quality	Standard	Per packet			
74.	Folder Cover with clip (printed as directed)	Best quality	Legal size	Per piece			
75.	Folder Cover without clip (printed as directed)	Best quality	Legal size	Per piece			
76.	Gems clip (plastic)	Best quality	Standard	Per packet			
77.	Glue Stick	Best quality	Standard	Per packet			
78.	Guard file (printed as directed)	Best quality	Standard	Per packet			

*Handwritten signature*

Sl. No.	Material Name	Quality	Specification	Unit	Rate (without Tax)	Rate (With Tax)	Total Rate (Incl. of all taxes)
79.	Gum	Plastic Bottle	700 ml	Per piece			
80.	Gum	Plastic Bottle	300 ml	Per piece			
81.	Gum	Plastic Bottle	150 ml	Per piece			
82.	Gum	Plastic Bottle	60 ml	Per piece			
83.	Gum	Tube	Small(18 ml)	Per piece			
84.	Gum	Tube	Big (30/35 ml)	Per piece			
85.	Hammer	Best quality	(medium)	Per piece			
86.	Hard Disk	Best quality	1 TB	Per piece			
87.	Hard Disk	Best quality	2 TB	Per piece			
88.	Hi-tech pen (printed as directed)	Best quality	Standard	Per packet			
89.	Hi-tech pen ink	Best quality	Standard	Per piece			
90.	HP 88A Tonner	Best quality	Standard	Per piece			
91.	HP Inject Cartridge No. 27	Best quality	Standard	Per piece			
92.	HP Inject Cartridge No. 28	Best quality	Standard	Per piece			
93.	HP Laser Jet 55A Tonner	Best quality	Standard	Per piece			
94.	HP Laser Jet Print Cartridge (12A)	Best quality	Standard	Per piece			
95.	HP Laser Jet Print Cartridge 1007)	Best quality	Standard	Per piece			
96.	HP Laser Jet Print Cartridge 55A	Best quality	Standard	Per piece			
97.	HP Laserjet 278	Best quality	Standard	Per piece			
98.	HP Laserjet 388A	Best quality	Standard	Per piece			
99.	HP LeserJet Print Cartridge 45A	Best quality	Standard	Per piece			
100.	Inkjet cartridge (B/W) Lexmark-70	Best quality	Standard	Per piece			
101.	Inkjet cartridge (B/W)-810	Best quality	Standard	Per piece			
102.	Inkjet Cartridge (colour) Lexmark-71	Best quality	Standard	Per piece			
103.	Knife (ordinary)	Best quality	Standard	Per piece			
104.	Lock & key	Best quality	(45 mm)	Per piece			
105.	Lock & key	Best quality	(60 mm)	Per piece			

*Same*

Sl. No.	Material Name	Quality	Specification	Unit	Rate (without Tax)	Rate (With Tax)	Total Rate (Incl. of all taxes)
106.	Lock & key	Best quality	(Big size) (7 L)	Per piece			
107.	Lime	Best quality	16 Kg tin	Per piece			
108.	Lime Brass	General	Standard size	Per piece			
109.	Magnifying glass	Best quality	(small)	Per piece			
110.	Marker	Best quality	Black, Red, Blue, Green	Per packet			
111.	Marking Cloth	Best quality	Standard	Per piece			
112.	Match Box	Best quality	Standard	Per piece			
113.	Memory Card	Best quality	2 GB	Per piece			
114.	Memory Card	Best quality	4 GB	Per piece			
115.	Metal rule	Best quality	Standard	Per 10 piece			
116.	Monogram of signature	Best quality	Standard	Per piece			
117.	Mosquito liquid with machine	Best quality	Standard	Per piece			
118.	Mosquito net	Best quality	Standard	Per piece			
119.	Mosquito repellent (Coil)	Best quality	Standard	Per packet			
120.	Mosquito repellent (Liquid)	Best quality	Standard	Per piece			
121.	Mosquito repellent (Spry)	Best quality	Standard	Per piece			
122.	Multistand wire 4 mm	Best quality	Standard	Per piece			
123.	Naphtalene	Best quality	Standard	Per packet(100)			
124.	Napkin	Best quality	Standard	Per packet			
125.	Needle	Best quality	(Big)	Per piece			
126.	Note Pad (printed as directed)	Best quality	Standard	Per piece			
127.	Note Sheet	Best quality	(34.5×21.5 size)	Per packet			
128.	NPG-28 Tonner (iR2320L)	Best quality	Standard	Per piece			
129.	NPG-37 Drum Unit	Best quality	Standard	Per piece			
130.	Odonil	Best quality	Standard	Per piece			
131.	Pad ink	Best quality	(100ml)	Per piece			
132.	Page Marker	Best quality	Standard	Per piece			
133.	Paper Cutter	Best quality	(Big size)	Per piece			
134.	Paper Cutter	Best quality	(Medium size)	Per piece			
135.	Paper Marker	Best quality	(small)	Per piece			
136.	Paper weight	Best quality	Standard	Per piece			

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Sl. No.	Material Name	Quality	Specification	Unit	Rate (without Tax)	Rate (With Tax)	Total Rate (Incl. of all taxes)
137.	Pen Drive	Best Quality	16 GB	Per Piece			
138.	Pen Drive	Best Quality	32 GB	Per Piece			
139.	Pen Drive	Best Quality	64 GB	Per Piece			
140.	Pen Drive	Best Quality	128 GB	Per Piece			
141.	Pen Stand	Best Quality	Standard	Per Piece			
142.	Pencil Battery	Best Quality	Small	Per Piece			
143.	Pencil Battery	Best Quality	Big	Per Piece			
144.	Pendant holder	Best quality	Standard	Per piece			
145.	Phenyle	Best quality	(450 ml)	Per piece			
146.	Peon Book (printed as directed)	Best quality	Standard	Per piece			
147.	Pin cushion	Best quality	Standard	Per piece			
148.	Plastic Bucket	Best quality	Medium Size (15 Litr.)	Per piece			
149.	Plastic Button File	Best quality	Standard	Per piece			
150.	Plastic Jug (printed as directed)	Best quality	Standard	Per piece			
151.	Plastic Mug (printed as directed)	Best quality	Standard	Per piece			
152.	Plastic Scale (printed as directed)	Best quality	12 Inch	Per dozen			
153.	Plastic Tray (printed as directed)	Best quality	Standard	Per piece			
154.	Plastic Tool	Best quality	18 inch	Per piece			
155.	Pliers	Best quality	(medium)	Per piece			
156.	Pokker	Best quality	Standard	Per piece			
157.	Polymer Line seal	Best quality	(14 Pt.)	Per piece			
158.	Polymer Line seal	Best quality	(18 Pt.)	Per piece			
159.	Polymer Round Seal	Best quality	Standard	Per piece			
160.	Polymer Seal	Best quality	Standard	Per piece			
161.	Polythene Sheet	Best quality	Water colour	Per Kg.			
162.	Polythene bag	Best quality	(50×45 cm)	Per packet			
163.	Polythene bag	Best quality	(65×45 cm)	Per packet			
164.	Polythene carry bag	Best quality	(12"×16")	Per packet			
165.	Polythene carry bag	Best quality	Big size (26"×18")	Per packet			
166.	Punching Machine	Best quality	Standard	Per piece			
167.	PVC wire	Best quality	Standard	Per packet			

*Asame*

Sl. No.	Material Name	Quality	Specification	Unit	Rate (without Tax)	Rate (With Tax)	Total Rate (Incl. of all taxes)
168.	Room Freshener	Best quality	Standard	Per piece			
169.	Rubber band	Best quality	(a) 1" (b) 2" (c) 4"	Per piece			
170.	Rubber Stamp (Self inking)	Good quality	Standard	Per line			
171.	Rubber Stamp (Round)	Good quality	Standard	Per piece			
172.	Scissors	Best quality	(medium)	Per piece			
173.	Scissors	Best quality	(Big)	Per piece			
174.	Sealing wax	Best quality	Standard	Per piece			
175.	Self inking pad/Stamp Pad	Best quality	(Big)	Per piece			
176.	Self inking pad/Stamp Pad	Best quality	(Medium)	Per piece			
177.	Sketch Pen	Best quality	Standard	Per packet			
178.	Specimen Signature/ Monogram	Good quality	Standard	Per no.			
179.	Sponge	Best quality	Standard	Per piece			
180.	Stamp Pad Ink	Best quality	(Blue & Red)	Per piece			
181.	Staple Machine	Best quality	(No. 10)	Per piece			
182.	Staple Machine	Best quality	(No. 24/6)	Per piece			
183.	Staple Pin	Best quality	(No. 10)	Per packet			
184.	Staple Pin	Best quality	(No. 24/6)	Per packet			
185.	Steel Trunk (printed as directed)	24 gauge	(36"×20"×14")	Per piece			
186.	Steel Trunk (printed as directed)	25 gauge	(32"×18"×12")	Per piece			
187.	Steel Trunk (printed as directed)	24 gauge	(40"×24"×20")	Per piece			
188.	Stick file (printed as directed)	Best quality	Standard	Per packet			
189.	Sutlee (jute)	Best quality	Standard	Per kg			
190.	Sutlee (jute) (100 gms ball)	Best quality	Standard	Per kg			
191.	Switch	Best quality	15 Amp	Per piece			
192.	Switch/Socket	Best quality	6 Amp	Per piece			
193.	Switch/Socket	Best quality	15 Amp	Per piece			
194.	Table Candle	Best quality	(18")	Per packet			
195.	Table Cloth	Best quality	(white)	Per piece			
196.	Tag	Best quality	(long size)	Per packet			

*Joanne*

Sl. No.	Material Name	Quality	Specification	Unit	Rate (without Tax)	Rate (With Tax)	Total Rate (Incl. of all taxes)
197.	Three pin top	Best quality	Standard	Per packet			
198.	Thread Ball	Cotton	1 ball of 20 Mts	Per doz.			
199.	Thread Ball	Jute	1 ball of 20 Mts	Per doz.			
200.	Torch light	Best quality	(2 cells)	Per piece			
201.	Torch light	Best quality	(3 cells)	Per piece			
202.	Torch light battery	Everyday	(2 cells)	Per piece			
203.	Torch light battery	Everyday	(3 cells)	Per piece			
204.	Towel	Best quality	Big	Per piece			
205.	Towel	Best quality	Big	Per piece			
206.	Towel	Best quality	Big	Per piece			
207.	Tracing Paper	Best quality	Standard	Per packet			
208.	Tube Holder	Best quality	Standard	Per piece			
209.	Tube light set	Best quality	Standard	Per piece			
210.	Tea Set	Good quality	Standard	Per piece			
211.	Umbrella	Best quality	Standard	Per piece			
212.	Waste paper basket (plastic)	Best quality	Standard	Per piece			
213.	Water Filter	Best quality	Standard	Per piece			
214.	Water proof Plastic Gunny Bag (Plastic)	Best quality	(20"×18")	Per packet			
215.	White ribbon ball	Best quality	Standard	Per packet			
216.	Wooden pencil	Best quality	Standard	Per piece			
217.	Wooden Ruler	Best quality	Standard	Per piece			
218.	Wrapping paper	Best quality	Standard	Per packet			
219.	Xerox Cartridge (Canon NPG51 Black)	Best quality	Standard	Per piece			

  
 Registrar  
 Majuli University of Culture  
 Majuli