



SHREEMATI NATHIBAI DAMODAR THACKERSEY

WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Churchgate, Mumbai - 400 020.
Telegram : UNIWOMEN Telephone : 22031879 Fax : 22018226
Website : www.sndt.ac.in

Ref No: Store/ Stationery / 2023- 2024/ 123

Date: 18/09/2023

Invitation for Quotations For Purchase of Computer Stationery Material

Sealed Quotations are invited for purchase of **Computer Stationery Material** to be Purchased at **University Store Department**. The suppliers are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation without assigning any reason thereof.

Name of Item	Purchase of Computer Stationery Material
Venue of Submission	The Registrar, SNDT Women's University, Churchgate, Mumbai 400 020 <u>Kind Attention University Storekeeper.</u>
To be Addressed to:	The Registrar, SNDT Women's University, 1, N.T. Road, New Marine Lines, Mumbai – 400 020.
Contact Telephone	022 -22031879.
Deadline of Submission	30 th September 2023 till 4.00 PM

Instructions:

*Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in 'Tenders/Quotations' section on the University website (sndt.ac.in) below the respective quotation.

To view Quotation Notice, Kindly visit following website of **SNDT Women's University, Mumbai**: sndt.ac.in
Quotation should clearly mention all Technical Specifications mentioned in this document.

Computer Stationary Material

Sr. No.	Particulars	Qty.
1	H P Tonner Cartridge 2612 A	01 Nos.
2	H P Tonner Cartridge 88A	01 Nos.
3	H P Tonner Cartridge 78A	01 Nos.
4	H P Tonner Cartridge 30 A	01 Nos.
5	Spy Graud	01 Nos
6	LaserJet Tonner Drum Refilling	01 Nos
7	LaserJet Tonner Refilling	01 Nos
8	Mouse Wireless	01 Nos
9	Keyboard Wireless	01 Nos
10	Samsung ML 1210/2010/1250 Laserjet Tonner	01 Nos
11	Samsung ML 2850 Laserjet Tonner	01 Nos
12	Canon FX 3 Laserjer Tonner	01 Each
13	Canon FX 9 Laserjer Tonner	01 Each
14	Telephone Intument Extension	01 Each
15	Telephone Intument Caller ID	01 Each
16	Mouse Pad	01 Each
17	Computer Hard Disk 500 GB	01 Nos
18	Computer Hard Disk 1 GB	01 Nos
19	Computer Hard Disk 2 GB	01 Nos
20	D- Link Switch - D- 45	01 Nos
21	Anti Virus CD- Total Security - 5 User	01 Nos
22	F/C Copy Powder Paper	01 Ream
23	A/4 Copy Powder Paper - 70 Gsm	01 Ream
24	A/4 Copy Powder Paper - 75 Gsm	01 Ream
25	A/3 Copy Powder Paper - 70 Gsm	01 Ream
26	A/3 Copy Powder Paper - 75 Gsm	01 Ream
27	F/c Size Matrix Ladger Paper - 90 Gsm	01 Ream
28	D F/c Size Ruled r Paper -480 Sheet	01 Ream
29	A/4 Size Patic Punch Folder	01 Nos
30	Tissue Paper	01 Nos
31	Peon Book - 200 Pgs	01 Nos
32	Water Damper	01 Nos
33	Whitener Pen Camelin	01 Nos
34	FC Size"L" Folder	01 Nos.
35	A4 Size"L" Folder	01 Nos.
36	Scissor - Medium	01 Nos.
37	Scissor - Big	01 Nos.

38	Theamos - 500 ML	01 Nos.
39	Theamos - 1000 ML	01 Nos.
40	Kangaroo Stapler No.10	01 Each
41	Kangaroo Stapler H.D 45(24x6)	01 Each
42	Kangaroo Stapler No.10D	01 Each
43	Flag Tag -Color	01 Pkt
44	Stapler Pin NO.10 (Kangaroo) Box of 20 Pkt	01 Box
45	Stapler Pin NO. 24/6 (Kangaroo)	01 Nos
46	Vikram Gem Clip Box - 26 MM	01 Box
47	Vikram Gem Clip Box - 30 MM	01 Box
48	Vikram Gem Clip Box - 35MM	01 Box
49	Lion Paper Pin Box -400 GMS	01 Box
50	Lion Paper Pin Box -100 GMS	01 Box
51	Kangaroo Punch machine - 52	01 Each
52	Kangaroo Punch Machine - 500	01 Each
53	Kangaroo Single Punch Machine	01 Each
54	Heavt Duty Punch Machine - Kangaroo - 800	01 Each
55	Natraj Pencil Box	01 Box
56	Apsara Pencil Box - Platinum	01 Box
57	Apsara Pencil Sharpener (Box of 20 Pic)	01 Box
58	Apsara No- Dust Pencil Eraser	01 Box
59	Cello Gripper Pen	01 Each
60	Max Right Ball Pen	01 Each
61	Cello Gripper Refills	01 Each
62	File Divider	01 Pkt
63	Two Flap Folder	01 Each
64	Four Flap Folder	01 Each
65	F/C Size PVC Plastic File	01 Each
66	Kores Pencil Carbon Box	01 Box
67	Fevistick Glue Stick - Small - 5 Grm	01 Each
68	Fevistick Glue Stick - Big - 8 Grm	01 Each
69	Camel Gum Bottel - 700 ML	01 Each
70	Camel Paste Bottel - 700 ML	01 Each
71	Camel Paste Bottel - 300 ML	01 Each
72	Camel Paste Bottel - 150 ML	01 Each
73	Camel Paste Bottel - 50 ML	01 Each
74	Camel Stamp Pad- Small	01 Each
75	Camel Stamp Pad- Meduim	01 Each
76	Camel Stamp Pad- Large	01 Each
77	Camel Stamp Pad Ink Bottle25 ML	01 Each
78	Camel Stamp Pad Ink Bottle 100 ML	01 Each
79	6" X 4" White & Brown Cover 70 GSM	100 Nos
80	9" X 4" White & Brown Cover 70 GSM	100 Nos
81	11"x 5" White & Brown Cover 70 GSM	100 Nos

82	12"x 10" White & Brown Cover 70 GSM	100 Nos
83	12"x 14" Brown Cover 80 GSM	100 Nos
84	16"x 12" Brown Cover 80 GSM	100 Nos
85	Sketch Pen Set(small)	01 Pkt
86	Hi- Lighter Pen Set of 5 PCs -Luxor	01 Pkt
87	Marker Pen (Camel) - Thin	01 Each
88	Marker Pen (Camel) - Thick	01 Each
89	White Board Marker Pen (Camel)	01 Each
90	Full Size Long Book (100 Pgs)	01 Each
91	Full Size Long Book (200 Pgs)	01 Each
92	1/4 Size Ruled / Plain Pad - (40 Pgs)	01 Each
93	1/8 Size Ruled / Plain Pad - (40 Pgs)	01 Each
94	12" x10" Cloth Cover- Green	01 Nos
95	12" x14" Cloth Cover- Green	01 Nos
96	12" x16" Cloth Cover- Green	01 Nos
97	Chair Cushion	01 Nos
98	Chair Cushion Cover	01 Nos
99	Ledger Register - 1 Qr	01 Each
100	Ledger Register - 2 Qr	01 Each
101	Ledger Register - 3Qr	01 Each
102	Ledger Register - 4 Qr	01 Each
103	Ledger Index, Nuster, Inward, Outward Register -1 Qr	01 Each
104	Office File No - 2	01 Doz
105	Office File No - 1	01 Doz
106	Spring File No. 1	01 Doz
107	Cloth Cover Spring File - 1 Nos	01 Doz
108	Box File - Deluxe - D- Ring / Spring Box File	01 Each
109	Box File - Kangaroo Clip- Lemina	01 Each
110	Plastic Scale 12" (Camel)	01 Each
111	Metal Scale 12"	01 Each
112	Paper Weight - Glass	01 Each
113	Steel Poker	01 Each
114	Paper Cutter - Small	01 Each
115	Paper Cutter - Big	01 Each
116	White Lace Bundle 24"	01 Each
117	White Lace Bundle 36"	01 Each
118	White Twine Ball - 4 PCS in Box	01 Each
119	Rubber Band Box (Vandana)	01 Box
120	Rubber Band	01 Each
121	Sutli	01 Kg
122	Suli Roll- Plastic	01 Roll
123	Sealing Wax Box - 400 GSM	01 Box
124	Trabsperent/ Brown Cello Tape Rolls 1/2"	01 Each

125	Trabsperent/ Brown Cello Tape Rolls 1"	01 Each
126	Trabsperent/ Brown Cello Tape Rolls 2"	01 Each
127	Trabsperent/ Brown Cello Tape Rolls 3"	01 Each
128	Magnetic Pin Cushion	01 Each
129	Plastic Paper Dustbin - Small	01 Each
130	Plastic Paper Dustbin - Meduim	01 Each
131	Pencil Cell Everady / Novino (AA/AAA)	01 Each
132	Black Board Duster	01 Each
133	Post It Pad 1.5 " x 2"	01 Each
134	Post It Pad 2 " x 3"	01 Each
135	Post It Pad 3" x 3"	01 Each
136	Table Calculator 12 Digit Citizen / Cisio	01 Each
137	White Chalk Box	01 Each
138	Color Chalk Box	01 Each
139	Water Glass - 6 Pcs Set	01 Set
140	Steel Water Bottle	01 Each
141	Couster (6 Nos)	01 Pkt
142	Plastic Floder - Button	01 Nos
143	Pen Stand (Plastic / Aluminuim)	01 Nos
144	Stapler HP 45 No	01 Each
145	Binder Clip -19 MM	01 Pkt
146	Binder Clip -25 MM	01 Pkt
147	Binder Clip -32 MM	01 Pkt
148	Binder Clip -41 MM	01 Pkt
149	File Tray Set of 4 PC - Aluminum	01 Set
150	File Tray Set of 4 PC - Plastic	01 Set
151	White Board Delux	per Sqft
152	Notice Board Delux	per Sqft
153	Pentonic Gel Pen	01 Nos
154	Steel Spoon - 6 PCs	01 Set
155	Melament Plates - Meduim	01 Nos
156	Melament Plates - Big	01 Nos
157	Melament Blow	01 Nos
158	Electrial Tape	01 Nos.
159	Godrej - 7 Lever Lock	01 Nos.
160	Tea Cup Set of 6 Pc	01 Set
161	Tea Cup with Soucer set of 6 PC	01 Set
162	Candle Box (6 PCs Box)- Big	01 Box
163	Turkish Napkin	01 Each
164	Turkish Towel - Meduim	01 Each
165	Turkish Towel - Big	01 Each
166	Hot Water Kettle	01 Nos

The quotations are invited in two parts under Three Envelop System. Technical envelope shall be enclosed and sealed in envelop No.1 Schedule of Rates shall be filled in and enclosed in Envelop No.2. Both the sealed envelopes shall be kept in Envelop No.3 which shall be big enough to contain two envelopes. On each envelop name and address along with contact number of bidder shall be written. On the top of it envelop name of the bidder should be mentioned.

Envelop No. 1:-

1. Covering letter with details of Bidder, Address, Name If Proprietor, Telephone Number, Mobile Number, Email ID, Name, Signature, and Seal. In case of partnership firm, name and address of partners and copy of Partnership Deed.
2. Type of business entity: manufacture /authorized dealer, any other (to be specified).
3. Certified copy of GST registration alongwith seal.
4. PAN Card No.(Certified/ Self Attached Copy) with seal.
5. List of main clients (Maximum 10)
6. Last 3Yrs turnover (upto FY. 2022-23) to be certified by Chartered Accountant.
7. The details about technical specifications of product should be submitted in the prescribed format on the letterhead of the bidder alongwith seal & signature.

Envelop No- 2: -

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder.

Item	Rate per Unit (INR)	Taxes (INR)	Qty	Total Estimated Cost (INR)
1.				
2.				
3.				

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

The final quantity may vary at the time of issue of purchase order.

Free delivery is required at **SNDT Women's University, Churchgate & Juhu Campus.**

The rate validity will be upto 45 days from the date of submission deadline.

All necessary documents, manuals to be handed over to the **SNDT Women's University.**

Packing and transport charges, transit insurance will be inclusive in the quoted rate.

University will issue Octroi Exemption certificate if required.


 (Prof. Vilas Nandavdekar)
 Registrar