



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla Bypass More

P.O. – Kalla (C.H.)

P.S.- Asansol (North), Dist- Burdwan, Pin – 713340

E-mail:-regknuasn@gmail.com, website: - www.knuedu.in

Ref. No. : KNU/R/.Tend./219/15

Date : 07.12.2015

Tender for Empanelment

KAZI NAZRUL University desires to empanel vendors for supply of different print/stationery items. For this purpose vendors are invited for Empanelment with Kazi Nazrul University.

Relevant documents may be downloaded from the University website www.knuedu.in and the same after filled up must be submitted in a sealed envelope addressed to Registrar, Kazi Nazrul University, Asansol, West Bengal.

Bidders must comply the Terms and Conditions as mentioned in the Annexure(s) of the Tender Documents. Note: For any sorts of query, please contact the undersigned at regknuasn@gmail.com

Last date of receiving tender document either by hand or by post: 23.12.2015 up to 12:00 hrs.

S. Kumarbarthi, 21/12/15

Registrar(Addl. Charge)

Kazi Nazrul University, Asansol -713340

Registrar (Addl. Charge)

Kazi Nazrul University

Asansol - 713340 (W.B.)





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Annexure-1

Sub: Empanelment of Vendors for Supply of Printed matter in Kazi Nazrul University (KNU) format

1.Kazi Nazrul University, Asansol invites open offer of interest for stationery items and Supply of Printed matter on prescribed Format from reputed vendors suppliers in India, to . For printed matters necessary format may be collected from Controller of Examination Department & Registrar Department. This empanelment will be valid initially upto one year from the date of final approval of empanelled suppliers list and it may be further extendable with written request from the vendors/suppliers, at the sole discretion of the University. Interested vendors/ suppliers may submit the applications along with one copy each of the requisite documents to Registrar(Addl. Charge) ,Kazi Nazrul University, Administrative Building, Kalla Road, West Bengal. Last Date for Submission of Applications: 23.12.2015 up to 12: 00 hrs

2. Instructions for applicants detailed terms and conditions, application proforma are as follows:

Instructions for applicants:

2.1. Incomplete and conditional applications will not be considered.

2.2.At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.

2.3.The received application(s) after the due date and time will not be considered.

2.4 Vendors must have valid up to date I.T., VAT, certificate and experience for at least two years for supplying similar type of items.

3.The empanelment for supply of Printed matters will be governed by the following "Terms and Conditions".

3.1. General

3.1.1. The authority of Kazi Nazrul University reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.

3.1.2. Kazi Nazrul University does not bind to place the purchase order to the approved vendor.

3.3 Time-frame for supply





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3.3.1. 3 days (maximum)

3.3.2. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the Registrar/Controller of Examination explaining the same and seeking an additional required time to supply the same, at least seven (07) working days before the supply due date.

4. Conditions for cancellations of the released purchase orders

4.1. If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the Controller of Examination regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 2% of the value of the order not fulfilled, per week, upto seven weeks.

4.2. Thereafter, the Institute reserves the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side.

4.3. The decision of accepting supply of cancelled titles is at the sole discretion of the University and the decision of the competent authority of the Institute shall be final in this regard.

Annexure 2

Pre printed Stationery Items (Name and address of KNU with coloured KNU LOGO)

Sl. No.	List of Stationery Items Pre printed(Type with KNU LOGO)	Present Qty	Rate per Unit including all taxes(₹)	Total including all taxes(₹)
1	Confidential outer Envelop (12"X7")	2000		
2	Confidential inner Envelop (10"X4")	8000		
3	Envelop Cloth & Paper size (12"X07")	2000		
4	Envelop Cloth & Paper size (12"X07")	2000		
5	Envelop Cloth & Paper size (14"X10")	2000		
6	Envelop Cloth & Paper size (16"X12")	2000		
7	Cover file	1000		
8	Cobra File	100		

Annexure 2

Stationery items

Sl. No.	List Of Stationery Items for printed matter)	Make/Brand	Rate per Unit including all
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			taxes(₹)
1	A4 Size Paper		
2	Legal Size Paper		
3	CD General (HP/Sony)		
4	DVD (HP/Sony)		
5	Rubber Band(Big)		
6	Rubber Band(Small)		
7	My Clear Bag Button Type Folder (Solo)		
8	Note Sheet Pad - General		
9	Marker Pen –Faber Castell		
10	Hilighter Pen Faber Castell		
11	Pen (Red) Use and throw		
12	Pen (Blue/Black/Green) Use and throw		
13	Fevi Gum		
14	Fevi Stick		
15	Gems Clip Steel		
16	Stamp Pad Faber Castell(Blue 3 +Black-1)		
17	Stamp Pad ink Faber Castell(Small)		
18	Pencil		
19	Rubber		
20	Sharpner		
21	Scale 30 cm		
22	Easer Correction Fluid Faber Castell		
23	Brown Tape(2 ")		
24	Cello Tape-Roll 2" Wonder (White)		
25	Stapler (Kangaroo 10 –different Colour)		
26	Stapler Pin (For Kangaroo 10 –Blue)		
27	Paper Punching Machine (Kangaroo 600)		
28	Scissor (Kangaroo) for Moderation		
29	Arch File		
30	Cover File		
31	outer Envelop (12"X7")		
32	Student Identity Card as per sample provided by the University		
33	Employee Identity Card as per sample provided by the University		
34	Paper Punching Machine (Kangaroo 280)		
35	Printed Register of different size - University Name & logo		
36	Printed Peon Book - University Name & logo		
37	Board Pin		
38	Printed Visitor slip - University Name & logo		
39	Channel File		
40	Chalk(coloured chalk also)		





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41	Duster for Blackboard		
42	Temporary marker pen & Eraser duster for white board		
43	Table duster for cleaning		
44	Printed Personal File(Plastic)		

Yours faithfully,

S. Kalanbarh 7/11/15

(Dr.Sougata Chakrabarti)

Registrar(Addl.Charge)

Registrar (Addl. Charge)
Kazi Nazrul University
Asansol - 713340 (W.B.)

