



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal
Website: www.knu.ac.in

Ref No: FO/1426/KNU/22

Date: 16.08.2022

Expression of Interest for Empanelment of suppliers/ manufacturers/ vendors for Kazi Nazrul University

Kazi Nazrul University invites Expression of Interest from GST registered & reputed suppliers /manufacturer/ vendors for empanelment of their names at Kazi Nazrul University, Asansol, West Bengal for the supply of Printing and Stationery items for the Office of Controller of Examination.

Interested parties may submit their applications in the prescribed format. Forms may be downloaded from KNU website (www.knu.ac.in). The same should be duly filled-in and must be submitted in a sealed envelope addressed to “The Finance Officer, Kazi Nazrul University, Nazrul Road, Kalla More, P.O. - Kalla C. H., Asansol-713340, Dist. - Paschim Bardhaman, West Bengal” superscribing “Application for Empanelment of suppliers/ manufacturers/ vendors”.

Last date of submission of the completed application form either by hand or by post is on 26.08.2022 at 5.00 p. m.

List of items for each category is given in the Annexure attached.

The bidder should indicate the Price in the format attached and also indicate other duties (if any) chargeable against each item in each category.

Selected bidders will supply the material at the University campus, Asansol as per the University’s requirements at their own cost.

Payment of bills will be made by electronic payment (NEFT) only after delivery and successful installation, if applicable for each of the items. There is no provision for making advance payment to the Vendor.

The University reserves the right to accept or reject any application. The decision of the University is final.

S/d-
**FINANCE OFFICER,
KNU, WB**



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FORM - A

1. A.	Name of the Firm / Business Name:
1. B.	Address:
2. A.	Name of the Proprietor / Owner / Partner to deal with:
2. B.	Name of the Authorized person other than at (2.A.):
3.	Contact No (s) Mobile No.: E-mail Id:
4.	Trade License Details of 2020-21/2021-22: (To enclose a self attested Xerox copy)
6.	Enlistment details at other Universities /Colleges/Schools/Government Organisations: (Please provide at least two credentials of orders executed during 2020-21, 2019-20 and 2018-19):
7.	Details of authorized dealership / Retailship etc., for reputed brands & items in the area (use separate sheet):
8.	GST Registration No.: (enclose self attested photocopies, submit the original later for verification)
8. A.	Copies of GST Returns: (enclose self attested photocopies)
9.	PAN Number of the Firm / Company : (enclose self attested photocopies, submit the original later for verification)
9. A.	Copy of IT return for the Financial Year 2020-21 is to be enclosed: (enclose self attested photocopies)
10.	Professional Tax Registration No.: (enclose self attested photocopies, submit the original later for verification)



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I confirm that I will follow the Rules & regulations already framed and to be framed for the purpose of enlistment, as determined by the University.

I certify that the information furnished above are true and correct.

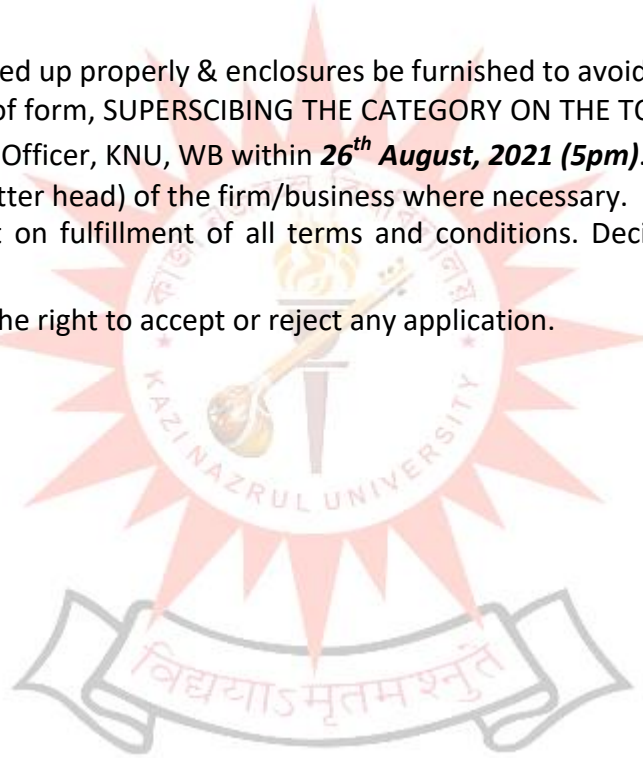
Date:

Place:

**Full Signature of the applicant With
Stamp of the Firm / Company**

Instructions:

1. All columns should be filled up properly & enclosures be furnished to avoid rejection.
2. Last date of submission of form, SUPERSCRIBING THE CATEGORY ON THE TOP in sealed envelope at the Office of the Finance Officer, KNU, WB within **26th August, 2021 (5pm)**.
3. Use separate sheet (in letter head) of the firm/business where necessary.
4. Enlistment is dependent on fulfillment of all terms and conditions. Decision of the authority is final and binding.
5. The University reserves the right to accept or reject any application.





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OFFICE STATIONERY LIST

ITEMS	BRAND	RATE PER UNIT (Excluding GST)	RATE PER UNIT (Including GST)
A4 PAPER (75 GSM)			
LEGAL PAPER			
ARCH FILE			
FEVI GUM			
COVER FILE			
STAPLER (SMALL)			
STAPLER (BIG)			
STAPLER PINS (SMALL)			
STAPLER PINS (BIG)			
GEMS CLIP (PLASTIC)			
GEMS CLIP (STEEL)			
RUBBER BAND (BIG)			
TONNER (PRINTER)			
TONNER (PHOTO COPIES)			
COBRA FILE			
HIGHLIGHTER PEN			
WRITING PAD (SMALL)			
STICKY PAD			
PAGE MARKER			
RED BALL PEN			
BLUE BALL PEN			
BLACK BALL PEN			
GREEN BALL PEN			
ENVELOPE (CLOTH) 16/12			
ENVELOPE (CLOTH) 10/12			
ENVELOPE (YELLOW) 10/12			
ENVELOPE (CONFIDENTIAL) BROWN 14/6			
ENVELOPE (CONFIDENTIAL) BROWN 12/6			
ENVELOPE (CONFIDENTIAL) RED 12/6			
ENVELOPE (MODERATED) BLUE 16/6			
ENVELOPE (PLAIN) WHITE 12/6			
ENVELOPE(WINDOW) WHITE 12/6			
MARKER (BLACK) SMALL			
WHITENER (CORRECTION PEN)			
PUNCHING MACHINE (BIG)			
SCISSOR			
PENDRIVE			



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CALCULATOR			
SCALE			
SHARPNER			
DUSTER			
SUTLI			
WATER BOTTLE			
SCOTCH TAPE (BIG)			
SCOTCH TAPE (SMALL)			
MEMO PAPER			
PAPER TRAY			
REMUNERATION BILL			
MODERATION FORM (BOTH SIDE PRINTING)			
DAK DESPATCH			
RECEIVED REGISTER			
PENCIL BATTERY			
PAPER SETTER REGISTER (UG & PG)			
UG BOS REGISTER			
PG BOS REGISTER			
GRAPH PAPER			
PEON BOOK			
DUSTBIN			
THREAD			
MODERATED FORMS (ONE SIDE PRINTING)			
REGISTER (ANSWER SCRIPT DISTRIBUTION)			
FOLDER FILE			
CARRTIGE & REFFILING			
BINDER CLIP (BIG & SMALL)			
WOODEN PENCIL			
CALLING BELL			
TOWEL (BIG& SMALL)			
HAND WASH			
LOCK & KEY			
ODONIL			
STAMP & INK PAD			
COTTON TAG			
FORE			
COLLIN SPRAY			
REGISTER BOOK			
KNIFE			

For any query please write to: dce@knu.ac.in or controller@knu.ac.in