



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 / 2024- 2025/09

Date: 19/04/2024

## Invitation for Quotations For Purchase of Computer Stationery Material

Sealed Quotations are invited for purchase of **Computer Stationery Material** to be Purchase 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.

<b>Name of Item</b>	<b>Purchase of Computer Stationery Material</b>
<b>Venue of Submission</b>	The Registrar, SNDT Women's University, Churchgate, Mumbai 400 020 <u>Kind Attention University Storekeeper.</u>
<b>To be Addressed to:</b>	The Registrar, SNDT Women's University, 1, N.T. Road, New Marine Lines, Mumbai – 400 020.
<b>Contact Telephone</b>	022 -22031879.
<b>Deadline of Submission</b>	26 <sup>th</sup> April, 2024 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](http://sndt.ac.in)**  
Quotation should clearly mention all Technical Specifications mentioned in this document.

## Computer Stationary Material

Sr. No.	Particulars	Unit	Appr. For In One Year In Qty
1	H P Tonner Cartridge 2612 A	01 Nos.	5 Doz.
2	H P Tonner Cartridge 88A	01 Nos.	5 Doz.
3	H P Tonner Cartridge 78A	01 Nos.	5 Doz.
4	H P Tonner Cartridge 30 A	01 Nos.	5 Doz.
5	Spy Guard	01 Nos.	20 Doz.
6	LaserJet Tonner Drum Refilling	01 Nos.	20 Doz.
7	LaserJet Tonner Refilling	01 Nos.	5 Doz.
8	Mouse Wireless	01 Nos.	5 Doz.
9	Keyboard Wireless	01 Nos.	5 Doz.
10	Samsung ML 1210/2010/1250 LaserJet Tonner	01 Nos.	5 Doz.
11	Samsung ML 2850 LaserJet Tonner	01 Nos.	5 Doz.
12	Canon FX 3 LaserJet Tonner	01 Each	5 Doz.
13	Canon FX 9 LaserJet Tonner	01 Each	5 Doz.
14	Telephone Instrument Extension	01 Each	5 Doz.
15	Telephone Instrument Caller ID	01 Each	5 Doz.
16	Mouse Pad	01 Each	20 Doz.
17	Computer Hard Disk 500 GB	01 Nos.	4 Doz.
18	Computer Hard Disk 1 GB	01 Nos.	4 Doz.
19	Computer Hard Disk 2 GB	01 Nos.	4 Doz.
20	D- Link Switch - D- 45	01 Nos.	500 Nos.
21	Anti Virus CD- Total Security - 5 User	01 Nos.	5 Doz.
22	F/C Copy Powder Paper	01 Ream	50 Reams.
23	A/4 Copy Powder Paper - 70 Gsm	01 Ream	500 Reams.
24	A/4 Copy Powder Paper - 75 Gsm	01 Ream	300 Reams.
25	A/3 Copy Powder Paper - 70 Gsm	01 Ream	500 Reams.
26	A/3 Copy Powder Paper - 75 Gsm	01 Ream	200 Reams.
27	F/c Size Matrix Ledger Paper - 90 Gsm	01 Ream	5 Doz.
28	D F/c Size Ruled r Paper -480 Sheet	01 Ream	5 Doz.
29	A/4 Size Plastic Punch Folder	01 Nos.	5 Doz.
30	Tissue Paper	01 Pkt.	100 Pkt.
31	Peon Book - 200 Pgs	01 Nos.	40 Nos.
32	Water Damper	01 Nos.	15 Doz.
33	Whitener Pen Camlin	01 Nos.	10 Doz.
34	FC Size "L" Folder	01 Nos.	15 Doz.
35	A4 Size "L" Folder	01 Nos.	15 Doz.
36	Scissor - Medium	01 Nos.	5 Doz.



37	Scissor - Big	01 Nos.	5 Doz.
38	Thermos - 500 ML	01 Nos.	5 Doz.
39	Thermos - 1000 ML	01 Nos.	5 Doz.
40	Kangaroo Stapler No.10	01 Each	25 Doz.
41	Kangaroo Stapler H.D 45( 24x6)	01 Each	20 Doz.
42	Kangaroo Stapler No.10D	01 Each	20 Doz.
43	Flag Tag -Colour	01 Pkt	25 Doz.
44	Stapler Pin NO.10 ( Kangaroo) Box of 20 Pkt	01 Box	20 Doz.
45	Stapler Pin NO. 24/6 ( Kangaroo)	01 Nos	20 Doz.
46	Vikram Gem Clip Box - 26 MM	01 Box	100 Box.
47	Vikram Gem Clip Box - 30 MM	01 Box	100 Box.
48	Vikram Gem Clip Box - 35MM	01 Box	100 Box.
49	Lion Paper Pin Box -400 GMS	01 Box	100 Box.
50	Lion Paper Pin Box -100 GMS	01 Box	100 Box.
51	Kangaroo Punch machine - 52	01 Each	5 Doz.
52	Kangaroo Punch Machine - 500	01 Each	5 Doz.
53	Kangaroo Single Punch Machine	01 Each	5 Doz.
54	Heavy Duty Punch Machine - Kangaroo - 800	01 Each	5 Doz.
55	Natraj Pencil Box	01 Box	80 Box.
56	Apsara Pencil Box - Platinum	01 Box	80 Box.
57	Apsara Pencil Sharpener ( Box of 20 Pic)	01 Box	80 Box.
58	Apsara No- Dust Pencil Eraser	01 Box	80 Box.
59	Cello Gripper Pen	01 Pkt.	300 Pkt.
60	Max Right Ball Pen	01 Pkt.	300 Pkt.
61	Cello Gripper Refills	01 Pkt.	300 Pkt.
62	File Divider	01 Pkt	300 Pkt.
63	Two Flap Folder	01 Nos.	20 Doz.
64	Four Flap Folder	01 Each	20 Doz.
65	F/C Size PVC Plastic File	01 Each	20 Doz.
66	Kores Pencil Carbon Box	01 Box	12 Doz.
67	Fevistick Glue Stick - Small - 5 Grm	01 Each	40 Doz.
68	Fevistick Glue Stick - Big - 8 Grm	01 Each	40 Doz.
69	Camel Gum Bottle - 700 ML	01 Each	10 Doz.
70	Camel Paste Bottle - 700 ML	01 Each	10 Doz.
71	Camel Paste Bottle - 300 ML	01 Each	10 Doz.
72	Camel Paste Bottle - 150 ML	01 Each	10 Doz.
73	Camel Paste Bottle - 50 ML	01 Each	10 Doz.
74	Camel Stamp Pad- Small	01 Each	10 Doz.
75	Camel Stamp Pad- Medium	01 Each	10 Doz.
76	Camel Stamp Pad- Large	01 Each	10 Doz.
77	Camel Stamp Pad Ink Bottle 25 ML	01 Each	10 Doz.
78	Camel Stamp Pad Ink Bottle 100 ML	01 Each	10 Doz.
79	6" X 4" White & Brown Cover 70 GSM	100 Nos	5 Doz.
80	9" X 4" White & Brown Cover 70 GSM	100 Nos	5 Doz.

81	11"x 5" White & Brown Cover 70 GSM	100 Nos	5 Doz.
82	12"x 10" White & Brown Cover 70 GSM	100 Nos.	5 Doz.
83	12"x 14" Brown Cover 80 GSM	100 Nos.	5 Doz.
84	16"x 12" Brown Cover 80 GSM	01 Pkt.	15 Doz.
85	Sketch Pen Set( small )	01 Pkt.	100 Pkt.
86	Hi- Lighter Pen Set of 5 PCs -Luxor	01 Each	200 Nos.
87	Marker Pen ( Camel ) - Thin	01 Each	200 Nos.
88	Marker Pen ( Camel ) - Thick	01 Each	200 Nos.
89	White Board Marker Pen ( Camel)	01 Each	30 Doz.
90	Full Size Long Book (100 Pgs)	01 Each	30 Doz.
91	Full Size Long Book (200 Pgs)	01 Each	30 Doz.
92	1/4 Size Ruled / Plain Pad - (40 Pgs)	01 Each	30 Doz.
93	1/8 Size Ruled / Plain Pad - (40 Pgs)	01 Nos.	30 Doz.
94	12" x10" Cloth Cover- Green	01 Nos.	30 Doz.
95	12" x14" Cloth Cover- Green	01 Nos.	30 Doz.
96	12" x16" Cloth Cover- Green	01 Nos.	4 Doz.
97	Chair Cushion	01 Nos.	8 Doz.
98	Chair Cushion Cover	01 Each	12 Doz.
99	Ledger Register - 1 Q	01 Each	12 Doz.
100	Ledger Register - 2 Q	01 Each	12 Doz.
101	Ledger Register - 3Q	01 Each	12 Doz.
102	Ledger Register - 4 Q	01 Each	12 Doz.
103	Ledger Index, Muster, Inward, Outward Register -1 Q	01 Each	12 Doz.
104	Office File No - 2	01 Doz.	500 Nos.
105	Office File No - 1	01 Doz.	500 Nos.
106	Spring File No. 1	01 Doz.	500 Nos.
107	Cloth Cover Spring File - 1 Nos.	01 Doz.	500 Nos.
108	Box File - Deluxe - D- Ring / Spring Box File	01 Each	500 Nos.
109	Box File - Kangaroo Clip- Lemina	01 Each	500 Nos.
110	Plastic Scale 12" ( Camel)	01 Each	500 Nos.
111	Metal Scale 12"	01 Each	500 Nos.
112	Paper Weight - Glass	01 Each	500 Nos.
113	Steel Poker	01 Each	50 nos.
114	Paper Cutter - Small	01 Each	5 Doz.
115	Paper Cutter - Big	01 Each	5 Doz.
116	White Lace Bundle 24"	01 Each	10 Doz.
117	White Lace Bundle 36"	01 Each	10 Doz.
118	White Twine Ball - 4 PCS in Box	01 Each	10 Doz.
119	Rubber Band Box ( Vandana)	01 Box	50 Pkt.
120	Rubber Band	01 Each	50 Pkt.
121	Sutli	01 Kg	40 Kg
122	Sutli Roll- Plastic	01 Roll	80 Roll
123	Sealing Wax Box - 400 GSM	01 Box	20 Box.



124	Transparent/ Brown Cello Tape Rolls 1/2"	01 Each	24 Doz.
125	Transparent/ Brown Cello Tape Rolls 1"	01 Each	24 Doz.
126	Transparent/ Brown Cello Tape Rolls 2"	01 Each	24 Doz.
127	Transparent/ Brown Cello Tape Rolls 3"	01 Each	24 Doz.
128	Magnetic Pin Cushion	01 Each	12 Doz.
129	Plastic Paper Dustbin - Small	01 Each	10 Doz.
130	Plastic Paper Dustbin - Medium	01 Each	10 Doz.
131	Pencil Cell Eveready / Novino (AA/AAA)	01 Each	10 Doz.
132	Black Board Duster	01 Each	10 Doz.
133	Post It Pad 1.5 " x 2"	01 Each	10 Doz.
134	Post It Pad 2 " x 3"	01 Each	10 Doz.
135	Post It Pad 3" x 3"	01 Each	10 Doz.
136	Table Calculator 12 Digit Citizen / Casio	01 Each	15 Doz.
137	White Chalk Box	01 Each	5 Doz.
138	Colour Chalk Box	01 Each	5 Doz.
139	Water Glass - 6 Pcs. Set	01 Set	20 Set
140	Steel Water Bottle	01 Each	50 Nos.
141	Coaster ( 6 Nos.)	01 Pkt	80 Pkt.
142	Plastic Folder - Button	01 Nos.	20 Doz.
143	Pen Stand ( Plastic / Aluminium )	01 Nos.	40 Nos.
144	Stapler HP 45 No	01 Each	12 Doz.
145	Binder Clip -19 MM	01 Pkt	80 Pkt.
146	Binder Clip -25 MM	01 Pkt	80 Pkt.
147	Binder Clip -32 MM	01 Pkt	80 Pkt.
148	Binder Clip -41 MM	01 Pkt	80 Pkt.
149	File Tray Set of 4 PC - Aluminium	01 Set	20 Set.
150	File Tray Set of 4 PC - Plastic	01 Set	20 Set
151	White Board Deluxe	per Sqft	As per required
152	Notice Board Deluxe	per Sqft.	As per required
153	Pentonic Gel Pen	01 Nos.	100 Pkt.
154	Steel Spoon - 6 PCs	01 Set	50 Set
155	Melament Plates - Medium	01 Nos.	40 Nos.
156	Melament Plates - Big	01 Nos.	40 Nos.
157	Melament Blow	01 Nos	40 Nos.
158	Godrej - 7 Lever Lock	01 Nos.	30 Nos.
159	Tea Cup Set of 6 Pc	01 Set	50 Nos.
160	Tea Cup with Saucer set of 6 PC	01 Set	50 Nos.
161	Candle Box ( 6 PCs Box)- Big	01 Box	30 Box.
162	Turkish Napkin	01 Each	100 Pkt.
163	Turkish Towel - Medium	01 Each	20 Nos.
164	Turkish Towel - Big	01 Each	20 Nos.
165	Hot Water Kettle	01 Nos.	10 Nos.

**Note: These are tentative Quantity items for year & it can change as per requirement.**

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