



No. VSSUT/CSP/ 03/2024

Date: 24/07/2024


### QUOTATION CALL NOTICE

Sealed quotations are invited from all registered Firms/Suppliers/Dealers/Agencies having valid GST registration certificate for supply of the following general office stationery at the premises of VSSUT, Burla.

The interested firms may download the details from the University web site and submit the quotations to the undersigned by 03.08.2024 up to 4.00 PM through registered/speed post only. The envelope containing the quotations must be super scribed "General Office Stationery - CSP" at the left hand top corner.

The details of the advertisement along with terms and conditions are available in the University website [www.vssut.ac.in](http://www.vssut.ac.in)

Memo No. VSSUT/CSP/04/2024

  
REGISTRAR (I/P)  
V.S.S. University of Technology  
Burla, Sambalpur, Odisha-768018  
Date: 24/07/2024

Copy to:

1. Director I&PR Department, Govt. of Odisha, Bhubaneswar, with a request to publish the above advertisement in one issue of the Odisha daily edition (ALL ODISHA EDITION) of THE SAMAJ using minimum space at I&PR approved/lowest rates. The bills may be sent to the Comptroller of Finance, VSSUT, Burla -768018 in TRIPLICATE along with copies of the paper in which the publication is made, for necessary payment.
2. The University/ Department Notice Board for publicity.
3. Dean F&P, with a request to hoist the quotation call notice in the University web site [www.vssut.ac.in](http://www.vssut.ac.in) for wide publicity.
4. The Comptroller of Finance for information and necessary action.
5. PA to VC for information of Hon'ble Vice Chancellor.

  
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Sl No.	Description	Nos/Meters/ Pkt
1	Nos. of Attendance Sheet (Demy size is 44.5 x 57.2 cm)	300
2	Nos. of Bound Register P – 240 (21x33 cm Single Line)	100
3	Nos. of Bound Register P – 384 (21x33 cm Single Line)	70
4	Nos. of Bound Register P – 480 (21x33 cm Single Line)	50
5	Nos. of Cello Tap Brown (2 inch)	50
6	Nos. of Cello Tap White (2 inch)	100
7	Nos. of Correcting Fluid (pen) (Reynolds/Faber Castell/Camel)	200
8	Nos. of Carbon Paper pkt (Kores)	30
9	Nos. of Dust less Chalk White (Doms) 10nos in each packet	250
10	Nos. of Calculator (Casio MJ-12D)	50
11	Nos. of Duster White Board (DOMS Fine Magnetic)	100
12	Nos. of Dustbin (Open Plastic Dustbin Without Lid Trash Bin, Garbage Bin, Waste Bin, 5Ltr.)	150
13	Nos. of DOMS Use and Throw Ball PENS Ball Pen (blue)	300
14	Nos. of DOMS Use and Throw Ball PENS Ball Pen (Red)	400
15	Nos. of DOMS Use and Throw Ball PENS Ball Pen (Black)	200
17	Nos. of Envelop (11" x 5") with printed of address	5000
18	Nos. of File Cover	5000
19	Nos. of File Board	3000
20	Nos. of File Cover Four fold	200
21	Nos. of Fevistik	200
22	Nos. of High lighter (Doms/Camel)	150
23	Nos. of Jems Clip (pkt)	150
24	Nos. of Knife (Paper Cut)	100
25	Nos. of Note Sheet (95 gsm)	10000
26	Nos. of Pencil (Apsara/Doms)	400
27	Nos. of Punching Machine Single hole (Kangaro)	100
28	Nos. of Punching Machine Double ( kangaroo DP 480)	50
29	Nos. of Paper Weight (Material- Acrylic, Shape- Round)	200
30	Nos. of Paper Clip (pkt) (Material :Metal)	500
31	Nos. of Stapler(No-10) (Kangaro)	150
32	Nos. of Stapler(No-24) (Kangaro)	100
33	Nos. of Stapler No -45 (Kangaro)	50
34	Nos. of Stapler Pin No -10 (Pkt) (Kangaro)	500
35	Nos. of Stapler Pin No -24 (Pkt) (Kangaro)	200
36	Nos. of Stapler Pin No -45 (Pkt) (Kangaro)	300
37	Nos. of Stamp Pad (Faber Castell)	100
38	Nos. of Stamp Pad ink (Faber Castell)	50
39	Nos. of Scissor 12.9L x 5.8W Centimeters	100
40	Nos. of steel Scale (30 cm)	100
42	Nos. of Write on Flag (pkt) (Sticky Notes)	150
43	Nos. of WB Marker Ink (camlin)	200
45	Brown jute Sutuli kg	30
46	Lac Sealing (Red)	50
47	Nos. of Pencil Sharpener (Doms/Aspara)	100
48	Nos. of Eraser (Doms/Aspara)	150
49	Markin Cloth ( Meters)	50

Terms & Conditions:

1. The undersigned reserves the right to accept or reject any/all quotations without assigning any reason thereof.
2. The Firms/Suppliers/Dealers/Agencies shall quote quality specifications, of the materials, unit price and taxes on the cost. Any increase in price/taxes and other duties/levies after the date of purchase order shall be to the supplier's account. However, the supplier shall pass on benefit of any decrease in price/taxes/levies to the University.
3. Period of warranty of service/replacement, brand of the items, if any, shall be indicated clearly.
4. **Each quotationer shall submit only one quotation along with sample of the items to be supplied. Any quotation received without the sample will be rejected.**
5. The Firms/Suppliers/Dealers/Agencies shall be required to supply the articles within 30 days of the purchase order failing which the purchase order shall be liable to be cancelled.
6. The purchase committee will evaluate and compare the quotations determined to be substantially responsive, i.e. which are properly signed and conform to the terms and conditions and specifications.
7. GST will be quoted separately for all items.
8. The quotationer, whose quotation is accepted, will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
9. 100% payment against delivery of the materials in good condition and as per specifications at our site. Any loss or damage in transit will be at the supplier's risk.
10. Sealed quotations are to be submitted/delivered at the address mentioned below:  
**The Registrar,  
Veer Surendra Sai University of Technology, Burla  
P.O. Engineering College Burla  
Dist. Sambalpur -768018, Odisha.**
11. Any dispute arising out of the deal shall be subjected to the jurisdiction of the Court of Sambalpur in the state of Odisha.


Memo No. VSSUT/CSP/ 05/2024


Dated

24/07/24

Copy to:

1. Dean F&P for uploading to the University website.
2. COF for information and necessary action.
3. PA to VC for information of the Hon'ble Vice Chancellor.

  
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