



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 / 2025- 2026/ 59

Date: 19/05/2025

Invitation for Quotations For Purchase of Stationery Material

Sealed Quotations are invited for purchase of **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.

Name of Item	Purchase of 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	23 rd May, 2025 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.

Financial Bid for Purchase of Stationery Items - Yr-2025-26			
Sr. No.	Particulars	Unit	Approx. Req. For a Year
1	EnerGel Pen (Black, Blue, Red, Orange)	01 Each	50 Pkt.
2	Ball Pen (Blue, Black and Red)	01 Each	100 Pkt
3	A/4 Copy Powder Paper - 70 Gsm	01 Ream	100 Reams.
4	A/4 Copy Powder Paper - 75 Gsm	01 Ream	100 Reams.
5	A/3 Copy Powder Paper - 70 Gsm	01 Ream	25 Reams.
6	A/3 Copy Powder Paper - 75 Gsm	01 Ream	25 Reams.
7	F/c Size Paper - 70 Gsm	01 Ream	3 Doz
8	F/c Size Paper - 75 Gsm	01 Ream	3 Doz
9	F/c Size Paper - 75 Gsm- Green	01 Ream	1 Doz
10	D F/c Size Ruled r Paper -480 Sheet	01 Ream	1 Doz
11	A/4 Size Plastic Punch Folder	01 Nos.	1 Doz
12	A5 Size Paper	01 Pkt.	20 Reams
13	Peon Book - 200 Pgs	01 Nos.	10 Nos.
14	Water Damper	01 Nos.	1 Doz.
15	Whitener Pen Camlin	01 Nos.	2 Doz
16	FC Size "L" Folder	01 Nos.	2 Doz.
17	A4 Size "L" Folder	01 Nos.	2 Doz.
18	A4 Size Button Folder (Envelope Type)	01 Nos.	2 Doz.
19	FC Size Button Folder (Envelope Type)	01 Nos.	2 Doz.
20	Scissor - Medium	01 Nos.	2 Doz.
21	Scissor - Big	01 Nos.	2 Doz.
22	Kangaroo Stapler No.10	01 Each	1 Doz
23	Kangaroo Stapler H.D 45(24x6)	01 Each	1 Doz
24	Kangaroo Stapler No.10D	01 Each	2 Doz.
25	Stapler HP 45 No	01 Each	3 Doz.
26	Kangaro Heavy Duty Stapler 23/6-23/7 stick Staplers	01 Each	1 Doz.
27	Flag Tag -Colour	01 Pkt	5 Doz.
28	Stapler Pin NO.10 (Kangaroo) Box of 20 Pkt	01 Box	2 Doz.
29	Stapler Pin NO. 24/6 (Kangaroo)	01 Nos	2 Doz.
30	"U" Pin Clip Box - 26 MM	01 Box	2 Doz.
31	"U" Pin Clip Box - 30 MM	01 Box	2 Doz.
32	"U" Pin Clip Box - 35MM	01 Box	2 Doz.
33	"U" Pin Clip Box - 35MM- Colour	01 Box	2 Doz.
34	Tumb Pin (10 Pkt)	01 Box	02 Doz.
35	Kangaroo Punch Machine - 600 DP	01 Each	2 Doz.
36	Kangaroo Punch machine - 52 DP	01 Each	2 Doz.
37	Kangaroo Punch Machine - 500	01 Each	2 Doz.
38	Kangaroo Single Punch Machine	01 Each	2 Doz.
39	Heavy Duty Punch Machine - Kangaroo - 800	01 Each	1 Doz
40	Natraj Pencil Box	01 Box	25 Box.
41	Apsara Pencil Box - Platinum	01 Box	25 Box.
42	Apsara Pencil Sharpener (Box of 20 Pic)	01 Box	10 Box.
43	Apsara No- Dust Pencil Eraser	01 Box	10 Box.

Financial Bid for Purchase of Stationery Items - Yr-2025-26

Sr. No.	Particulars	Unit	Approx. Req. For a Year
44	Cello Gripper Pen	01 Pkt.	300 Pkt.
45	Max Right Ball Pen	01 Pkt.	300 Pkt.
46	File Divider	01 Pkt	50 Pkt.
47	Two Flap Folder	01 Nos.	5 Doz.
48	Four Flap Folder	01 Each	5 Doz.
49	F/C Size PVC Plastic File	01 Each	1 Doz
50	Kores Pencil Carbon Box	01 Box	6 Nos.
51	Fevistick Glue Stick - Small - 5 Grm	01 Each	5 Doz.
52	Fevistick Glue Stick - Big - 8 Grm	01 Each	5 Doz.
53	Fevistick Glue Stick - Big - 25 Grm	01 Each	6 Nos.
54	Camel Paste Bottle - 700 ML	01 Each	6 Nos.
55	Camel Paste Bottle - 300 ML	01 Each	6 Nos.
56	Camel Paste Bottle - 150 ML	01 Each	6 Nos.
57	Camel Paste Bottle - 50 ML	01 Each	1 Doz
58	Camel Stamp Pad- Small	01 Each	1 Doz
59	Camel Stamp Pad- Medium	01 Each	1 Doz
60	Camel Stamp Pad- Large	01 Each	1 Doz
61	Camel Stamp Pad Ink Bottle 25 ML	01 Each	6 Nos.
62	Camel Stamp Pad Ink Bottle 100 ML	01 Each	6 Nos.
63	6" X 4" White & Brown Cover 70 GSM	100 Nos	1 Doz
64	9" X 4" White & Brown Cover 70 GSM	100 Nos	1 Doz
65	11"x 5" White & Brown Cover 70 GSM	100 Nos	1 Doz
66	12"x 10" White & Brown Cover 70 GSM	100 Nos.	1 Doz
67	12"x 14" Brown Cover 80 GSM	100 Nos.	1 Doz
68	16"x 12" Brown Cover 80 GSM	100 Nos.	1 Doz
69	Sketch Pen Set(small)	01 Pkt.	1 Doz
70	Hi- Lighter Pen Set of 5 PCs -Luxor	01 Pkt.	8 Pkt.
71	Marker Pen (Camel) - Thin	01 Each	25 Nos
72	Marker Pen (Camel) - Thick	01 Each	10 Nos
73	White Board Marker Pen (Camel)	01 Each	1 Doz
74	Full Size Long Book (100 Pgs)	01 Each	1 Doz
75	Full Size Long Book (200 Pgs)	01 Each	1 Doz
76	1/4 Size Ruled / Plain Pad - (40 Pgs)	01 Each	1 Doz
77	1/8 Size Ruled / Plain Pad - (40 Pgs)	01 Each	1 Doz
78	12" x10" Cloth Cover- Green	01 Nos.	1 Doz
79	12" x14" Cloth Cover- Green	01 Nos.	1 Doz
80	12" x16" Cloth Cover- Green	01 Nos.	1 Doz
81	Ledger Register - 1 Q	01 Each	1 Doz
82	Ledger Register - 2 Q	01 Each	1 Doz
83	Ledger Register - 3Q	01 Each	1 Doz
84	Ledger Register - 4 Q	01 Each	1 Doz
85	Ledger Index, Muster, Inward, Outward Register -1 Q	01 Each	1 Doz
86	Inward / Outward Register 2 Q	01 Each	1 Doz

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Sr. No.	Particulars	Unit	Approx. Req. For a Year
87	Inward / Outward Register 3 Q	01 Each	1 Doz
88	Inward / Outward Register 4 Q	01 Each	1 Doz
89	Inward / Outward Register 5 Q	01 Each	1 Doz
90	Attendance Register 1 Q	01 Each	1 Doz
91	Attendance Register 2 Q	01 Each	1 Doz
92	Attendance Register 3 Q	01 Each	1 Doz
93	Attendance Register 4 Q	01 Doz.	8 Doz.
94	Office File No - 2	01 Doz.	8 Doz.
95	Office File No - 1	01 Doz.	8 Doz.
96	Spring File No. 1	01 Doz.	3 Doz.
97	Plastic File - Sping File	01 Doz.	3 Doz.
98	Plastic File - D Riing File	01 Doz.	3 Doz.
99	Cloth Cover Spring File - 1 Nos.	01 Each	240 Nos.
100	Box File - Deluxe - D- Ring / Spring Box File	01 Each	240 Nos.
101	Box File - Kangaroo Clip- Lemina	01 Each	10 Nos
102	Plastic Scale 12" (Camel)	01 Each	10 Nos
103	Metal Scale 12"	01 Each	1 Doz
104	Paper Weight - Glass	01 Each	2 Doz.
105	Paper Cutter - Small	01 Each	2 Doz.
106	Paper Cutter - Big	01 Each	1 Doz
107	White Lace Bundle 24"	01 Each	1 Doz
108	White Lace Bundle 36"	01 Each	1 Doz
109	White Twine Ball - 4 PCS in Box	01 Box	10 Pkt.
110	Rubber Band Box (Vandana)	01 Each	5 Pkt
111	Rubber Band	01 Kg	10 Kg
112	Sutli	01 Roll	20 Roll
113	Sutli Roll- Plastic	01 Each	8 Doz.
114	Transparent/ Brown Cello Tape Rolls 1/2"	01 Each	8 Doz.
115	Transparent/ Brown Cello Tape Rolls 1"	01 Each	2 Doz
116	Transparent/ Brown Cello Tape Rolls 2"	01 Each	2 Doz
117	Transparent/ Brown Cello Tape Rolls 3"	01 Each	Nil
118	Magnetic Pin Cushion	01 Each	1 Doz
119	Post It Pad 1.5 " x 2"	01 Each	1 Doz
120	Post It Pad 2 " x 3"	01 Each	1 Doz
121	Post It Pad 3" x 3"	01 Each	2 Doz
122	Table Calculator 12 Digit Citizen / Casio - Small	01 Each	2 Doz
123	Table Calculator 12 Digit Citizen / Casio - Big	01 Pkt	50 Pkt.
124	Binder Clip -19 MM	01 Pkt	50 Pkt.
125	Binder Clip -25 MM	01 Pkt	50 Pkt.
126	Binder Clip -32 MM	01 Pkt	50 Pkt.
127	Binder Clip -41 MM	01 Nos.	80 Nos.
128	Pentonic Gel Pen	01 Nos.	01 Doz.
129	Stapler Remover		

Financial Bid for Purchase of Stationery Items - Yr-2025-26			
Sr. No.	Particulars	Unit	Approx. Req. For a Year
130	Note Book (100 Pgs)	01 Nos.	2 Doz
131	Note Book (200 Pgs)	01 Nos.	2 Doz
132	Note Book (400 Pgs)	01 Nos.	2 Doz
133	Apple Plastic Coated paper - Box File	01 Nos	03 Doz.

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 (Minimum 10)
6. Last 3Yrs turnover (upto FY. 2021-22) 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