

# UNIVERSITY OF JAMMU

## ORDER

Based on the recommendations made by the Central Purchase Committee at its meeting held on 29-01-2018 vide Resolution No. 01, the Vice-Chancellor is pleased to approve the lowest rates / rates ascertained on the basis of quality of Stationery items offered by various firms (as detailed in the annexure to this order) **which is available in the Jammu University website [www.jammuuniversity.in](http://www.jammuuniversity.in)** for the current financial year 2017-18 alongwith following terms and conditions:

1. The supplier/s should be bound to make the supply within the stipulated time period as given in the supply order on the basis of the rates approved by the University failing which the firm/s be debarred for the next three years to enter in the University business alongwith 10% amount of the CDR submitted by the firm/dealer/s be deducted as a part of penalty".

No:-Fin./2017-18/ 9057-64  
Dated: -20/02/2018  
Copy to:-

*Abhisca*  
Assistant Registrar (B&F)  
19/2/18  
*JR*  
19/2/18

1. Spl. Secy. to the Vice-Chancellor.
2. P.S to Dean Academic Affairs.
3. Sr. P.A. to Registrar.
4. Sr. P.A. to Controller of Examinations / Director, Colleges Dev. Council.
5. Sr. P.A. to Joint Registrar (Finance).
6. Prof. R.K. Ganjoo, Convener, Website Monitoring & Updation Committee.
7. Content Manager, University Website **alongwith annexure of 11 pages for uploading the same in the University Website under the link 'Finance Wing' for the information of all Heads of the Departments, Directors, Rectors, Co-ordinators etc.**
8. Assistant Registrar (Services).
9. G. file.



UNIVERSITY OF JAMMU  
FORMS AND STATIONERY / SERVICES

ANNEXURE of Stationery Items for the financial year 2017-18

S. No.	Specifications	M/s Enn Kay Traders, Barat Nagar, Jammu. 9469099099	M/s Goutam Kripa SomKamal Agencies 42-A, Ext.-1, Khowala Mandir, Trikuta Nagar, Jammu  Mob. No. 9419144119	M/s Rising Sun Trader, B. C. Road, Jammu  M. NO. 0191- 2565289	M/s Sahara Super Store, Pacca Danga, Jammu.  Mob. No. 9906900876 9419142058	M/S Ess Enn Enterprises Below JCC Bank Ltd., Pacca Danga, Jammu. Ph. No. 9419143348
1	Binding Sheets (front transparent & blue/green back side) A4 size, FS size	FS size Rs. 293/-	Rs. 179/- per hundred			
2	Binding rings comb 16mm, 19mm, 22mm & 24mm		Rs.165/- 16mm Rs.180/- 19mm Rs.195/- 22mm Rs.210/- 24mm (per hundred)			

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3	Correction Fluid (White)		Rs. 15.50			
4	Calculator (Check & Correct) big/small Casio/ Orpat	Rs. 127.65/- per pc.				
5	Calculator (tax & audit) Big		Rs. 262.95/- per pc.			
6	Carbon paper	Rs. 118/- per pkt				
7	Cello Tape 1" 25 mtr. & 50 mtr.					Rs. 5.93/- & Rs. 8.90/-
8	Cello Tape 2" 25 mtr. & 50 mtr.	<b>Note:</b> Rates are decided, based on the available samples.				Rs. 10.16 & Rs. 17.37
9	Cutter Knife (premier)		Rs. 7/- per pc. Rs. 10.95/- per pc.			
10	Duster cloth	Rs. 8.20/- per pc.				
11	Dak Pad superior		Rs. 22.90/- (61/86 superior)			
12	Data Binder file/Pro-Dot plastic computer file 10"x12" & 12"x15"		Rs. 60/- per pc.		Rs.88/- per pc.	

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13	Envelope 9"x4" (Khakhi with printed)					Rs. 83/- (superior) per hundred  based on quality
14	Envelope 8"x10" (Khakhi with printed)					Rs. 90/- per hundred
15	Envelope 10"x12" (Khakhi with printed)					Rs. 100/- per hundred
16	Envelop16"x 12" (Khakhi with printed)		Rs. 179/- per hundred			
17	Envelope 8"x10" (Yellow with printed)		Rs. 159/- per hundred			
18	Envelope 10"x12" (Yellow with printed)		Rs. 162/- per hundred			
19	Envelop16"x 12" (Yellow with printed)		Rs. 210 per hundred			
20	Envelope 11"x5 (Yellow with printed)		Rs. 90/- per hundred			

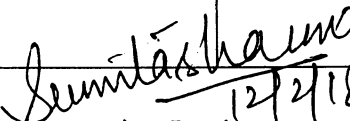
*Sumit Sharma*  
Assistant Registrar  
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Jammu. 12/2/18

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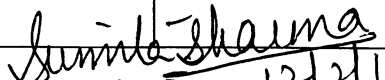
21	Envelope 11"x5 (White with printed)		Rs. 79/- per hundred  Approved on the basis of quality.			
22	Envelope 9"x4 (White with printed)				Rs. 65/- per hundred	
23	Envelope 11"x5 (White)		Rs. 62/- per hundred			
24	Envelope 9"x4" (White)		Rs. 52/- per hundred			
25	File Cover Ordinary (with printing)		Rs.3.50/- per file			
26	File cover Superior (with printing)					
<b>Note: S. No.26 Superior quality file cover from M/s Gandhi Sewa Sadan sample be approved.</b>						
27	Flap ordinary		Rs. 5.95/- per pc.			
28	Flap superior		Rs. 8.95 /- per pc.			
29	Gum 700 ML & 300 ML		Ord. Rs. 20.90 & Rs. 32/-			

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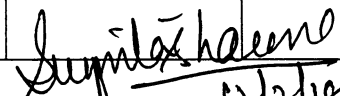
			Branded			
30	Glue stick (8,15 and 25 grms) Artline/Faber-Castel	Kores Rs. 12.80 (8 gm) Rs. 20.50 (15 gm) Rs. 29.50 per pc. (25 gm)	<b>Note:</b> Rates marked on the basis of quality.			
31	Ink Stamp Pad				Rs. 12/- per bottle	
32	Numbering Machine showing date, month, year (big & small)	Rs. 26.50 per pc.				
33	Paper clip	Rs. 14.25 per pkt				
34	Paper pin packet steel (zebra/horsepin)		Rs. 9.50 per pkt			
35	Paper roll (big/small)	Rs. 16.45 per pc. (small)				
36	Paper weight		Rs. 15.95 per pc.			
37	Pin cushion		Rs. 12.50 per pc.			

  
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38	Pen Container	Rs. 36.50 per pc.				
39	Pen cello free flow (Blue & Red) gel					Rs.14.62/- per pc.
40	Pen Montex (mega top/hy power) Red, Blue& Black					Rs. 6.61 per pc.
41	Pen Luxor V5 Pilot (red, blue, green & black)		Rs.42.50/-			
42	Pen marker (permanent & Temp. White board)		Rs. 10/- per pc. (permanent) Rs. 14.50 /- per pc. (whiteboard)			
43	Pen Stand (Big/Small) Superior		Rs. 310/- per pc. Rs. 280/- per pc.			
44	Pen holder (jotter) Blue & Red		Rs. 14.25 per pen			
45	Pen highlighter (Different Color)		Rs. 9.95 per pen			
46	Pen Uni-ball			Rs. 44/- per pen		

  
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47	Pen jetter reynold gel	Rs. 16.25 per pen				
48	Punching Machine	Rs. 49.75 per pc.				
49	Ruled register (Big) (No. of pages)  <b>Note:</b>  The matter was discussed in detail as the tender were advertise , it is decided that for 100 pages Rs.45/- per pc. (small register) and 400 pages Rs. 51/- (big register )are approved.	Rs. 45/- per pc. (100 pages)	Rs. 51/- per pc. (400 pages)			
50	Ruled register (Small) (No. of pages)	Rs. 29/- per pc. (100 pages)				
51	Record Laces (Superior Big)		Green Rs. 25/- per bdl. (100)			
52	Refill cello free flow (Blue &Red) gel					Rs. 7.14
53	Refill Jetter Reynold	Rs. 69 per pkt.				

  
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	Gel					
54	Refill Jotter (holder)			Rs. 7.84 per pc.		
55	Refill montex mega top					Rs. 3.40
56	Stamp pad (big & small)			Rs.20.5 per pc. (Big) as per quality		Rs. 16/- per pc. (small)
57	Stapler machine (big) 24/6 no. Kangaroo		Rs. 49/ & Rs. 62/- per pc.			
58	Stapler machine (small) 10 no. Kangaroo	Rs. 27 per pc.				
59	Stapler Machine (heavy duty) 10-15 (TOHO HD- 12s/17)		Rs. 995/-			
60	Stapler pin pkt. (big) 24/6		Rs. 9.95 per pkt			
61	Stapler pin pkt. (small) 10 nos.		Rs. 3.95 per pkt			

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62	Stapler Pin (heavy duty) No. 23/10, 23/13,23/15 & 23/17		Rs. 21.45 , Rs.17.90, Rs. 23.45 & Rs. 31/-			
63	Sticky Pad (write notes 3"x3" and 3"x5")	Rs. 19.50/- per pkt	Rs. 25/- (3"x5")			
64	Tag small superior white	Rs. 32.50/- per bdl. (100 pc.)				
65	Table Glass size 2' x 3' (5mm)	Rs. 350/- per pc. As per quality				
66	Tape dispenser (Big & Small)		Rs. 65/- per pc. (big) Rs. 24/- per pc. (small)			
67	Table Glass size 2.5' x4' (5mm)		Rs. 410/- per pc.			
68	Window Envelope size 9' x 4' (with		Rs. 74/- per hundred			

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