

Goa University invites quotations (through e-tender mode only) for supply of Stationery items from eligible suppliers and manufacturers under a two-bid system comprising a Technical Bid and a Financial Bid.

Interested suppliers/parties are requested to visit <https://eprocure.goa.gov.in> to participate in the tender/bidding process. The detailed Tender Notice is provided below.

# गोंय विद्यापीठ

ताळगांव पठार,

गोंय - ४०३ २०६

फोन : + ९१ - ८६६९६०९०४८



## Goa University

Taleigao Plateau, Goa - 403 206

Tel : +91-8669609048

Email : registrar@unigoa.ac.in

Website : www.unigoa.ac.in

(Accredited by NAAC with Grade A+)

No. GU/Exam/Stat/15856/26-27/06

Date: 20/08/2026

### TENDER DOCUMENT

(E-Tendering mode only)

#### Supply of Stationery items for Exam Section

Goa University, Taleigao Plateau, Goa hereby invites quotations (e-tender mode only) for printing and supply of Answer Books. The details & specifications of the printing material/ items are given below. Interested printers may apply through e-tender process only.

| Item No | Item Description                                              | Qty         |
|---------|---------------------------------------------------------------|-------------|
| 1       | Craft Envelopes Size: 18 x 14 inches                          | 10,000 nos. |
| 2       | Craft Envelopes Size: 15 x 10 inches                          | 2,000 nos.  |
| 3       | Plastic Bags for Packing 16 x 24 inches                       | 5 kgs       |
| 4       | Craft Envelopes Size: 16 x 12 inches                          | 2,000 nos.  |
| 5       | Cloth Bound Envelopes Size: 18 x 14 inches                    | 20,000 nos. |
| 6       | Cloth Bound Envelopes Size: 15 x 10 inches                    | 2,000 nos.  |
| 7       | Cloth Bound Envelopes Size: 18 x 10 inches                    | 2,000 nos.  |
| 8       | Plastic Coated Envelopes Size: 18 x 14 inches                 | 5,000 nos.  |
| 9       | Plastic Coated Envelopes Size: 15 x 10 inches                 | 5,000 nos.  |
| 10      | Plastic Coated Envelopes Size: 11 x 5 inches                  | 7,000 nos.  |
| 11      | Plastic Coated Envelopes [Pre-Printed]<br>Size: 11 x 5 inches | 2,000 nos.  |
| 12      | Plastic Coated Envelopes Size: 9.5 x 4.5 inches               | 5,000 nos.  |
| 13      | Manila Envelopes Size: 11 x 5 inches                          | 10,000 nos. |

| <b>Item No</b> | <b>Item Description</b>                        | <b>Qty</b>    |
|----------------|------------------------------------------------|---------------|
| 14             | Manila Envelopes Size: 9 x 4 inches            | 10,000 nos.   |
| 15             | Window Manila Envelopes Size: 11 x 5 inches    | 3,000 nos.    |
| 16             | Window Manila Envelopes Size: 9 x 4 inches     | 3,000 nos.    |
| 17             | Absentee Report                                | 200 books     |
| 18             | Candidate Attendance sheet                     | 200 books     |
| 19             | Certificate of Verification of Marks           | 200 books     |
| 20             | Statement for Main Answer Books & Supplement   | 200 books     |
| 21             | Mark List Form for Practical Exam              | 150 books     |
| 22             | Mark List Form for Theory Exam                 | 150 books     |
| 23             | Out of Turn                                    | 100 books     |
| 24             | Receipts Books                                 | 150 books     |
| 25             | Remuneration form for Examiners                | 200 books     |
| 26             | Supervisor's Report                            | 300 books     |
| 27             | Chemical & Breakages                           | 100 books     |
| 28             | Bill for Senior Supervisor                     | 1,000 forms   |
| 29             | Bill for Junior Supervisor                     | 1,500 forms   |
| 30             | Bill for Laboratory Supervisor                 | 1,000 forms   |
| 31             | Bill for Understudy/Relieving Supervisors      | 1,000 forms   |
| 32             | Bill for Assistants & Attendants               | 2,000 forms   |
| 33             | Bill of Peons-cum-Watermen, Peons, Hamals, etc | 1,500 forms   |
| 34             | Bill for Chief Conductor                       | 1,000 forms   |
| 35             | Drawing Sheets                                 | 1,500 sheets  |
| 36             | Graph Papers with Preformation                 | 10,000 sheets |
| 37             | Cover File                                     | 5,000 nos.    |
| 38             | Clip Files                                     | 5,000 nos.    |

| <b>Item No</b>                                                               | <b>Item Description</b>       | <b>Qty</b>  |
|------------------------------------------------------------------------------|-------------------------------|-------------|
| 39                                                                           | Box Files                     | 100 nos.    |
| 40                                                                           | University Letterheads        | 2,000 nos.  |
| 41                                                                           | Sealing Wax Lead              | 300 boxes   |
| 42                                                                           | Candle Packets                | 100 boxes   |
| 43                                                                           | Gum Paste Bottles             | 100 bottles |
| 44                                                                           | Twine Box                     | 300 boxes   |
| 45                                                                           | Printing Papers Ream          | 100 reams   |
| 46                                                                           | Lace Folders                  | 1,500 nos.  |
| 47                                                                           | H.B. Pencil                   | 20 Boxes    |
| 48                                                                           | Registers (100 pages)         | 250 nos.    |
| 49                                                                           | Registers (200 pages)         | 100 nos.    |
| 50                                                                           | Registers (300 pages)         | 50 nos.     |
| 51                                                                           | Registers (500 pages)         | 50 nos.     |
| 52                                                                           | Scribing/Writing Pads         | 100 nos.    |
| 53                                                                           | Staplers No. 10               | 25 nos.     |
| 54                                                                           | Stapler Pins Box No. 10 – 1 M | 5 boxes     |
| 55                                                                           | Stapler No 24/6               | 30 nos.     |
| 56                                                                           | Stapler Pins No 24/6          | 25 packets  |
| 57                                                                           | White Nylon Tags of 18” long  | 500 bundle  |
| 58                                                                           | U Clips                       | 500 packets |
| <b><i>Detailed specification of the items may be seen at Annexure- I</i></b> |                               |             |

### **Tender Schedule**

1. The last date of online submission of tender is 09/09/2026 up to 12.00 hrs.
2. The date and time of online opening of Technical Bid is 10/09/2026 after 10.00 hrs.
3. Price Bid will be opened after completion of administrative and technical procedure.

Tender Processing Fees: ₹3,000.00 (Non-Refundable)

Earnest Money Deposit: ₹18,000.00

**Bidders seeking exemption from payment of EMD under MSME scheme must ensure that their company/organisation is registered with the Directorate of Industries, Trade and Commerce (DITC), Goa, in accordance with the provisions of Notification No. 3/40/2003-IND(Pt.II)(Vol.III)/132 issued by the Department of Industries, and published in the Official Gazette of Goa, Series I No. 13, dated 30/06/2022, under the Preferential Purchase Incentives for Micro, Small and Medium (MSME) Enterprises Scheme, 2022.**

Mode of Payment towards e-Tender Processing Fee (TPF) & Earnest Money Deposit (EMD) to be paid online through e-Payment mode via:

1. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS). Tenderer requires downloading the pre-printed Challan on e-tender website and making its payment through any of their Bank.

Note: Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date.

2. Net Banking: Payment can be made through the Internet Banking of Any Bank.

Important Notes to the Bidder:

1. The duly constituted committee appointed by the competent authority of Goa University reserves the right to select certain items (in single or multiple units) or reject any or all mentioned in the schedule.
2. The bidder has to submit the samples of each item proposed to be supplied through post/courier/hand.
3. The samples should be sent in a sealed envelope super-scribed “**Supply of Stationery items for Exam Section**” and should reach to the office of the Assistant Registrar (Purchase), Goa University on or before the opening of the Technical bid.
4. More details/specifications can be obtained in person or telephonically on phone number 8669609072 or 8669609024 from the Purchase Section, Goa University.
5. The bid shall be treated as a Two Bid System. The Technical bid of the applicants will be considered on the following points:
  - a) Submission of required paper sample.
  - b) Deposit of EMD and Tender processing fees.
6. For assistance on e-Tender please contact Support Helpdesk- 91-7972854213, 91-7822039673, 91-7972871944 Email: e-tender.goa@gov.in

Price bid shall be opened only of those bidders who have qualified in the Technical Evaluation, and whose sample paper is approved by the Competent Authority.

Sd/-  
(Prof. Sunder N. Dhuri)  
REGISTRAR

## **Terms and Conditions**

1. **The successful bidder awarded the contract shall provide a performance security equivalent to 5% of the Contract Value. This performance security shall be deducted directly from the invoice payable. The deducted amount shall be refunded to the bidder within 60 days of the successful completion of all contractual obligations.**
2. Technical Bid form shall accompany scanned copies of documents mentioned in it failing which tender will be rejected.
3. The specifications/specimen, numbering method, etc. of the material can be examined by the interested printers in the office of the Assistant Registrar- Exam Prof. (Medical and Allied), Goa University on any working day during working hours up to 5.30 p.m., who can also be contacted on phone numbers 8669609010 and 8669609034.
4. Before the final printing is undertaken, the proof copy and sample of the paper proposed to be used as per specifications/specimen shall be got approved from the Controller of Examinations, Goa University. The printer is invariably liable to use the same sample paper submitted, for final printing of the actual order. The printing work which does not conform to the specimen/specifications shall not be accepted. Similarly, supplied items will be rejected if the quality of paper used for printing is not found to be in accordance with the approved samples.
5. The prices quoted for the material shall be valid for three months for acceptance from the date of opening of the tender. In no circumstances revision (hike) in prices, if any, will be accepted during the period of three months.
6. Price Taxes: Prices stated in this tender are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties.
7. Delivery: The successful Printer shall arrange for door delivery of the material at Goa University, Taleigao Plateau within 30 days from the date of receipt of the Purchase Order. If any material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet supplied and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties.
8. The Cost of the items should be inclusive of all taxes and statutory levies, labour/ charges, packing, insurance, freight etc.

9. The quantity of items in the tender document may increase or decrease as per requirement.
10. Reproduction of Documentation: The University shall have the right at no additional charge to use or incorporate all or portions of material found in the Vendor's literature and/or reproduce the Vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature.
11. Shipping, Packaging and Labelling: All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practices. It is the sole responsibility of the vendor to provide/replace the item/goods free of cost, if it is lost or damaged during shipping or transportation, no matter what may be the reason. Vendor is responsible to ensure, by contacting the University, that the shipping has been properly done i.e., all the items/goods have properly reached the University.
12. Invoicing / Payments: After completion of supply/purchase order, the Vendor shall send pre-receipted bill in duplicate to the concerned office in the name of the Registrar, Goa University for payment through NEFT/RTGS. The bank mandate form, duly certified should also be submitted. The University will not entertain any request for advance payment.
13. Price Fall Clause:- If at any time prior to delivery of the items, the bidder/supplier reduces the sale price of such items as covered under this tender enquiry, to any organization (including Central/State/Deemed university) at price lower than the price quoted under this contract, he shall forthwith reduce the price payable under this tender for the items being supplied after the date of coming into force of such reduction, the price of items shall stand correspondingly reduced.
14. SPECIFICATIONS: Specifications are basic essence of the item/contract. It must be ensured that the offers strictly adhere to our specifications.
15. No commitment to accept lowest or any bid: University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers, without assigning any reason what so ever. University reserves the right to make any changes in the terms and conditions of the bid. University will not be obliged to meet and have discussion with any vendor and or to listen to any representations.

16. Short listing of Vendors: University reserves the right to decide whether the items being quoted are as per the requirement of the University and are of standard/leading brands in the market. University reserves the right to decide which offer best suits the requirement of the university.
17. Conditional Offer shall not be accepted and Technical/Price bids in such cases may be rejected.
18. The successful bidder has to communicate the acceptance of the Purchase Order within five days of the receipt of the Order.
19. The Successful printer shall supply a soft copy of the items printed by him.
20. The successful printer shall not print the name of the firm or disclose his identity on the items in any manner.
21. Rejection of Bids:
  - a) If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the Earnest Money Deposit / Performance Bank Guarantee and cancel the order, if awarded.
  - b) Incomplete bids are liable to be rejected.

All annexures to the technical bid should be duly stamped and signed by the bidder.

21. Law of the Contract: The agreement entered with vendor shall be governed by and interpreted in accordance with the laws in existence and within Jurisdiction of the court of Panaji-Goa.
22. Information and Instructions for Tenderer posted on website shall form part of the tender.

Certified that:

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

Date:

Seal & Signature of Vendor

TECHNICAL BID FORM

|     |                                                                                                                                                                  |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.  | Name of the Bidder/Printer                                                                                                                                       |  |
| 2.  | Office address with phone number, Fax and email                                                                                                                  |  |
| 3.  | Date and year of Establishment                                                                                                                                   |  |
| 4.  | Area in Sq. Mts. of the press                                                                                                                                    |  |
| 5.  | Premises of press whether self-owned or rented                                                                                                                   |  |
| 6.  | Full Name(s) and Address(s) of:<br><br>a. Proprietor if it is proprietorship:<br>b. Each partner if it is partnership:<br>c. Each Director if it is Ltd. Company |  |
| 7.  | Statutory permissions required for running a business obtained. If yes, state the names of these statutory bodies                                                |  |
| 8.  | Experience in such printing<br><br>(No. of Years)                                                                                                                |  |
| 9.  | Whether premises and goods insured against fire, flood, theft, Burglary, etc. If so, please state the amount and name of Insurance                               |  |
| 10. | Security Arrangements- CCTV etc.                                                                                                                                 |  |
| 11. | GST number and validity                                                                                                                                          |  |
| 12. | Clientele list (List of the institutes/organizations, where the similar order has been executed during the last three years) and work done list.                 |  |

Signature of Printer with Seal

Attachments needed:

1. Scanned copy of latest Income tax return certificate.
2. Scanned copy of Affidavit on stamp paper of ₹ 100/- notarised before Notary Advocate with technical Bid that the press has not been debarred/blacklisted by any State Board/University or any Government related Body. Format of Affidavit is given below:

**AFFIDAVIT**

I \_\_\_\_\_, major age, Married/Unmarried, authorised representative on behalf of \_\_\_\_\_ having registered office at \_\_\_\_\_ do hereby solemnly affirm and declare as under:

- a) I say that \_\_\_\_\_ firm is engaged in the business of \_\_\_\_\_.
- b) I intend to apply for the tender floated by the Goa University for the supply of blank Answer Books/ Stationery items to Goa University.
- c) I hereby, declare that I and the firm run by me has not been debarred /blacklisted for any fraudulent activities any time prior to this tender by any State Board/ University or any Government body for the last 10 years.
- d) I understand that Goa University reserves the right to cancel, reject or withdraw my bid at any stage/level of process in the event that any information furnished by me is found to be incorrect, false, incomplete or misleading.

Solemnly affirmed before me.

Applicant

Place:

Date:

3. Scanned copy of Pan card.

Note: If the Technical offer contains any price information, the offer is liable to be rejected.

**Statement showing detailed specification  
of stationery items to be procured**

| Sr. No. | Item with detail specification                                                                                                                                                                                                                 | Qty (Nos)   |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1.      | <b>Craft Envelopes with Printing</b><br>Size : 18 x 14 inches<br>GSM of Paper : 100<br>Colour : Brown<br>Printing : Goa University address in black colour and “Swachh Bharat, Swachh Goa” in Green at LHS<br>Packaging : A packet of 250 each | 10,000 Nos. |
| 2.      | <b>Craft Envelopes with Printing</b><br>Size : 15 x 10 inches<br>GSM of Paper : 100<br>Colour : Brown<br>Printing : Goa University address in black colour and “Swachh Bharat, Swachh Goa” in Green at LHS<br>Packaging : A packet of 250 each | 2,000 Nos.  |
| 3.      | <b>PLASTIC Bags for Packing 16 x 24 inches</b>                                                                                                                                                                                                 | 5 kgs       |
| 4.      | <b>Craft Envelopes with Printing</b><br>Size : 16 x 12 inches<br>GSM of Paper : 100<br>Colour : Brown<br>Printing : Goa University address in black colour and “Swachh Bharat, Swachh Goa” in Green at LHS<br>Packaging : A packet of 250 each | 2,000 Nos.  |
| 5.      | <b>Cloth Bound Envelopes with Printing</b><br>Size : 18 x 14 inches<br>GSM of Paper : 100<br>Colour : Green<br>Printing : Goa University address in                                                                                            | 20,000 Nos. |

|            |                                                                                                                                                                                                                                                                                            |                       |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|            | <p>black colour and “Swachh Bharat,<br/>Swachh Goa” in Green at LHS</p> <p>Packaging : A packet of 100 each</p>                                                                                                                                                                            |                       |
| <b>6.</b>  | <p><b>Cloth Bound Envelopes with Printing</b></p> <p>Size : 15 x 10 inches</p> <p>GSM of Paper : 100</p> <p>Colour : Green</p> <p>Printing : Goa University address in<br/>black colour and “Swachh Bharat,<br/>Swachh Goa” in Green at LHS</p> <p>Packaging : A packet of 100 each</p>    | <b>2,000<br/>Nos.</b> |
| <b>7.</b>  | <p><b>Cloth Bound Envelopes with Printing</b></p> <p>Size : 18 x 10 inches</p> <p>GSM of Paper : 100</p> <p>Colour : Green</p> <p>Printing : Goa University address in<br/>black colour and “Swachh Bharat,<br/>Swachh Goa” in Green at LHS</p> <p>Packaging : A packet of 100 each</p>    | <b>2,000<br/>Nos.</b> |
| <b>8.</b>  | <p><b>Plastic Coated Envelopes with Printing</b></p> <p>Size : 18 x 14 inches</p> <p>GSM of Paper : 100</p> <p>Colour : Green</p> <p>Printing : Goa University address in<br/>black colour and “Swachh Bharat,<br/>Swachh Goa” in Green at LHS</p> <p>Packaging : A packet of 100 each</p> | <b>5,000<br/>Nos.</b> |
| <b>9.</b>  | <p><b>Plastic Coated Envelopes with Printing</b></p> <p>Size : 15 x 10 inches</p> <p>GSM of Paper : 100</p> <p>Colour : Green</p> <p>Printing : Goa University address in<br/>black colour and “Swachh Bharat,<br/>Swachh Goa” in Green at LHS</p> <p>Packaging : A packet of 100 each</p> | <b>5,000<br/>Nos.</b> |
| <b>10.</b> | <b>Plastic Coated Envelopes with Printing</b>                                                                                                                                                                                                                                              | <b>7,000</b>          |

|            |                                                                                                                                                                                                                                                                                                          |                        |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|            | Size : 11 x 5 inches<br>GSM of Paper : 100<br>Colour : Green<br>Printing : Goa University address in<br>black colour and “Swachh Bharat,<br>Swachh Goa” in Green at LHS<br>Packaging : A packet of 250 each                                                                                              | <b>Nos.</b>            |
| <b>11.</b> | <b>Plastic Coated Envelopes with Printing [Pre-Printed]</b><br>Size : 11 x 5 inches<br>GSM of Paper : 80<br>Colour : Green<br>Printing : Goa University address and details of<br>Question No. in<br>black colour and “Swachh Bharat,<br>Swachh Goa” in Green at LHS<br>Packaging : A packet of 250 each | <b>2,000<br/>Nos.</b>  |
| <b>12.</b> | <b>Plastic Coated Envelopes with printing</b><br>Size : 9.5 x 4.5 inches<br>GSM of Paper : 80<br>Colour : Green<br>Printing : Goa University address in<br>black colour and “Swachh Bharat,<br>Swachh Goa” in Green at LHS<br>Packaging : a packet of 250 each                                           | <b>5,000<br/>Nos.</b>  |
| <b>13.</b> | <b>Manila Envelopes with Printing</b><br>Size : 11 x 5 inches<br>GSM of Paper : 80<br>Colour : Manila<br>Printing : Goa University address in<br>black colour and “Swachh Bharat,<br>Swachh Goa” in Green at LHS<br>Packaging : A packet of 250 each                                                     | <b>10,000<br/>Nos.</b> |
| <b>14.</b> | <b>Manila Envelopes with Printing</b><br>Size : 9 x 4 inches<br>GSM of Paper : 80<br>Colour : Manila<br>Printing : Goa University address in                                                                                                                                                             | <b>10,000<br/>Nos.</b> |

|            |                                                                                                                                                                                                                                                                                                         |                                        |
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|            | <p>black colour and “Swachh Bharat, Swachh Goa” in Green at LHS</p> <p>Packaging : A packet of 250 each</p>                                                                                                                                                                                             |                                        |
| <b>15.</b> | <p><b>Window Manila Envelopes with Printing</b></p> <p>Size : 11 x 5 inches</p> <p>GSM of Paper : 80</p> <p>Colour : Manila</p> <p>Printing : Goa University address in black colour and “Swachh Bharat, Swachh Goa” in Green at LHS</p> <p>Packaging : A packet of 250 each</p>                        | <p><b>3,000</b></p> <p><b>Nos.</b></p> |
| <b>16.</b> | <p><b>Window Manila Envelopes with Printing</b></p> <p>Size : 9 x 4 inches</p> <p>GSM of Paper : 80</p> <p>Colour : Manila</p> <p>Printing : Goa University address in black colour and “Swachh Bharat, Swachh Goa” in Green at LHS</p> <p>Packaging : A packet of 250 each</p>                         | <p><b>3,000</b></p> <p><b>Nos.</b></p> |
| <b>17.</b> | <p><b>Absentee Report</b></p> <p>Size : 14 x 8.5 inches (Legal)</p> <p>GSM of Paper : 70</p> <p>Colour : White</p> <p>Book : 100 pages</p> <p>Printing : as per sample provided</p> <p>No. of Pages : 01 (Single sheet printed on one side only)</p> <p>Packaging : A bundle of 25 books</p>            | <p><b>200</b></p> <p><b>books</b></p>  |
| <b>18.</b> | <p><b>Candidate Attendance sheet</b></p> <p>Size : 14 x 8.5 inches (Legal)</p> <p>GSM of Paper : 70</p> <p>Colour : White</p> <p>Book : 100 pages</p> <p>Printing : As per sample provided</p> <p>No. of Pages : 01 (Single sheet printed on one side only)</p> <p>Packaging : A bundle of 25 books</p> | <p><b>200</b></p> <p><b>books</b></p>  |

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| <b>19.</b> | <b>Certificate of Verification of Marks</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : White<br>Book : 100 pages<br>Printing : As per sample provided<br>No. of Pages : 01 (Single sheet printed on one side only)<br>Packaging : A bundle of 25 books             | <b>200 books</b> |
| <b>20.</b> | <b>Statement for Main Answer Books &amp; Supplement</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : White<br>Book : 100 pages<br>Printing : As per sample provided<br>No. of Pages : 01 (Single sheet printed on one side only)<br>Packaging : A bundle of 25 books | <b>200 books</b> |
| <b>21.</b> | <b>Mark List Form for Practical Exam</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : White<br>Book : 100 pages<br>Printing : As per sample provided<br>No. of Pages : 01 (Single sheet printed on one side only)<br>Packaging : A bundle of 25 books                | <b>150 books</b> |
| <b>22.</b> | <b>Mark List Form for Theory Exam</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : White<br>Book : 100 pages<br>Printing : As per sample provided<br>No. of Pages : 01 (Single sheet printed on one side only)<br>Packaging : A bundle of 25 books                   | <b>150 books</b> |

|            |                                                                                                                                                                                                                                                                                                                                             |                  |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>23.</b> | <b>Out of Turn</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : White<br>Book : 100 pages<br>Printing : As per sample provided<br>No. of Pages : 01 (Single sheet printed on one side only)<br>Packaging : A bundle of 25 books                                                                                       | <b>100 books</b> |
| <b>24.</b> | <b>Receipts Books</b><br>Size : 20 cms x 16 cms with perforation with duplicate copy<br>GSM of Paper : 60<br>Colour : White<br>Book : 100 pages<br>Printing : As per sample provided<br>No. of Pages : 01 (Single sheet printed on one side only with duplicate copy)<br>Packaging : A bundle of 25 books<br>Numbering : 001 to 100 onwards | <b>150 books</b> |
| <b>25.</b> | <b>Remuneration form for Examiners</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : White<br>Book : 100 pages<br>Printing : As per sample provided<br>No. of Pages : 02 (One sheet printed on both sides)<br>Packaging : A bundle of 25 books                                                                         | <b>200 books</b> |
| <b>26.</b> | <b>Supervisor's Report</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : White<br>Book : 100 pages<br>Printing : As per sample provided<br>No. of Pages : 02 (One sheet printed on both sides)<br>Packaging : A bundle of 25 books                                                                                     | <b>300 books</b> |
| <b>27.</b> | <b>Chemical &amp; Breakages</b>                                                                                                                                                                                                                                                                                                             | <b>100</b>       |

|            |                                                                                                                                                                                                                                                                   |                        |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|            | Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : Light Green<br>Book : 100 pages<br>Printing : As per sample provided<br>No. of Pages : 02 (One sheet printed on both sides)<br>Packaging : A bundle of 25 books                                   | <b>books</b>           |
| <b>28.</b> | <b>Bill for Senior Supervisor</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : Light Green<br>Printing : As per sample provided<br>No. of Pages : 01 (Single sheet printed on one side only)<br>Packaging : A bundle of 500 bills/forms     | <b>1,000<br/>Forms</b> |
| <b>29.</b> | <b>Bill for Junior Supervisor</b><br>Size : 43 cms x 34 cms<br>GSM of Paper : 60<br>Colour : Light Green<br>Printing : As per sample provided<br>No. of Pages : 02 (One sheet printed on both sides)<br>Packaging : A bundle of 500 bills/forms                   | <b>1,500<br/>Forms</b> |
| <b>30.</b> | <b>Bill for Laboratory Supervisor</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : Light Green<br>Printing : As per sample provided<br>No. of Pages : 01 (Single sheet printed on one side only)<br>Packaging : A bundle of 500 bills/forms | <b>1,000<br/>Forms</b> |
| <b>31.</b> | <b>Bill for Understudy/Relieving Supervisors</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : Light Green<br>Printing : As per sample provided<br>No. of Pages : 01 (Single sheet printed on one side only)                                 | <b>1,000<br/>Forms</b> |

|            |                                                                                                                                                                                                                                                                           |                          |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|            | Packaging : A bundle of 500 bills/forms                                                                                                                                                                                                                                   |                          |
| <b>32.</b> | <b>Bill for Assistants &amp; Attendants</b><br>Size : 43 cms x 34 cms<br>GSM of Paper : 60<br>Colour : Light Green<br>Printing : As per sample provided<br>No. of Pages : 02 (One sheet printed on both sides)<br>Packaging : A bundle of 500 bills/forms                 | <b>2,000<br/>Forms</b>   |
| <b>33.</b> | <b>Bill of Peons-cum-Watermen, Peons, Hamals, etc</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : Light Green<br>Printing : As per sample provided<br>No. of Pages : 6 (3 sheets printed on both sides)<br>Packaging : A bundle of 500 bills/forms | <b>1,500<br/>Forms</b>   |
| <b>34.</b> | <b>Bill for Chief Conductor</b><br>Size : 14 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : Light Green<br>Printing : As per sample provided<br>No. of Pages : 01 (Single sheet printed on one side only)<br>Packaging : A bundle of 500 bills/forms               | <b>1,000<br/>Forms</b>   |
| <b>35.</b> | <b>Drawing Sheets</b><br>Size : 22 x 15 inches<br>GSM of Paper : 160<br>Colour : White<br>Printing : As per sample provided<br>No. of Pages : 01<br>Packaging : A bundle of 200 Sheets                                                                                    | <b>1,500<br/>Sheets</b>  |
| <b>36.</b> | <b>Graph Papers with Preformation</b><br>Size : 13.5 x 8.5 inches (Legal)<br>GSM of Paper : 70<br>Colour : White & Green<br>Printing : As per sample provided                                                                                                             | <b>10,000<br/>Sheets</b> |

|     |                                                                                                                                                                                                                                                                                                            |                   |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|     | <p>No. of Pages : 01 (Single sheet printed on one side only)</p> <p>Packaging : A bundle of 500 each</p>                                                                                                                                                                                                   |                   |
| 37. | <p><b>Cover File</b> (thick with lamination with Goa University Address, Header to be printed)</p> <p>Size : 14 x 10 inches</p> <p>GSM of Paper : 110</p> <p>Colour : Four different colours</p> <p>Printing : As per sample provided</p> <p>Packaging : A bundle of 100 files</p>                         | <b>5,000 Nos.</b> |
| 38. | <p><b>Clip Files</b> (double extra thick, with lamination and metallic clip with University label print in black color)</p> <p>Size : 14 x 10 inches</p> <p>GSM of Paper : 400</p> <p>Colour : Four different colours</p> <p>Printing : As per sample provided</p> <p>Packaging : a Bundle of 25 files</p> | <b>5,000 Nos.</b> |
| 39. | <p><b>Box Files</b> (double thick with lamination)</p> <p>Size : 35 cms x 28 cms</p> <p>Packaging : a bundle of 04 files</p>                                                                                                                                                                               | <b>100 Nos.</b>   |
| 40. | <p><b>University Letterheads</b></p> <p>Size : A4 size (executive/excel bond paper with Goa University Address and Logo to be printed in blue single colour)</p> <p>GSM of Paper : 80</p> <p>Colour : White</p> <p>Printing : As per sample provided</p> <p>Packaging : A packet of 250 letter heads)</p>  | <b>2,000 Nos.</b> |
| 41. | <p><b>Sealing Wax Lead Boxes</b></p> <ul style="list-style-type: none"> <li>• 8 sticks in each box</li> <li>• red colour</li> <li>• approx. grams-400</li> <li>•</li> </ul>                                                                                                                                | 300 Boxes         |
| 42. | <p><b>Candle Packets</b> (6 candles in each box of approx. grams-150)</p>                                                                                                                                                                                                                                  | 100 Boxes         |

|     |                                                                                                                                      |                                                      |
|-----|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 43. | <b>Gum Paste Bottles (300 ml)</b>                                                                                                    | 100<br>bottles                                       |
| 44. | <b>Twine Box</b> (6 rolls in each box of approx. grams- 135 )                                                                        | 300<br>Boxes                                         |
| 45. | <b>Printing Papers Ream</b> <ul style="list-style-type: none"> <li>• White colour</li> <li>• Legal size</li> <li>• 70 gsm</li> </ul> | 100<br>reams                                         |
| 46. | <b>Lace Folders</b> with two flap (10.5 x 14.5”) Lace to pass through punch hole of size 10.5 x 14.5 inches. A bundle of 25 folders. | 1500<br>Nos.                                         |
| 47. | <b>H.B. Pencil Boxes</b> - H.B. dark (10 No. of pencil in each box)                                                                  | 20<br>Boxes                                          |
| 48. | <b>Registers (100 pages)</b> – a long book of 60 gsm paper with hard cover of size 8 x 13 inches                                     | 250<br>Nos.                                          |
| 49. | <b>Registers (200 pages)</b> – a long book of 60 gsm paper with hard cover of size 8 x 13 inches                                     | 100<br>Nos.                                          |
| 50. | <b>Registers (300 pages)</b> – a long book of 60 gsm paper with hard cover of size 8 x 13 inches                                     | 50<br>Nos.                                           |
| 51. | <b>Registers (500 pages)</b> – a long book of 60 gsm paper with hard cover of size 8 x 13 inches                                     | 50<br>Nos.                                           |
| 52. | <b>Scribing/Writing Pads</b><br>80 pages pads, size ¼, 21.5 cmx 28.5 cms. No. 4                                                      | 100<br>Nos.                                          |
| 53. | <b>Staplers – No. 10</b>                                                                                                             | 25<br>Nos.                                           |
| 54. | <b>Stapler Pins</b> Box No. 10 – 1 M,<br>(20 boxes x 1000 staples)                                                                   | 5 boxes<br>(containing 20<br>packets in<br>each box) |
| 55. | <b>Stapler No 24/6</b>                                                                                                               | 30<br>Nos.                                           |
| 56. | <b>Stapler Pins No 24/6</b>                                                                                                          | 25<br>packets                                        |
| 57. | <b>White Nylon Tags of 18” long</b><br>(a packet of 100 tags)                                                                        | 500<br>Bundles                                       |
| 58. | <b>U Clips</b> – plastic coated with 100 clips in each box/packet                                                                    | 500 packets                                          |