



## IMS Unison University

Makkawala Greens, Mussoorie Diversion Road, Dehradun  
248009 Uttarakhand, INDIA

---

### TENDER FORM FOR SUPPLY OF OFFICE STATIONERY ITEMS

Duration of supply : April 1, 2024 to March 31, 2025

#### Terms & Conditions of Contract

1. All Tenderers are required to desposit their tender in sealed envelopes along with RTGS details of **Rs 10,000/-** as Earnest Money. The Earnest Money will be refunded to unsuccessful tenders without interest. The Earnest Money of successful tenders will be retained and no interest will be paid.
2. The details of bank is attached as per annexure – 1
3. Supply will be made as per delivery schedule laid down by IMS Unison University and will be made on printed delivery challan presented in duplicate. The receipt of supplies will be made by signature on one copy of the delivery challan by a person authorised by the Registrar. Such signed challans must be attached to the supplier's bill. Bills must be submitted once every month and will be paid by NEFT/RTGS within 15 days.
4. All supplies are to be delivered to the University as per time specified by the concerned department. Supplies will be made of the best quality and approved specifications and the Registrar's decision on this matter will be final and binding. In the events of short supplies or late supplies IMS Unison University will be entitled to makeup the deficiency by direct purchase from sources and will be entitled to recover difference in price from contractor's bill, if a price higher than contracted is paid.
5. In the event of defective, unhygienic or poor quality supplies of which the Registrar shall be the absolute judge, the University will be entitled to reject the supplies, or at its discretion, accept the supplies and make such deduction from the price as it deems fit or by any scale laid down in the contract.
6. The University shall devise such test and investigation on the question of quality as it deems fit, but a signature on the contractor's challan only signifies receipt of supplies subject to test and acceptance and does not absolve the contractor from his responsibility on this score.
7. Delivery van and items supply containers/box should be clean and hygienic as per the food standard.
8. Abiding by the government rules and regulations, single use plastic should be avoided.
9. In the event of termination of contract without the written consent of the University, the security deposit will not be refunded .

**Col Pranav Kumar**  
Registrar

**SCHEDULE OF TENDER OPENING**

<b>Sl. No.</b>	<b>Department</b>	<b>Tender</b>	<b>Date</b>	<b>Time</b>
1.	School of Hospitality Management	Fish, Egg, Milk, Milk Products, Tofu (Soya Paneer), Bread, Bakery Products, Sweets & Namkeen, Fruits & Vegetables, Atta, Dry Ration, Pulses, Spices, Pickles, Groceries & Provisions, Mutton, Chicken, Frozen Chicken, etc.	<b>12.03.2024 to 26.03.2024</b>	<b>10:00 AM to 4:30 PM</b>
2.	Maintenance Department	Electrical Items, Plumbing Items, Sanitary Items, Hardware Items		
3.	University Stores & Various Schools	Stationery & Printing Work		
4.	IT Department	IT Equipment & Peripherals, IT Softwares and IT Enabled Services		
5.	Infirmary	Medicines & Medical Equipment		

**Col Pranav Kumar  
Registrar**



## IMS Unison University

Makkawala Greens, Mussoorie Diversion Road, Dehradun  
248009 Uttarakhand, INDIA

---

### **BANK DETAILS FOR WIRE TRANSFER**

Name of Beneficiary : IMS Unison University

Address of Beneficiary : IMS Unison University  
Mussoorie Diversion Road  
Dehradun – 248009

Beneficiary Bank Name & Address : HDFC BANK  
56, Rajpur Road  
Dehradun – 248001

Beneficiary A/C No : 02251450000456

IFSC Code : HDFC0000225

Purpose of Remittance

Note : Please send the remittance details after remitting the amount to [registrar@iuu.ac](mailto:registrar@iuu.ac) / [finance@iuu.ac](mailto:finance@iuu.ac)

Srl No	Particulars	Details to be filled by the organization
1	Name of the Firm	
2	Registered Address	
3	Establishment year of the Company	
4	Status (Company/Firm/Proprietor/Co-operative Society/HUF/Other)	
5	Name of the Contact Person	
6	Designation of the Contact Person	
7	Telephone/ Mobile No.	
8	E-mail	
9	Website	
10	Turn Over details (Copy of CA certified audited Balance Sheet and Profit & Loss Account to be enclosed)	
	Amount in Rs.	
	(a) Previous Year	
	(b) One Years before previous year	
	(c) Two years before previous year	
	(Submit copy of registration no. certificate)	
11	GST No. of the firm	
	(Submit copy of GST registration no. certificate)	
12	Permanent Account Number of the Company	
	(Submit copy of PAN)	
13	Micro Small & Medium Ent. Reg No.	
	(Submit copy of MSME registration no. certificate)	
14	FSSAI License No.	
	(Submit copy of FSSAI License no. certificate)	

15	Health Dept. License Please attach copy of the same	
16	Catering License Please attach copy of the same	
17	Whether regular pest control activities are undertaken in your establishment	
18	Whether the food items/ ingredients/water used in your establishment are lab tested	
19	Fire Safety License Please attach copy of the same	
20	EPF Registration No. (Submit copy of EPF Registration No. Certificate)	
21	ESI Registration No. (Submit copy of ESI Registration certificate)	
22	Registration No. of Labour License (Submit copy of labour license certificate)	
23	Organization Strength Category	No. of persons on roll
	(a) Top Management	
	(b) Executive Staff	
	(c) Supervisory Staff	
	(d) Workers	
	(e) Others	
24	Whether the firm possess any of the following certifications? (i) ISO : 9001 (ii) ISO 14001 (iii) OHSAS :18001 or any other Certification Yes/ NO (If yes, please specify the details and enclose documentary proof)	
25	Please attach copy of one of the following bills for address proof Telephone bill/ Electricity bill/ Water bill	
26	Bank Details: Account Number	
27	Name of the Bank	
28	Branch	
29	Account Number	
30	IFSC Code/MCR Code	



**IMS Unison University**

**Makkawala Greens, Mussoorie Diversion Road, Dehradun  
248009 Uttarakhand, INDIA**

=====

31	Do you have any related party in the University? (in the director or employee)	
	If yes please mention the name and relation with him/her.	

**Note :-**

- 1. It not applicable please mentioned NA in this column.
- 2. Please attach one cancelled cheque.
- 3. I certify that all the information provided by me in this form is accurate and complete and that there is no omission of important information.

**(Signature and seal of the firm)**



**IMS Unison University**

**Makkawala Greens, Mussoorie Diversion Road, Dehradun  
248009 Uttarakhand, INDIA**

To

The Registrar  
IMS Unison University  
Mussoorie Diversion Road  
Dehradun- 248009

Dear Sir,

We hereby confirm that :

- 1) The provisions of the Micro, Small and Medium Enterprises Development Act 2006 is not applicable

AND

- 2) We have **not filed** memorandum under the provisions of Micro, Small and Medium Enterprises Development Act 2006.

Pleas Tick

OR

- 3. We have **filed** memorandum under the provisions of Micro, Small and Medium Enterprises Development Act 2006.

Pleas Tick

If **Filed** then,

- a) We have filed memorandum with the notify Government Authority on \_\_\_\_\_ (DD/MM/YY)  
*Pleasee attach the acknowledgement of the Authority for receipt of the memorandum/certificate issued by the authority)*

- b) As per the provisions of Micro, Small and Medium Enterprises Development Act 2006. We are classified as

I. Micro

II. Small

III. Medium

(Authorised Signatory)

Tender for supply of Office Stationery Items

Duration of supply : April 1, 2024 to March 31, 2025

<b>Name of Tenderer</b>
<b>Address of Tenderer</b>
<b>Telephone No :</b>
<b>GST No :</b>

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
1	All Pin	Nos.	As per requirement			
2	Binder Clip 15 mm	Nos.	As per requirement			
3	Binder Clip 19 mm	Nos.	As per requirement			
4	Binder Clip 25 mm	Nos.	As per requirement			
5	Binder Clip 32 mm	Nos.	As per requirement			
6	Binder Clip 41 mm	Nos.	As per requirement			
7	Binder Clip 51 MM	Nos.	As per requirement			
8	Binder Flap (Hard Board)	Nos.	As per requirement			
9	Binder Flap without Hard Board	Nos.	As per requirement			
10	Brown Tape 2 Inch	Nos.	As per requirement			
11	Calculator Casio Big Size MJ-120D	Nos.	As per requirement			
12	Calculator Citizen Big Size	Nos.	As per requirement			
13	Cello Tape 1 Inch	Nos.	As per requirement			
14	Cello Tape 1/2 Inch	Nos.	As per requirement			
15	Cello Tape 2"	Nos.	As per requirement			
16	Chalk	Nos.	As per requirement			
17	Clip File L-Shape	Nos.	As per requirement			



S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
18	Cobra File (Orange)	Nos.	As per requirement			
19	Cobra File Laminated	Nos.	As per requirement			
20	Correction Pen	Nos.	As per requirement			
21	Dak Pad double	Nos.	As per requirement			
22	Dak Pad Single	Nos.	As per requirement			
23	Damper/Spounge	Nos.	As per requirement			
24	Document Folder File	Nos.	As per requirement			
25	Duster White Board	Nos.	As per requirement			
26	DVD Moserbaer	Nos.	As per requirement			
27	Envelop Cloth Lining Yellow 10x12	Nos.	As per requirement			
28	Eraser	Nos.	As per requirement			
29	File Index	Nos.	As per requirement			
30	File Ring A-4 Size 1.5 " World One	Nos.	As per requirement			
31	Folder Ring binder A4 (World One)	Nos.	As per requirement			
32	Folder Plastic (My clear Bag)	Nos.	As per requirement			
33	Gem Clip / U Clip (Coloured)	Nos.	As per requirement			
34	Glue Stick 15 Gms Fevi Stick	Nos.	As per requirement			
35	Page Marker (Coloured)	Nos.	As per requirement			
36	Paper Cutter (Small)	Nos.	As per requirement			
37	Pin Cushion	Nos.	As per requirement			
38	Punching Machine No- 280	Nos.	As per requirement			
39	Punching Machine No-600	Nos.	As per requirement			
40	Safety Pin	Nos.	As per requirement			
41	Separator Plastic (Sheet Protector)	Nos.	As per requirement			
42	Scale 12" Plastic	Nos.	As per requirement			
43	Scale 12" Steel	Nos.	As per requirement			
44	Scale 6" Plastic	Nos.	As per requirement			
45	Scissor Big Size (Brass)	Nos.	As per requirement			
46	Scissor Big Size (Steel)	Nos.	As per requirement			
47	Scissor Small	Nos.	As per requirement			
48	Sharpener	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
49	Sketch Pen (Dozen)	Nos.	As per requirement			
50	Spiral Note Book	Nos.	As per requirement			
51	Staple Pin 23/17	Nos.	As per requirement			
52	Staple Pin No 10	Nos.	As per requirement			
53	Staple Pin No 24/6	Nos.	As per requirement			
54	Stapler HP 45	Nos.	As per requirement			
55	Stapler No. HD 45	Nos.	As per requirement			
56	Stapler No.10	Nos.	As per requirement			
57	Sticker Level A4-16 (100 Sheet)	Nos.	As per requirement			
58	Sticker Level A4-21 (100 Sheet)	Nos.	As per requirement			
59	Sticker Level A4-24 (100 Sheet)	Nos.	As per requirement			
60	Sticky Pad (Desmat)	Nos.	As per requirement			
61	Sutli Jute	Nos.	As per requirement			
62	Tag (Big)	Nos.	As per requirement			
63	Tag File	Nos.	As per requirement			
64	Tape Dispensor 1"	Nos.	As per requirement			
65	Tape Dispensor 2"	Nos.	As per requirement			
66	Tape Double Sided 1"	Nos.	As per requirement			
67	Thread (Ball) Small	Nos.	As per requirement			
68	Thread Roll	Nos.	As per requirement			
69	Thumb Pin Brass	Nos.	As per requirement			
70	Thumb Pin Coloured Libra	Nos.	As per requirement			
71	Visiting Card Holder	Nos.	As per requirement			
72	Highlighter	Nos.	As per requirement			
73	Ink - Permanent Marker Black	Nos.	As per requirement			
74	Ink - Pilot Pen Black	Nos.	As per requirement			
75	Ink - Stamp Pad Blue	Nos.	As per requirement			
76	Ink - Stamp Pad Red	Nos.	As per requirement			
77	Ink - White Board Marker Black	Nos.	As per requirement			
78	Leaf Plactic A-3 Size	Nos.	As per requirement			
79	Leaf Plastic A-4 Size	Nos.	As per requirement			
80	Marker White Board Black	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
81	Marker White Board Blue	Nos.	As per requirement			
82	Marker White Board Green	Nos.	As per requirement			
83	Marker White Board Red	Nos.	As per requirement			
84	Note Pad - 20x2	Nos.	As per requirement			
85	Note Pad -40x2	Nos.	As per requirement			
86	Note Pad --80x2	Nos.	As per requirement			
87	Conference Pad	Nos.	As per requirement			
88	OHP Marker (Black)	Nos.	As per requirement			
89	Pen (Gel) Black	Nos.	As per requirement			
90	Pen (Gel) Blue	Nos.	As per requirement			
91	Pen (Gel) Green	Nos.	As per requirement			
92	Pen (Gel) Red	Nos.	As per requirement			
93	Pen Cello (Black)	Nos.	As per requirement			
94	Pen Cello (Blue)	Nos.	As per requirement			
95	Pen Cello (Green)	Nos.	As per requirement			
96	Pen Cello (Red)	Nos.	As per requirement			
97	Pen Pilot (Black)	Nos.	As per requirement			
98	Pen Pilot (Blue)	Nos.	As per requirement			
99	Pen Pilot (Green)	Nos.	As per requirement			
100	Pen Pilot (Red)	Nos.	As per requirement			
101	Pen Reynold (Blue)	Nos.	As per requirement			
102	Pen Reynold (Green)	Nos.	As per requirement			
103	Pen Reynold (Red)	Nos.	As per requirement			
104	Pencil HB	Nos.	As per requirement			
105	Permanent Marker	Nos.	As per requirement			
106	Stock Register 200 Page	Nos.	As per requirement			
107	Register 192 Page	Nos.	As per requirement			
108	Register 240 Page	Nos.	As per requirement			
109	Register 80 Page	Nos.	As per requirement			
110	Log Book (For Bus)	Nos.	As per requirement			
111	Paper Ream -75 GSM (A4) Century Star	Nos.	As per requirement			
112	Paper Ream -75 GSM (A3) Century Star	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
113	Ruled Register (192 Page)	Nos.	As per requirement			
114	Glue Stick	Nos.	As per requirement			
115	Index File	Nos.	As per requirement			
116	Index File Executive	Nos.	As per requirement			
117	Punching Machine (Small)	Nos.	As per requirement			
118	Punching Machine (Heavy Duty)	Nos.	As per requirement			
119	Envelope (4.5x10) Window	Nos.	As per requirement			
120	Envelope A-3 (12 x16) IUU	Nos.	As per requirement			
121	Envelope A-4 (10 x12) IUU	Nos.	As per requirement			
122	Envelope Plain A-3 (12 x16) Yellow	Nos.	As per requirement			
123	Envelope Plain A-3 (12 x16) Yellow-Cloth	Nos.	As per requirement			
124	Envelope Plain A-4 (10 x12) White	Nos.	As per requirement			
125	Envelope Plain A-4 (10 x12) Yellow	Nos.	As per requirement			
126	Envelope Plain A-4 (10 x12) Yellow-Clotg	Nos.	As per requirement			
127	Envelope Plain Size 4.5 x 10	Nos.	As per requirement			
128	Paper Legal Size	Nos.	As per requirement			
129	Digital Paper 120 GSM (Shipra)	Nos.	As per requirement			
130	Label Sheet A4ST24	Nos.	As per requirement			
131	Display folder 40 leaf	Nos.	As per requirement			
132	Envelope IUU prospectus	Nos.	As per requirement			
133	Cello Tape 1/2"	Nos.	As per requirement			
134	Attendance Register IMS	Nos.	As per requirement			
135	Attendance Register IUU	Nos.	As per requirement			
136	Separator A-4 (10 Sheet Pkt)	Nos.	As per requirement			
137	Rubber Band Large (500 gm)	Nos.	As per requirement			
138	Box File Rexine Blue Metal Cap	Nos.	As per requirement			
139	Page Marker Plastic(Desmat)	Nos.	As per requirement			
140	Print Envelope Laminated Inside (14x10)	Nos.	As per requirement			
141	Printed Envelope 25.5cm X 11.5cm	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
142	BOND PAPER A4 100 GSM	Nos.	As per requirement			
143	Document File Bag	Nos.	As per requirement			
144	MINUTES BOOK	Nos.	As per requirement			
145	GAURD FILE	Nos.	As per requirement			
146	CALL BELL (CELL) (CONA BRAND)	Nos.	As per requirement			
147	Folder Ring binder A3	Nos.	As per requirement			
148	BALL PEN (Use & Throw)	Nos.	As per requirement			
149	Spiral Note Pad	Nos.	As per requirement			
150	Envelope Plain White (Size: 16 x 12 )	Nos.	As per requirement			
151	Dak Pad	Nos.	As per requirement			
152	Dak Pad Full Cloth	Nos.	As per requirement			
153	Dak Pad Four Folder	Nos.	As per requirement			
154	Attendance Register Staff/ (Security Guard)	Nos.	As per requirement			
155	Envelope Legal Size 10x14 (Laminated)	Nos.	As per requirement			
156	Paper Ream -80 gsm (A4) J K Copier	Nos.	As per requirement			
157	Envelope A-4 (10 x12) White Laminated	Nos.	As per requirement			
158	Paper A-3 JK 100gsm	Nos.	As per requirement			
159	Paper Ream -75 gsm (A4) J. K. Copier	Nos.	As per requirement			
160	Paper Ream -75 gsm (A4) Century AW	Nos.	As per requirement			
161	Stamp Pad (Make: Faber Castell)	Nos.	As per requirement			
162	IUU Envelope (Size:10"x4.5")	Nos.	As per requirement			
163	Ring Binder Plastic (1/2" ring)	Nos.	As per requirement			
164	Photography Paper A4 180 GSM	Nos.	As per requirement			
165	Plastic Stick File (thick)	Nos.	As per requirement			
166	Uniball Eye UB-157 Green Color Pen	Nos.	As per requirement			
167	Pencil Rubber Top (Apsara)	Nos.	As per requirement			
168	Envelope (Size: 8"x10")	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
169	Ball Pen Montex (Black)	Nos.	As per requirement			
170	Paper Ream A4 80 GSM (Trident)	Nos.	As per requirement			
171	Pen (Sheaffer)	Nos.	As per requirement			
172	Chain Folder (A3 Size Port Folio)	Nos.	As per requirement			
173	Ball Pen Montex (Red)	Nos.	As per requirement			
174	Ball Pen Montex (Green)	Nos.	As per requirement			
175	Uniball Eye- Blue Pen	Nos.	As per requirement			
176	Uniball Eye- Red Pen	Nos.	As per requirement			
177	Uniball Eye- Black Pen	Nos.	As per requirement			
178	File Ring Binder Blue (Hard Board)	Nos.	As per requirement			
179	File- Cobra (Plain) Yellow	Nos.	As per requirement			
180	Folder Ring binder A4 (One Plus)	Nos.	As per requirement			
181	Pen Pilot V5 (Blue)	Nos.	As per requirement			
182	White Board Duster Magnetic	Nos.	As per requirement			
183	Ball Pen (Cello Grip) Blue	Nos.	As per requirement			
184	Ball Pen (Cello Grip) Red	Nos.	As per requirement			
185	Ball Pen (Cello Grip) Green	Nos.	As per requirement			
186	Uniball Eye- (VOILET)	Nos.	As per requirement			
187	File Ring Binder RB-400 A4 (One Plus)	Nos.	As per requirement			
188	Ball Pen Linc (Green)	Nos.	As per requirement			
189	Hostel Card cover pastic (Jacket)	Nos.	As per requirement			
190	Table Top Elevator Acrylic Writer Desk	Nos.	As per requirement			
191	White Marker Board - (Size: 8 Ft. x 4 Ft.)	Nos.	As per requirement			
192	Writing Board (Non magnet laminated)	Nos.	As per requirement			
193	Computerized School Bell	Nos.	As per requirement			
194	File Ring 1.5" Spaco	Nos.	As per requirement			
195	Green Soft Board with Nova Channel - (Size: 3 Ft. x 4 Ft.)	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
196	Paper Ream -80 gsm (A3) JK Copier	Nos.	As per requirement			
197	Dak Pad Double (Rexine)	Nos.	As per requirement			
198	Page Marker (Yellow) 3 Piece (25mm x 75mm)	Nos.	As per requirement			
199	Velcro Folder Transparent SOLO (CH-201)	Nos.	As per requirement			
200	Green Soft Board with Nova Channel - (Size: 2 Ft. x 3 Ft.)	Nos.	As per requirement			
201	Sticky Pad (3"x3") Oddy	Nos.	As per requirement			
202	Plastic Flag (12.7mm x 43.7mm) Oddy	Nos.	As per requirement			
203	Scissor 7" Oddy	Nos.	As per requirement			
204	Scissor 5" Oddy	Nos.	As per requirement			
205	Liquid Gel Pen (Blue) Rorito Robomax	Nos.	As per requirement			
206	Liquid Gel Pen (Black) Rorito Robomax	Nos.	As per requirement			
207	Uniball Eye- Green Pen	Nos.	As per requirement			
208	Stamp Pad (Blue)	Nos.	As per requirement			
209	U Clip (Plain Steel) Oddy	Nos.	As per requirement			
210	Highlighter (Yellow) Faber Castle	Nos.	As per requirement			
211	Highlighter (Green) Faber Castle	Nos.	As per requirement			
212	Highlighter (Orange) Faber Castle	Nos.	As per requirement			
213	Tape Double Sided 2"	Nos.	As per requirement			
214	Paper Flap with Thread Nayan	Nos.	As per requirement			
215	Board File with Cover Thread Nayan	Nos.	As per requirement			
216	Dak Pad (Hard Board) Nayan	Nos.	As per requirement			
217	Dak Pad (With Four Soft Covers) Nayan	Nos.	As per requirement			
218	Khadi (Cloth) Dak Pad Nayan	Nos.	As per requirement			
219	File Ring Binder Blue World One RB-406F	Nos.	As per requirement			
220	Lever Arch File (Blue Box File) World One LA-422F	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
221	File Cobra Blue (With Spring Clip) World One	Nos.	As per requirement			
222	Document File Bag A4 (Holes Punched) SOLO CH-201	Nos.	As per requirement			
223	Document File Bag (White Transparent) World One	Nos.	As per requirement			
224	Transparent Clear Bag (Plain Colourful) World One	Nos.	As per requirement			
225	Spiral Notebook A5 (With Soft Cover) Luxor	Nos.	As per requirement			
226	Spiral Notebook A5 (With Hard Cover) World One	Nos.	As per requirement			
227	Long Register Hard Cover (Without Margin) Nayan	Nos.	As per requirement			
228	Brown Cover Roll for Notebooks Oddy	Nos.	As per requirement			
229	Guard File	Nos.	As per requirement			
230	Address Label Sheets A4 (99.1mm x 57mm) Oddy	Nos.	As per requirement			
231	Address Label Sheets A4 (139mm x 99.1mm) Oddy	Nos.	As per requirement			
232	Marker Black (With Thin Tip) Luxor	Nos.	As per requirement			
233	Lever Arch File (Blue Box File) Sun	Nos.	As per requirement			
234	File Ring Binder Blue World One RB-404	Nos.	As per requirement			
235	File Ring Binder Blue World One RB-400	Nos.	As per requirement			
236	Transparent Clear Button Bag (Plain)	Nos.	As per requirement			
237	Envelope Bigger Than A3 (13 x17)	Nos.	As per requirement			
238	Paper Ream -80 gsm (A4) Century	Nos.	As per requirement			
239	Ball Pen Blue (Cello Butterflow)	Nos.	As per requirement			
240	Ball Pen Red (Cello Butterflow)	Nos.	As per requirement			
241	Ball Pen Green (Cello Butterflow)	Nos.	As per requirement			
242	Pen Stand - Black Leather	Nos.	As per requirement			



S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
243	Pen Stand - Black Steel	Nos.	As per requirement			
244	Plotter Paper Roll	Nos.	As per requirement			
245	L-Shape Clear Folder (SKU : LF 001)	Nos.	As per requirement			
246	Legal Size Envelope (Yellow)	Nos.	As per requirement			
247	Legal Size Envelope (White)	Nos.	As per requirement			
248	Stamp Pad Blue (Make: Camlin)	Nos.	As per requirement			
249	Sheet Protector Transparent with Punched Holes (World One)	Nos.	As per requirement			
250	Ring Binder File A4 Infinity (INF - IF 551)	Nos.	As per requirement			
251	Seminar Folder Brown for Participants	Nos.	As per requirement			
252	Seminar Folder for Dignitaries & Chairpersons	Nos.	As per requirement			
253	Duracell Cell Remote (AAA)	Nos.	As per requirement			
254	Duracell Cell Pencil (AA)	Nos.	As per requirement			
255	Zebra Marking Tape	Nos.	As per requirement			
256	Ball Pen Montex Mega Top	Nos.	As per requirement			
257	Photo Glossy Paper 180 GSM	Nos.	As per requirement			
258	Fevi Kwik	Nos.	As per requirement			
259	Pencil Apsara Platinum	Nos.	As per requirement			
260	Envelope White Size - 9" x 4" (Pkt of 100 Pcs)	Nos.	As per requirement			
261	Highlighter (Pink) Faber Castle	Nos.	As per requirement			
262	Paper Ream -75 GSM (A3) J. K. Sparkle	Nos.	As per requirement			
263	Cobra File Laminated (Orange)	Nos.	As per requirement			
264	Pencil Apsara	Nos.	As per requirement			
265	Paper Cutter (Big)	Nos.	As per requirement			
266	Rubber Band Large Pkt (100gm)	Nos.	As per requirement			
267	Rubber Band Small Pkt (50gm)	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
268	Pencil Stand (Brown Leather)	Nos.	As per requirement			
269	Jute Folder	Nos.	As per requirement			
270	Pen Parker Blue	Nos.	As per requirement			
271	Chart Paper	Nos.	As per requirement			
272	Envelope A-4 (10x12) Yellow Laminated	Nos.	As per requirement			
273	Painting Brush Set	Nos.	As per requirement			
274	Acrylic Colour Set (15ml Each)	Nos.	As per requirement			
275	Thin Golden Wire / Stainless Steel Wire	Nos.	As per requirement			
276	Hook for Keychain	Nos.	As per requirement			
277	Glowing Colour (50ml)	Nos.	As per requirement			
278	Crafting Tools	Nos.	As per requirement			
279	Calulator Casio MJ-12D	Nos.	As per requirement			
280	Ice Cream Stick	Nos.	As per requirement			
281	Dry Glitter	Nos.	As per requirement			
282	Document File Button Bag (White Transparent) SUN CB355	Nos.	As per requirement			
283	Transparent Sheet Protector (Punch Holed) World One LF005	Nos.	As per requirement			
284	Ring Binder File A4 Sun (LA-FC-P22)	Nos.	As per requirement			
285	Thread Paper Tag White (Small) Bunch	Nos.	As per requirement			
286	Thread Paper Tag Blue (Long) Bunch	Nos.	As per requirement			
287	Ajanta Wall Clock (Model No. 677 Square)	Nos.	As per requirement			
288	Sealing Wax 200 Gms	Nos.	As per requirement			
289	Envelope A-3 (12x16) Yellow Laminated	Nos.	As per requirement			
290	File Ring Binder A4 World One (SKU: RB-410)	Nos.	As per requirement			
291	Pen Stand	Nos.	As per requirement			
292	Pen Reynold (Black)	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
293	Identity Card Holder (ATM Type)	Nos.	As per requirement			
294	Blue Lanyard with "IMS Unison University" Printed on it	Nos.	As per requirement			
295	Writing Board	Nos.	As per requirement			
296	Jute Fiber Rope	Nos.	As per requirement			
297	Poster Colour	Nos.	As per requirement			
298	Craft Glue Gun	Nos.	As per requirement			
299	Glue Gun Stick	Nos.	As per requirement			
300	Colour Wool	Nos.	As per requirement			
301	Colour Paper Plain A4	Nos.	As per requirement			
302	Brush	Nos.	As per requirement			
303	Jute Yarn	Nos.	As per requirement			
304	Fevicol 100 Gm	Nos.	As per requirement			
305	Card Board	Nos.	As per requirement			
306	Bowl Plastic	Nos.	As per requirement			
307	Binder Clip 35 mm	Nos.	As per requirement			
308	Ribbon ½"	Nos.	As per requirement			
309	Fabric Colour	Nos.	As per requirement			
310	Duracell Ultra Pencil Cell (AA)	Nos.	As per requirement			
311	Duracell Ultra Remote Cell (AAA)	Nos.	As per requirement			
312	Parker Pen Neo Roller	Nos.	As per requirement			
313	Note Pad Spyko A5 40 Pages	Nos.	As per requirement			
314	ID Card Lanyard	Nos.	As per requirement			
315	Jute Folder with Printing	Nos.	As per requirement			
316	ID Card 4"x3" Approx with Cover & Lanyard	Nos.	As per requirement			
317	Jute Bag (without printing)	Nos.	As per requirement			
318	Shredder - GBC Shredmaster 31 SX	Nos.	As per requirement			
319	Kite Paper Sheet (Colourful)	Nos.	As per requirement			
320	Sheet Protector A3 Size	Nos.	As per requirement			
321	Herbal Colour Pkt Small	Nos.	As per requirement			
322	Colour Bomb	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
323	Thermocol Sheet	Nos.	As per requirement			
324	Pouring Medium (Solution)	Nos.	As per requirement			
325	Clip Board (Writing) Acrylic	Nos.	As per requirement			
326	IUU Envelope Multicolor (Size:10"x4.25")	Nos.	As per requirement			
327	Rangoli Colour	Nos.	As per requirement			
328	Scrap Book	Nos.	As per requirement			
329	Coloured Balloon	Nos.	As per requirement			
330	Envelope A5 Yellow	Nos.	As per requirement			
331	Dak Pad Hard Cover (Extra Large)	Nos.	As per requirement			
332	Expandable File Organizer	Nos.	As per requirement			
333	Sticky Board	Nos.	As per requirement			
334	Gift Wrapping Sheet	Nos.	As per requirement			
335	Pull Flower Ribbon	Nos.	As per requirement			
336	Glitter Tube	Nos.	As per requirement			
337	Glitter Pen	Nos.	As per requirement			
338	Sticky Note Pad	Nos.	As per requirement			
339	Paper Ribbon 1"	Nos.	As per requirement			
340	Fevicol Tube	Nos.	As per requirement			
341	Envelope White (11"x5")	Nos.	As per requirement			
342	Push Pin Box (Coloured)	Nos.	As per requirement			
343	Crown	Nos.	As per requirement			
344	Clutch Bridal	Nos.	As per requirement			
345	Wallet Men	Nos.	As per requirement			
346	Perfume Spray Bottle	Nos.	As per requirement			
347	Executive Diary	Nos.	As per requirement			
348	Brown Paper Sheet	Nos.	As per requirement			
349	Butter Paper Sheet	Nos.	As per requirement			
350	Plastic Box 16x10x4cm	Nos.	As per requirement			
351	Plastic Box 21x15x8cm	Nos.	As per requirement			
352	Fevi Kwik 3MR (Pack of 5 Pieces)	Nos.	As per requirement			
353	Envelope A4 Size (Yellow) with Bubble Sheet Layer Inside	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
354	Envelope A3 Size (Yellow) with Bubble Sheet Layer Inside	Nos.	As per requirement			
355	Key Chain Plastic (Box)	Nos.	As per requirement			
356	Keys Holder Hook	Nos.	As per requirement			
357	Wall Map (Political)	Nos.	As per requirement			
358	Digital Printing Paper (120 GSM) White Colour	Nos.	As per requirement			
359	Pen Pilot (Blue) Hi-Tech Point V7 RT	Nos.	As per requirement			
360	Separator (Blank)	Nos.	As per requirement			
361	Local Box File	Nos.	As per requirement			
362	Rubber Band Nylon 3" Oddy / Aerotix 500 gm	Nos.	As per requirement			
363	Rubber Band Nylon 2"Oddy / Aerotix 500 gm	Nos.	As per requirement			
364	Permanent Marker Thin	Nos.	As per requirement			
365	Coloured Sheet Pkt	Nos.	As per requirement			
366	Ball Pen Pentonic BRT	Nos.	As per requirement			
367	Envelope Bigger Than A3 (14" x17")	Nos.	As per requirement			
368	Uniball Gel Pen Blue (UB-150)	Nos.	As per requirement			
369	Golden Ball	Nos.	As per requirement			
370	Glazing Gel	Nos.	As per requirement			
371	Disposable Spoon Wooden	Nos.	As per requirement			
372	Glitter Sheet Pkt	Nos.	As per requirement			
373	Envelope Small	Nos.	As per requirement			
374	Ink - White Board Marker Blue	Nos.	As per requirement			
375	OHP Marker (Red)	Nos.	As per requirement			
376	OHP Marker (Green)	Nos.	As per requirement			
377	Planner Note Book with Pen	Nos.	As per requirement			
378	Key Chain Plastic	Nos.	As per requirement			
379	Dak Pad (3 Flaps)	Nos.	As per requirement			
380	Dak Pad (4 Flaps)	Nos.	As per requirement			
381	Ph. D. Handbook	Nos.	As per requirement			
382	Annual Report	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
383	Attendance Register Student-IUU	Nos.	As per requirement			
384	Carry Bag	Nos.	As per requirement			
385	Brochure (Prospectus)	Nos.	As per requirement			
386	Certificate of Merit	Nos.	As per requirement			
387	Certificate of Participation	Nos.	As per requirement			
388	Communique (News Letter)	Nos.	As per requirement			
389	Continuation Sheet (Letter Head)	Nos.	As per requirement			
390	Enquiry Form	Nos.	As per requirement			
391	Fee Structure - BA LLB Hons	Nos.	As per requirement			
392	Fee Structure - BBA	Nos.	As per requirement			
393	Fee Structure - BBA LLB Hons	Nos.	As per requirement			
394	Fee Structure - Integrated MBA	Nos.	As per requirement			
395	Fee Structure - MBA Full Time	Nos.	As per requirement			
396	Fee Structure B. Com (H)	Nos.	As per requirement			
397	File Cobra - General IUU	Nos.	As per requirement			
398	File Cobra - Students IUU	Nos.	As per requirement			
399	Foundation Program Booklet (Management)	Nos.	As per requirement			
400	Hostel Application Form	Nos.	As per requirement			
401	Letter Head A-4 IUU	Nos.	As per requirement			
402	Payment Approval Form	Nos.	As per requirement			
403	Pragyaan - Law	Nos.	As per requirement			
404	Pragyaan - Management	Nos.	As per requirement			
405	Pragyaan - Journal of Mass Communication	Nos.	As per requirement			
406	Syllabus - School of Law	Nos.	As per requirement			
407	Syllabus - School of Management	Nos.	As per requirement			
408	Syllabus - School of Mass Communication	Nos.	As per requirement			
409	Visiting Cards	Nos.	As per requirement			
410	Visitor Register	Nos.	As per requirement			
411	Attendance Register IUU	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
412	Grade Report Cards-IUU	Nos.	As per requirement			
413	Spectrum-Students' Year Book	Nos.	As per requirement			
414	Certificate of Appreciation	Nos.	As per requirement			
415	Poster	Nos.	As per requirement			
416	Fee Structure- BA Journ. & Mass Comm.	Nos.	As per requirement			
417	Fee Structure- MA Journ. & Mass Comm.	Nos.	As per requirement			
418	Student I-Card	Nos.	As per requirement			
419	Receipt Book (1+1)	Nos.	As per requirement			
420	Visitor Register for Guest House	Nos.	As per requirement			
421	Staff I-Card	Nos.	As per requirement			
422	Fee Structure - Integrated BBA-MBA	Nos.	As per requirement			
423	Fee Structure - Ph.D (Full Time)	Nos.	As per requirement			
424	Fee Structure - Ph.D (Part Time)	Nos.	As per requirement			
425	Fee Structure - LLM	Nos.	As per requirement			
426	Fee Structure - Hostel & Transport	Nos.	As per requirement			
427	Admission Booklet (Office Copy)	Nos.	As per requirement			
428	Admission Booklet (Student Copy)	Nos.	As per requirement			
429	University Prospectus	Nos.	As per requirement			
430	VC Letter Head (Size A-4)	Nos.	As per requirement			
431	Maintenance format book	Nos.	As per requirement			
432	Certificate of Excellence	Nos.	As per requirement			
433	Syllabus: MBA & Ph.D. Management	Nos.	As per requirement			
434	Syllabus: BBA & B.Com.	Nos.	As per requirement			
435	STP Plant Log Book	Nos.	As per requirement			
436	Generator Log Book	Nos.	As per requirement			
437	Curriculum & Syllabus All UG Programs	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
438	Curriculum & Syllabus All PG Programs	Nos.	As per requirement			
439	Fee Structure - BA Economics (Hons.)	Nos.	As per requirement			
440	Fee Structure - BA English (Hons.)	Nos.	As per requirement			
441	Fee Structure - BA Psychology (Hons.)	Nos.	As per requirement			
442	Fee Structure - BHM	Nos.	As per requirement			
443	Brochure	Nos.	As per requirement			
444	SEPARATOR (HR Dept.)	Nos.	As per requirement			
445	Student Hostel ID Card	Nos.	As per requirement			
446	Syllabus-School of Hospitality Management	Nos.	As per requirement			
447	ID Card Holder Size: A1 (Plastic) and Orange Colour Lanyard with printing "IMS Unison University" On It	Nos.	As per requirement			
448	Fee Structure-MHM	Nos.	As per requirement			
449	Fee Structure- MA English	Nos.	As per requirement			
450	Fee Structure- BA (Hons.)	Nos.	As per requirement			
451	Syllabus: School of Liberal Arts	Nos.	As per requirement			
452	Student Out Pass Register	Nos.	As per requirement			
453	Letter Head A5	Nos.	As per requirement			
454	Material Inward Register	Nos.	As per requirement			
455	Hostel Students Attendance Register	Nos.	As per requirement			
456	File Cobra (Laminated on All 4 Sides) (Yellow)	Nos.	As per requirement			
457	File Cobra (Laminated on All 4 Sides) (Orange)	Nos.	As per requirement			
458	Sticker Printing with Lamination (Size - 5" x 5")	Nos.	As per requirement			
459	Printing of Separators (Education, Experiences, Personal Details, Publications) Size = 9" x 11" with Die Cutting	Nos.	As per requirement			
460	IMS Law Review	Nos.	As per requirement			



S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
461	Acrylic Sheet With Vinyl Cutting	Nos.	As per requirement			
462	ID Card Holder Size: A1 (Plastic) and Blue Colour Lanyard with printing "IMS Unison University" On It	Nos.	As per requirement			
463	Students Log Book for Industrial Training	Nos.	As per requirement			
464	Fee Structure - MBA Communication	Nos.	As per requirement			
465	Fee Structure - Integrated Media & Communication Design [BA (Hons) Media & Communication Design - MA (Media & Communication Design)	Nos.	As per requirement			
466	Fee Structure - MA (Media & Communication Design)	Nos.	As per requirement			
467	Fee Structure - Integrated BA LLB (H)	Nos.	As per requirement			
468	Fee Structure - Integrated BBA LLB (H)	Nos.	As per requirement			
469	Fee Structure - LLM One Year	Nos.	As per requirement			
470	Fee Structure - LLM Two Year	Nos.	As per requirement			
471	IUU School Brochures Designing (In Pages)	Nos.	As per requirement			
472	Fee Structure - Ph. D.	Nos.	As per requirement			
473	Binding of Library Books	Nos.	As per requirement			
474	Binding of Journals	Nos.	As per requirement			
475	Course Curriculum Booklet	Nos.	As per requirement			
476	Answer Book 36 Pages (Including OMR Sheet)	Nos.	As per requirement			
477	Answer Book 20 Pages (Including OMR Sheet)	Nos.	As per requirement			
478	Printed Envelope (10"x4.5")	Nos.	As per requirement			
479	Name Tag (Placard)	Nos.	As per requirement			
480	Hostel Out Pass / Leave Slips Booklet	Nos.	As per requirement			

S No	Item	Unit	Qty Req Approx	Market Price (Rs)	Discount %	Rate (Rs) including TAX
481	Fee Structure - Five Years Integrated Program in Management	Nos.	As per requirement			
482	Fee Structure - Five Year BA LLB (H)	Nos.	As per requirement			
483	Fee Structure - Five Year BBA LLB (H)	Nos.	As per requirement			
484	Fee Structure - BA in Liberal Arts	Nos.	As per requirement			
485	Fee Structure - B. Com (Hons./Hons. with Research)	Nos.	As per requirement			
486	Fee Structure - BBA (Hons./Hons. with Research)	Nos.	As per requirement			
487	Fee Structure - BA (Hons./Hons. with Research) Liberal Arts	Nos.	As per requirement			
488	Fee Structure - BA (Hons./Hons. with Research) Media & Communication Design	Nos.	As per requirement			
489	Student Handbook - University Rules, Ordinances, Policies & Forms	Nos.	As per requirement			
490	Gate Pass Booklet for Returnable/Non-Returnable Material	Nos.	As per requirement			
491	SoM Brochure	Nos.	As per requirement			
492	SoL Brochure	Nos.	As per requirement			
493	SoHM Brochure	Nos.	As per requirement			
494	SoMC Brochure	Nos.	As per requirement			
495	SoLA Brochure	Nos.	As per requirement			
496	SoCABrochure	Nos.	As per requirement			
497	Fee Structure - BCA	Nos.	As per requirement			

**Note :- Please quote the rate inclusive of all Taxes for University.**

**Col. Pranav Kumar**  
**Registrar**