



GAUHATI UNIVERSITY

GOPINATH BARDOLOI NAGAR : GUWAHATI-14, ASSAM :: INDIA

Memo. No.: GU/G/ Stationery items /2024/ 326

Date 29/2/24

From: Dy. Registrar  
Gauhati University

To: M/s – Saraighat Active Farm  
Garigaon, Bezpara Ghy-12,

Ref: Sanction letter No.FI/SE/340 dated: 27.04.2023

Sub: Supply of Stationery items for the central store, G.U.

With reference to the above, please arrange to supply us the following.

Sl. No	Description	Brand name	Quantity	Rate including GST	Total
1	Room Refresher 200 ml	Rajanigandh	8 pcs.	156.00	1,248.00
2	Phenyl BCP 500 ml	-	48 pcs.	78.50	3,768.00
3	Dot pen Red/blue two face	-	50 pcs.	24.00	1,200.00
4	LED tube with frame	-	80 pcs	247.00	19,760.00
5	Brother TNB 021	-	12 pcs.	908.60	10,903.00
6	Bucket 16 ltr.	-	10 pcs.	174.00	1,740.00
7	Mug plastic	-	10 pcs.	30.00	300.00
8	Tea tray 12x 18	-	6 pcs.	300.00	1,800.00
9	Cup plate fine bone china	-	12 pair	185.00	2,220.00
<b>Total</b>					<b>42,939.00</b>
Less discount (if any)					
Net Total basis value after discount					
GST to be deducted at source (As per applicable rate)					
<b>Grand Total</b>					<b>42,939.00</b>
Round off					

Rupees Forty two thousand nine hundred thirty nine only

Terms & Conditions:

1. Price inclusive of all taxes & other charges.
2. Delivery: Maximum 07 days from the date of the issue of this order in one lot.
3. Supplied goods much be as per sample/ as per requirement of G.U. Any discrepancy could not be considered.
4. This P.O. No. & date must be correctly indicated in your Challan and Bills etc.
5. GST deduction as per applicable rate will be at source as per Govt. of Assam order and therefore GST component will have to be shown separately in the bills/Invoice for payment. GST no. must be indicated in the bill /invoice for payment.
6. Delivery and Installation at the Department concerned/ Central Store is at suppliers cost.
7. Submitted mandate form with bill.

Deputy Registrar  
Gauhati University

*(Signature)*  
29/2/24



GAUHATI UNIVERSITY

GOPINATH BARDOLOI NAGAR : GUWAHATI-14, ASSAM :: INDIA

Memo. No.: GU/G/ Stationery items /2023/ 3193

Date 28/2/23

From: Dy. Registrar  
Gauhati University

To: M/s – Saraighat Active Farm  
Garigaon, Bezpara Ghy-12,

Ref: FI/SE/3705 dated: 17.02.2023

Sub: Supply of Stationery items for the central Store, G.U.

With reference to the above, please arrange to supply us the following.

Sl. No.	Description	Brand name	Quantity	Rate including GST	Total
1	James clip, plastic coated	-	180 pkt.	17.50	3,150.00
2	Towel 150x75	-	18 pcs.	568.00	10,224.00
3	Boll pen red/Blue	-	20 pkt.	75.00	1,500.00
4	Room freshener	-	12 pcs.	140.00	1,680.00
5	Naphthalene Ball	-	30 kg.	257.00	7,710.00
6	Cutter	-	20 pcs.	8.00	160.00
7	LED Bulb 12wt.	-	24 pcs.	241.00	5,784.00
8	LED tube	-	40 pcs.	360.00	14,400.00
9	Harpic 500 ml.	-	24 pcs.	89.00	2,136.00
10	File cover pal board	-	480 kg.	87.00	41,760.00
11	Cartridge 18 A	-	11 pcs.	662.99	7,293.00
12	Cartridge 88 A	-	9 pcs.	498.00	4,482.00
13	Cartridge 12 A	-	15 pcs.	498.00	7,470.00
14	Electrical tea kettle	1	01 pc.	1,244.00	1,244.00
Total					1,08,993.00
Less discount (if any)					
Net Total basis value after discount					
VAT to be deducted at source (As per applicable rate)					
Grand Total					1,08,993.00
Round off					

Rupees One lakh eight thousand nine hundred ninety three only

Terms & Conditions:

1. Price inclusive of all taxes & other charges.
2. Delivery: Maximum 07 days from the date of the issue of this order in one lot.
3. Supplied goods much be as per sample/ as per requirement of G.U. Any discrepancy could not be considered.
4. This P.O. No. & date must be correctly indicated in your Challan and Bills etc.
5. GST deduction as per applicable rate will be at source as per Govt. of Assam order and therefore GST component will have to be shown separately in the bills/Invoice for payment. GST no. must be indicated in the bill /invoice for payment.
6. Delivery and Installation at the Department concerned/ Central Store is at suppliers cost.
7. Submitted mandate form with bill.

Received  
[Signature]

[Signature]  
28/2/23  
Deputy Registrar  
Gauhati University