

UNIVERSITY OF Kashmir,

Hazratbal, Srinagar

Subject:- Brief Tender Notice for supply of stationery items.

For and on behalf of University of Kashmir sealed tenders affixed with revenue stamp worth Rs. 6/ are invited from registered Stationers/ Distributors having up to date GST Certificate for supply of Stationery items as per details given in Annexures-under two bid system viz **Technical Bid (Annexure-I) and Financial Bid (Anexure-II)**

Tenders should be addressed to the Registrar, University of Kashmir, Srinagar and should reach his office upto 3.pm by or before 31st of October 2018. The tender details alongwith the terms and conditions can be downloaded from University website at www.kashmiruniversity.net. or can be collected from Printing & Stationery Section during working hours against a University receipt of Rs. 500/- Downloaded Tender Document should be accompanied with a receipt of Rs.500/- in the shape of University Receipt/Bank Draft and fresh CDR for Rs. 30,000/=as earnest money.

No.F (NIT) P&S/ Stationery/KU/18-19
Dated: October 17-10- 2018

Sd/
(Deputy Registrar)
Printing & Stationery

Chapter -1: Instructions to bidders

1. **Submission of tender:** The sealed tenders for supply of stationery items be submitted under two bid systems. Viz. **Technical Bid** (filled in Annexure-1) duly signed and stamped, consisting all technical details, make of items along with commercial terms & conditions, EMD, relevant documents and University Receipt / DD of Rs. 500/= and **Financial Bid** (indicating item wise make & price for each item mentioned in Annexure-ii in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly . Both the sealed envelopes should be kept in a third envelope which should be super scribed 'Tender for Stationery items'.

2. **Quotation of stationery:** The bidder is required to furnish the information as mentioned at Annexure –II and should agree to accept the part supply order as per the criteria of lowest quoted bid for each item. Unit prices are to be quoted both in figures and in words secured with transparent tape. Signature with seal should be affixed on all pages of tender documents. In case of a discrepancy, that quoted in words / least shall be taken as valid.

3. **Opening of bids** : Initially the technical bids will be opened and scrutinised. The firms who meets the basic requirement as per documents furnished, may have to present the samples before opening of financial bid. The committee of the University will inspect the samples of Stationery items and may visit the office/ show room of the firms and other organizations. The financial bid will be opened for those firms who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.

4. **Availability and submission of tender form:** The tender documents can be obtained in person from Printing & Stationery Section on payment of Rs. 500/= through University receipt favouring 'Registrar University of Kashmir, Hazratbal Srinagar' during working hours. The tender form can also be downloaded from university website ([www. Kashmir University. com](http://www.KashmirUniversity.com)) and to submit along with the cost of tender form of Rs. 500/= and earnest money of Rs. 30,000/= (Rs. Thirty Thousand Only) in the shape of CDR. The downloaded tender form without cost of tender form will not be accepted . Last date to submit the tender is 31-10-2018 by 3.00 pm. The filled in tender form can be dropped in tender box in the office of the Registrar or can be sent through registered post.

5. **Selection of firm:** The firm will be selected among the technically qualified firms only and the rates will be considered on lowest quoted basis item wise. Further, if the committee found that the quality of lowest quoted firm is not satisfactory, the committee may recommend and consider the next lowest quoted firm. The decision of the committee will be final in this regard.

6. **Sample:** The firm is required to attach the sample of each item along with technical bid.

7. **Alteration in the bid:** The bidder will not be permitted to alter or modify their bids after receipt by the University: however, the firm can withdraw the bid before the closing date and time of the tender.

8. **Registration:** The firm should be registered with the competent authority and required to enclose self attested copies of the following documents:

- (a) Certificate of registration
- (b) Valid GST Registration
- (c) Experience certificate if any

9. All the columns in bid are to be filled in words and figures. The variation in words and figures, if any, the lowest shall be taken into account.

10. **Cost:** The rates quoted should be inclusive of all taxes, and FOR University of Kashmir Campus Stationery Section

11. **Supply:** This is a tender cum rate contract and registration of firms shall be initially for a period of one year from the date of issue of Rate contract or till the fresh tenders are floated and rates approved which ever is earlier.

Chapter – II Terms and Conditions

1. In case the firm fails to supply the desired stationery as per terms and conditions, the University reserves the right to place the order to the next higher bidder or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial order and this will be binding on the bidder.

2. The University does not pledge itself to accept the lowest quoted or any tender and reserve the right to accept the whole or any part of the tender.

3. **Rejection of tender:** The conditional tender, incomplete in any form, unfilled / unsigned and bid without required documents, EMD and cost of tender form shall not be accepted and on such bids any query / intimation will not be entertained. The tender documents are not transferable.

4. **Experience:** Bidder should be original manufacturer/ authorized dealer/ reputed firm and should have minimum one year of experience in supply of stationery items. A certified copy of the same should be attached with the technical bid.

5. **Rights of the University:** The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice in part or full without assigning any reason thereof.

6. **Acceptance of terms and conditions:** The bidder would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid.

7. The University reserves the right to further negotiate on the approved rates with the bidders.

8.Termination of contract: if supply is not found satisfactory, the purchase order will be cancelled by the University at any stage.

9. **Penalty clause;** in case the approved Stationer distributor causes unnecessary delay in making the supply or fails to deliver the stationery items as per the supply order, a penalty depending on merits of each case shall be imposed on the dealer which may include forfeiture of Earnest Money or cancellation of the supply order and the University shall at liberty to take any other action as warranted under rules and no payment will be made if not found as per the supply order.

10. **Settlement of dispute:** In case of any dispute, the decision of the Vice- chancellor University of Kashmir shall be final and binding on the parties.

11. The right to appeal will be within the jurisdiction of Srinagar courts only.

Deputy Registrar
Printing & Stationery

Declaration:

I declare that I have read all the instructions as well as terms & conditions reproduced above and I confirm that these are acceptable to me.

Bidder/Firm
Name
Address
Stamp

Annexure-1

University of Kashmir

Technical Bid for Stationery Items

(To be filled by the firm / bidder)

S.No	Particulars	Details (if yes, furnish certificate No.)	Appendix No. (attached in bid)
1	Name of the Firm / Agency:		
2	Status of the Firm / Agency (Proprietorship/ Partnership / joint Stock Co. Etc)		
3	Name of the Proprietor / Partner / Director		
4	Registration No.		
5	Address: a) Head office b) Office at Sgr		
6	a) Landline No. (Office / Residence) b) Cell No., c) E-mail address d) website details		
7	Residential Address		
8	Infrastructure available (At Head Office)	Please give detailed information on a separate page.	
9	Documentary Proofs of: a) Self attested copy of valid registration with competent authority, certificate b) Self attested copy GST Registration c) Proof of average annual turnover d) Proof of experience supported by documents from concerned organization	Yes /No Yes /No Yes /No Yes /No	
10	Details of University Receipt No. for Rs. 500/=		
11	Earnest Money deposit details: a) Amount b) Name of the drawer and issuing bank c) No. and date of CDR		

Declaration:

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency : -----

Name of the Applicant : -----

Designation : -----

Annexure-II

University of Kashmir

Financial Bid for General Stationery Items

Tenders may clearly mention Quality of the product for which the rate is quoted. In addition to the quality of items mentioned hereunder, tenderers can also quote rates of other standard brand/s alongwith the one mentioned in the tender document.

S.No	Name of the Article	Make/ Brand/ Specification	Make/ Brand/ Specification (Offered)	Rate inclusive of all taxes
	General Stationery Items			
1	Pilot pen High-tecPoint	(V5)		
2.	Pen Uni-ball	UB-157		
3.	Blank Registers a) 144 pages (Ruled) b) 192 pages (Ruled) c) 240 pages (Ruled)	Classmate		
4	File Covers (printed)	Sample Required		
5.	File Flap 2LB Cardboard (printed)	As per sample available in office		
6.	a) Glue Stick (8gm) b) Glue Stick (15 gm)	Kores Kores		
7.	Adhesive slips a) 1 "x 3" (Multi Colour) b) 3" x 3" c) 3" x 5"	Oddy		
8.	Table Glass 5 mm (grinded)	Per Sft		
9.	Table top superior thick (Black)	Officers		
10.	Ink stand a) Big Size (No. 102) b) Small Size (No. 80)	Superior Quality		
11.	Stamp pad ink (30 ml)	Supreme		
12.	a) Scissors Medium b) Scissors (Small)	(Sample Required) (Sample Required)		
13.	Transparent tape a) Size 1" b) Size 1 ½" c) Size 2"	Cello		
14.	Transparent tape (duly Printed KU & Logo) a)Size 1" b) size 1 ½ " c)size 2"			

15.	Adhesive tape (Brown / Coloured) a) Size 1" b) Size 1 ½ " c) Size 2"			
16.	Tape Dispenser a) Small b) Big	Sample Required		
17.	PVC sheets(transparent/coloured) a) A4 b) Legal F/s	Sample Required		
18.	Sticker Slip A4 / Full size	Oddy		
19.	Binding combs plastic (14 mm, 18 mm, 22 mm,28mm and 45 mm)	Sample Required		
20.	Spiral (per mm)	Sample Required		
21.	Transparent file cover a) Size A4 b) Size FS	Sample Required		
22.	Dak pad with folding Ragazine binding cover with 2lb cardboard (printed)	As per sample available in the office		
23.	Meeting folder, leather/Ragzeen (printed)	Sample Required		
24.	Fax paper roll (210mmX30 metersX55Gsm)	Sample Required		
25.	Room Freshener (125 gm)	Sample Required		
26.	Sharpener			
27.	Leather Bags (Executive)	Sample Required		
28.	File Folder	Ragazine		
29.	Electronic Bell	Sample Required		
30.	Ball Pen Holder (superior)	Sample Required		
31.	Pencil Cells	(Panasonic/Everready)		
32.	Tissue Paper (200 Sheets)	Superior Quality		
33.	Tissue Roll (100 meters)			

34.	Computer continuous paper (110 GSM) a) 15x12x1 b) 15x12x2 c) 15x12x3 d) 15x12x1H e) 10x12x1 f) 10x12x2 g) 10x12x3 h) 10x12x1H i) Bill size (7x3 inch)			
35.	Computer Ribbon a) Fx-105 b) HQ-2-70/2170 c) Lipi-6306 d) Printonix P7-1500 e) Printonix P-1000 f) Printonix P-500	Produt Lipi		
36.	Awls Plastic handle	Superior		
37.	Pen	Reynolds (Finesse)		
38.	Signature Pen (for certificates)	Luxor		
39.	Liquiflo Pen/ Liqui Fast Pen	(Reynolds)		
40.	Board Duster (Small / Big)	sample required		
41.	High lighter (Big)	Luxor		
42.	High lighter (Small)	Cello		
43.	Pencil (per packet) (10)	Superior Quality		
44.	Cordless Remote Bell	Superior Quality		
45.	Paper clips (Plastic)	Per Box		
46.	Alpines (superior 60 gm)	Pony		
47.	Carbon (Single side)	Kores		
48.	Carbon (double side)	Kores		
49.	White fluid pen (7ml)	Kores		
50.	Duster (cloth) (superior Quality) a)18"x18' b)18"x12"	Sample Required		
51.	Drawing pins (13 mm)	Luxor		
52.	Coding Machine	Sample Required		
53.	Eraser	Superior Quality		

54.	Refills a) Reynolds Liquiflo b) others			
55.	Laces a) 4'' (100 pieces) Superior b) 14'' (100 Pieces) Superior	Coloured Coloured		
56.	Permanent Marker (different colours)	Camlin /Luxor		
57.	Marker (Board)	Luxor/Cello (Refillable)		
58.	Stapler a) Large (23/17) b) Big size 24/6 (kangaroo Trandy 45) c) Small size (kangaroo Trandy 35)	Kangaroo		
59.	Stapler pins a) (23/17) b) (24/6) c) Small (10)	Kangaroo		
60.	Scale (Aluminium) 12''	Camel		
61.	Toilet soap (100 gms)	Dettol		
62.	Paper punch a) (single) (FP-20) b) (double)(DP-600)	Kangroo		
63.	Gum tube (18 ml)	Kores		
64.	Gum paste a) 300 ml b) 700 ml	Kores		
65.	Paper cutter a) Big b) Small	As per sample available		
66.	Paper weight	Glass		
67.	Pin cushion with magnet	Superior		
68.	Rubber bands(big) per KG	Superior Quality		

69.	Stamp pad a) Big (95x159) mm b) Small (95x52) mm	Kores		
70.	Meeting pads (medium size) (printed) a) 20 pages b) 50 pages c) 100 Pages	Classmate		
71.	Engagement Pad (Plastic)	Sample Required		
72.	Drawing sheets	Sample Required		
73.	Compact Disks (CD) a) Writable b) Re-writable c) DVD	Sony/Moserbear		
74.	Pen drive a) 4 GB b) 8 GB c) 16 GB d) 32 GB e) 64 GB	Kingston / Moserbare		
75.	CD/DVD/OHP (Marker pen)	Luxor		
76.	Desk top calculator CT-88 55V(112 steps) check & correct option			
77.	Calculator Citizen CT-512 digits	Citizen		
78.	File board 10"x14" 2 Lb cardboard (duly printed)	As per sample available in office		
79.	Naphthalene Balls (per Kg)	superior		
80.	Sutli (per KG)			
81.	Khadri Cloth (White /coloured)per meter (1.25 cm width)	Sample Required		
82.	Calculator (DJ-120D)	Casio		

Seal & signature of the supplier

PAPER								
1.	Craft paper	80 GSM Brown F/S						
2.	Graph paper	70 GSM A4 Size						
3.	Photo paper	Desmart			20 Sheets	50 Sheets.	100 Sheets	
		130 GSM A4						
		150 GSM A4						
		240 GSM A4						
4.	Type paper	A4 Valley						
5.	Photostat paper		Power Bilt	Image bilt	Royal bilt	Royal Touch	Spectra	Multi colour Paper
		MX75 A4						
		F/s						
		B4						
		A3						

Examination Stationery

Cover paper envelope (70 GSM)

Size	Gaz lined		Without Gaz		Laminated	
	Printed	without Printed	Printed	Without printed	Printed	without Printed
16"x 13"						
15"x 11"						
11"x 5"						
10"x 12"						
9"x 4"						
7"x 5"						

Seal & signature of the supplier

