

**Cost of the tender  
Document: Rs. 500/-  
(Rupees Five Hundred only)**



# CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near GB Pant Hospital, Srinagar – 190 004 (J&K)

Phone: 0194-2468354, 2468357, Website [www.cukashmir.ac.in](http://www.cukashmir.ac.in)

Tender No.: CUKmr/Pur/F.No.174/12

Dated: 31.07.2012

**1. Name of the Firm/Dealer/Vendor:**.....

**2. Address with telephone No. :**.....

.....

**3. Earnest Money Deposit (EMD)**

(to be deposited along with the tender document)

- a) Bank Draft No.....
- b) Date.....
- c) for Rs.....
- d) Drawn on .....

**4. Cost of Tender Document:**

(to be deposited in case of downloaded tender document)

- a) Bank Draft No.....
- b) Date.....
- c) for Rs.....
- d) Drawn on .....

**Tender Notice for Supply of General Stationary Items.**

Sealed tenders are invited from reputed Stationers/Distributors for the supply of various **General Stationery Items** for the year 2012-13, on below mentioned terms and conditions. The details of the items along with their specifications are given in the Financial bid. Tender Document can be had from the Transit Campus of the University located at Sonwar on payment of Rs 500/ or can be downloaded from the University website: [www.cukashmir.ac.in](http://www.cukashmir.ac.in). The downloaded documents should be accompanied by a DD of Rs 500/ as cost of Tender Document. Interested parties may submit their offers duly superscripted "Tender for Supply of General Stationary Items" along with a D.D of Rs.20,000/ (EMD) drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K) in sealed envelopes on or before 22.08.2012 (02:00 pm). The tender will be opened on 22.08.2012 at 03:00 pm at the Transit Campus. Those bidders who wish to attend tender opening, may do so.

**TERMS & CONDITIONS**

1. Rates quoted should be inclusive of all taxes and F.O.R Central University of Kashmir & its constituent campus/es.
2. Tender should be accompanied with the latest Tax (VAT) Clearance Certificate on the prescribed Form 46 issued by Assessing Authority of the concerned Circle;
3. Rates quoted against any items without mentioning the Brand/quality shall be rejected.
4. The successful bidder has to provide samples of all the items within 7 days of notice. In case of failure or due to inferior quality of the items, the University reserves the right to take action against the bidder, which may include cancellation of bid.
5. On the basis of the comparative statement, the University shall prepare a panel of suppliers. In case L1 fails to comply with the service contract or terms & conditions, the contract shall be awarded to next lower bidder.
6. The bidder should quote in figures as well as in words the rate and amount tendered by them. The amount for each item should be worked out and the requisite totals given. In case of any discrepancy, rate written in words will be considered for calculation / payment purposes.
7. The bid shall be valid upto 90 days from the last date fixed for submission of tenders. Purchase orders will be placed as per the requirement of the University from time to time. The supply & delivery destination should be as per the delivery schedule specified in the purchase orders.
8. Quotations received late, improperly sealed, or with incomplete marking or with overwriting/corrections in the quotation document are liable to be rejected.
9. Downloaded tender documents should be accompanied with a DD of Rs 500/ drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K) as cost of tender document. This DD should not be merged with the EMD.
10. The firm should provide an EMD of Rs. 20000 (Rupees Twenty thousand) with their quotation by way of Demand Draft drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K). The offers without EMD shall be rejected. EMD will be returned to all the participating firms after finalization of the tender process.

11. In case the selected bidder causes unnecessary delay in making the supply or fails to deliver the stationery as per the order, a penalty depending on merits of each case, shall be imposed, which may include forfeiture of Earnest Money/Performance Security or cancellation of the supply order and any other action as deemed fit by the university.
12. No payment shall be made for the supply, if not found as per the specifications. Besides imposing of other suitable penalty will be considered.
13. The rates finally accepted and approved shall remain in force up to the end of financial year 2012-13 or till the fresh rates are circulated.
14. Post Tender opening, the University reserves the right to negotiate the rates with the bidders, as per norms.
15. After acceptance of the tender by the University, the tenderer shall have no right to withdraw his Tender or claim higher price.
16. The selected party will be required to enter into an Agreement with University by submitting an instrument of Agreement on a non-judicial stamp paper of Rs. 100/. Necessary clauses mentioned in this NIT shall be incorporated in the said agreement.
17. As per GFR 2005, the successful tenderer shall have to deposit (10%) of total payable amount as Performance Security in the form of DD in favour of Central University of Kashmir to be valid for the contract period. In case of unsatisfactory service provided by the bidder, the Performance Security shall be forfeited.
18. The University shall deduct the taxes if any at source at the prevalent rates.
19. The University reserves the right to reject any or all bids/offers particularly bids mentioning brands of inferior quality & disreputed market image. The final acceptance of the tender is entirely vested with University which reserves the right to accept or reject any or all the tender without assigning any reason whatsoever. There is no obligation on the part of the University to communicate with rejected tenderers.
20. The University at its discretion may relax any of the condition/s prescribed in the NIT.
21. The whole tender document shall be submitted back by the bidder with seal and signature on every page expressing their acceptance of terms and conditions. However, bidders may keep a photocopy of the same for their own records.
22. Once the bidder submits the tender, it would be presumed to have understood and accepted all the terms and conditions given in NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
23. In case of any dispute arising out of this agreement, the same shall be resolved initially by mutual discussion between the parties within a period of 60 days failing which appropriate courts at Srinagar, J & K will have the jurisdiction to adjudicate upon the matter.

No.: CUKmr/Pur/F.No.174/12

Date: 31.07.2012

Sd\  
**REGISTRAR**

**BIDDER’S PROFILE**  
**(PART –A)**

- 1. Name of the bidder .....
- 2. Name of the authorized signatory (whose photograph is affixed)  
Mr/Ms/Mrs.....
- 3. Permanent address of the firm/dealer.....  
.....  
Tel. No. (with STD Code) (O) ..... (Fax) .....  
(R) ..... (Mobile) .....
- 4. Registration & incorporation particulars of the firm.  
6.1 Proprietorship  
6.2 Partnership  
6.3 Private Limited  
6.4 Public Limited  
(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).
- 5. Name proprietor/partners/directors .....
- 6. Bidders bank, its address and his current account number.....  
.....
- 7. Permanent Account Number, Income Tax Circle (Please enclose details if IT Returns of last three years separately with documentary proof)  
.....

Passport size photograph of the tenderer/authorised signatory holding power of attorney

I/We hereby declare that the information furnished above is true and correct. At any stage if the above information is found incorrect, University may cancel my/our empanelment.

Name and sign of the authorized person  
of the firm along with seal

Place:  
Date:

**PROFORMA FOR FINANCIAL BID  
(PART –B)**

<b>S. No.</b>	<b>Name of the Item</b>	<b>Rate per unit</b>
1.	Stapler (Kangaroo) a)Large (23/17) b)Medium (24/6) c)Small (10)	
2.	Staples (Kangroo) a)Large (23/17) b)Medium (24/6) c)Small (10)	
3.	Signature Pen (luxor)	
4.	Officer's pen (Uniball Macro) (Purple, Blue, Black, Green).	
5.	Luxor Pilot V5 (Blue, Black, Red, Green)	
6.	Ball Point Pens (Sprinter) (Blue, Black, Red).	
7.	Ball Point Pens (Cello-Butterflow) (Blue, Black, Red).	
8.	Correction Pens/Fluid(Kores) 7ml	
9.	White board marker(Artline) (Red, Blue, Black, Green)	
10.	CD- Marker (Luxor)	
11.	Highlighter (Kores) – Broad Type	
12.	Ink Stand/Pen Stand (Black) a)Big Size b)Small Size	
13.	Cloth duster	
14.	White Board Duster (Kit Kat)	
15.	Calculator (Citizen) CT-512(12 digits)	
16.	Desk top calculator (Citizen) CT-600 C & V	
17.	Rubber bands(big) (Rate/Kg)	
18.	File Flaps with Nylon Lace	
19.	Index file covers	
20.	Report File (worldone)	
21.	File Covers (transparent)-Worldone	
22.	File Covers (Duly Printed) (As per sample available in the office)	
23.	Ring File (medium) a)A4 b)A5	
24.	PVC sheets (Transparent /colored) a)A4 b)Legal file size	
25.	Binding combs (plastic)	

	a)20Page b)40page c)60page d)100page	
26.	Paper (Bilt image) a) A3 b) A4 c) A5	
27.	Bond Paper a)100 GSM b)150 GSM etc.	
28.	Craft paper	
29.	Graph paper A4	
30.	Photo paper (130,150 &240 GSM) a)20 sheet set b)50 sheet set c)100 sheet set	
31.	Tracing paper A4 (90/95 GSM)	
32.	Tracing paper Rolls (90/95 GSM)	
33.	Multi color paper (Ivory) superior A5	
34.	Drawing sheets	
35.	Paper Weight Square/Rectangular	
36.	File Tags(White)	
37.	File Tags (Nylon)	
38.	File flags (Desmart)	
39.	Record Laces (Rate/Bundle)	
40.	Eraser (non-dust)	
41.	Sharpener (Natraj)	
42.	Awls (Steel)	
43.	Push Pins (Plastic Head)	
44.	Alpines (pony)	
45.	Paper clips/U-Pins (Kores)	
46.	Binder clips (Kores)	
47.	Pin cushion with magnet(Omega)	
48.	Carbon (Saphire)-A4 a) Double b)Single	
49.	Cello Tape Roll-1"(60 mtrs)	
50.	Packing Tape Roll (Brown)- 2"	
51.	Tape Dispenser (Omega)	
52.	Cutter(Medium) – Infinity	
53.	Fevi Stick (Kores) 15gm	
54.	Sticker Sheets(Desmart)	
55.	Adhesive stickers (Stick Slip Pads) (3x3) (Desmart)	
56.	Q-Pads (3x3)	
57.	Writing pad – (Spiral) Pages:50 - Worldone a)Large-44 No.	

	b)Medium-33 No. c)Small-22 No.	
58.	Blank registers (Valley) a)1Q b)2Q c)3Q d)4Q etc.	
59.	Attendance Register Duly printed Full size & Short size a)1Q b)2Q etc.	
60.	Log Book Duly printed (Standard size) a)1Q b)2Q etc.	
61.	Acknowledgement Book Duly printed (Standard size) a)1Q b)2Q etc.	
62.	Short hand note books(100 Page)	
63.	Minutes Register (Valley) 12Q (34cmX20cm)	
64.	Punch (kangaroo) a)Single b)Double c)Commercial	
65.	Stamp Pad – Kores, Blue&Black a)Large b)Medium	
66.	Stamp pad Ink/Ink Re-fills (Kores) 10ml	
67.	Table Top(Superior)-Black(8mm)	
68.	Table Glass (Duly grinded) a)5mm b)8mm etc.	
69.	Pen Holder (Omega) Wooden/Plastic/ leather	
70.	Envelopes of following sizes (Yellow laminated):(To be printed as per design/ contents given by the University) a)A4 b)6" X 8" c)9" X 4" d)11" X 5" e)12" X 16"	
71.	Envelopes (Large size) with gauze a)A4 b)12X16	
72.	Clip File-A4 (world one)	

Note: In case of any deviation from the prescribed specifications, please mention the same separately.

**Declaration:**

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....

XXXXXXXX.....XXXXX.....XXXXXXXXXX