



# CENTRAL UNIVERSITY OF KASHMIR

Ganderbal-191201

Website [www.cukashmir.ac.in](http://www.cukashmir.ac.in)

**Bid No: CUKmr/Pur/F.No.519/20**

**Dated: 11/08/2020**

Cost of the tender Document:  
₹ 500/-  
(Rupees Five Hundred only)

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

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.....  
.....

**2. Address with telephone No.**

.....  
.....

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

a) Bank Draft

No.....

(to be deposited along with the  
tender document)

b) Date.....

c) for ₹.....

d) Drawn on .....

**4. Cost of Tender Document:**

a) Bank Draft No.....

(to be deposited in case of  
downloaded tender document)

b) Date.....

c) for ₹.....

d) Drawn on .....

## **RATE CONTRACT FOR THE SUPPLY OF GENERAL STATIONERY ITEMS**

Sealed bids are invited from reputed Stationers/Distributors registered with appropriate agency and having a valid GSTIN for the supply of various **General Stationery Items** for a period of one year from the date of issuance of the first purchase order, on the below mentioned terms and conditions. The details of the items along with their specifications are given in the Financial bid. The bid Document can be downloaded from the University Website: [www.cukashmir.ac.in](http://www.cukashmir.ac.in). The bid document should be accompanied by a D.D of ₹500/- as cost of the Document. Interested parties may submit their offers duly superscripted "Supply of General Stationery Items" along with a D.D of ₹ 20,000/- as EMD drawn from any nationalized bank favoring Central University of Kashmir payable at Ganderbal (J&K) in sealed envelopes by or before **30/08/2020 (04:00 p.m)**. The Bid will be opened on **31/08/2020 at 02:00 p.m** at Central University of Kashmir, Green Campus, Ganderbal-191201 (J&K).

### **EMD:**

1. The Earnest Money Deposit (EMD) of ₹ 20,000/- (Rupees Ten Thousand only) {*refundable without interest*} and cost of bid document amounting to ₹ 500/- (Rupees Five Hundred only) {*Non-refundable*} shall be deposited in the form of Demand Draft {**CDR will not be accepted**} drawn in favor of the Central University of Kashmir, Ganderbal payable at Srinagar (*Note: The cost of the bid document should not be merged with the EMD and separate DD's shall be submitted*).
2. The EMD will be returned to the unsuccessful bidders after finalization of the Bidding process. However, in case of successful bidders, the EMD shall be released after executing the supplies and the acceptance of the supplies by the University.

### **ELIGIBILITY CONDITIONS:**

3. The bidder should have a valid GSTIN. A copy of the GSTIN Registration Certificate should be submitted along-with the Bid Document.
4. The bidder should submit a copy of his/her PAN.

### **GENERAL TERMS & CONDITIONS:**

5. The Bid document shall be submitted back by the bidder with seal and signature on every page. However, bidders may keep a photocopy of the same for their own records.
6. The University may, for any reason, whether suo-moto or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment at any time prior to the last date given for the submission of bids.
7. Quotations received late, improperly sealed, with incomplete marking or with overwriting/corrections in the quotation document are liable to be rejected.
8. Once the bidder submits the Bid, it would be presumed that he/she has understood and accepted all the terms and conditions given in this Bid. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the Bids.
9. The University reserves the right to relax any condition enumerated or arising out of this Bid notice, without assigning any reason/s thereof.
10. The University reserves the right to out-rightly cancel the Bid without assigning any reason/s thereof.
11. **Late Bids:** Any bid received by the University after the date & time for the submission of bids prescribed by the University, will be rejected. The University shall not be responsible for any postal delays.
12. No bid will be allowed to be modified subsequent to the last date for submission of bids.
13. No bid will be allowed to be withdrawn during the period from the last date of the receipt of bid and the date of validity of the bid as specified by the Bidder on the bid form. Withdrawal during this period may result in the forfeiture of his bid security.

14. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
15. Any effort by the Bidder to influence the University, in its decisions on bid evaluation, bid comparison or award of contract, may result in rejection of his bid.
16. The bidder should quote rates in figures as well as in words. In case of any discrepancy, the lowest rate quoted will be considered for calculation / payment purposes.
17. Rates quoted should be inclusive of all taxes and FOR Central University of Kashmir, Srinagar/ Ganderbal. However, the tax part should also be mentioned separately.
18. The University reserves the right to reject any or all bids/offers particularly bids mentioning brands of inferior quality or misbranded items. The final acceptance of the Bid is entirely vested with University which reserves the right to accept or reject any or all the Bids without assigning any reason thereof. No correspondence in this regard shall be entertained.
19. The bid will be opened on **31/08//2020 at 02:00 p.m** in presence of the bidders or their authorized representatives, who wish to be present.
20. In the event of the date fixed for receipt and opening of the bid being declared as a closed holiday for University office, the relevant dates may be treated as the next working day. The time and venue shall, however, remain unchanged.
21. The supply, transportation etc. of the items will be sole responsibility and the risk of the successful bidder till its acceptance by the University.
22. **Period of Validity of Bids:** Bids shall remain valid for a minimum period of 90 days after the date of bid opening, prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive. However, in exceptional cases, the University may request the bidders to increase the validity of bids beyond 90 days.
23. The successful bidder shall have to provide samples of all the items within 7 days of issuance of such notice. In case of failure to do so or due to inferior quality of the items, the University reserves the right to take any action against the bidder as may be deemed fit by the University.
24. After acceptance of the Bid by the University, the Bidder shall have no right to withdraw his Bid or claim higher price.
25. The rates finally accepted and approved shall remain in force for a period of one year from the date of issuance of the first Purchase Order. Items offered and approved in the Bid can be re-ordered at the same rate, under same terms & conditions during the above period. The Rate Contract may be extendable for one more year on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.
26. The Purchase orders will be placed as per the requirement of the University from time to time. The supply & delivery destination shall be as per the delivery schedule specified in the purchase orders.
27. 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 given herein, the contract shall be offered to the next lowest bidder (L2) on the L1 rates.
28. The successful bidder/s shall be required to execute a contract with the University regarding the terms & conditions mentioned in the tender document.
29. The supply of items has to be made within a period of 30 days from the date of the issuance of the Purchase Order by the University. In case, the successful bidder fails to supply the items within the stipulated time, the University may impose penalty @ 0.5% of the cost of the pending supply for every week or a part thereof and the amount so calculated will be deducted from the bill up to maximum of 10% beyond which the order will be cancelled and Bid Security/Earnest Money deposited will be forfeited. Besides, the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier.
30. The variation in taxes during the contract period will be on the University's account. In case, the rate of taxes decreases, the benefit shall go to the University. Similarly, in case of increase in the rate of taxes, the same shall be borne by the University.
31. All the supplies made shall be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required quality/brand/specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such an event, the EMD shall be forfeited and the extra cost incurred in arranging the supply from the alternative sources shall

also be recovered from the defaulting supplier, apart from initiating the proceedings for blacklisting of the Supplier.

**32. Payment terms:** The payment will be made in Indian rupees only (INR). 100% payment will be released after the supply of the items and subsequent inspection of the supplies by the Inspection Committee.

**33.** The payment shall be subject to TDS, if applicable.

**34.** In case of any dispute arising out of the contract, 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.519/20/**

**Date: ..../..../2020**

**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/Supplier.....

.....

Tel. No. (with STD Code) (O) .....

(Fax)..... (R) ..... (Mobile).....

4. Registration & incorporation particulars of the firm.

4.1 Proprietorship

4.2 Partnership

4.3 Private Limited

4.4 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.....

8. TIN.....

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)**

S. No.	Name of the Item	Rate per Unit (Rs)
1.	Stapler (Kangaroo) a)Large (23/17) b)Big Size(24/6) c)Small Size(10)	
2.	Stapler Pins (Kangaroo) a)Large (23/17) b)Big Size(24/6) c)Small Size(10)	
3.	Signature Pen (Luxor/ Camlin/Kores)	
4.	Calculator (Casio) 12 digits with check & correct; a)Medium size	
5.	Desk top Calculator (Casio/Orpat) 12 digits with check & correct; a) Large size	
6.	Eraser -Non Dust (Linc/Faber Castell/Apsara)	
7.	Alpines (Pony/Boss/Oddy)	
8.	File Flaps with cotton laces (Good Quality)	
9.	Highlighter Broad (Luxor/Camelin/FaberCastell)	
10.	Paper (Spectra) a) A3 b) A4 c) FS	
11.	Officer's Pen (Uniball Eye)	
12.	Scale - Stainless Steel (Pony)	
13.	Pencil (Natraj/Faber Castell/Apsara)	
14.	Awls- Steel(Good Quality)	
15.	Push Pins)-Plastic Head (Oddy)	
16.	File Covers- Transparent (Worldone)	
17.	Paper Weight- Rectangular/Oval (Good Quality)	
18.	Carbon -Double & Single (Kores-Sapphire)	
19.	Tape Roll- Transparent 1"-30 mtrs (Wonder 555/JK/Oddy)	
20.	Pin cushion with magnet (Omega/Oddy/Boss)	
21.	Paper clips/U-Pins (Oddy)	
22.	Binder clips (Oddy) a) 15mm b) 25mm c) 32mm d) 41mm	
23.	Sticker Sheets(Desmart/Bilt/Oddy)	

24.	Tape Roll- Brown 2"-30 mtrs (Wonder 555/JK/Oddy)	
25.	Address Labels (Desmart/Bilt/Oddy)	
26.	Adhesive Stickers/Sticky Slip Pads (Desmart/Bilt/Oddy)	
28.	Ring File- Medium (Worldone)	
29.	Pen-type Highlighter (Luxor/Camelin)	
30.	White Board Marker (Kores/Luxor)	
31.	Scissors - (Kangaroo) a) Small b) Medium c) Large	
32.	Correction Pens/Fluid (Camlin/Faber Castell)	
33.	Cloth duster-Cotton (Good Quality)	
34.	Paper Punch (Kangaroo) a) Single Punch b) Double Punch-Small c) Double Punch-Medium d) Double Punch-Large	
35.	White Board Duster (Oddy)	
36.	Cutter (Oddy) ( good quality)	
37.	Stamp Pad Ink (Kores) a) 25 ml b) 100 ml	
38.	Blank Registers (Choice) a)100 Pages b)200 pages c)400 Pages	
39.	File Tags (Good Quality) a) Cotton b) Nylon	
40.	Tape Dispenser (Omega/Tango)	
41	Glue Stick (Kores/Faber Castell) a) 15 gm b) 08 gm	
42.	AdhesiveTube ( Fevicol) a) 10 gm b) 20 gm	
43.	Report File (Worldone)	
44.	Gel Pens Normal (Cello/Lync/Reynolds)	
45.	Ball Point Pens Normal (Cello- tri Plus)	
46.	Pilot Pens Hi-Techpoint (Luxor) a) 0.5 b)V5 c) V7 Grip (With Cartridge) d) V7 Grip (Without Cartridge)	
47.	Sharpener (Natraj/Apsara)	
48.	Visiting Card Holders-Diary Type (Worldone)	

49.	Envelopes with gauze (Duly printed in the name of the University) a) 10" x 12" b) 12" x 16" <b>(Rate to be quote for 1000 envelopes each)</b>	
50.	CD Marker (Luxor/Kores/Camlin)	
51.	Index File Covers (Worldone)	
52.	Attendance Register- Standard size (Saraswati)	
53.	Stamp Pad (Kores) a) Small b) Medium c) Large	
54.	Acknowledgement Book - Standard size (Saraswati)	
55.	Bond Paper-A4 (Bilt/Desmart/Oddy/JK) a)80 GSM b)100 GSM	
56.	Pen Drive- (Kingston/Sony/SanDisk) a) 8 Gb b) 16 Gb	
57.	Q-Pads (Oddy)	
58.	Record Laces (Good Quality)	
59.	Mechanical Call Bell (Good Quality)	
60.	Permanent Marker (Luxor/Camlin)	
61.	File Covers (Duly Printed in the name of the University)	
62.	Ink Stand (Boss) a) Big b) Medium c) Small	
63.	Meeting folder (Duly printed in the name of the University) {Boss} a) Leather/Regzine (444,778) b) Plastic ( Neeraj/Worldone)	
64.	Photo Paper- (Desmart/Oddy) a) 130 Gsm b) 150 Gsm c) 240 Gsm	
65.	Multi Colour Paper A4 (Oddy)	
66.	Pen Holder: Plastic (Omega/Boss)	
67.	Envelopes- Yellow laminated;(To be printed as per design/contents given by the University) a) 9" x 4" b) 11" x 5"	



	c) 10" x 12" d) 12" x 16" <b>(Rate to be quote for 1000 envelopes each)</b>	
68.	Clip File- A4 (Neeraj)	
70.	C.D. (Moser Baer/Sony)	
71.	D.V.D.( Moser Baer/Sony)	
72.	CD Mailer (Oddy)	
73.	Paper Tray Plastic (Omega/Boss)	
74.	Dampener (Boss)	
75.	Paper Shredder (Oddy)	
76.	Paper Flags (Oddy/Desmart) 25mm x 75mm x 3 Colors	
77.	Officer's Table Top (Boss)	
78.	Dak Pad (Neeraj)	
79.	Stapler Pin Remover (Kangaroo)	
80.	White Board Marker Ink -15 ml (Luxor/Kores)	
81.	Printer Cartridge (HP) a) 88A (Single Pack) b) 88A (Dual Pack) c) 12A (Single Pack) d)12A (Dual Pack)	

**Note: The brands mentioned above for the individual items are indicative to give an idea about the quality of the required items. In case of any deviation from the above brands/specifications, the same needs to be mentioned 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:.....  
Date:.....

Signature:.....  
Name:.....  
Designation:.....