

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, 2468361, Website [www.cukashmir.ac.in](http://www.cukashmir.ac.in)

Tender No.: CUKmr/Pur/F.No.216/13

Dated: 18.11.2013

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. í í í í í ..í .
- b) Date í í í í í í í í í .í í í
- c) for Rs. í í í í í í í í í .í í í .
- d) Drawn on í í í í í í í í í ..

**4. Cost of Tender Document:**

(To be deposited in case of Downloaded Tender Document)

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

**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 2013-14, 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 obtained 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 10.12.2013 (05:00 pm). The tender will be opened on 11.12.2013 at 02:00 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 on the negotiated rates.
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. However, the EMD of successful bidder/s shall be returned only on successful supply of items mentioned on Purchase Order.

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 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 valid for a period of one year from the date of issuance of Purchase Order. During this period the University may place repeat orders as per the requirements of the University.
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 University shall deduct the taxes if any at source at the prevalent rates.
17. 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 tenders without assigning any reasons whatsoever. There is no obligation on the part of the University to communicate with unsuccessful tenderers.
18. The University at its discretion may relax any of the condition/s prescribed in the NIT.
19. The whole tender document shall be submitted by the Tenderer 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.
20. 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.
21. The Tenderer shall be required to furnish an undertaking on their letter heads duly sealed & signed to the effect that the terms & condition of the tender document shall be binding on them and they will abide by all the terms & conditions of the tender document.
22. 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.216/13

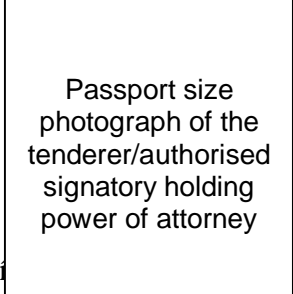
Date: 18.11.2013

Sd/  
**REGISTRAR**

**BIDDER’S PROFILE**

**(PART –A)**

- 1. Name of the bidder í í í í í í í í í í í í í í í í í í í ..í í í í
- 2. Name of the authorized signatory (whose photograph is affixed)  
Mr/Ms/Mrsí í í í í í í í í í í í í í í í í í í
- 3. Permanent address of the firm/dealerí í í í í í í í í í í í í í í í í  
í ..í í í
- Tel. No. (with STD Code) (O) í í í í í í ..í (Fax) í ..í í í í í í í  
(R) í í í í í í í .. (Mobile) í í í í í í í



- 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 í í í í í í í í í ..í í í í í í í í í í í í  
í í
- 6. Bidders bank, its address and his current account  
numberí ..í í í í í í í í  
í ..
- 7. Permanent Account Number, Income Tax Circle (Please enclose details if IT Returns of last three years separately with documentary proof)  
í í í í í í í í í í í í í ..í í í í í í í í í í í í í í í í í í ..í í í í í í ..í

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>
1.	Stapler (Kangaroo/Kores or other reputed brand)
	a) Large (23/17)
	b) Medium (24/6)
	c) Small (10)
2.	Staples (kangaroo or other reputed brand)
	a) Large (23/17)
	b) Medium (24/6)
	c) Small (10No)
3.	Pilot V5 (Luxor)
	(Blue, Black, Red, Green)
4	0.5 Pilot Pen (Luxor)
	Blue, Black, Red, Green
5	Ball point Pen (Cello/Butterflow/Any other reputed brand)
	(Blue, Black, Red).
6	Correction Pens/Fluid (Cover IT Camlin)
7	Highlighter Broad Type (Luxor/Kores or any other reputed brand)
8	Calculator (Citizen) CT-512(12 digits)
9	Desktop Calculator (Citizen) CT-600 C & V-(CT444)
10	Rubber bands(Rate per box/Kg)-Any reputed brand
11	File Covers (Transparent)-Worldone/Any other reputed brand
12	Paper (Bilt image/Power)
	a) A4
	b) A3
	c) FS/legal
13	Photo Paper (130GSM/150/ 240 GSM/275 GSM)-50 & 20 sheet set (Desmat/ Any other reputed brand)
14	Eraser (non-dust) 20 Noø in a Box (Any reputed brand )
15	Sharpener (Natraj/ Markline or any other reputed brand)
16	Carbon-A4 (Saphire/Kores/ any other reputed brand)
	a) Double Sided
	b)Single Sided
17	Tape Roll-1" 60 mtr (Cello or other reputed brand)
18	Packing Tape Roll (Brown)6 2" (Any reputed brand)
19	Sticker Sheets(Desmart or other reputed brand) A4
20	Adhesive stickers (Stick Slip Pads) (3x3) (Desmart/Any other reputed brand)
	12 Pads in a Box

21	Attendance Register Full size) 2Q . (Any reputed brand)
22	Log Book (Standard size) a) 4Q (Duly Printed in the name of University 500 Nos)
23	Punch (kangaroo/ kores or any other reputed brand)
	a) Commercial
	b) Single
24	Stamp Pad ó Blue , Black & Red-(Supreme/Kores/Any other reputed brand)
	a)Large
	b) Medium
25	Stamp pad Ink/Ink Re-fills (Kores/Any other reputed brand) 10ml
26	Normal pens (Reynolds/Cello or other reputed brand)
	(Blue, Black, Red, Green).10 pens in a Box
27	CD- Marker (Luxor/kores or any other reputed brand)
28	Ink Stand/Pen stand (Black) (Any reputed brand)
	a)Big Size
	b)Small Size
29	Cloth duster (Good Quality)
30	File Flaps with Nylon Lace
31	Index file covers (Any reputed brand)
32	File Covers (Duly Printed in the name of University) Quantity : 10000 No's
	(As per sample available in the office)
33	PVC sheets (Transparent /coloured) a)A4
	b)Legal file size
34	Bond Paper (Desmat or any other reputed brand)
	(100/130/150/240 /275 GSM)
35	Tracing paper A4 (90/95 GSM) (Any reputed quality)
36	Tracing paper Rolls (90/95 GSM) (Any reputed quality)
37	Drawing sheets
38	Paper Weight (Square/Rectangular/Round) -Any reputed brand
39	File Tags(White) Any reputed brand
40	File Tags (Nylon) Any reputed brand
41	Record Laces (Rate/Bundle) Any reputed brand
42	Push Pins (Plastic Head) Any reputed brand
43	Alpines (pony/Kores any other reputed brand)
44	Pin cushion with magnet (Omega any other reputed brand)
45	Cutter (Medium)-(Infinity/ any other reputed brand)
46	Writing pad óworldone any other reputed brand)
	Non-Spiral: Medium-33/22 No. (20/60/100 pages)
	Spiral :Medium-33 22 No. (20/60/100 pages)

47	Blank registers (Valley/Ashoka/Valley or any other reputed brand)
	a) 1Q
	b) 2Q
	c) 3Q
	d) 4Q
48	Attendance Register Full size) 1Q & 2Q
49	Short hand note books(100 Page)- Any reputed brand
50	Table Top(Superior)-Black(8mm) Elegant or any other reputed brand
51	Pen Holder: Plastic (Omega/ any other reputed brand)
	Envelopes of following sizes (Yellow laminated):
	(To be printed as per design/ contents given by the University)
	a)10"X12" (Quantity: 10000Nos)
	b)9ö X 4ö (Quantity:15000Nos)
	c)11ö X 5ö (Quantity:10000 Nos)
	d)12ö X 16ö (Quantity:5000 Nos)
52	Envelopes (Large size) with gauze) 10"X12 (Quantity: 10,000Nos)
53	Envelopes (Large size) with gauze) 12X16 (Quantity: 15000 Nos)
54	Clip File-A4 (World One/ Any other reputed brand)
55	Officerø pen: Purple, Blue, Black, Green- (Uniball Macro/ Any other reputed brand)
56	File flags (Desmart any other reputed brand)
57	Fevi Stick; 15gms (Kores or any other reputed brand)
58	Signature Pen (Luxor/ Any other reputed brand)
59	White Board Duster (Kit Kat/ Boss or any other reputed brand)
60	Report File (worldone or any other reputed brand)
61	Ring File (medium) any reputed brand
	a)A4
	b)A5
62	Binding combs (plastic) any reputed brand
	a) 40 page
	b) 60 page
	c) 100 page
63	Graph paper A4 & A3
64	Q-Pads (3X3)/ Any other size. (Any reputed brand)
65	White Board Marker (Luxor or any other reputed brand)
66	Leaf Folder (Secure-X or or any other reputed brand)
	a) Legal
	b) A4
67	CD Mailer any reputed brand
68	Scissors (infinity/any other reputed brand)

69	Tape Dispenser (Omega/Tango/ any other reputed brand)
70	Scales (Steel 12") Any reputed brand
71	Paper Tray Any: plastic (Any reputed brand)
72	Engagement Pads (Calendar/Diary type) -Any reputed brand
73	Permanent Markers (Kores/Luxor)
74	Visiting card Holders (Diary Type) 240 Cards
75	Numbering Machine (Mechanical)
76	Pen Drive (04/08/16 GB) (Kingston/Moser Baer or Any reputed brand)
77	Pencils ( Natraj or Any other reputed brand)
78	Dispatch Registers 1Q, 2Q, 3Q, 4Q etc (Any reputed brand)

***Note: In case of any deviation from the prescribed specifications, please mention the same separately. Also the quantities mentioned are indicative & are subject to increase or decrease as per the requirements of the University.***



**Declaration to be furnished on the letterhead of the Tenderer/s**

It is certified that the information furnished in the Bid submitted by us in response to your NIT for the Supply of General Stationary Items is correct. We have gone through the terms and conditions stipulated in the Tender Document and undertake to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:í í í í í í í í í ..

Signature:í í í í í í í í í í

Date:í í í í í í í í í í

Name:í í í í í í í í í í í ...

Designation:í í í í í í í í í

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