

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

Tender No: CUKmr/Pur/F.No.449/15/75

Dated: 08.06.2015

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 .
- b) Date 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 .
- d) Drawn on 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 .
- 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 No. 7 of 2015 for Supply of General Stationery Items.

Sealed tenders are invited from reputed Stationers/Distributors registered with appropriate agency having a valid TIN from the Commercial Taxes Department for the supply of various **General Stationery Items** for the year 2015-16, on below mentioned terms and conditions. The details of the items along with their specifications is given in the Financial bid. Tender Document can be had from the Transit Campus of the University located at Sonwar, Srinagar on the payment of Rs 500/ or can be downloaded from the University website: www.cukashmir.ac.in. The downloaded tender documents should be accompanied by a DD of Rs 500/ as cost of Tender Document. Interested parties may submit their offers duly superscripted "Supply of General Stationery Items" along with a D.D of **Rs.20,000/** as EMD drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K) in sealed envelopes on or before 30.06.2015 (03:00 pm). The tender will be opened on 01.07.2015 at 02:00 pm at the Transit Campus, Sonwar- Srinagar (J&K). Those bidders who wish to attend tender opening may do so.

TERMS & CONDITIONS

1. The bidders shall submit the Tender in prescribed format available in the University against cash payment of Rs. 500/- or else the same can be downloaded and 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.
2. The bidders should submit an EMD of Rs. 20,000/- (Rupees Twenty thousand only) with their quotation in the form 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. *(Note: The cost of the tender document should not be merged with the EMD).*
3. The EMD will be returned to the unsuccessful bidders after finalization of the tendering process. However, in case of successful bidders, the EMD shall be released after executing the supplies and submission of Performance Security to the tune of 5% of the first Purchase order value.
4. The whole tender 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.
5. 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 amendment at any time prior to the last date for submission of bids.
6. Quotations received late, improperly sealed, with incomplete marking or with overwriting/corrections in the quotation document are liable to be rejected.
7. Once the bidder submits the tender, it would be presumed that he/she has understood and accepted all the terms and conditions given in this NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
8. The bidder should submit copies of PAN and TIN Registration Certificate along-with the Tender Document.

9. Tender should be accompanied with the latest Tax (VAT) Clearance Certificate on the prescribed Format.
10. The University reserves the right to relax any condition enumerated or arising out of this Tender notice, without assigning any reason/s thereof.
11. The University reserves the right to out-rightly cancel the tender without assigning any reason/s thereof.
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 a 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, rate written in words will be considered for calculation / payment purposes.
17. Rates quoted should be inclusive of all taxes and FOR Central University of Kashmir, Srinagar.
18. Rates quoted against any items without mentioning the Brand/Quality shall be rejected. 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 tender is entirely vested with University which reserves the right to accept or reject any or all the tenders without assigning any reason thereof. No correspondence in this regard shall be entertained.
19. The bid will be opened on 01/07/2015 at 02:00 pm in presence of 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. The successful bidder shall have to provide samples of all the items within 7 days of issuance of such notice. In case of failure or due to inferior quality, the University reserves the right to take action against the bidder.
23. The bid shall be valid up to 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 shall be as per the delivery schedule specified in the purchase orders.
24. 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 awarded to next bidder (L2) on the L1 rates.

25. In case the selected bidder delays the supply or fails to deliver the stationery as per the purchase 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.
26. All the supplies made under this tender notice will 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 event, the EMD shall stand 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.
27. The rates finally accepted and approved shall remain in force till fresh rates are determined or one year from the date of issuance of the first Purchase Order, whichever is later. Item offered in the tender can be re-ordered at the same rate, under same terms & conditions during the above period.
28. The University reserves the right to negotiate the rates with the lowest bidders.
29. After acceptance of the tender by the University, the tenderer shall have no right to withdraw his Tender or claim higher price.
30. The successful bidder shall have to deposit 5% of the total value of the first purchase order as Performance Security in the form of DD in favor of Central University of Kashmir which shall be refunded 60 days after the successful completion of the contract period. In case of unsatisfactory supplies, the Performance Security shall be forfeited.
31. The University shall deduct the taxes, if applicable, at source.
32. In case of any dispute arising out of 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.449/15/75

Date: 08.06.2015

Sd/

REGISTRAR

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

S. No.	Name of the Item	Rate per unit
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)	
4.	Calculator (Casio/Orpat) 12 digits with check & correct; Medium size	
5.	Desk top Calculator (Casio/Orpat) 12 digits with check & correct; Large size	
6.	Eraser -Non Dust (Linc)	
7.	Alpines (Pony)	
8.	File Flaps with cotton laces (Good Quality)	
9.	Highlighter Broad (Luxor/Camelin)	
10.	Paper (Image/Power) a) A3 b) A4 c) FS	
11.	Officer's Pen (Uniball Eye)	
12.	Scale - Stainless Steel (Good Quality)	
13.	Pencil (Natraj/Faber Castel)	
14.	Awls- Steel(Good Quality)	
15.	Push Pins)-Plastic Head (Good Quality)	
16.	File Covers- Transparent (Good Quality)	
17.	Paper Weight- Rectangular/Oval (Good Quality)	
18.	Carbon -Double & Single (Kores- Sapphire)	
19.	Tape Roll- Transparent 1"-30 mtrs (Wonder 555/JK)	
20.	Pin cushion with magnet (Omega)	
21.	Paper clips/U-Pins (Oddy)	
22.	Binder clips (Oddy) a) 15mm b) 25mm c) 30mm d) 42mm	
23.	Sticker Sheets(Desmart/Bilt)	
24.	Tape Roll- Brown 2"-30 mtrs (Wonder 555/JK)	

25.	Address Labels (Desmart/Bilt)	
26.	Adhesive Stickers/Sticky Slip Pads (Desmart/Bilt)	
27.	Writing pad – Spiral, 33 No. (Duly printed in the name of the University) a) 80 Pages b) 50 Pages	
28.	Ring File- Medium (Good Quality)	
29.	Pen-type Highlighter (Luxor/Camelin)	
30.	White Board Marker (Kores/Luxor)	
31.	Scissors - Medium (Good Quality)	
32.	Correction Pens/Fluid (Camlin/Faber Castel)	
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 (Kit Kat/Oddy)	
36.	Cutter (Good Quality) a) Small b) Medium	
37.	Stamp Pad Ink (Kores) a) Small b) Medium c) Large	
38.	Blank Registers (Good Quality) a)100 Pages b)200 pages c)400 Pages	
39.	File Tags (Good Quality) a) Cotton b) Nylon	
40.	Tape Dispenser (Omega)	
41.	Glue Stick (Kores)	
42.	AdhesiveTube (Fevicol)	
43.	Report File (Good Quality)	
44.	Gel Pens Normal (Cello/Lync/Reynolds)	
45.	Ball Point Pens Normal (Cello/Lync/Reynolds)	
46.	Pilot Pens Hi-Techpoint (Luxor) a) 0.5 b)V5 c) V7 Grip	
47.	Sharpener (Natraj)	
48.	Visiting Card Holders-Diary Type (Good Quality)	

49.	Envelopes with gauze (Duly printed in the name of the University) a) 10" x 12" b) 12" x 16" (Rate to be quote for 1000 envelopes each)	
50.	CD Marker (Luxor/Kores)	
51.	Index File Covers (Good Quality)	
52.	Attendance Register- Standard size (Good Quality)	
53.	Log Book (Duly printed in the name of University) {Standard size, Good Quality}	
54.	Acknowledgement Book -Standard size (Good Quality)	
55.	Bond Paper-A4 (Bilt) a)80 GSM b)100 GSM	
56.	Pen Drive-(Kingston/Sony/ScanDisk) a) 8 Gb b) 16 Gb	
57.	Q-Pads (Good Quality)	
58.	Record Laces (Good Quality)	
59.	Cordless Remote Bell (Good Quality)	
60.	Mechanical Call Bell (Good Quality)	
61.	Permanent Marker (Luxor)	
62.	File Covers (Duly Printed in the name of the University)	
63.	Ink Stand (Good Quality) a) Big b) Medium c) Small	
64.	Meeting folder (Duly printed in the name of the University) {Good Quality, standard size} a) Leather b) Regzine c) Plastic	
65.	Photo Paper- (Desmart/Oddy) a)130 Gsm b) 150 Gsm c) 240 Gsm	
66.	Multi Colour Paper A4 (Oddy)	
67.	Pen Holder: Plastic (Omega)	
68.	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" (Rate to be quote for 1000 envelopes each)	
69.	Clip File- A4 (Neeraj)	
70.	File Flags(Oddy/Desmart)	
71.	C.D. (Moser Baer/Sony)	
72.	D.V.D.(Moser Baer/Sony)	
73.	CD Mailer (Good Quality)	
74.	Paper Tray Plastic (Good Quality)	
75.	Dampener (Good Quality)	
76.	Paper Shredder (Oddy)	
77.	Dispatch Registers (Choice) a) 2Q b) 4Q	
78.	Stapler Pin Remover (Kangaroo)	
79.	Slip Pads -33 No (Valley) a) 80 Pages b) 20 Pages	
80.	Paper Tape (Desmart) a) 1/2" - 30mtrs b) 1"-30mtr	
81.	Printer Cartridge (HP) a) 88A (Single Pack) b) 88A (Dual Pack) c) 12A	

Note: The brands mentioned above for the individual items is indicative, to give an idea about the quality of the required items. In case of any deviation from the above specifications, it 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: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 í