



Sher-e- Kashmir
University of Agricultural Sciences & Technology of Jammu
Administrative Block, Chatha, Jammu-180009

No: - AUJ/FVSc/2017-18/F-92(CPC)/75

Date: -21-12-2017

TENDER NOTICE FOR SUPPLY OF STATIONERY ITEMS

For and on behalf of the Vice Chancellor, SKUAST-J sealed tenders on prescribed tender form affixed with revenue stamps worth Rs. 5/- (Rupees five only) are invited from the reputed manufacturers/distributors/suppliers/stockists for supply of stationery items for a period of one year.

The tender documents shall be issued against the payment of non-refundable/non-transferable tender fee of Rs 1000/- (Rupees one thousand only) in the shape of DD drawn in favour of Comptroller SKUAST-J. The tenders are required to be submitted along with earnest money deposit of Rs. 5000/- (Rupees five thousand only) in the shape of CDR/FDR pledged in favour of Comptroller, SKUAST-J. The tender along with EMD may please be sent to the Chairman, Central Purchase Committee by speed/registered post by or before 15.01.2018.

The detailed tender document comprising i) Pre-eligibility/Technical Bid (**Annexure-I**) and Price Bid (**Annexure-II**) to be submitted in separate sealed envelopes duly super-scribed as "**Pre-eligibility Bid**" & "**Price Bid**" along with specifications, terms and conditions etc. can be obtained from the office of the Chairman, Central Purchase Committee, Dean, FVSc. & AH, SKUAST-J R.S. Pura – 181102. The Price Bids of the tenderers who will qualify all the conditions of the pre-eligibility shall only be opened as per following schedule:-

Date of sale of tender documents	:	22.12.2017 to 15.01.2018 upto 12:00 noon
Last date of submission of tender	:	15.01.2018 upto 2:00 pm
Date of opening of tenders	:	16.01.2018 or any other convenient date

The intending tenderers can download the tender document along with terms and conditions from the University Website: www.skuast.org and in that event they will have to enclose demand draft of Rs 1000/- (Rupees one thousand only) also as tender fee drawn in favour of the Comptroller, SKUAST-Jammu.

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Member Secretary (Misc.), CPC
SKUAST-J



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TENDER FORM

Cost of tender document received vide Bank Draft / Cash Receipt No. _____
Dated _____ for Rs. 1000/-

Tender for: - Stationery Items

Earnest Money amounting to **Rs. 5000/-** in the shape of Bank CDR / TDR No. _____
Dated _____ of _____ Bank enclosed.

To,

The Chairman, CPC
Dean FVSc. & AH
SKUAST of Jammu
Pura-181102

I/We _____ S/o.Sh. _____
R/o _____ /Authorized signatory of
M/S _____ hereby tender for stationery items etc. at
SKUAST-Jammu and declare as under: -

1. That I/We have sufficient experience for supply of Stationery items etc.
2. That I/We have carefully gone through the terms and conditions of the NIT and bind myself/ourselves to adhere to the quality and quantity parameters and rates.
3. That the rates quoted in the enclosed tender form have been written by me / us under my/our personal supervision and are firm.
4. That I/We shall be bound by the SKUAST Jammu's instructions regarding quality and quantity of materials and other conditions.
5. That the revenue stamps worth Rs. 5/- have been affixed by me/us.

Name and address of the tenderer

Pre-eligibility Bid

S.No.	Pre-eligibility Requirements	Remarks of the Tenderers
1	The tendering firm should have experience of satisfactory completion/ performance for supply of stationery items to Govt. /PSU/Autonomous Body amounting to minimum average of Rs.5.00 lakhs during the last 3 years (2014-15, 2015-16 and 2016-17) duly certified by the Authorized Officer.	
2	Copy of the VAT/TIN/GST Registration Certificate of the firm.	
3	Copy of the PAN of the Firm/ Proprietor.	
4	The tendering firm should have annual sales turnover of Rs.10.00 lakhs during the last 2 financial years (2015-16 & 2016-17) supported by the certified document of Sales Tax Deptt./ chartered Accountant.	
5	The tendering firm shall furnish an undertaking to the effect that the tenderer has never been black listed.	
6	Latest Income Tax/ VAT/ return/ clearance filed by the firm	
7	Bank Performance certificate	
8	Copy of Trade License issued by the Competent Authority	

Annexure-II

Price Bid

S. No.	Name of the item	Rate Quoted Per Unit (Both in figures and words)	
		In figures	In words
1.	A4 size Photostat paper a)70 gsm (Fine quality) b)75 gsm (Fine quality)		
2.	FS Size Photostat paper a)70 gsm (Fine quality) b)75 gsm (Fine quality)		
3.	A3 size Photostat paper a) 70 gsm (Fine quality)		
4.	A-4 Size paper 75 gsm in following colors: Pink Yellow /Grey Green		
5.	Short hand note book small of Assorted sizes		
6.	Short hand note book large		
7.	Ball Pens (Blue, Red, Black, Green) (with make and model)		
8.	Correcting fluid (with make and quality)		
9.	Correction pen (with make and quality)		
10.	Rubber Eraser (with make and quality)		

11.	Gum paste, 300 ml bottle of reputed brands		
12.	Glue Stick of reputed brands		
13.	Sign Pen Blue, Red, Black of reputed brands		
14.	White Board/Permanent Marker(Blue, Red, Green) of reputed brands		
15.	Hi-lighter of reputed brands		
16.	Pencil of reputed brands		
17.	Scale 12" (Steel) of reputed brands		
18.	Stapler large No. 24/6-1M of reputed brands		
19.	Stapler medium No. 10-1M of reputed brands		
20.	Stapler pins Large No. 24/6-1M of reputed brands		
21.	Stapler pins medium No. 10-1M of reputed brands		
22.	Paper pin packet of reputed brands		
23.	Paper weight (Plastic)		
24.	Envelopes full size A3		

	(Laminated)-yellow 70 gsm (Fine quality)		
25.	Envelopes A 4 size (Laminated)-yellow 70 gsm (Fine quality)		
26.	Envelopes 11"x 5"(Laminated)-yellow 70 gsm (Fine quality)		
27.	Envelopes 11"x 5" white 70gsm		
28.	Envelopes 9"x 4" white 70 gsm (Fine quality)		
29.	Dak Pad folder		
30.	Transparent file cover A4 size medium quality (With two normal pockets)		
31.	Transparent file cover FS size		
32.	Superior transparent file cover A4 size		
33.	File tags large		
34.	File tags small		
35.	File flaps (With corner cloth pasted)		
36.	File Covers duly cover page printed		
37.	File Flags		
38.	Awl Plastic		
39.	Awl Metal		
40.	Adhesive Tape Transparent (60 mtr) ½" (60 mtr)		

	1" (60 mtr)		
41.	Adhesive Tape Brown / Coloured 2" (60 mtr) 1" (60 mtr)		
42.	OHP transparencies		
43.	Attendance Register of standard size		
44.	Register 144 Pages (Ruled)		
45.	Register 192 pages (Ruled)		
46.	Register 240 pages (Ruled)		
47.	Plastic paper clips		
48.	Pencil Sharpener		
49.	Safety knife, small		
50.	Punching machine Medium size		
51.	Pin cushion		
52.	Call bell (Model and make) (Electronic/ Manual		
53.	Scissors, large		
54.	Scissors, Medium		
55.	Stamp Pad Large		
56.	Stamp Pad Medium		
57.	Note sheets (Green FS size) 70gsm		
58.	Fax Roll Fine quality		

59.	CD blank Re-Writeable (Make/Specifications)		
60.	CD blank Writeable (Make/Specifications)		
61.	DVD Blank Writeable (Make/Specifications)		
62.	DVD Blank Re-Writeable (Make/Specifications)		

Terms & Conditions of NIT:

1. The tenders shall only be entertained on the prescribed form of the University duly signed each & every page by the tenderer containing i) Pre-eligibility Bid (**Annexure-I**) and Price Bid (**Annexure-II**) to be submitted in separate sealed envelopes duly super-scribed as “**Pre-eligibility Bid**” & “**Price Bid**”. The Price Bids of the tenderers who will qualify all the conditions of the pre-eligibility, shall only be opened.
2. The tender is liable to be rejected if it contains mutilation, overwriting and corrections without due attestation by the tenderer.
3. The tender must be accompanied with earnest money amounting to **Rs. 5000/-** in the form of CDR / TDR in favour of **Comptroller, SKUAST of Jammu**. Tenderers who download the tender form from University website shall have to remit tender fee of Rs.1000/- in form of DD drawn in favour of Comptroller, SKUAST-J. No tender without CDR shall be entertained. The CDR/EMD of unsuccessful tenderers shall be released within one month of the finalization of contract. CDR of successful tenderer shall be released within one month after successful completion of the contract.
4. Conditional tenders shall be rejected out rightly.
5. The envelope in which tender is submitted must be super-scribed as “**Tender for Supply of Stationery Articles for SKUAST of Jammu**”.
6. The Competent Authority i.e. SKUAST –Jammu reserves the right to revise or alter the specifications of the stationery items before acceptance of the tender.
7. Late, delayed, tenders submitted after stipulated time shall not be entertained

8. The rates quoted should be **inclusive of all taxes / VAT etc. and FOR destination within the periphery of 25 kms and items to be delivered within 7 days from the date of issuance of purchase order.**
9. The offer shall be valid up to one year from the date of issue of rate contract **which can be extendable** depending upon performance of the approved supplier.
10. 100 % payment shall be made on supply of stationery articles submission of bills of cost duly certified and authenticated by the indenter / supervisory committee, if any.
11. The tenders must reach the **Chairman, Central Purchase Committee, Dean, FVSc. & AH, SKUAST-J R.S. Pura – 181102** not later than the specified date and time as stipulated in the NIT. If the date on which the tenders are to be received / opened is declared as a public holiday, the tenders shall be received and opened on the next working day.
12. The tenders will be opened as per the date and time specified in the NIT. The tenderers / their authorized representatives are at liberty to be present at the time of opening of the tenders.
13. The Competent Authority of SKUAST-J does not bind itself/himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender or portion of the quantity offered and the tenderer shall supply the same at the quoted rates.
14. The successful tenderer shall not in any case sublet the contract in full or any part thereof to third party.
15. The successful tenderer shall have to execute an agreement with the University within 15 days from the date of allotment of the contract.
16. All questions, disputes, or difference arising under and out of / in connection with the contract shall be subject to the Courts at Jammu (J&K).
17. The contract can be terminated at any time during the currency of the rate contract, if any of the conditions of the contract are violated by the tenderer.

In the event of reduction of prices by the Principal Manufacturers, the same shall be applicable to this University.

18. The stationery items quoted should conform to relevant National Standards.

19. The rates of the stationery items shall be decided purely on the basis of quality and price, therefore, samples for each item should be provided in a separate sealed Bag / Envelope alongwith the tender duly tagged/stamped by the tenderer, failing which the tender will not be entertained.

20. Rates should be quoted both in words and figures.

**Member Secretary (Misc.), CPC
SKUAST-J**