



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

*No. AUJ/Accts/CPC/2017-18/81*

*Dated: 26-02-2018*

**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/stockists/suppliers for supply of stationery items for the period 2017-18.

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 (Dean), F.V.Sc. & A.H, SKUAST-Jammu, R.S. Pura-181102** by speed/registered post by or before 22-03-2018 up to 12:00 PM.

The detailed tender document comprising 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**" along with specifications, terms and conditions etc. can be obtained from the office of the Chairman, Central Purchase Committee/ Comptroller, SKUAST-J, Chatha, Jammu. 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  | : | 28-02-2018 to 22-03-2018 up to 12:00 pm           |
| Last date of submission of tender | : | 22.03.2018 up to 3.00 pm                          |
| Date of opening of tenders        | : | 23.03.2018 at 1.00 pm or any other convenient day |

The intending tenderers can download the tender document along with terms and conditions from the University Website: [www.skuast.org](http://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.

**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  
 SKUAST of Jammu

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 of 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**

**Annexure-I****Pre-eligibility Bid**

| <b>S.No.</b> | <b>Pre-eligibility Requirements</b>  | <b>Remarks of the Tenderers</b> |
|--------------|--|---------------------------------|
| 1            | The tendering firm should have supplied of stationery items to Govt./PSU/Autonomous Body amounting to minimum average of Rs.3.00 lakhs during the last 3 years(2014-15, 2015-16 and 2016-17) supported by purchase orders. |                                 |
| 2            | Copy of the VAT/TIN 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.6.00 lakhs for 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            | Copy of Trade License issued By the Competent Authority  |                                 |

## Annexure-II

Price Bid

| S. No. | Name of the item   | Rate Quoted Per Unit<br>(Both in figures and words) |          |
|--------|--|---|----------|
|        |  | In figures  | In words |
| 1.     | A4 size Photostat paper<br>a)70 gsm (Fine Quality)<br>b)75 gsm (Fine Quality)                      |   |          |
| 2.     | FS Size Photostat paper<br>a)70 gsm (Fine Quality)<br><br>b)75 gsm (Fine Quality)                  |   |          |
| 3.     | A3 size Photostat paper<br>a) 70 gsm (Fine Quality)  |   |          |
| 4.     | A-4 Size paper 75 gsm (Desmat, Biet) in following colors:<br>Pink<br><br>Yellow /Grey<br><br>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 100 gms 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)-<br>yellow 70 gsm (Fine Quality)                 |  |  |
| 27. | Envelopes 11"x 5" white 70gsm   |  |  |
| 28. | Envelopes 9"x 4" white 70 gsm<br>(Fine Quality)                               |  |  |
| 29. | Dak Pad folder  |  |  |
| 30. | Transparent file cover A4 size<br>medium quality (With two normal<br>pockets) |  |  |
| 31. | Transparent file cover FS size  |  |  |
| 32. | Superior transparent file cover A4<br>size                                    |  |  |
| 33. | File tags large   |  |  |
| 34. | File tags small   |  |  |
| 35. | File flaps (With corner cloth<br>pasted)                                      |  |  |
| 36. | File Covers duly cover page<br>printed  |  |  |
| 37. | File Flags  |  |  |
| 38. | Awl Plastic   |  |  |
| 39. | Awl Metal   |  |  |
| 40. | Adhesive Tape Transparent (60<br>mtr)<br>½" (60 mtr)<br>1" (60 mtr)           |  |  |

|     |  |  |  |
|-----|--|--|--|
| 41. | Adhesive Tape Brown / Coloured<br>2" (60 mtr)<br>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<br>(Model and make)<br>(Electronic/Manual)         |  |  |
| 53. | Scissors, large  |  |  |
| 54. | Scissors, Medium   |  |  |
| 55. | Stamp Pad Large  |  |  |
| 56. | Stamp Pad Medium   |  |  |
| 57. | Note sheets (Green FS size)<br>70gsm                         |  |  |
| 58. | Fax Roll<br>Fine Quality                                     |  |  |

|     |   |  |  |
|-----|---|--|--|
|     |   |  |  |
| 59. | CD blank Re-Writeable<br>(Make/Specifications)  |  |  |
| 60. | CD blank Writeable<br>(Make/Specifications)     |  |  |
| 61. | DVD Blank Writeable<br>(Make/Specifications)    |  |  |
| 62. | DVD Blank Re-Writeable<br>(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 / FDR in favour of **Comptroller, SKUAST of Jammu**. Tenderers who download the tender form 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 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 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 the acceptance of the tender.
7. Late, delayed, incomplete tenders and amendments / additions to the tender after opening of the same will not be accepted.
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 for six months from the date of opening of tenders.
10. 100 % payment shall be made on supply of stationery articles submission of bills of cost.
11. The tenders must reach the **Chairman, CPC (Dean), F.V.Sc. & A.H, SKUAST-Jammu, R.S. Pura-181102** not later than the specified 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 on 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 as per their approved price list.
18. The stationery items quoted should conform to 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, failing which the tender will not be entertained.**

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