



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
**BASAR**  
**Nirmal District , Telangana -504107**

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**Ref: RGUKT-B/General Stationery/RC/2023, Dated.10.06.2023**

**NOTICE INVITING QUOTATION**

**FOR SUPPLY OF STATIONERY ON RATE CONTRACT**

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders from the interested and eligible bidders for supply of stationery items to RGUKT, Basar for One Year which is extendable further another one year on the same rates, terms and conditions, with mutual consent of both parties.

Description	:	Rate Contract for supply of stationery items
NIT No	:	RGUKT-B/stationery/RC/2023
Processing Fee	:	<b>Rs.5000/- (Non-refundable)</b> (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
EMD	:	<b>Rs.50,000/-</b> (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
Bid Validity period	:	1 Year
<b>Last date for submission</b>	<b>:</b>	<b>17.06.2023 by 05:00PM</b>
<b>Bid opening Date/Time</b>		<b>21:06.2023 by 11:00 AM</b>

**Tender for supply of Stationary Items**

Bidders are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

**TENDER DUCUMENT CONSISTS OF THE FOLLWING**

- I. Eligibility criteria.**
- II. General instruction to the bidders**
- III. General terms and conditions of contract**
- IV. Technical bid (Annexure -I)**
- V. Financial bid (Annexure -II)**
- VI. Proforma of undertaking**

**ELIGIBILTY CRITERIA**

1. The bidder must have minimum of 3 years of experience of supplying the stationary items in bulk to Govt. Departments/PSUs/organizations. Copies of such Purchase Orders (of Rs. 10 lac or more) received during each of the last three financial years should be enclosed.
2. Annual turnover should be Rs. 75 lacs or more during last three financial years i.e 2019-20, 2020-21 and 2021-22 to be submitted along with the technical bid.

3. The bidder must have valid PAN number and GST No photocopy of PAN CARD of the firm/Dealer/proprietor and GST tax return for last 3 years is to be submitted with the technical bid.

### **INSTRUCTIONS FOR THE BIDDERS**

1. Sealed tenders are invited from reputed suppliers fulfilling the eligibility criteria mentioned in the tender document for the supply of stationary items as per the list enclosed.
2. The Tender will be opened in the presence of the authorized representatives of the tenderers, who wish to be present at that time. Technical Bids will be scrutinized, by an evaluation committee constituted by the Director to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, who's Technical Bids are accepted, will be opened in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.
3. The validity of rates quoted will be for a period of one year from the date of award of contract. However, the Director may extend the validity for further period of one year on same terms, conditions and rates.
4. The tenders are to be submitted as per two bid system i.e. Technical bid and financial bid. Technical bid should contain the papers to fulfill all the eligible criteria, proofs of experience, proofs of turnover, proofs of address, undertaking as per instructions etc. Financial bid should contain the rates quoted for the services to be provide as per the instructions given in this tender document.
5. Bothe the bids should be submitted in two separate envelopes super scribed as "Technical Bid" and "Financial bid" for supply of stationery items respectively. An EMD of Rs. 50,000/- and non refundable amount Rs.5000/- in the form of DD of any nationalized bank should be placed at the top of the technical bid. Both the envelopes containing technical and financial bid should be put in a third sealed envelope and should be super scribed "Tender of supply of stationery items". Sealed tenders should be addressed to the Director, AB-III, RGUKT,Basar.
- 6. Documents to be attached with technical Bid**

- a. Original tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b. Complete annual turnover reports for last 3 years i.e. 2019-20, 2020-21, 2021-22
- c. Photocopy of PAN of the Firm/Company/Proprietor.
- d. Photocopy of GST no tax return in for last 3 years i.e. 2019-20, 2020-21, 2021-22
- e. Copies of Purchase Orders (of Rs. 10 lac or more) received from Govt. Departments/PSUs/Organizations during each of the last three years i.e. 2019-20, 2020-21, 2021-22
- f. Bidder information sheet (Annexure-I)
- g. The undertaking duly signed by the tenderer.

**7. Prices:**

- a. Price should be quoted for all the items listed in Annexure –III without any overwriting/erasing/cutting.
- b. The rates should be inclusive of GST, transportation charges, packing charges etc.
- c. Conditional bid shall be rejected.
- d. Successful bidder shall not be entitled to any hike in price for any reason other than the statutory levies during the period of contract.
- e. The rate shall be quoted in figures as well as in words for all the items given in the description of items. **Bids not quoted for all the items may summarily be rejected.**
- f. Contract shall be awarded to the firm(s) offering the lowest net bundled price or item wise lowest price. RGUKT Decision is the final for the award of contract.

**8. The Director RGUKT,basar reserves the right to accept or reject any or all the tenders without assigning any reason.**

9. Evaluation of bids on the basis of assessment of general conditions and receipt of bid processing fees, EMD, Technical Bids of only qualified bidders shall be consider for evaluation by the technical evaluation committee constituted by the competent authority. Thereafter, on the basis of the evaluation of technical bid/bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation.

### **General Terms and Conditions**

1. The delivery should be made to the RGUKT,Basar, Nirmal within 5 days from the date of receipt of Purchase Order. Supplies marked as Emergency supply shall be supplied in 48 hours. In case of delay beyond the stipulated period, a penalty of Rs.500/- per day of delay will be levied. In case of rejected/returned items, the replacement is to be made within 2 days of receipt of information regarding rejection of items, else penalty @ Rs.500/- per day will be levied.
2. In case the bidder fails to supply the ordered quantity within the stipulated time limit, the office may purchase the goods from open market and recover the difference in cost of purchase from the successful bidder.
3. Payment shall be made after receipt of complete store mentioned in the purchase order. No advance payment shall be made.
4. The bidder shall not sublet, transfer or assign the tender or any thereof without the written permission of the Director RGUKT. In the event of contractor contravening this condition, the Director has right to terminate the contract.
5. In case of any disputes the decision of the Director will be the final.

Besides the items mentioned, if any other office stationery items, please quote the prices in a separate list.

#### **7. Address for sending of sealed tenders:**

The Director, AB-III,  
RGUKT- Basar,  
Nirmal District, Telangana -504107.  
Call:/. 08752255588

**Sd/-  
Director**

## **ANNEXURE-I**

### **The bidder information sheet:**

1	Name of the organization	
2	Year of establishment	
3	Complete postal address	
4	Name & Designation of Authorized person	
5	Phone No.	
6	Fax No.	
7	Email	
8	Nature of the firm (Proprietary/partnership/etc...)	
9	<b>Bank Details of the Agency:</b>	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No.	
11	TIN No.	
12	GST No.	

## Annexure - II

### Price Bid

Name of the Agency/Bidder: M/s. \_\_\_\_\_

SL NO	Material	UOM	Unit Price(inclusive of all)
1	Graph Paper normal	Each Pad	
2	Notice Board 2' X 4'	No's	
3	White Board Duster (Wood)	No's	
4	Spiral Binding Springs	Packets	
5	Notice Board Pins	Boxe's	
6	Buckets Bigg	No's	
7	Buckets Small	No's	
8	Gong Bells 12"	No's	
9	Chalk Piece	Boxe's	
10	Office Clips 26mm	Boxe's	
11	Office Clips 35mm	Boxe's	
12	Binder Clips 32mm	No's	
13	Binder Clips 51mm	No's	
14	Binder Clips 41mm	No's	
15	Certificate Covers	No's	
16	A4 Transparent Covers	No's	
17	Cash Book	No's	
18	Calling Bells	No's	
19	Calulator casio	No's	
20	Steel Dustbin	No's	
21	Duracell AA	No's	
22	Duracell AAA	No's	
23	A3 Envaloup Cloth Covers	No's	
24	Legal Envaloup Cloth Covers	No's	
25	A4 Envaloup Cloth Covers	No's	
26	8X10 Envaloup Cloth Covers	No's	
27	Legal Envaloup Yello Colour	No's	
28	Legal Envaloup Brown Colour	No's	
29	8X10 Envaloup Brown Colour	No's	
30	8X10 Envaloup White Colour RGUKT Adress	No's	
31	A4 Executive Bond Paper	No's	
32	Voucher Box File	No's	
33	RGUKT Cobra File	No's	
34	Post Size Brown Envelopes	No's	
35	Sticky Note File	No's	
36	Fevisticks	No's	
37	File Tags	Bunch	
38	L Folder Cover A4	No's	
39	First Aid Box Type 4	No's	
40	First Aid Box Type 2	No's	
41	File Punching Machine	No's	
42	Description Pad Hospital	No's	

43	Highleter Pen	No's	
44	Stamp Ink Bottle 25ml	No's	
45	Stamp Ink Bottle 100ml	No's	
46	Key Tags	No's	
47	Key Holding Lock Board	No's	
48	Letter Head RGUKT	Books	
49	White Board Marker Blue	No's	
50	White Board Marker Red	No's	
51	Marker Ink Bottle Blue	No's	
52	Permanent Marker Pen	No's	
53	Muggs	No's	
54	Material Requesitation Voucher Book	No's	
55	File Pad	No's	
56	Rough Paper Bundle	No's	
57	Drawing Sheet Paper 56X76CM	Ream	
58	Carry Bags 75 Microns	Packets	
59	A3 Paper Bundle	Ream	
60	Legal Paper Bundle	Ream	
61	A4 Paper Bundle	Ream	
62	Agni Ball Pen Black	No's	
63	Box File	No's	
64	Add Gell Green Pen	No's	
65	Add Gell Black Pen	No's	
66	Add Gell Red Pen	No's	
67	Reynolds Jetter Ball Pen Blue	No's	
68	Butterfly Red Pens	No's	
69	Uniball Green Pen	No's	
70	Uniball Red Pen	No's	
71	Uniball Blue Pen	No's	
72	Uniball Voilet Pen	No's	
73	5 Star Ball Pen Blue	No's	
74	5 Star Ball Pen Red	No's	
75	Reynolds Red Pen	No's	
76	Fine Grip Blue Pen	No's	
77	Add Gell Blue Pen	No's	
78	Spiral Scripling Pad	No's	
79	Normal Scripling Pad	No's	
80	A4 Colour Paper	Ream	
81	Paper Cutter 9mm	No's	
82	Pencil	No's	
83	Paper Weight	No's	
84	Dumper Pad	No's	
85	Gum Bottle	No's	
86	Stamp Inkpad Bigg	No's	
87	Stamp Inkpad Small	No's	
88	Pad Lock Bigg Size	No's	
89	Pad Lock Small Size	No's	
90	Pen Stand	No's	
91	Graf Paper	No's	
92	Carban Paper	No's	
93	Loin Pins	Boxe's	

94	Petrol Log Book	No's	
95	Inward Register	No's	
96	Outward Register	No's	
97	Stock Register 100 Page	No's	
98	Stock Register 300 Page	No's	
99	Green Ribben	No's	
100	Staf Attendance Register	No's	
101	400 Page Register	No's	
102	300 Page Register	No's	
103	200 Page Register	No's	
104	100 Page Register	No's	
105	Rubber Band	No's	
106	Plastick Thread	No's	
107	Rubber Stamp	No's	
108	Student Attendance Register	No's	
109	Material Outward Register	No's	
110	Stapller Pins Small Size	Boxe's	
111	Stapller Pins 23/8 H	Boxe's	
112	Stapller Pins 24/6 M	Boxe's	
113	Ashoka Seal Sticks	No's	
114	Scisser	No's	
115	Sharpeners	No's	
116	Scetch Pen Black	No's	
117	Scetch Pen Multi Colour	No's	
118	Steel Scale	No's	
119	Glass Scale	No's	
120	Stapller Small Size	No's	
121	Stapller Bigg Size	No's	
122	RGUKT Round Seal Bigg Size	No's	
123	RGUKT Round Seal Small Size	No's	
124	Stock Entry Stamp	No's	
125	Swasthik Symble Stamp	No's	
126	Spiral Spring	Packets	
127	Spiral Binding Machine	No's	
128	Tags Student ID Card Dark Blue	No's	
129	Tags Student ID Card Light Blue	No's	
130	Tags Student ID Card Red	No's	
131	Sketch Pen Blue	No's	
132	Student ID Card Pouch	No's	
133	Spiral Sheet A4 Cover	No's	
134	Thapala Pad	No's	
135	Foam Tape	No's	
136	Brown Tape 2"	No's	
137	Brown Tape 1"	No's	
138	White Tape 2"	No's	
139	White Tape 1"	No's	
140	Plastick Tray	No's	
141	Tape Dispencer	No's	
142	Tochan	No's	
143	Brown Paper Tape	No's	
144	Tourch Light	No's	



145	Whitner Pens	No's	
146	Walky Talky	No's	
147	Plastick Dustbin	No's	
148	Eriser	No's	
149	Evereyday Battery Cells AA	No's	
150	Evereyday Battery Cells AAA	No's	
151	Student ID Card Badge Clip	No's	
152	PVC ID Cards	No's	
153	Postal Stamps	No's	
154	Department Letterheads	Books	

**Besides the items mentioned, if any other office stationery items, please quote the prices in a separate list**

**Note: 1) Brand should be superior/standard quality**

- 2) The prices quoted are inclusive of all taxes, duties, transportation, loading and unloading charges.
- 3) The Bidder is required to quote for the all items mentioned in the notice. Partial quote is liable to be rejected.

**Signature of the bidder**

# **Undertaking**

To,

The Director  
RGUKT, Basar  
Nirmal

Sir,

I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2) The firm is in this business since last three years.
- 3) The items quoted are of standard quality and workmanship
- 4) The firm is not black listed in any Govt. org./institution.
- 5) I/We give the rights to the Director to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm  
(Firms Name& Address)

(Signature of Authorised Signatory)

Name :

Designation:

Seal:

## CHECK LIST

### IMPORTANT:

The Bidder must ensure that the following details in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below, also shall have to be furnished. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid.

S.No	Particulars	Yes/No
1	Bidder Information (Annexure-I)	
2	Tender Processing Fee of Rs.5000/- by way of DD from any nationalized/Scheduled Bank .	
3	EMD Rs.50,000/- from any nationalized/Scheduled Bank	
4	Copies of Purchase Orders (of Rs. 10 lac or more) received from Govt. Departments/PSUs/Organizations during each of the last three years i.e. 2019-20, 2020-21, 2021-22	
5	Complete annual turnover reports for last 3 years i.e. 2019-20, 2020-21, 2021-22	
6	Photocopy of PAN, GST no tax return in for last 3 years i.e. 2019-20, 2020-21, 2021-22	
7	The undertaking duly signed by the tenderer	
8	Original tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender	
9	Any other details, the contractors want to submit in support of their suitability.	

**NOTE: All pages of the bid documents must be serially numbered and signed.**