



Ref: RGUKT-B/Proc/Stationery/RC/2021, dated. 26.11.2021

NOTICE INVITING TENDERS

FOR SUPPLY OF STATIONERY ITEMS 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/Proc/stationery/RC/T01/2021
Processing Fee	:	Rs.2000/- (Non-refundable) (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
EMD	:	Rs.20,000/- (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
Bid Validity period	:	1 Year
Last date for submission	:	07.12.2021 by 05:00PM
Bid opening Date/Time	:	09:12.2021 by 11:00 AM

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 DOCUMENT 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 two such Purchase Orders (of Rs. 2 lac or more) received during each of the last three years should be enclosed.
2. Annual turnover should be Rs. 10 lacs or more during last three financial years i.e 2018-19, 2019-20 and 2020-21 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 sealed tenders, complete in all respect, should be dropped in Tender Box in Procurement Section, RGUKT,basar by the stipulated date and time. Tender submitted or received after closing date and time will not considered.
3. 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, whose 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.
4. 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.
5. 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 o 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.
6. 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. 20,000/- and non refundable amount Rs.2000/- 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 itmes". Sealed tenders should be addressed to the Procurement section, AB-III, RGUKT,Basar.

7. 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. 2018-19, 2019-20, 2020-21
- c. Photocopy of PAN of the Firm/Company/Proprietor.
- d. Photocopy of GST no tax return in for last 3 years i.e. 2018-19, 2019-20, 2020-21
- e. Copies of two Purchase Orders (of Rs. 2 lac or more) received from Govt. Departments/PSUs/Organizations during each of the last three years i.e. 2018-19, 2019-20, 2020-21
- f. Bidder information sheet (Annexure-I)
- g. The undertaking duly signed by the tenderer.

8. Prices:

- a. Price should be quoted for all the items listed in Annexure –III without any overwriting/erasing/cutting.
- b. GST should be quoted separately for each item.
- c. The rates should be inclusive of transportation charges, packing charges etc.
- d. Conditional bid shall be rejected.
- e. Successful bidder shall not be entitled to any hike in price for any reason other than the statutory levies during the period of contract.
- f. 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.**
- g. Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted. Net bundled prices shall not be accepted.
- h. In case two firms offering the lowest net bundled price evaluated prices then only item-wise rate will be evaluated for those two firms and the contract will be awarded to the two firms' item-wise on L1 basis

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

10. 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. The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (inclusive of all) worked out in the price bid.

General Terms and Conditions

1. The delivery should be made to the RGUKT,Basar, Nirmal within 4 days from the date of receipt of Purchase Order. Supplies marked as Emergency supply shall be supplied in 24 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:

Procurement Section, AB-III,
RGUKT- Basar,
Nirmal District, Telangana -504107.
Call:/. 8074315707

**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	Bank Details of the Agency:	
	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	Name Of the Items	Brand	UOM	Unit Price (Inclusive of all taxes)
1	Color Paper Legal Size	Superior Quality	REAM	
2	Executive Bond Papers	Superior Quality	REAM	
3	A3 Paper bundiles	Superior Quality	REAM	
4	Gel Pens blue	(Add Gel)	10 Piece PKT	
5	Gel Pens(Green)	(Add Gel)	10 Piece PKT	
6	Damper Pads	Superior Quality	each	
7	Cello Tapes (White) 1"	Superior Quality	PKT	
8	Cello Tapes (White) 2"	Superior Quality	PKT	
9	Cello Tapes (Brown) 1"	Superior Quality	PKT	
10	Cello Tapes (Brown) 2"	Superior Quality	PKT	
11	Notice Bord Pins(Plactic nob)	Superior Quality	PKT	
12	No.2 Registers	Superior Quality	each	
13	No.3 Registers	Superior Quality	each	
14	No.5 Registers	Superior Quality	each	
15	Parmanent Markers	Camel	PKT	
16	CD Markers	Camel	PKT	
17	Pencils	(Natraj/Apsara)	PKT	
18	White board Markers Re-filling Ink (blue)	Camel	PKT	
19	White board Markers (blue)	Camel	PKT	
20	Paper Cutter	Superior Quality	each	
21	Spiral Binding Machine (A3 - 52 size)	Abhishek/kent/ Odddy/namibind	each	
22	Spiral Springs All Sizes	Superior Quality		
a	10 mm		PKT	
b	15mm		PKT	
c	20mm		PKT	
d	25mm		PKT	
23	Spiral Covers	Superior Quality	PKT	
24	Drawing Sheets		ream	
25	Fevi Sticks	Camel	box	
26	Plastick Folders	Superior Quality	PKT	
27	Envelope Covers A4 Size(11 x 14)	Superior Quality	PKT	
28	Envelope Covers Size(11x15)	Superior Quality	PKT	
29	Cloth Covers(11x14)	Superior Quality	PKT	
30	Cloth Covers(11x15)	Superior Quality	PKT	
31	Coading Machine Ink(red)	Superior Quality	box	
32	Coading Machine Sponge	Superior Quality	pkt	
33	Table Calling Bells	Camel	each	
34	Iron Scales	Camel/Natraj	each	
35	Plastic Scales	Camel/Natraj	each	
36	Pens Stands	Superior Quality	each	
37	Rubber bands(3")	Superior Quality	1/2kg	

38	Rubber bands(2")	Superior Quality	1/2 kg	
39	Whitener Pens	camel	each	
40	Gum bottles	Camel (150 ml)	each	
41	Wooden Dusters	Superior Quality	each	
42	Agni Blue Pens	Agni	PKT	
43	Agni Red Pens	Agni	PKT	
44	Agni Black Pens	Agni	PKT	
45	Staplers	(Kangaroo-HD-45)	each	
46	Staplers	(Kangaroo-10)	each	
47	Stapler Pins (24/6,26/6)		box	
48	Punching Machine	(Kangaroo DP-600)	each	
49	DVDs	(Sony 4.7GB)	box	
50	flags(Past-It Notes)	size: 1x3 and 1x1	PKT	
51	Paper Weight (Glass)	Superior Quality	box	
52	Paper weight (Rubber)	Superior Quality	box	
53	Stamp Pads	(Ashoka Self Ink)(110mmX70mm)	each	
54	Stamp Pads	(Ashoka Self Ink)(160mmx97mm)	each	
55	Lion Pins			
56	File tags(Long length)	Superior Quality		
57	Sharpners	(Natraj/Apsara)	pkt	
58	Erasers	(Natraj/Apsara)	pkt	
59	Laegal Paper(70GSM) (500 pages)		Bundle	
60	A-4 Papers(70GSM) (500 pages)		Bundle	
61	Camel Gum bottles(100ml)	Camel	each	
62	File Boards (10 PIECE)	Superior Quality	PKT	
63	Rexin Box Files (SRS9865)	Superior Quality	each	
64	Rexin Box Files (SRS9821)	Superior Quality	each	
65	L- Folders (A4 Size)	Superior Quality	box	
66	L- Folders (Legal Size)	Superior Quality	box	
67	Stock Register No.2	Superior Quality	each	
68	Stock Registers No.3	Superior Quality	each	
69	Stock Registers No.5	Superior Quality	each	
70	Scissors	Superior Quality	each	
71	Plastic Trys	Superior Quality	each	
72	Plastic with four Rows	Superior Quality	each	
73	Water Bottles (1 ltr)	Superior Quality	each	
74	Scriblling Pads-5	Superior Quality	each	
75	Sketch Pens	Superior Quality	PKT	
76	Binder Clips 12mm	Superior Quality	PKT	
77	Binder Clips 19mm	Superior Quality	PKT	
78	Binder Clips 32mm	Superior Quality	PKT	
79	Binder Clips 41 mm	Superior Quality	PKT	
80	Business Card Holder Cover-120 cards holding capacity with index A4 Size	Superior Quality	each	
81	Business Card Holder Cover-240 cards holding capacity with index A4 Size	Superior Quality	each	
82	Gems Clips (Plastic coated)	Superior Quality	box	
83	Gems Clips (Stainless Steel) Small	Superior Quality	box	

84	Gems Clips (Stainless Steel) Large	Superior Quality	box	
85	Graph Sheets Semi Log)	Superior Quality	ream	
86	Graph Sheets(Normal)	Superior Quality	ream	
87	Highlighters	Superior Quality	PKT	
88	In Ward,Out Ward Registers	Superior Quality	each	
89	Spiral Covers	Superior Quality	PKT	
90	Sketch Pens	Superior Quality	PKT	
91	Polister Thread	Superior Quality	pkt	
92	Executive Folders	Superior Quality	box	
93	Envelope Covers(Brown) legal size	Superior Quality	box	
94	Envelope Covers(Yellow) legal size	Superior Quality	box	
95	Envelope Covers(white) legal size	Superior Quality	box	
96	Files (RGUKT-Printed)	Superior Quality	No's	
97	Plastic (Button) Envelope	Superior Quality	No's	
98	Water Jugs	Superior Quality	No's	
99	Key hanging board(capacity of 30 keys)	Superior Quality	No's	
100	Threads	Superior Quality	Bundles of 500	
101	Scribbling pads	Superior Quality	No's	
102	Sticky Notes	Superior Quality	No's	
103	A4 file pad(with 4 flags)-Dak pad	Superior Quality	No's	
104	Locks	Superior Quality	No's	
105	Numbering stamp	Superior Quality	No's	
106	Letter size-white envelope		No's	
107	Self sealing Envelope		No's	
108	Self sealing with cloth mesh		No's	
109	Self sealing –highly secure, water resistant envelope		No's	
110	Large enough to handle 80 answer booklets with 12 page each -envelope		No's	
Grand Total Rs in figure and words				

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

Note: The prices quoted are inclusive of all taxes, duties, transportation, loading and unloading charges.

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:

