



**Central Purchase unit**  
**National Institute of Technology Srinagar (J&K) -190006**

Email: [cpu@nitsri.ac.in](mailto:cpu@nitsri.ac.in)

\*\*\*\*\*

***Tender Document for NIT Dated 12.07.2018 for fixing of Rate contract for the supply of Stationery items for the year 2018 -19.***

**-0-0-0-**

1. Sealed Bids are invited for the items detailed for the stationery goods on rate contract basis with detailed specifications of these goods as given in Annexure-A, in a 2-Bid system on the T&C as given in the following paras:

**I) Techno-Commercial Bid(Envelope-A), which shall contain the following:**

- (a) Proof of being manufacturer or an Authorized & registered stationery dealer in the shape of copy of registration under law in force.
- (c) PAN card of the firm.
- (d) GST registration
- (e) ITR's/Tax returns for last three years.
- (f) Bid security for Rs. 30,000/= in the form of CDR pledged in favor of Officer In-charge, Central Purchase Unit NIT Srinagar (J&K) and tender document fee Rs.500/- in the form of DD, in favor of Director, NIT Srinagar. Tender without CDR/ document fee shall be rejected.
- (h) Proof of legal status.
- (i) Bid form in the format given in Annexure-B.

**II) Price Bid(Envelope-B), containing the following:**

- (a) Rates be quoted in the format given in Annexure-C, specifying the rate of taxes and other charges included in the total quoted rates for each item.
- (b) Prices to be quoted both in words & figures. The bidder must quote rate for each item which shall be covered with a transparent tape.
- (b) The rate quoted should be FOR NIT Srinagar (J&K).
- (c) Bid price should be without over writing. However minor over writing should be clearly signed by the bidder. In case of any discrepancy between price quoted in figures and words, the price quoted in words will prevail. Bid price should be firm for the bid validity period and the contract duration. No change in rates due to any reason shall be entertained.
- (d) All duties, taxes and levies ( GST or other charges) payable, must be quoted separately.
- (e) As per SRO 129 of Government of Jammu & Kashmir, the institute is exempted from state entry tax. The Institute will provide Entry tax exemption certificate to successful bidder with supply order. The Institute is also exempted from Custom/Excise duty.

**4. Validity of Bids**

Bids shall remain valid for one year from the date of opening.

**5. Evaluation of Bids.**

- (a) The purchaser shall evaluate and compare the bids which are found Responsive. i.e.
  - (i) Properly signed.
  - (ii) Fulfill terms and conditions mentioned in this document.
- (b) Bids shall be evaluated separately for each item.

**6. Award of contract**

- (a) Contract shall be awarded to the bidder who qualifies techno- commercially and offers the lowest and reasonable rates.
- (b) Successful bidder shall be notified about the award of the contract through a supply order where-in terms and conditions of contract shall be incorporated.
- (c) The bidder shall have to supply the goods within a prescribed time-frame after receipt of the list of items with a purchase order issued by the CPU.

## **7. Payment.**

100% payment shall be made after receipt of items at NIT Srinagar as per specifications and in case of any deviation with regard to quality noticed, the supply shall be rejected by the supplier on his own risk, responsibility and cost. Repeated rejection of supply can lead the R/C terminable and the security deposit shall be forfeited and supply order cancelled.

## **8. Warranty**

(a) All items shall carry warranty as admissible as per manufacturing standards.

## **9. Settlement of disputes.**

Settlement of disputes if any shall be subject to the jurisdiction of Srinagar Courts only.

## **10. Liquidated Damages.**

If the bidder after accepting the purchase order of items, fails to deliver any or all of the items or to perform the services within the specified period, a penalty of 0.50% (half percent) of the price value of the item per week or part thereof shall be imposed. The maximum penalty shall be limited to 10% of the cost. Once maximum is reached NIT Srinagar shall proceed on its own to consider the termination of the supply order, on the risk & responsibility of the defaulting bidder.

## **11. Submission of Bids.**

(a) ***The last date for submission of bids is 08.08.2018 upto 16.00 hours.***

(b) Bids should be properly sealed.

(c) The two envelopes A & B should be separately sealed and superscripted as Techno-Commercial Bid & Price Bid. Each envelope shall carry the due date of submission, Name of the Items/Goods and Tender No. These two sealed envelopes should be sealed in a bigger Envelope with the address of the Tender receiving Officer & Tender No.

(d) Bids should be addressed to Officer In-charge, Central Purchase Unit NIT Srinagar (J&K)-190006.

(e) Bids not from Srinagar shall be dispatched sufficiently well in advance so as to reach the destination as per scheduled time & date. NIT Srinagar shall not be responsible for any delay by posts deptt. or a Courier agency.

## **12. Bid opening.**

(a) The Techno-Commercial Bid (Envelope- A) will be opened first on 09-08-2018 at 3.00PM in the o/o the undersigned. Price Bid (Envelope-B) of the qualified bidders only will be opened subsequently. Interested bidders can attend the Bid opening.

**13. Notwithstanding above, the purchaser reserves the right to reject any or all the bids received in response to this N.I.T. or withdraw it without assigning any reasons thereof.**

Officer In-charge  
Central Purchase unit, NIT Srinagar

N.B.

1. Before preparing your valuable bid kindly go through the document fully and take care of all the requirements.
2. Bidders from outside Srinagar may please send their Bids well in advance so that these are received in time.

**No. NIT/CPU/ 18/4176 Dated 12.07.2018**

**Annexure-A**  
**List of Stationery items**

<b>S. No</b>	<b>Brief description of the goods</b>
1	Blank Register plain ( 200 leaves- numbered )
2	Stamp pad ( big/small)
3	Duster cloth for glass /computers/mica tops heavy & fine Quality
4	Tags superior
5	Record lace Green superior
6	Glue stick ( big /small) 9 grams and 15 grams
7	Paper pins/clip 100 grams pack
8	Dak pad
9	White Board Marker pen Cello and like-refillable
10	Paper weight
11	Pens: V-10, V-7, V-5 Hi Tech. point, Ball pen 0.5
12	Highlighter pen Luxer and like assorted colour( Big /small)
13	Sticky ( Big/small) Promote 3"x1"
14	Stapler pin ( Big/small) Kangaroo and like No 10 and No 24x6
15	Correction fluid pen ( Zing rolling ball metal tip
16	paper cutter big
17	Scissor sheer Mega( 21.5 Cms steel Big/small)
18	Computer paper A-4 size, 75GSM
19	Tape roll (Big/Medium transparent) 2" and 3"
20	Pen drive 8GB, 16 GB,32 GB( sand disk )
21	Punch machine for A4 size paper Kangaroo
22	Table Glass Top (Boss) big and small
23	Calculator Medium size and small size ( Casio )
24	Plastic paper try ( single /double/ three shelves),heavy duty
25	Photostat/Computer paper A-4 size,75GSM
27	Slip pad small size/medium size 23No, 33 No,
28	Eraser/pencil /sharpener
29	Awl full steel, heavy duty type
30	Scale steel 12" long/18"/24"
31	Envelop ( 9"x4"), (12"x10" Cloth lined), (12"x16" bubbling) Printed with NIT Srinagar logo and name etc.
32	Cartridge 12(A), Cartridge 88(A), Cartridge HP 78(A), Cartridge 18(A)
33	Tonner for Xerox paper machine 5016/5020, 1218-D Ricoh , 1005 36 (A)

34	File cover printed with NITS logo and name 16 Kgs card board
35	File flap duly printed , 2Lb card Board
36	Pin cushion
38	Stock book ( Medium size)
39	Short hand Note Book
40	Drawing sheet 22"x18" SPB
41	stapler 24x6 No and 10 No

- Notes: 1. Quantities as per requirement shall be conveyed through a written supply order with list and quantities of each item by CPU.**
- 2.The supply for each order as given above shall be maximum 15 days.**

**Annexure -B**  
**(Tender opening format)**

**(To be filled-in by the Bidder)**

Name of the firm:- \_\_\_\_\_

Tender for supply of \_\_\_\_\_

NIT No. &Date:- \_\_\_\_\_

Technical specifications/ literature attached(if needed):-	Yes/No
Valid tax clearance certificate attached:-	Yes/ No
GST/Pan card attached	Yes/No
Registration/ Authorization /Dealership/ manufacturer certificates attached:-	Yes/ No
Revenue stamp affixed.	Yes/ No
Rates covered with transparent tape:-	Yes/ No
Bid document fee deposited:-	Yes/ No
Call Deposit Receipt enclosed:-	Yes/ No.
Bid price in Indian Rupees:-	Yes/ No
FOR NIT Srinagar:-	Yes/No
Bid without correction/overwriting:-	Yes/ No

Seal & Signature of the Supplier

