

**COLLEGE OF VETERINARY SCIENCE & ANIMAL HUSBANDRY**

**REWA**

No.327 /Store/Vety./2018

Dated 20/02/2018

To,

The IPRO,

Nanaji Deshmukh Veterinary Science University,

Jabalpur

Subject: - Regarding inviting Second tender notice for purchase of stationary for financial year 2017-2018.

Please find enclosed herewith the tender notice for purchase of stationary items for wide publicity through newspapers and its downloading from our website [www.ndvsu.org](http://www.ndvsu.org).



**DEAN**

**COLLEGE OF VETY. SCI. & A.H.**

**REWA**

**NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY**  
**COLLEGE OF VETERINARY SCIENCE & ANIMAL HUSBANDRY**  
**REWA (M.P.)**

No. 327 /Store/Vety./2018

Dated 20/02/2018

**SHORT TENDER NOTICE**

Sealed tenders are invited from the reputed firms, manufacturers and their authorized dealers, distributors for supply of Stationery Items. The tender's document including detailed specifications, terms and conditions of supply can be directly downloaded from our website [www.ndvsu.org](http://www.ndvsu.org). Tender for stationary items may be submitted with IPO/D.D as Tender Cost worth Rs.500/- along with EMD positively by Registered Post or in person on or before 27.02.2018 at 05:00 PM. Tender will be opened on 27.02.2018 at 03:00 PM.



**Dean**  
**College of Vety. Sci. & A.H.**  
**Rewa**

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**DEAN**

**TERMS & CONDITIONS OF TENDER FOR PURCHASE OF STATIONERY ITEMS  
DURING THE YEAR 2017-2018**

No.327 /Purch./Vety/2018

Dated 20/02/2018

M/s. \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. The tenders has to be downloaded from the website of the University. Tender has to be submitted along with Indian postal Order or Demand Draft of Rs.500/- in the name of the **Dean, College of Veterinary Science & Animal Husbandry, Rewa**, in envelope and mention tender cost in block letter. Tender for items must be submitted in sealed cover addressed to the undersigned by Registered Post with acknowledgement due or in person so as to reach on or before 27.02.2018 up to 05:00 P.M. The cover shall bear the address of the tenderer and superscribed with the words” **TENDER FOR STATIONARY ITEMS DURING 2017-18”**.
2. The tender without tender fees will not be valid and hence it will be rejected.
3. The tender will be opened in presence of the tenderers or their authorized representatives at 03:00 PM on 28.02.2018. In case any tenderer fails to present himself on the appointed time, the competent authority shall have the right to open any tender in the absence of the concerned tenderer or his representative.
4. The tender shall not be acceptable without the receipt of earnest money/security deposit in the shape of Fixed Deposit Receipt of Rs.10,000/- for Stationery Items issued by any Nationalized Bank duly discharged in the name of “ **Dean, College of Veterinary Science & Animal Husbandry, Rewa**” which will be refunded after the end of financial year 2017-18 with reference to adjustment of any loss by way of purchasing from other party/parties. In case of dishonoring of the indent and deliberate non supply etc. the security deposit will be forfeited in full.
5. The amount of earnest money/ security shall be refunded in full if tender/s is /are rejected.
6. The tenders are to be submitted in four envelopes. Envelope-A will contain I.P.O/D.D. in shape of Tender Cost, Income Tax clearance certificate/ GST certificate, Authorization/Manufacture certificate and other relevant documents. Envelope-B will contain Technical Bid. Envelope-C will contain Price Bid. Envelope-D will contain Fixed Deposit Receipt (FDR) as earnest money/ security deposit. Envelope-E will contain all the above four envelopes. All the envelopes should be properly sealed. The tender documents in Envelope –E, A & B will be opened on 28.02.2018 at 2:30 PM & the Envelopes –C & D will be opened on 28.02.2018 at 03:00 PM.
7. The above security is taken for due performance of the contract as per provisions of the conditions mentioned in tender form. The same will be refunded on the expiry of the contract on successful completion of the supply with reference to specifications with proper supply and adjustment of any loss by way of purchasing the goods from other party / parties in case of dishonoring of the indent for supply and deliberate non supply.

8. Specifications are attached as APPENDIX "A" as Technical Bid.
9. Specifications are attached as APPENDIX "B" as Price Bid.
10. Quantity of the items to be purchased will depend on the requirement and there shall be no obligation to place order for any quantity of the item.
11. All tenders must be accompanied by Income tax return of last three years and GST No. without which the tenders will not be entertained. Tender will be acceptable only from those suppliers who pay regular income tax and VAT/GST.
12. No tender person or firm is permitted to submit more than one tender under different names.
13. The rates of tender shall not be altered by the tenderer during the contract under tender.
14. The competent authority Dean, College of Vety. Sci. & A.H., Rewa reserves the right of the accepting the tender in part or whole or distribution of the supply between one or more tenderer.
15. The submission of a tender by a tenderer implies that he has read the terms and conditions of tender/contract and is fully aware of the scope and specification of the supplies to be made. He also must satisfy himself regarding the suitability and availability of the materials. The tenderer, who is not satisfied by our terms and conditions of the contract need not submit the tender.
16. The competent authority (Dean, College of Vety. Sci. & A.H., Rewa) reserves the right to increase, decrease or withdraw any item/items of supply during the contract under tender and the tenderer will be bound to comply without any claim for compensation.
17. The rates quoted shall be F.O.R. delivery at College of Vety. Sci. & A.H., Rewa for Appendix Item No. "A" the rates should be FOR College of Vety. Sci. & A.H., Rewa. The rates quoted should be inclusive of packing and forwarding charges loading/unloading/ handling charges, freight, full risk coverage, insurance, etc.
18. All losses during transit *i.e.* breakage and shortage, etc. will have to be supplied by the tenderer at his own Cost within a period of 15 days from the date of receipt of such notices.
19. The undersigned does not bind himself to accept only the lowest rates.
20. The tenderer shall not submit whole or any portion of the contract to any party or parties, else the competent authority is free to cancel the contract and forfeit the security deposit.
21. The tenderer shall arrange to supply the commodities within 2-4 week from the date of receipt of the indent from the constituent units of this institution, unless otherwise indicated in the order of supply. In case the tenderer fails to execute the orders of supply within the stipulated period, the competent authority (Dean, College of Vety. Sci. & A.H., Rewa) will forfeit the security amount and will be free to make alternate arrangement for purchase of goods. The difference in cost of purchase from open market on quotation basis and approved tender rate will be recovered from the security of the tenderer and / or bills pending for payments it will be decided by the Dean. Further, defaulter firm, who has failed to supply the goods within prescribed period, may not be considered during next term or tender.
22. GST shall be deducted as per government norms. Hence the firm should quote their SGST/CGST No. and separate amount of GST in their bill.
23. Single rate should be offered for the entire tender period *i.e.* up to 31.03.2018. Rates quoted for less than this period are liable to be rejected.

24. In case of any dispute arising out of this contract the arbitration power rests with the Vice Chancellor, NDVSU, Jabalpur whose decision will be final to both the parties.
25. Tenders once submitted by the tenderer cannot be withdrawn by the tenderer.
26. Tenderer has to write clearly the name, address, and telephone number of the firm.
27. The photocopy of license issued by Nagar Nigam or Government office for its business should be submitted along with other documents. Original license will have to be produced within a week for verification if the tender is approved.
28. Please quote the rates in Indian Currency.
29. Firms should signature and seal on all the pages of above mentioned terms & condition.



**Dean**  
**College of Vety. Sci. & A.H.,**  
**Rewa**

**APPENDIX-A****TECHNICAL BID FOR STATIONARY ITEMS**

<b>S. No</b>	<b>NAME OF ITEMS</b>	<b>SPECIFICATIONS</b>	<b>MAKE</b>
1	Paper A4 size	Size 210 mm × 297 mm, 75 GSM, 2.34 kg	
2	Paper legal size	Size 210 mm × 330 mm, 75 GSM, 2.78 kg	
3	Paper legal size	Size 210 mm × 330 mm, 80 GSM green lazer paper	
4	File cover	Size 10"×14", 32 kg grey board	
5	Stock Register 288 pages and 432 pages	Size 8½"×13½", binding with 32 oz yellow board inside paper 70 gsm lazer	
6	Guard file: 200 pages	Size 11"×16", inner side brown leaf of 100 gsm with 36 oz yellow board binding	
7	Peon book: 192 pages	Size 8"×5" lazer paper 70 gsm, 32 oz	
8	Envelope without printing 9"×11"	120 gsm yellow paper, lamination with 48 micron film	
9	Envelope without printing 12"×16"	120 gsm yellow paper, lamination with 48 micron film	
10	Envelope without printing 'A4'	120 gsm yellow paper, lamination with 48 micron film	
11	Envelope without printing "FS"	120 gsm yellow paper, lamination with 48 micron film	
12	Sharpner		
13	CDR		
14	Tape stand		
15	Yellow colour basta cloth	36"×36"	
16	Paper Pin	300 Gm	
17	Paper Pin	700 Gm	
18	Paper Weight	Unbreakable Type	
19	Pocker/Suja	With plastic handle	
20	Tags	Small Good Quality & Thick	
21	Tags	Large Good Quality & Thick	
22	Correcting Fluid	Pen	
23	Stapler machine	No. 24	
24	Stapler machine	No.10	
25	Pen drive	2GB, 4GB, 8GB	
26	Pencil	HB	
27	U-Clip	Metal	
28	U-Clip	Plastic	

29	Eraser	Apsara	
30	Stamp Pad(Small)	Faber Castle/Ashoka/Camlin	
31	Stamp Pad(Big)	Faber Castle/Ashoka/Camlin	
32	Fevicol	10 GM	
33	Dustless chalk	White Chalk	
34	Stapler pin	No. 24	
35	Stapler pin	No. 10	
36	Dustless chalk	Coloured	
37	Wrighting Pad Rolled	50 Pages	
38	Pin Cushion	Magnet, Standard Size Plastic	
39	Ink pad	Small, Big	
40	Calculator	12 Digits	
41	Dustbin	10 Ltr Plastic	
42	Fevistick	Small	
43	Fevistick	Large	
44	Brown Tape	2'' 45 meter, 1'' 45 meter	
45	Cello Tape	2'' 45 meter, 1'' 45 meter	
46	White Board Marker Pen	Red	
47	White Board Marker Pen	Blue	
48	White Board Marker Pen	Black	
49	White Board Marker Pen	Green	
50	CD Writer Pen	Red	
51	CD Writer Pen	Blue	
52	CD Writer Pen	Black	
53	CD Writer Pen	Green	
54	High Lighter	Yellow	
55	High Lighter	Green	
56	Stock Register		
57	Pen Ball	Red	
58	Pen Ball	Blue	
59	Pen Ball	Green	
60	Pen Ball	Black	
61	File Pad		
62	Log book		
63	Rubber Band	Small	
64	Rubber Band	Big	
65	Punching machine	Single hole	
66	Punching machine	Dual hole	
67	Register no. 1		
68	Register no. 2		
69	Register no. 3		
70	Register no. 4		
71	Register no. 6		
72	Register no. 8		



73	Register no. 10		
74	Sketch pen set	Premium quality	
75	Attendance register	For students attendance	
76	Attendance register	For staff attendance	
77	Paper FS size		
78	Paper A3 size		
79	Writing paper		
80	Table bell		
81	White board marker nib		
82	Permanent marker		
83	Paper cutter	Small, big	
84	Scissor	8"	
85	Scissor	6"	
86	Smart binder paper clip	Small, Medium, Big	
87	Exam pad		
88	Scale	Steel, 1"	
89	Board pin		
90	Duster		

**Note: - Samples of all the above items has to be demonstrated at the time of opening of Technical Bid on 15.02.2018 at 2.30 PM.**

**Seal & Signature of Firm/Proprietor**

**APPENDIX-B****PRICE BID FOR STATIONARY ITEMS**

<b>S. No</b>	<b>NAME OF ITEMS</b>	<b>SPECIFICATIONS</b>	<b>RATE (Rate/quantity)</b>	<b>GST (Rs.)</b>	<b>TOTAL (Rs.)</b>
1	Paper A4 size	Size 210 mm × 297 mm, 75 GSM, 2.34 kg			
2	Paper legal size	Size 210 mm × 330 mm, 75 GSM, 2.78 kg			
3	Paper legal size	Size 210 mm × 330 mm, 80 GSM green lazer paper			
4	File cover	Size 10"×14", 32 kg grey board			
5	Stock Register 288 pages and 432 pages	Size 8½"×13½",, binding with 32 oz yellow board inside paper 70 gsm lazer			
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12	Sharpner				
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14	Tape stand				
15	Yellow colour basta cloth	36"×36"			
16	Paper Pin	300 Gm			
17	Paper Pin	700 Gm			
18	Paper Weight	Unbreakable Type			
19	Pocker/Suja	With plastic handle			
20	Tags	Small Good Quality & Thick			
21	Tags	Large Good Quality & Thick			
22	Correcting Fluid	Pen			
23	Stapler machine	No. 24			

24	Stapler machine	No.10			
25	Pen drive	2GB, 4GB, 8GB			
26	Pencil	HB			
27	U-Clip	Metal			
28	U-Clip	Plastic			
29	Eraser	Apsara			
30	Stamp Pad(Small)	Faber Castle/Ashoka/Camlin			
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86	Smart binder paper clip	Small, Medium, Big			
87	Exam pad				
88	Scale	Steel, 1''			
89	Board pin				
90	Duster				

**Note: - If any discount provided by the firm shown separately.**

**Seal & Signature of Firm/Proprietor**