

OFFICE OF THE REGISTRAR::GAUHATI UNIVERSITY
TENDER NOTICE FOR SUPPLY OF STATIONERY& ELECTRICAL ITEMS

Sealed tenders in two bid system are invited for **SUPPLY OF STATIONERY& ELECTRICAL ITEMS** from Authorized Dealers /Distributors/ Vendors under two bid systems.

Tender fee Rs.1000/- in the form of DD from Nationalized Bank in favor of Registrar,Gauhati University and payable at SBI Gauhati University Branch only and other essential documents should be submitted against each tender for each quoted items on or before 3.00 pm of 18.04.2017 in the office of the Registrar, Gauhati University, GopinathBordoloi Nagar Guwahati- 781014.

Last Date of Submission of Bid	:18.04.2017 (3.00 pm)
Date of opening Technical Bib	:18.04.2017 (3.30 pm)
Date of Opening of Commercial Bid	: Will be communicated later.

Manner of submission of the tender and its accompaniments:

Tenderer should submit the tender in **two separate sealed envelopes** as detailed below.

A. Envelope No. I (Documents): The first envelope clearly marked as **Envelope No 1** shall contain the following documents.

- a) Tender fee in terms of D.D. from Nationalized Bank.
- b) Copy of Sales Tax registration, Tax clearance certificate & PAN card should be attached.
- c) Copy of experience certificate of last three years in the supply of proposed product to reputed Govt. institutes/Universities with customer list.
- d) Authorization certificate from principal company. (If authorized dealer/distributor/Vendor)

B. Envelope No. II: (Tender/Financial Bid): The second envelope marked as **Envelope No. II** shall contain only the main tender . The tenderer should quote his offer as per **Annexure enclosed** in the tender documents to be submitted only in envelope II.

He/she should not quote his/ her offer anywhere directly or **indirectly in Envelope No I.**

Submission of Tender:

The two sealed envelopes No. I and II shall be again put together in another envelope and sealed. This sealed cover shall be marked on the left hand top corner **"Tender for the Supply of office stationary & electrical items."**

The full name and address including Phone number & Email address of the tenderer shall be written on the bottom left hand corner of the envelope containing the tender documents. If submitted by Post, the sealed envelope marked as above shall be enclosed in another cover properly addressed and shall be sent by Registered Post. **The Tenders must be submitted to the Registrar, Gauhati University, Guwahati- 14.** The date and time for the receipt of envelope containing tenders shall strictly apply in all cases. The tenderer should ensure that their tenders are received by the Registrar, Gauhati University , before the expiry of the last date and time.

While submitting your tender, the following procedure may please be observed and other points borne in mind.

1. The maker's name is specified.
2. The "Terms and conditions" for supply and delivery of items, should be clearly indicated in the tender.
3. Tender received after the stipulated date and time may not be taken into consideration.
4. The price should be indicated both in word and figures. It should be clearly stated whether, Excise duty, Sales Tax, General Tax, Central sales Tax, Vat, Insurance Freight or Packing and Forwarding charges, or any other taxes and duties etc. livable.
5. It would be appreciated if illustrated catalogues/ sample etc are furnished with the tender.
6. Price quoted must be inclusive of transportation, cost of delivery the materials at Gauhati University.

Opening of Tenders: - Following procedure shall be adopted for the opening of Tenders:

- a) **Envelope No. I:** First of all, **Envelope No. I** of the tender will be opened to verify its contents as per the requirement. If the various documents contained in this envelope do not meet the requirements of the University, a note will be recorded accordingly by the tender opening authority and Envelope No.II the said tenderer will not be considered for further action but the same will be recorded.
- b) **Envelope No.II:** This envelope shall be considered to open for those tenderers whose Envelopes No I are found acceptable to the University. **The qualified tenderer may be present at the time of opening of Financial Bids (Envelope-II)**

Acceptance of Tender:

1. Acceptance of tender may be communicated to the supplier by E mail or by Telephone or otherwise by the authorized officer of the University
2. The right of not accepting the lowest offer is reserved with the Gauhati University.
3. The right to accept or reject any or all the tenders without assigning any reason is reserved with the Gauhati University.

Sd/- Dy. Registrar.

TERMS AND CONDITIONS FOR SUBMISSION OF TENDER

(To be returned by Tenderer along with the Tender duly signed)

- 1) Sealed Tenders are invited under Two Bid system (Technical and Price Bid) for purchase of Stationary & Electrical items under rate contract for the period of 2017-18
- 2) Quotations will be accepted only from manufacturers for branded items. If they are not in a position to quote, they may authorize only one exclusive agent, who may quote along with authorization. Authorized Agent Tendering for the supply should attach authorization from the manufacturers to ensure prompt supply, failing which the quotation will be summarily rejected.
- 3) The details of items and schedule of items is given Annexure.
- 4) Overwriting and corrections if any should be attested properly. The bid should be completed in all respects and should be duly signed. Incomplete and unsigned bids will not be considered at all.
- 5) List of other organizations where similar supplies have been made & having a rate contracts, documentary evidence may please be attached.
- 6) Price offered shall be valid for a period up to one year and delivery your own cost at Gauhati University, Ghy-14. The manufacturer shall ensure that the products will not be sold cheaper than the price offered to Gauhati University to any other clients.
- 7) The supply of stationary items has to be made within a period 1 to 2 weeks from the date of issue supply order. For delayed deliveries G.U authority reserve the right to levy liquated damage at the rate of .5% per week or to maximum 5%.
- 8) Statutory increase like levy, taxes duties etc. if any during the period of contract will be allowed extra on submission of documentary evidence.
- 9) Please mention the Catalogue No., Part No., and Model No. & Make wherever required and also CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the CST/VAT No. Area Code.
- 10) Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from the list of suppliers.

11) Replacement: Damages/ Broken / Inferior quality articles should be replaced by proper ones at the cost of the suppliers

12) No Advance Payment will be made; Payment will be made after supply & successful installation.

13) Acceptance of this tender form and submission of the quote within the stipulated time would be treated as:

(a) The tenderer has understood all requirements as described in the Tender document.

b) Agreeing to execute order to the satisfaction Gauhati University authorized representatives within the stipulated time.

14) Gauhati University will not be responsible for any postal delays.

15)Tenders from Manufacturers/Suppliers/ Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

16) Gauhati University is not bound to accept the lowest quotation and reserves the right to reject or partly accept any or all quotations received without assigning any reason.

17) Qualified Tenderer must be deposited Rs.10,000/- (Ten thousand) as **Security Deposit**.

18) If the tenderer fail to supply items against supply order or fails to replace any items rejected by authorized officer or by any persons on his behalf within such items as may be stipulated, the authorized officer shall be entitled to purchase such items from any other source at approve price in his sole discretion as think fit & following action may be taken against the supplier as deem fit.

i) The offer of the deflating contractor will not be considered.

ii) If defaulting contractor fails to pay penalty he will be permanently de-listed from the list of approve contractor and the E.M.D shall be forfeited.

19) Tender are advice to see the items physically in the central store for quality required for G.U.

20) Preference will be given those contractor which have own showroom & stock.

21) All disputes arising in connection with the execution the orders will be subject to jurisdiction of the courts in Guwahati.

Please do not forget to Attach:

1. **Proof of payment of non refundable Tender fee of Rs 1000/- (Either in the form of Demand Draft payable to the Registrar, GU or Cash receipt from the GU Cash Counter)**
2. Attested copy of Registration Certificate, Sales Tax registration & clearance certificate & PAN Card should be attached.
3. Attached copy of authorization certificate issued by Principal Company if any.
4. The authorized dealer or distributor should have at least three years experience in the supply of the Rate Contract for Stationery and should have supplied to reputed Government institutes/Universities. Attach proofs of the same.

Important Note:

Please do note that omission to attach any of the above listed documents may cause rejection of the Tender.

Sd/-Dy. Registrar.
Gauhati University

PRICE BIDS

IMPORTANT POINT TO BE NOTED

- 1) The tenderer must quoted rate against the brand name mentioned. In no case, other than brand name mention shall be accepted.
- 2) The tenderer shall have to mention existing MRP.of the items.
- 3) The qualified tenderer must be exhibiting the sample at the time of opening price bid before committee for accepting the items quality.
- 4) The tenderer absent at the time of opening price bid shall **not be considering for final evaluation.**
- 5) **Sample supplied by the tenderer and accepted will be kept in the central store of University.**

EQUIRED STATIONARY ITEMS(ANNEXURE -I)

TENDERER MUST BE QUTED RATE AT OREScribe FORMATE DULY SIGNE & SEAL

	Name of Items	Brand name	Unit	MRP/MP	Basic rate	Vat	Total Amount	vat %
1.	3,9 vtBattery (Microphone)	Eveready	01					15%
2.	Adhesive Tape 65 Mtr. (Brown) 2''	Fuji	01					6%
3.	Adhesive Tape ,, (Transparent) 2''	Fuji	01					6%
4.	Alpine 100 gm packet	King	pkt					15%
5.	Alpine T Pin 50 gm packet	Nice	pkt					15%
6.	Auto Clip File	Ambassador	01					15%
7.	Ball Pen Black/Blue (10 No)	Maxwriter	pkt					6%
8.	Ball Pen Refill pointed (Red/Blue/Black)	Doctor	pkt					6%
9.	Bhojar with niddle (Long size)	steel handle	01					15%
10.	Black Tape 1''	Nichibhan	01					6%
11.	Bleaching Powder (per kg)	Doctor	Kg					6%
12.	Box File (Dak File-Big)	Oxford	01					15%
13.	Brown Paperbest quality (480 pc)	office sampl	ream					6%
14.	Bucket 16 ltr.(best quality)		01					15%
15.	Binding cleep 3cm & 5cm		pkt					
16.	cello tap transparent ½''							
17.	Calling bell Manual							15%
18.	Caret bin 18''x16''	Supreem						15%
19.	C.D Blank (per pkt 50 pc)	Moserbear	pkt					6%
20.	Calculator (12 Digit): Original	Casio	01					6%
21.	Carbon Paper KORES 1000 SAPPHIRE	Kores	pkt					15%

	of Size 210 mm x 330 mm							
22.	Cartridge Ribbon 24 pin (Inked ribbon print Head High density fabric)		01					6%
23.	Chair Cushion 16x16x3	Kurlon	01					15%
24.	Citronala 100ml	Angel/chitra	01					6%
25.	Coconut Jaru per Kg							0%
26.	Colin 500ml.							15%
27.	Correcting Fluid (pen)	Flair	01					6%
28.	Cotton ribbon (as office sample)	Per kg	kg					6%
29.	Cover File Four Flap	Ambassador						15%
30.	Cup Plate Fine Bond China		pair					6%
31.	Cup Fine Bone china (6 No)		Set					
32.	Curtain (Ready made) 7'x4'		01					15%
33.	Curtain Fitting & Fixing with steel stick & Tupi	Per Door Per Window	01 01					15%
34.	Date Stump Revolving		01					15%
35.	Detol Hand wash (Liquid)		01					15%
36.	Door Mat 36"X18"							15%
37.	Dot Matrix 10x12 part 170 & 60 GSM							6%
38.	Dot Matrix 10x12 part II 70 & 60 GSM							6%
39.	Dot Matrix 10x12 part III 70 & 60 GSM							6%
40.	Dot Pen (Red/Blue)	Linc/ Prince	01					6%
41.	Dustbin Plastic (Padel Bin)	Brite/Cello	01					15%
42.	DVD Blank(per pkt 50 pc)	Moserbear	pkt					6%
43.	Edulight paper (Rim)							6%
44.	Envelope craft 10"x4 1/2"	28.8 kg						6%
45.	Envelope craft 11"x5''	90GSM						6%
46.	Envelope craft 12"x6''	90GSM						6%
47.	Envelope craft 10"X8''	90GSM						6%
48.	Envelope craft 12"X10"	90GSM						6%
49.	Envelope craft 14"X10"	90GSM						6%
50.	Envelope craft 16"x12"	90GSM						6%
51.	Envelope Laminated 10"X8"	"						6%
52.	Envelope Laminated 12"X10"	"						6%
53.	Envelope Laminated 12"X6"	"						6%
54.	Envelope Laminated 14"X10"	"						6%
55.	Envelope white 11"x5"	28.8 kg						6%
56.	Envelope white 7"x5"	28.8 kg						6%
57.	Eraser	Natraj/Apsar						6%

58.	Engagement pad	Guptas						
59.	Cloth pasted Paper envelope 90 GSM paper, & Thick cloth							6%
60.	Size 8''x10''							6%
61.	Size 8.5''x12.5''							6%
62.	Size 10''x12''							6%
63.	Size 10''x14 17''x12''							6%
64.	Size 12''x14''							6%
65.	Size 12''x16''							6%
66.	Size 12''x17''							6%
67.	Executive Bond Paper(Royal)							6%
68.	Fevicol Tube							15%
69.	File Board							15%
70.	File Cover With printing		01					15%
71.	Flat Clip File	Ambassador	01					15%
72.	Full Jaru Long size		01					6%
73.	Gamaxine Powder (per Kg)		kg					6%
74.	Gamosha: (Both size Flower) Size-130x75cm		01					0%
75.	Glass Tumbler (Best quality)	Best Quality	01					15%
76.	Gum Paste 700 ml	Kores	01					15%
77.	Gum stick 8gm.	Kores	01					15%
78.	Gum Tube		01					15%
79.	Herpik 500 ml		01					6%
80.	Index File: I- Big, II-Medium, III-Small-	Ambassador	01					15%
81.	James Clip Plastic coated		pkt					15%
82.	James Clip steel		pkt					15%
83.	Knife wooden handle		01					15%
84.	Lock & Key 65 mm 7 lever	Godrej	01					15%
85.	Lock & Key 65 mm 7 lever	General	01					15%
86.	Lock & Key 35 mm	Nayyers	01					15%
87.	Lock & Key 47 mm	Godrej	01					15%
88.	Lux Soap 75 gm		01					15%
89.	Markin Cloth 160 cm best quality		Mtr					0%
90.	Mitshuvisi Fax Roll		01					6%
91.	Modi Thread (9/20)		01					6%
92.	Mop Long Handle		01					15%
93.	Mosquito repellent with Machine	Good Night	01					15%
94.	Mug Plastic un breakable	Brite	01					15%
95.	Naphthalene Ball: Big size(Kg)		kg					15%

96.	Needle Medium		01				6%
97.	Odonil (50grm)		01				15%
98.	OHP Marker	Luxor	01				6%
99.	Paper Weight (Flower potted)						15%
100.	Pencil Battery Eveready						15%
101.	Pencil wooden (Box=10pc)	Apsara					6%
102.	Peon Book No. 6						6%
103.	Permanent marker pen	Luxor					6%
104.	Permanent Multi marker super fine pen .4mm	Luxor					6%
105.	Permanent marker pen ink	Luxor					6%
106.	Pilot Hitech pen VS Black/Blue	Luxor	01				6%
107.	Phenyl BCP 5 ltr. Tin						6%
108.	Photostat Paper A4 75 GSM	CENTURY	ream				6%
109.	Photostat Paper L/S 75GSM	CENTURY	ream				6%
110.	Pin Cushion		01				15%
111.	Plastic Folder L. Open		01				15%
112.	Plastic Waste paper Basket		01				15%
113.	Punching Machine No 600		01				15%
114.	Punching Machine No 800		01				15%
115.	Register Book (General Binding): No.-8,10,12,16,18,20	Edulight paper					6%
116.	Register Book (Rexin Binding): No.-8,10,12,16,18,20,26,30	Edulight paper					6%
117.	Register Book Leather Binding (Elite): Edulight paper No.- 8,10,12,16,18,20,26,30	Edulight paper					6%
118.	Register Book Leatrhe Binding (Student Home) 2,3,4,5 No	RB Brand					6%
119.	Rubber Band 4" nylon		kg				15%
120.	Rubber stump General						15%
121.	Rubber Stump self ink						15%
122.	Sarai: with cover (Size – 4)						6%
123.	Scale Plastic 12" (10pc)	oxford	pkt				6%
124.	Scissor 9"/ 10" Mattel Handle						15%
125.	Scissor 9" Plastic Handle						15%
126.	Sealing Wax Grepex (1 packet containing 8 pc.)	Gripex	pkt				15%
127.	Sponge good quality						15%
128.	Spoon big (Best Quality Stainless Steel)						15%

