

# CLUSTER UNIVERSITY OF JAMMU

## Notice Inviting Tenders

Sealed tenders affixed with revenue stamp worth ₹ 6 based on two bid system are invited from experienced Suppliers for “**Supply of Office Stationery/Consumable Items for 2018-19**” as per list enclosed at Annexure “B” for Cluster University of Jammu and its Constituent Colleges for approval of rates for the financial year 2018-19. Tenders are to be submitted on prescribed tender forms which can be obtained from the office of the undersigned costing Rs. 500/- (Rupees Five Hundred Only) in the shape of Demand Draft favoring Registrar, Cluster University of Jammu, w.ef. 22/09/2018 to 05/10/2018 on all working days. The specification of the **Office Stationery/Consumable Items for 2018-19** along with the terms and conditions can be obtained from the office of undersigned on any working day or downloaded from the University website [www.clujammu.in](http://www.clujammu.in). The sealed tenders duly filled on the devised format should reach the office of Assistant Registrar (Estates) Cluster University of Jammu (Campus GGM Science College Jammu) through Registered Post/Speed Post only by or before 3.00 PM of 08/10/2018.

The intending tenderes shall have to deposit Earnest Money of ₹20,000/- (Rupees Twenty thousand only) in the form of CDR pledged to Registrar, Cluster University of Jammu, payable at Jammu. Tender without Earnest Money and received after the prescribed date and time will not be entertained. The Earnest Money of the successful tenderers shall be adjusted against the Security Deposit which shall be refunded after the financial year 2018-19. The date of opening of tenders by the Central Purchase Committee shall be communicated separately to the tenderers who wish to be present.

The purchasing committee reserves the right to reject any or all the tenders without assigning reasons thereof.

Sd/-  
Assistant Registrar (Estates)  
Cluster university of Jammu

No: - CLUJ/Adm/18/1066-1070

Date: - 22/09/2018

## Terms & Conditions: -

1. The tender should reach this office by or before 08/10/2018 up to 3.00 PM addressed to Assistant Registrar (Estates) Cluster University of Jammu (Campus GGM Science College Jammu), along with the Earnest Money Deposit (EMD) of ₹20,000/- (Rupees Twenty Thousand only) in the shape of Bank Draft in favour of Registrar, Cluster University of Jammu payable at Jammu.
2. The tender are to be submitted in the following manner:-
  - a) Envelope No.1 (**Technical Bid**) should contain the technical information and undertaking of the document as per **Annexure "A"**. It should also contain the photocopy of the tender document with each page duly signed by authorized signatory of the bidder.
  - b) Envelope No.2 (**Financial Bid**) should be marked as Financial Bid and should contain Financial Bid Performa. The rates are to be quoted on the **Annexure "B"**.
  - c) Envelope No.3 (**Master Envelope**) should contain the Technical Bid and Financial Bid and should be super scribed as **"Tender for Office Stationery/Consumable Items for 2018-19"**
3. In case the bidder(s)/successful bidder(s) are found in breach of any condition(s) of tender at any stage, legal action as per rules/Laws shall be initiated against the agency concerned. In such case, security money deposit shall be forfeited.
4. The successful bidder shall have to provide the office stationery and consumable items to the Cluster University of Jammu and its constituent colleges with 10 days from the date of issue of supply order.
5. In case the firm fails to supply the items within the specified delivery period, the material will be procured from open market and the difference of cost, if any, shall be recovered from the security deposit or from pending bills of defaulting firm by issuing notice. The office may take necessary action for blacklisting such firm.
6. The rate(s) shall be inclusive of all taxes on the devised format enclosed as Annexure B.
7. The period of contract will be for financial year 2018-19 and the quoted rates shall remain effective for financial year 2018-19. The period of contract can be extended for further period, if required, on the mutually agreed terms & conditions and on the basis of performance of the firm.
8. The requirement of consumable items can be increased or decreased and the firm has to supply the items during the period of contract.

9. No request for increase of rate shall be entertained during the period of contract nor will the firm raise the same. Payment will be made within 35 days from the date of supply of material as per the supply order.
10. The firm should have an annual turnover of ₹ 10.00 Lakh (Rupees Ten Lakh only) per year during the last three years, for supply of Office Stationery and Consumable Items. The firm must attach supporting documents in this regard.
11. All the firms participating in the tendering process must submit a list of their owner(s)/partners etc. along with their contact numbers and a certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered /pending against the firm.
12. The approved firm shall have to supply the printed material marked with, “Cluster University of Jammu”.
13. In case any of the firm is providing these items to any of the Government Department or Office/Educational Institutional/State Autonomous Bodies details thereof may also be furnished along with the rate(s) offered to these Departments/Organizations.
14. Bids will be finalized on Maximum Retail Price printed on branded items & Maximum discount allowed on Maximum Retail Price. It is to be noted that as the bids are to be finalized on the basis of maximum discount allowed on print rates of the branded items, the tenderers/bidders must quote the rates of each and every item. The bids which do not quote the rates of each and every item as per Annexure B, shall be summarily rejected.
15. Incomplete or conditional tenders will be out rightly rejected.
16. A copy of the terms & conditions duly signed by the tenderer as a token of having understood and agreed to the same should be attached with the technical bid.
17. The rate quoted must be inclusive of all taxes and F.O.R. Jammu (Constituent Colleges of Cluster University of Jammu).
18. The bidder must give a declaration regarding acceptance of terms and conditions in the tender document as per annexure attached to the tender document.
19. The Committee does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers/vendor will result in rejection of their tenders.
20. In case of any dispute/s, arising out of this contract during its tenure of operation the same shall be subject to the jurisdiction before courts of law in Jammu

21. The tenderer should be having annual turnover worth Rs. 10.00 Lac or more. Copies of the IT returns/Balance sheets etc. along with the copies of vendor/firm's audited accounts, wherever is applicable for the last three financial years shall be furnished.
22. The tenderer's/firm must be registered with Goods and Service Tax Department for supply/services. Copies of such certification-mentioning registration number etc. shall be furnished along with tender/quotation.
23. The samples of non branded items shall be sent in a sealed box with the tenders.
24. Technical Bid cover shall contain the following documents along with the tender: -
  - i. GSTIN Number
  - ii. Authorization certificate in case of authorized dealer.
  - iii. Document regarding annual turnover of above ₹ 10.00 Lakh (Rupees Ten Lakh) per annum during the preceding three years.
  - iv. A list of owner(s)/partners of the firm and their contact numbers along with a certificate to the effect that the firm is neither blacklisted by any Government Organization nor any criminal case is registered / pending against the firm or its owner(s)/partners anywhere in India.
  - v. Documents of last three years Income Tax Returns.
  - vi. Three years experience in trade of similar nature with Govt. organization/Department.
  - vii. Copy of terms & conditions duly signed with seal of the firm, in token of acceptance of terms & conditions.
  - viii. List of Govt. Departments/Organization to whom the stationery items mentioned in Annexure B, being supplied by the firm.
25. Financial Bid cover shall contain the following documents along with the tender: -
  - i. Price Bid inclusive of all taxes on the devised form as per Annexure B, in a separate cover and maximum discount allowed on the print rate.
  - ii. Copy of the tender enquiry with terms and conditions duly signed in all pages.
26. The successful tenderers shall have to enter in agreement with the Cluster University of Jammu as per the terms & conditions of the Tender enclosed as annexure E.

**Annexure - A**

**Proforma for Technical Bid**

The details in respect of company/firm are as under: -

Name of firm & Address	
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<b>Proforma</b>		<b>Yes/No</b>	<b>Page No.</b>
1	Name of the authorized person		
2	Phone/Mob. No. & Mailing Address		
3	PAN Number (include photocopy of the PAN Card)		
4	Date of Registration of the Firm, copy of Registration Certificate must be enclosed for documentary proof		
5	The bidder should have GST Registration Certificate, copies of the documentary proof of the same must be enclosed		
6	The bidder must have filed Income Tax Return of the last three financial years, copies of the documentary proof of the same must be enclosed		
7	Terms and Conditions duly signed to be enclosed by the Vendor/firm		
8	Cost of Tender Forms. Detail of DD		
9	Bank draft for EMD Details		
10	Certificate/Undertaking to the effect that the vendor/Firm has not been black listed by any Government Agency/Department		
11	The firm must have annual turnover of ₹ 10.00 Lakh with documentary proof must be enclosed		
12	The bidder should have experience of working with the Govt. Organization during the last the years. Copies of the work orders received from them should be enclosed as proof		
13	All pages of the tender document and all enclosure are to be serially numbered and signed by the bidder		

**ANNEXURE-B**

**Proforma for Financial Bid**

<b>S. No.</b>	<b>Name of the items</b>	<b>Quantity</b>	<b>MRP</b>	<b>Rate offered after Discount (Including GST)</b>
<b>1</b>	Binding sheets (front transparent & blue/green back side) A4 size, FS size (with sample)	Per hundred		
<b>2</b>	Binding Rings Comb 16mm, 19mm, 22mm & 24mm (with sample)	Per hundred		
<b>3</b>	Correction Fluid (White) i) Art Line ii) Camlin	Per pen		
<b>4</b>	Calculator (Check & Correct) big/small i. Casio ii. Orpat iii. Flair	Per piece		
<b>5</b>	Calculator (tax & audit) Big i. Orpat ii. Casio	Per piece		
<b>6</b>	Carbon paper i) Korses ii) Camlin	Per pkt.		
<b>7</b>	Cello Tape 1" 25 mtr. & 50 mtr.	Per piece		
<b>8</b>	Cello Tape 2" 25 mtr. & 50 mtr.	Per piece		
<b>9</b>	Cutter Knife (premier) i) Natraj ii) Kangroo iii) Emerold	Per piece		
<b>10</b>	Duster cloth i. 27"x 27" ii. 5" x 15"	Per piece		
<b>11</b>	Dak Pad superior (With Sample)	Per piece		
<b>12</b>	Data Binder file/Pro-Dot plastic computer file i. 10"x12" (with sample) ii. 12"x15" (with Sample)	Per piece		

12	Envelope 9"x4" (Khakhi with printed) (with sample of paper)	Per hundred		
13	Envelope 8"x10" (Khakhi with printed) (with sample of paper)	Per hundred		
14	Envelope 10"x12" (Khakhi with printed) (with sample of paper)	Per hundred		
15	Envelope 16"x12" (Khakhi with printed) (with sample of paper)	Per hundred		
16	Envelope 8"x10" (Yellow with printed) (with sample of paper)	Per hundred		
17	Envelope 10"x12" (Yellow with printed) (with sample of paper)	Per hundred		
18	Envelope 16"x12" (Yellow with printed) (with sample of paper)	Per hundred		
19	Envelope 11"x5 (Yellow with printed) (with sample of paper)	Per hundred		
20	Envelope 11"x5 (White with printed) (with sample of paper)	Per hundred		
21	Envelope 9"x4 (White with printed) (with sample of paper)	Per hundred		
22	Envelope 11"x5 (White) (with sample of paper)	Per hundred		
23	Envelope 9"x4" (White) (with sample of paper)	Per hundred		
24	Window Envelope size 9' x 4' (with printed)	Per hundred		
25	File Cover Ordinary (with printing) with sample	Per file		
26	File cover Superior (with printing) with sample	Per file		
27	Flap ordinary with sample	Per flap		
28	Flap superior with sample	Per flap		
29	Gum 700 ML & 300 ML i. Camlin ii. Kalyan	Per bottle		
30	Glue stick (8,15 and 25 grms) i. Kores ii. Oddy iii. Camlin iv. Pidilites v. Artline vi. Faber-Castel	Per piece		

<b>31</b>	Ink Stamp Pad i. Supreme ii. Kores iii. Artlines iv. Camlin	Per bottle		
<b>32</b>	Numbering Machine showing date, month, year (big & small) with brand name	Per piece		
<b>33</b>	Paper clip	Per packet		
<b>34</b>	Paper pin packet steel i. Zebra ii. Bell iii. Pony iv. horsepin	Per packet		
<b>35</b>	Paper roll (big/small) Nice	Per piece		
<b>36</b>	Paper weight with sample	Per piece		
<b>37</b>	Pin cushion (Aircon)	Per piece		
<b>38</b>	Pen Container (with Brand/Sample)	Per piece		
<b>39</b>	Pen cello free flow (Blue & Red) gel	Per pen		
<b>40</b>	Pen montex (mega top/hy power) Red, Blue & Black	Per pen		
<b>41</b>	Pen Luxor V5 Pilot (red, blue, green & black)	Per pen		
<b>42</b>	Pen marker (i) permanent (ii) Temp. White board) i. Luxour ii. Rorito iii. F/Castle iv. Artline v. Camlin	Per pen		
<b>43</b>	Pen Stand (Big/Small) Superior (with Sample)	Per piece		
<b>44</b>	Pen holder (jotter) Blue & Red with brand	Per pen		
<b>45</b>	Pen highlighter (Different Color) i. Luxour ii. F/Castle iii. Artline iv. Camlin	Per pen		
<b>46</b>	Pen Uni-ball	Per pen		
<b>47</b>	Pen jetter Reynold gel	Per pkt.		



<b>48</b>	Punching Machine (Kangroo)	Per piece		
<b>49</b>	Ruled register Big (Classmate) i. 160 pages ii. 260 pages iii. 300 pages iv. 400 Pages v. 500 Pages vi. 600 pages	Per register		
<b>50</b>	Record Laces (Superior Big) with sample	Per bundle		
<b>51</b>	Refill cello free flow (Blue & Red) gel	Per packet		
<b>52</b>	Refill Jetter Reynold Gel	Per Pkt.		
<b>53</b>	Refill Montex mega top	Per pkt.		
<b>54</b>	Stamp pad (big & small) i. Fabric castle ii. Camlin iii. Kores	Per piece		
<b>55</b>	Stapler machine (big) 24/6 no. Kangaroo	Per piece		
<b>56</b>	Stapler machine (small) 10 no. Kangaroo	Per piece		
<b>57</b>	Stapler pin pkt. (big) 24/6 (Kangroo)	Per packet		
<b>58</b>	Stapler pin pkt. (small) 10 nos. (Kangroo)	Per packet		
<b>59</b>	Stapler Pin (heavy duty) (Kangroo) i. 23/10 ii. 23/13 iii. 23/15 iv. 23/17	Per packet		
<b>60</b>	Sticky Pad (write notes 3"x3" and 3"x5") i. Oddy ii. Dismate	Per pkt.		
<b>61</b>	Tag Big superior white	Per bundle (100 pc.)		
<b>62</b>	Table Glass size 2.5' x4' (5mm)	Per piece		
<b>63</b>	Table Glass size 2' x 3' (5mm)	Per piece		
<b>64</b>	Tag Superior Small (white)	Per Bundle of ten gussies		

<b>65</b>	Tape dispenser (Big & Small) i. Sumo ii. Omega	Per piece		
<b>66</b>	White file cover superior with sample	Per file		
<b>67</b>	Voucher Files with sample	Per set (front & back side)		
<b>68</b>	Paper flags ( 3 Color prompt 25x75mm x 3 colors) Big & Small	Per pkt.		
<b>69</b>	Khadder cloth (White) with size	Per meter		
<b>70</b>	Photostat Paper A4 Size 75GSM (per Ream) 500 Sheets	Bindals Fine Print		
<b>71</b>	Colour Photostat Paper A4 75GSM (per Ream) 500 Sheets	Bindals Fine Print		
<b>72</b>	Spiral Binding Machine with Brand name	Per piece		

## Annexure - C

**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE  
TENDER DOCUMENT FOR OFFICE STATIONERY/CONSUMABLE ITEMS FOR 2018-19**  
(To be put in sealed envelope super-scribed with Technical Bid for Office Stationery/Consumable Items for 2018-19)

To

Assistant Registrar (Estates),  
Cluster University of Jammu  
(Campus GGM Science College Jammu)

Sir,

I have carefully gone through the Terms & conditions contained in the Tender Notice No. CLUJ/Adm/18/1066-1070 dated 22/09/2018 regarding Supply of Office Stationery/Consumable Items for 2018-19 by the Cluster University of Jammu and its constituent colleges.

I declare that all the Terms & Conditions of this Tender Notice are acceptable to my firm/company. My firm does not have any conditions of its own in respect of quotation being submitted for Supply of Office Stationery/Consumable Items for financial year 2018-19. I further declare that I am an authorized signatory of the Firm/company and am competent to make this declaration.

Yours Very Truly

Name: -

Designation: -

Name of the Firms: -

Address: -

Official seal: -

## Annexure - D

### LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

**Subject: - Authorization for attending Bid opening on \_\_\_/10/2018 in the Tender Notice No. CLUJ/ Adm/18/1066-1070 dated : 22/09/2018.**

Ms/Mr/Mrs. \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_ is  
hereby authorized to attend the Bid opening for the tender mentioned above on  
behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Specimen signature of person Authorized \_\_\_\_\_

Signature of the bidder \_\_\_\_\_

Note: -

1. Only one representative will be permitted to attend bid opening.
2. Permission for entry to the hall where bids are opened may be refused in case authorization letter as above is not produced before the bid opening committee.

## Annexure - E

### Contract Agreement Form:

1. This agreement is made this day \_\_\_/09/2018 between \_\_\_\_\_ (Name of the firm/company), hereafter called “Contractor” the first party which expression shall include his heirs, executors and administrators/ their successors, and Cluster University of Jammu hereinafter called “CLUJ”, the second party, hereafter include its successors and assignees.
2. That WHEREAS the first party shall and will supply office stationery and consumable items covered under Tender Notice No. CLUJ/Adm/18/1066-1070 dated: 22/09/2018 at the rates quoted by Contractor vide their Financial Bid and as per Terms & Conditions given in the aforesaid quotations which shall become part and parcel of this agreement.
3. That the first party would raise bill and the payment shall be made after scrutiny of the material supplied.

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ TWO THOUSAND EIGHTEEN.

i. Witness for contractor \_\_\_\_\_

ii. Authorized Signatory for Contractor \_\_\_\_\_

iii. Witness for CLUJ \_\_\_\_\_

iv. Authorized Signatory for CLUJ \_\_\_\_\_