



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

Tender notice for Annual Rate Contract

For and on behalf of Vice Chancellor Islamic University of Science and Technology, Awantipora, sealed tenders affixed with revenue stamp of ₹ 5/- are invited from the interested and eligible firms/authorised dealers/suppliers and manufactures for **Annual Rate Contract (2019-20)** for supply of **“Stationery Items”** as mentioned in the **Annexure–A** of this tender to the Islamic University of Science and Technology, Awantipora. The tender document can be obtained from the office of **Assistant Registrar (Procurement & Stores)** or can be downloaded from the University website: www.islamicuniversity.edu.in against DD of ₹ **500/-** (non refundable) favouring Islamic University of Science and Technology, Awantipora Pulwama (J&K) as cost of the tender document and to be submitted by or before **11-04-2018** (2.00pm). Terms and Conditions apply.

Sd/-

Assistant Registrar (Procurement & Stores) /
Member Secretary Central Purchase Committee.

No. IUST/Reg/P&S/Tender/19/292

Dated: - 29-03-2019

Copy to:

1. Chairman Central Purchase Committee.
2. Finance Officer.
3. Special Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor.
4. University PR Cell for wide publicity of the tender.
5. P A to Registrar for kind information of Registrar.
6. File.

The Bidders are expected to go through all instructions, terms & condition as specified in the bidding document. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.

GENERAL TERMS & CONDITIONS

1. The tender duly completed and signed shall be submitted in a sealed envelope upper-scribed “**Tender for Annual Rate Contract for supply of Stationery items**” shall be addressed to the **Assistant Registrar (Procurement & Stores)** Islamic University of Science and Technology, Awantipora Pulwama and shall be submitted on or before **11-04-2019 (2.00 pm)**
2. The intending bidders shall have to paste transparent tape on the rates quoted by them in Indian Rupees (INR) only both in figures and in words **FOR IUST Stores Awantipora**, inclusive of supply and freight, **but excluding GST, which shall be paid as applicable at the time of supply**. In case of a discrepancy, the amount quoted in words will be taken as final.
3. The Tender should be accompanied with Earnest Money Deposit (EMD) of Rs. 20,000/- (Twenty Thousand only) in the shape of FDR/CDR of any scheduled Bank drawn in favour of “Islamic University of Science and Technology”, payable at Awantipora, Pulwama (J&K).
4. The rate contract is valid till **31st March, 2020**.
5. The supply, transportation, etc. of the items shall be sole responsibility and at the risk of the firm till the acceptance by the University.
6. The supplied items made under this tender will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such event, the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.
7. The University reserves the right to reject or accept any Proposal without assigning any reason or cancel or withdraw the tender. The University reserves the right to relax any condition enumerated or arising out of this tender, without assigning any reason/s thereof. If the supply of the required items are not affected before the specified period, the University shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
8. In case of any dispute the jurisdiction will be courts at Srinagar only.
9. The EMD may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity.
 - (b) If at any stage it is proven that the information given by the bidder is incorrect.
 - (c) In case of a successful Bidder, if the Bidder fails:
 - to execute the supply within the stipulated time.
 - if the items are not as per the specifications.
10. The University may, for any reason, whether suo-moto or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment, any time prior to the last date for submission of bids.
11. Tenders received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.
12. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
13. Failure of the successful bidder to comply with the requirements of the University shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest bidder or call for new bids.

14. Bidders are supposed to supply the sample of items (wherever mentioned). Without samples no tender shall be entertained.

15. 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 shall be accepted.

16. The supply order shall be placed as per the requirement of the University.

17. No Advance will be paid against the order placed by this office.

18. Interested bidders can check all the tendered items during working days from 9.30 am to 4.00 pm up to 10th of April, 2019 in the University Stores.

Compulsory Documents to be placed in the tender:

- a. GST Registration.
- b. EMD of Rs. 20,000/-
- c. DD of Rs. 500/-
- d. Experience proof documents in shape of supply orders of similar nature of work if any
- e. Certificate of service support after sale wherever necessary.
- f. Proof of legal status.

Award of contract

- a. Contract shall be awarded to the bidder whose bid is commercially, technically responsive and offered at lowest evaluated price (item wise).
- b. Successful bidder shall be informed about the award of the contract where in terms and conditions of supply shall be incorporated.

Payment

- a. 100% payment shall be made against delivery of items, successful verification/inspection of items by the University Verification Committee.

I/We hereby declare that the information furnished in this tender document by us is true and correct and also we have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. In case the provided information is found incorrect at any stage, the University may take appropriate action as warranted.

Name and sign of the authorized person of the firm along with seal

Place:

Date:

Annexure - A

S NO	Name of Item	Brand/ Particulars	Specification/ Sample Required	Unit	To be filled by the bidder	
					Make/Brand/model quoted by bidder	Rates in INR
1.	Attendance Register	Saraswati/jindal	1 Quire	Nos		
2.	Binder Clips 19mm	SY-B19-Do	Best	Packet		
3.	Binder Clips15mm	SY-B15 -Do	Best	Packet		
4.	Binder Clips-25mm	SY-B25	Best	Packet		
5.	Board Duster	Wooden & Plastic	Sample Required	Nos		
6.	Board Marker	Luxor	Refillable	Nos		
7.	Board Marker	Cello	refillable	Nos		
8.	Bond Paper	Bilt	Royal Executive bond- 85gsm 100 sheets	Rim		
9.	Brown Tape 1.5"	J K wonder	20 and 30 mtrs	Nos		
10.	Calculator	Casio (DJ-120T)	12 digit	Nos		

11.	Calculator	Orpat (M-OT-1700T)	12 digit	Nos		
12.	Calculator	Casio (MJ - 120T-W)	12 digit	Nos		
13.	Correction pen	Reynolds	reynold	Nos		
14.	CD,s	Mosear Bear/sony	Rewritable/ writable	Nos		
15.	Carbon	Kores	100 sheet packing	Packet		
16.	Log Book	Saraswati/jindal	02-Quire	Nos		
17.	Cutters	Infinity	Infinity	Nos		
18.	Dak Pad	Ordinary/ Leather	Sample Required	Nos		
19.	Despatch Register	Saraswati/jindal	04-Quire	Nos		
20.	Drawing Sheets	2ft X 2.5FT	Sample Required	Nos		
21.	DVD,s	Mosear Bear/sony	Rewritable/ writable			
22.	Envelope A4 Size Plain	Yellow Colour	Sample Required	Nos		

23.	Envelope file Size A3	Yellow colour	Sample Required	Nos		
24.	Envelope Letter Size plain	9" X 4" (white colour)	sample required	Nos		
25.	Envelope Letter Size plain	12" X 4" (yellow colour)	sample required	Nos		
26.	Conference File folder	With University Name & Logo	Sample Required	Nos		
27.	File Cover Folder with Clips	With University Name & Logo	sample required	Nos		
28.	File Cover Index	With University Name & Logo	sample required	Nos		
29.	File cover transparent	With University Name & Logo	sample required	Nos		
30.	File Cover Laminated	With University Name & Logo	sample required	Nos		
31.	File Cover Ring Type	Wit University Name & Logo	sample required	Nos		
32.	File Cover Plain	With University Name & Logo	sample required	Nos		
33.	File Flaps		sample required	Nos		
34.	Glue Stick	Fevi Stick / Kores	8 gms	Nos.		

35.	Highlighter	Luxor/cello	sample required	Nos		
36.	Label Sheets	Desmat	100 sheets (16 each per sheet)	Packet		
37.	Long Note Book	Classmate/Choice GSM/Size	Size: 27.2 x 16.7 cm Pages: 256 pages/ 190 pages	Nos		
38.	Marker Ink Refill	Cello	15ml	Nos		
39.	Marker Ink Refill	Luxor	15ml	Nos		
40.	Note Pad Medium	Valley	# 33	Nos		
41.	Note Pad A4	Valley	Executive	Nos		
42.	Note Pad Small	Valley	# 22	Nos		
43.	Note Sheet Pad Green	30 x 20cm/ 35x21 cms	100 sheet	Pkt		
44.	Notice Board Pins	Pony/infinity	packet	Pkt		
45.	Notice Boards	Aluminium made of size 3 x 2 having Glass cover with lock	Sample Required	Nos		
46.	Notice Boards	2 1/2 x 3/4 (Plain)	Sample Required	Nos		

47.	Paper A3	75 GSM	500 sheets	Rim		
48.	Paper A4	75 GSM	500 sheets	Rim		
49.	Paper Pins	Office Plus	packet	Packet		
50.	Paper Punch	Kangaroo DP-800		Nos		
51.	Paper Punch	Kangaroo (M-DP-600)	2.2mm 80mm	Nos		
52.	Paper Weight	small , medium, big	Sample Required	Nos		
53.	Pen	Reynolds	0.45	Nos		
54.	Pen Holder	Kores	Sample Required	Nos		
55.	Pen	Cello	Liquid Express	Nos		
56.	Pen	Cello	Butterflow	Nos		
57.	Plain Register	Classmate/Choice	200 pages	Nos		
58.	Signature Pen	Parkar	Navigator	Nos		

59.	Signature Pen	Uniball	Uniball	Nos		
60.	Signature Pen	Pilot	Hi.techpoint v7 grip	Nos		
61.	Pencil Cells	Novino/ Hipower Duracell/panasonic	AAA & AA	Nos		
62.	Pencil	Nataraj/Classmate	HB, 621 Natraj,	Nos /pckt		
63.	Peon Book	Saraswati/jindal	02-Quire	Nos		
64.	Permanent Marker	Luxor	Refillable 1222	Nos		
65.	Permanent Marker	Cello	pocket 300	Nos		
66.	Photo Paper	Desmat	50 sheets 175 gsm	Ream		
67.	Pin Holder		Sample Required	Nos		
68.	Plastic file tray		Sample Required	Nos		
69.	Receipt Register	Saraswati /jindal	04-Quire	Nos		
70.	Rubber Band	Rainbow	box (Big/ Medium/ Small) Sample Required	Packet		

71.	Rubber Eraser	Kores	(Medium/ Small) Kores packet	Nos.		
72.	Ruler-1 ft (Steel)	Kores	Steel Made	Nos		
73.	Sketch Pens	Luxor	12 pen pkt 950	Pkt		
74.	Scissor Big	Infinity	6.5" 215 mm	Nos		
75.	Sharpners	Omega/nataraj		Nos		
76.	Soft Clips	standard	packet	Packet		
77.	Stamp Pads	Kores/Fiber castle	Green, Red, Blue 110X 70mm	Nos		
78.	Stapler Small	Kangaroo no. 384556	Sample Required	Nos		
79.	Stapler Medium	Kangaroo M HD-45	Sample Required	Nos		
80.	Stapler pins Big	Kangaroo	23/17-H	Nos		
81.	Stapler Pins Medium	Kangaroo	26/6	Nos		
82.	Stapler Pins Small	Kangaroo	10 No	Nos		

83.	Stick Pads	Desmat	4"x3" (All colours)	Pkt.		
84.	Stock Register	Saraswati	04 & 02 Quire	Nos.		
85.	Table Top	Officer	Model 8C	Nos		
86.	Tags	long and short	100 tag/bundle	bundle		
87.	Tape 1/2`` 1`` 3/4``	Cello	20 mtrs (transparent)	Nos		
88.	Wall Clock	Ajanta & Samay	M-2137 & M no.7009	Nos		
89.	White Boards	Alkosign	magnetic	sqft		
90.	White Boards	Alkosign	non magnetic	sqft		

Note :-

1. Rates shall be quoted inclusive of all charges but excluding GST which shall be paid as applicable at the time of Supply Order.
2. Supply order (s) will be issued as per the requirement of the University throughout the Financial Year (2019-2020).
3. Supplier shall mandatory mention the Make/model/ brand of the quoted items.

Name and sign of the authorized person of the firm along with seal

Place:

Date: