



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अधीन स्थापित)

निविदा सं. 04 / 2015 / हि.प्र.के.वि. / एनआईटी

दिनांक : 19.03.2015

सीमित टेंडर आमंत्रण सूचना

एतद्वारा लेखन-सामग्री आदि (टेंडर दस्तावेज का अनुलग्नक III) की आपूर्ति के लिए वार्षिक रेट कॉन्ट्रैक्ट हेतु मोहरबंद सीमित टेंडर आमंत्रित किए जाते हैं। निबंधन एवं शर्तों आदि सहित टेंडर फॉर्म को विश्वविद्यालय की वेबसाइट www.cuhimachal.ac.in से डाउनलोड किया जा सकता है।

इच्छुक/पात्रता रखने वाली एवं विख्यात पार्टियों द्वारा निर्धारित फॉर्मेट में टेंडरों / प्रस्तावों के साथ प्रोसेसिंग शुल्क के रूप में 500/- रुपये का डिमांड ड्राफ्ट और 5000/- रुपये की ईएमडी राशि (अलग-अलग) दिनांक 07.04.2015 (अपराहन 03.00 बजे) तक जमा करायी जाए। टेंडरों को टेंडर दस्तावेज में इंगित तिथि, स्थान और समय पर खोला जाएगा।

वित्त अधिकारी

कैंप कार्यालय, धर्मशाला, जिला काँगड़ा, हिमाचल प्रदेश - 176215,

ईमेल:brdhiman1955@gmail.com,दूरभाष सं. 01892-229330, 229574, फैक्स सं. 01892-229331



Central University of Himachal Pradesh

(Established under Central Universities Act 2009)

Tender No. 04/2015/CUHP/NIT

Dated: 19.03.2015

Notice Inviting Limited Tender

Sealed limited Tenders are hereby invited for entering into Annual Rate Contract for supply of stationery items (Annexure-III of Tender Document). Tender form along with Terms and Conditions, etc. can be downloaded from the University website: www.cuhimachal.ac.in.

Interested/eligible & Reputed parties may submit their tenders/proposals in the prescribed format along with Demand Draft amounting to Rs.500/- as processing fees and EMD of Rs. 5,000/- (separately) latest by 07.04.2015 (3.00 PM) The tenders shall be opened on the date, place and time mentioned in the Tender document.

FINANCE OFFICER

Camp Office, Dharamshala, District Kangra, Himachal Pradesh – 176215,

E-mail : brdhiman1955@gmail.com, Phone No. 01892-229330, 229573, Fax No. 01892-229331

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Limited Tender Document

FOR

**ENTERING INTO ANNUAL RATE CONTRACT
FOR THE SUPPLY OF STATIONERY ITEMS**



REFERENCE NO.	: 04/2015/CUHP/NIT
DATE OF ISSUE OF TENDER	: 19.03.2015
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	: 07.04.2015 (3.00 P.M.)
TIME AND DATE FOR OPENING OF THE TENDER (Technical bid)	: 08.04.2015 (11.00 A.M.)
PLACE OF OPENING OF THE TENDER	CENTRAL UNIVERSITY OF HIMACHAL PRADESH, CAMP OFFICE, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH -176 215.
ADDRESS FOR COMMUNICATION	THE FINANCE OFFICER CENTRAL UNIVERSITY OF HIMACHAL PRADESH, CAMP OFFICE, DHARAMSHALA, KANGRA DISTRICT, HIMACHAL PRADESH-176215.

SINGATURE OF THE QUOTEE
WITH SEAL



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**TENDER DOCUMENT FOR ENTERING INTO ANNUAL RATE CONTRACT FOR
THE SUPPLY OF STATIONERY ITEMS**

The sealed tenders /proposals are hereby invited from the reputed and eligible firms/stationers/suppliers/bidders, those are in the business for last five years and capable to supply the stationery items, for entering into Annual Rate Contract for supply of Stationery Items to the Central University of Himachal Pradesh, Dharamshala, District Kangra (HP).

The interested firms/stationers/suppliers/bidders may send their Tenders/proposal on the prescribed Tender Document along with non-refundable processing fee of **Rs. 500/- (Rupees Five hundred only)** through Bank Demand Draft and Earnest Money of **Rs.5,000/- (Rupees Five thousand only)** in the shape of Account Payee Bank Draft payable at Dharamshala, District Kangra (HP) or F.D.R. duly pledged in the name of **Finance Officer, Central University of Himachal Pradesh, Dharamshala** or a Bank Guarantee for equal amount furnished on prescribed Proforma (**Annexure-IV**), from any nationalized bank. The last date for receipt of Tenders is **07.04.2015 (3.00 PM)**. The tender bids will be opened on **08.04.2015(11.00 AM)**.

Note:

- (i) **The Processing fee and EMD should not be mixed i.e. Demand Draft for processing fee and Demand Draft/FDR/Bank Guarantee for EMD should be furnished separately.**
- (ii) **Detailed information of the Tender Document can be downloaded from the University website www.cuhimachal.ac.in.**
- (iii) **Any subsequent amendment modifications/Corrigendum, if any, will be uploaded only on the website.**
- (iv) **The rates should be written in both figures and words.**
- (v) **The Central University of Himachal Pradesh, reserves the right to select the items (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason.**

Tender Document complete in all respects may be submitted in a sealed envelope, which must be either delivered by hand or sent by registered mail/speed post to the Finance Officer on the below given address, superscribing on the envelop "**Tender for Rate Contract of Stationery Items**" so as to reach not later than **3.00 P.M. on 07.04.2015**

**The Finance Officer,
Central University of Himachal Pradesh
Camp Office, Dharamshala,
District Kangra, Himachal Pradesh- 176215.**

The University in no case will be held responsible for late delivery or loss of the documents or if the envelope is not sealed and marked as required or premature opening.

The tenders received after stipulated time and date, without processing Fee and Earnest Money Deposit (EMD), conditional tenders, or incomplete tenders and through E-mail/Fax or not in proper proforma and supporting documents will be summarily rejected.

The University reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidders will have to enter into a legal contract/agreement with the university before rendering its services to the University.

The other details are given in **Annexure – I**. The list of stationery articles to be covered under rate contract is given in **Annexure –III**. The Firms/Suppliers should read these annexures and submit the proposals duly signed.



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TERMS AND CONDITIONS FOR ENTERING INTO ANNUAL RATE CONTRACT FOR THE SUPPLY OF STATIONARY ITEMS

1. **Terms and conditions:** As given in Annexure - I
2. **List of stationery items proposed to be covered under Rate Contract:** As mentioned in Annexure- III
3. **Validity of Rate Contract:** One year from the date of entering into Annual Rate Contract
4. **Period upto which the supply order will be placed by Indenting Officers :** The supply order received by the firms/stationers/suppliers/bidders upto validity date shall have to be executed and supply will have to be effected on the laid down Terms & Conditions.
5. **Specifications:** As given in Annexure-III
6. **Processing Fee (Non-refundable):** Rs. 500/- (Rupees Five Hundred only)
7. **Earnest Money Deposit (EMD)** Rs. 5,000/- (Rupees Five Thousand only)

8. Inspection:

The inspection of goods will be carried out by the consignee at the destination and rejected goods will have to be removed by the party at its own cost within 10 days of dispatch of advice from the indenting office failing which the goods will be at supplier's risk which may be disposed off by the University by public auction, if so considered.

The rejected goods will have to be replaced with 15 days of the dispatch by the Indenting Officer's registered notice intimating that the goods have been rejected, failing which the Indenting Officer will be entitled to make purchases at the risk and cost of the Firm/suppliers without any further reference to them.

9. Fall in Prices:

The firms/stationers/suppliers during the validity period of this rate contract in any case shall not charge price for the same article from any office/deptt. of the University in excess, than the price quoted by him. If at any-time the firms/stationers/suppliers during the period of this rate contract decreased the price of any article or sell the article to any Department on less rates than that quoted in the rate contract, then Firms/suppliers/bidders shall inform the HOD/Indenting Officer concerned of Central University of Himachal Pradesh in this regard. He shall have also to submit the price list to the Indenting Officer Central University of Himachal Pradesh, which he will charge after the date of decrease of prices in the article prescribed in the contract.

10. Quantity of Material:

Since the quantity of the material required in the tender is approximate as such it cannot be promised that under this rate contract and during the period of its currency how much store shall be purchased by the Indentee except that the supply order for the articles mentioned in the annexure shall be placed with the firms/stationers/suppliers except the rights reserved as under:

- i) To enter into rate contract with one or more than one firms/stationers/suppliers/bidders as the Indenting Officer may deem fit, AND
- ii) The right to get the supply of concerned article through any other source by the Indenting Officer whose decision shall be final if he thinks that supply of particular article and its quantity by the Contractor is not possible within the prescribed period.

11. Disputes:

Any dispute arising out of the deal shall be subject to the decision of the Vice-Chancellor of the University whose decision shall be final. Settlement of all disputes will be made within the jurisdiction of the Central University of Himachal Pradesh at Dharamshala (HP).



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TERMS AND CONDITIONS

1. All rates quoted should be F.O.R destination and should be net i.e including packing weighing, Insurance and forwarding charges. The sales tax will however be extra in case quoted by the supplier.
2. Samples wherever required as mentioned in the remarks column of Annexure-II shall be submitted by the firm duly signed/ stamped/ tagged indicating specification, make / brand so as reach this office by the date and time fixed for opening of tender. Samples should be sent against pre-paid RRs /G.T.R.S. To – pay consignment will not be entertained and sample will remain undelivered with railway authorities and transport companies at the risk of the firm.
3. In case where full specifications are not incorporated or where specification are such that the supplier cannot quote for the suppliers owns specification should be stated in full for the articles quoted for. Any illustrative literature available duly stamps and signed should also accompany.
4. In all cases the country of manufactures/ particulars of manufacture and unit of measurement etc. must prominently be stated. The unit should usually be the one stated in the inquiry.
5. All containers, packing cases, bags etc. will be deemed to be non-returnable unless specifically stated otherwise in the tender.
6. The area of supply is throughout Himachal Pradesh where the activities of the University are located and the suppliers shall have to execute each order placed by any of indenting officers of the University individually, irrespective of its quantity/numbers.

7. All supplies should be made within a fortnight of supply order or **by the date stated in the order whichever is earlier**. In case it is brought to the notice of the undersigned that the supply has not been made within the prescribed period, a penalty @0.5% of the delivered price of the delayed goods for each week, with maximum limit of 10% would be deducted from the bill or the tender will be cancelled and Performance Security will be forfeited. The University shall then be at liberty to make the purchase from any other source at supplier's risk and the University shall be free to blacklist the firm/suppliers.
8. No price increase will be allowed during the currency of the rate contract and rates approved shall remain in force during the currency of rate contract.
9. The quantity of supply can be increased or decreased at the discretion of the University.
10. (i) The authorized dealers/suppliers once notified by the manufacturers/proprietors shall not be allowed to be changed in between the period of contract.
 - (ii) Sufficient number of samples according to the approved pattern for supply to each of the INDENTING OFFICER and two spares will have to be supplied and got approved if considered necessary by this office.
 - (iii) The inspection of goods will be carried out by the consignee at the destination and rejected goods will have to be removed by the party at its own cost within 10 days of dispatch of advice from the indenting office failing which the goods will be at supplier's risk which may be disposed off by the University by public auction, if so considered.
11. (i) The rejected goods will have to be replaced with 15 days of the dispatch by the Indenting Officer's registered notice intimating that the goods have been rejected, failing which the Indenting Officer will be entitled to make purchases at the risk and cost of the Contractor/Firms without any further reference to them.
 - (ii) If the supplier claims that the goods supplied by him/them are strictly according to the approved samples/specifications, he may file an appeal to the Vice-Chancellor of the University within five days of the receipt of the Registered Notice from the Indenting Officer/Consignee. Where such appeal has been filed, the Indenting Officer/Consignee will hold the goods with him till the final decision of the Vice-Chancellor.
12. (i) All quotations/Tenders should be accompanied with an earnest money of Rs. 5,000.00 (Rupees Two Thousands) only in the shape of F.D.R. duly pledged in the name of Central University of Himachal Pradesh, Dharamshala. The tenders received without EMD will be rejected

straight way. The EMD shall be returned if the offer of bid is not accepted by the University.

- (ii) Earnest money would be refunded to the successful bidder on the receipt of Performance Security of Rs.10,000.00 (Rupees Five Thousands) which is in the shape of Account payee Demand Draft or FDR or Bank Guarantee in the name of Finance Officer, Central University of Himachal Pradesh, Dharamshala. This Performance Security would be submitted at the time of entering into the agreement with the Central University of Himachal Pradesh.
 - (iii) The Performance Security would remain valid for a period of 60 days beyond the date of all contractual obligations of the Supplier including the warranty obligations, if any.
 - (iv) Performance Security would be refunded to the supplier without any interest in accordance with CUHP- Procurement of Goods & Services Rules 2010.
13. The supply must be completed satisfactorily within the stipulated period failing which the Indenting Officer concerned will have the right to purchase or allow to purchase the goods at supplier's risk, provided that where goods are not supplied according to the specifications and on account of urgency of the demand, the Indenting Officer decides to retain the inferior goods, the supplier will be entitled to receive payment not at the contract rate but at the rate fixed by the University with due regard to the quality of the material supplied.
 14. The quotations may be accepted in part or whole.
 15. **The University reserves the right to enter into parallel rate contract with two or more firms and to enter into negotiation with the concerned firm and to accept or reject any tender without assigning any reason, if so required.**
 16. The rates and units shall not be over written, amount shall be both in figures and words. The words '**No QUOTATIONS**' should be written cross all the items in the annexure for which a Firm does not wish to tender. All corrections must be signed in full by the Firm.
 17. In case of goods controlled by the Government, the quotations must be sent subject to the control and the other conditions and suppliers will be paid at the controlled rate or on the rate offered by the supplier which ever is lower.
 18. Any dispute arising out of the deal shall be subject to the decision of the Vice- Chancellor of the University whose decision shall be final. Settlement of all disputes will be made within the jurisdiction of Central University of Himachal Pradesh at Dharamshala.

19. **The University reserves the right to accept or reject any/all the tender without assigning any reason.**
20. The signature on the tender/quotations and sample etc. sent therewith will be deemed to be the authorized signature of the Firm.
21. The tenders received **after due date or without the processing fee and earnest money or without samples wherever required shall stand cancelled.**
22. In case it is agreed by the University and is incorporated as a conditions of the rate contract, to accept supply through bank, the bank charges accruing thereon, shall be borne by the supplier. No request and or payment above 75% through bank shall normally be accepted. However, in special circumstances depending upon the merit of the case and or credibility of the tender, the payment upto 90% through bank will be considered at the time of purchase of the material.
23. **Any term/condition given by the supplier/firm which is in contravention to the terms contained in the tender shall not be acceptable and shall be treated as null and void.**
24. In the event of tender, being accepted, the quotations will be converted into a contract which will be governed by the these terms and conditions.
25. The above conditions will be enforced unless written order of the Controlling Officer/Competent authority is obtained relaxing any specific condition in any particular instance.
26. The tender not strictly in accordance with the above conditions are liable to be rejected.
27. The tender shall be on the tender Form attached herewith (annexure-II & III). The rates should be quoted against each item in the tender form. The special terms, if any, should be added on a separate sheet with tender.
28. The successful Firms will have to execute an agreement on the non-judicial paper of the value of Rs. 100.00 duly signed and stamped.
29. Tenderer's right to question:
 - (i) A tenderer shall have the right to be heard in case it is felt that proper procurement process is not being followed and / or his tender has been rejected wrongly.

- (ii) The tenderer may send written representation, which may be examined by the Finance Officer or an officer to be designated by the Vice-Chancellor.
- (iii) The tenderer could make such a representation within one month from the date of placement of contract and the said representation shall be decided / replied to within one month from the date of its receipt.

Finance Officer
Central University of Himachal Pradesh

Read and Accepted

**Name and signature -----
of the authorized person
of the firm/Tenderer along with seal**



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Information of Firm/Tenderer

1. Name of Firm/Tenderer :
2. Address of the Firm/Tenderer :
3. Telephone No. (Landline):
Mobile No.:
Fax No. :
e-mail ID:
4. CST/ST No. :
5. TIN No.
6. VAT Registration No.
7. Detail of Bid Security/
Earnest Money (EMD) : DD/FDR No. _____ Dated _____
Rs.5000/- Name of Issuing Bank _____
8. Processing Fee Rs. 500/- : DD/FDR No. _____ Dated _____
Name of Issuing Bank _____

Place:

Name and signature -----

of the authorized person

Dated:

of the firm/Tenderer along with seal



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List of Stationery items proposed to be covered under Rate Contract

Sr. No.	Name of Articles	Accounting Unit	Estimated Qty.	Rate per unit	Remarks
1.	2.	3.	4.	5.	
1.	File Boards	No.	5000		Sample be supplied with the bid
2.	File Cover 25 X 35 cms clothlined with markin on the face at the top Print 'Central University of Himachal Pradesh', with University Logo	No..	5000		-do-
3.	Noting Sheet Pad light green colour 21X33 cms	Pad 100 Sheet	500 Pads		-do-
4.	Yellow Envelopes size 25 X 10 cms (Gummed) Packed Top Print 'Central University of Himachal Pradesh', with University Logo	Packet of 100 Nos each	15,000		-do-
5.	White Envelopes size 25X10 cms (Gummed) Top Print 'Central University of Himachal Pradesh', with University Logo	Packet of 100 Nos. each	15,000		-do-
6.	Yellow Envelopes size 25 X 20 cms pack of 100 each on front face at the top of Print 'Central University of Himachal Pradesh', with University Logo.	Packed	15,000		-do-
7.	Yellow Envelopes size 30 X 24.5 cms pack of 100 each on front face at the top of Print 'Central University of Himachal Pradesh', with University Logo.	Packed	15,000		-do-
8.	Yellow Envelopes size 40 X 30.5 cms cloth lined with markin (Gummed) on front face at the top of Print 'Central University of Himachal Pradesh', with University Logo	Packet of 100 Nos. each	10,000		Sample be supplied with the bid
9.	White Envelope size 25 X 10 cms windowed (Gummed) on front face at the top of print 'Central University of Himachal Pradesh', with University Logo	Packet of 100 Nos.	15,000		-do-

10.	Paper for Photostat of size 21 X 30 cms (A-4), 75 gsm- of following brands	Ream	5,000		Sample be supplied with the bid
	Power				
	JK				
	Spectra				
11.	Chalk dustless (Kores)	Box of 100 No.	100		-do-
12.	White board marker (Camlin) of different colours	No.	1000		-do-
13.	White Board duster	No.	1000		-do-
14.	Glue Stick 15 gms	No.	500		-do-
15.	Glue Stick 25 gms	No.	500		-do-
16.	Ball Pens Maxriter (Blue/Red/Black)	No.	1000		Sample be supplied with the bid
17.	Highlighter pens	No.	500		-do-
18.	Permanent Marker	No.	500		
19.	Box file	No.	500		-do-
20.	Pilot Pens V5 of different colours	No.	500		--

- **Prices/Rates against all items should be F.O.R destination and should be net i. e. including packing weighing, insurance and forwarding charges excluding taxes. Taxes will however be extra in case quoted by the supplier.**

Place:

**Name and signature -----
of the authorized person**

Dated:

of the firm/Tenderer along with seal

DECLARATION BY THE TENDERER

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by all the terms and conditions. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Name:

Designation:

On behalf of: (Company Seal)

(Annexure-IV)

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas (hereinafter called the “tenderer”) has submitted their offer dated.....for the supply of (hereinafter called the “tender”) against the Purchaser’s tender enquiry No.
.....KNOW ALL MEN by these presents that WE.....ofhaving our registered office at..... are bound unto the Central University of Himachal Pradesh (herein after called the “University”) in the sum offor which payment will and truly to be made to the said University, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect Within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the University during the Period of its validity:-
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

We undertake to pay the University up to the above amount upon receipt of its first written Demand, without the University having to substantiate its demand, provided that in its demand the University will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

(Signature of the authorized officer of the bank)

.....
.....

(Name and designation of the officer)

.....
.....

Seal, name and address of the Bank and address of the Branch.