



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

‘DR. AMBEDKAR BHAVAN’ 12, LB BLOCK, SECTOR – III
SALT LAKE CITY, KOLKATA – 700098.
PHONE NO: 2335 0534/7379/0765, 2569-4700 Fax: 23357422/0511

TENDER FORM

Offer expires on 25.11.2019 at 16.00 hrs

Tender Notice No. GOS/09//2019
Date: 01.10.2019

Date of opening of Tender :

Technical Bid : 28.11.2019 at 15.00 hrs.

Financial Bid : 01.11.2019 at 15.00 hrs.

TENDER DOCUMENT
FOR

**PROCUREMENT OF STATIONERY, PRINTING
AND GENERAL ITEMS**

Cost of Tender Form : Rs. 1000/-

The West Bengal National University of Juridical Sciences invites tenders from reputed bonafide **General Order Suppliers** for supply of articles of stores as per requirements.

PART- I

1. SCOPE OF WORK

1.1. Service

Supply of stationery, printing and general items as specified in the description of items under Section , listed in Form .

1.2. Period of Contract:

Under normal circumstances the contract shall be valid for a period of three year from the date of issue of work order. However contract may be renewed for further period upon mutual consent of both the parties on existing terms and conditions. It will be entirely at the discretion of the University to extend it or not.

1.3. Quantity & estimated cost:

Estimated quantity of items required is mentioned in the Description of Items: **GOS Form-5**, however it should be clearly noted that WBNUJS shall place the order only as per the actual requirements from time to time. The estimated value of the work will be less than Rs. 5,00,000/- (Rupees Five Lakhs only)

1.4. Supply Requirements:

The supply of items shall be made to office within 7 (Seven) working days of purchase order. The University will have the authority to place order for supply of items beyond office hours and on holidays. In case, the supply of items shall be required made to on urgent basis, it would also be delivered beyond office hours and on holidays.

PART- II

2. INSTRUCTIONS TO BIDDERS

(2.1) MINIMUM ELIGIBILITY CONDITIONS

Bidders should-

- (a) Be an Indian company/firm engaged in supplying Stationery and general items having its capacity to supply to the University , The West Bengal National University of Juridical Sciences, Kolkata within 7 working days of the placement of Purchase order. (Copy of Registration certificate as per existing norms, indicating legal status i.e. company/partnership firm/ proprietorship etc.)
- (b) An experienced supplier having good track record and client satisfaction of supplying the said Stationery.
- (c) Have a valid Trading License issued by Municipal/ Locals District Council Authorities as applicable.
- (d) Have been registered with GST authorities and other Taxing authorities as applicable. (Copy of registration certificate to be enclosed).
- (e) Have PAN allotted to him by IT Department (Copy of PAN card to be enclosed)
- (f) **Certificate of declaration** (Form xx)

(2.2) COST OF BIDDING

The bidders shall bear all costs associated with the preparation and submission of the bid. WBNUJS in no case will be responsible for these costs regardless of the conduct or outcome of the bidding process.

(2.3) BID DOCUMENT

A. Bid document includes

- Notice inviting tender
- Scope of work
- Instruction to bidders
- General terms and conditions
- Special terms and conditions
- Bid Form/EMD form – GOS Form 1
- Letter of authorization for attending bid opening – GOS Form 2
- Certificate for Non-Participation of near relative – GOS Form 3
- Agency details – GOS Form 4
- Price Schedule & Description of items – GOS Form 5 (A&B)
- Performance security guarantee bond – GOS Form 6
- Specimen agreement- GOS Form 7
- Certificate of declaration - GOS Form 8

B The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all the information required as per Bid Document or submission of the bids not substantially responsive to the Bid Document in every respect will be at the bidder's risk and may result in rejection of the Bid.

C. A prospective bidder requiring any clarification on the Bid document shall notify the University in writing. WBNUJS shall respond, in writing, for the clarification of bid document, which it receives not later than 7 days prior to the date of opening of Tender.

D. Any clarification issued by the University in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of the bid document.

E. The prospective bidder should keep their offers valid atleast for 1 (one) year from the date of tender opening.

(2.4) AMENDMENT TO BID DOCUMENT

A. At any time, prior to the date of submission of bid, WBNUJS may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.

B. The amendments will be updated on WBNUJS website only.

(2.5) DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall comprise the following components

- Documentary evidence in accordance with clause 2.1 of Part I to establish that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- Cost of the tender Rs. 1000/- in the form of Demand Draft drawn in favor of WBNUJS, payable at Kolkata.
- EMD furnished in accordance with .
- Bid Form (GOS Form-1) and price schedule (GOS Form-5 (A&B)) completed in accordance with clause 3.6 as per Part I.
- Letter of Authorization for attending Bid opening (GOS Form -2) as per Par III.
- Non-participation of any close relative (GOS Form-3) as per Part III.
- Agency details as per GOS Form-4 as per Part III
- Certificate of declaration (GOS Form 8)
- Copy o f Partnership Deed or proprietorship deed or Articles/Memorandum of Association as the case may be.

(2.6) BID FORM

The bidder shall complete the Bid Form as per GOS Form-1 of Part III and the appropriate price schedule as per GOS Form-5 (A&B) of Part III furnished in the bid document covering the items to be supplied.

(2.7) PRICE BID.

A. The supply of the items shall strictly be as per the requirement and specifications. The rate shall be quoted in figures as well as in words as per price schedule (as per GOS Form-5 (A&B)) for all the items given in the schedule of requirement. Price of the items should not be more than MRP.

No separate transportation/delivery/packaging charges will be paid.

B. Prices will be fixed and inclusive of taxes and statutory duties applicable, packing, forwarding, freight, insurance and other charges as applicable.

C. The rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.

D. The prices charged for the stores supplied under the contract shall in no event exceed the lowest price at which the contractor sells the stores or offer to sell stores of identical description to any department of the description to any person(s)/organizations including the purchaser or any department of the central government or any department of a state government or any statutory undertaking of the central or a state government, as the case may be, during the period till performance of all supply orders is completed.

E. If at any time during the said period, the contractor reduces the sale price, sells or offers to sell such stores to any person(s)/organization(s) including the purchaser or any statutory undertaking of the central or a state government as the case may be at a price lower than the price chargeable under this contract, he/she shall forthwith notify such reduction or sale or offer of sale to the University and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.

F. Prices charged by the bidder for goods delivered under the contract shall not be higher than the prices quoted by the bidder in his bid.

(3.8) EARNEST MONEY DEPOSIT (EMD):

A. The bidder shall furnish, as part of the bid, a EMD of Rs. 10000/- in the form of Demand draft drawn in favour of WBNUJS, KOLKATA

B. A bid not secured in accordance with clause 3.8. (A) shall be rejected by the WBNUJS as non-responsive at the bid opening stage.

C. The bid security of the unsuccessful bidder will be discharged/returned at the earliest after completion of the tender process.

D. The successful bidder's bid security will be discharged upon the bidder's acceptance of the Letter of Intent satisfactorily and furnishing the performance security.

E. The bid security may be forfeited:

(a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form;

(b) In the case of successful bidder, if the bidder fails to sign the contract in accordance with clause 3.1 under Part I; or Fails to furnish performance security in accordance with clause 4.2 of "General Conditions" under Part II ; or Fails or refuses to honour his own quoted price for any of the items or part thereof during the entire period of contract.

(c) In both the above cases bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent. The bidder will not approach the court against the decision of WBNUJS, Kolkata in this regard.

(3.9) FORMAT AND SIGNING OF BID

The original bid shall be signed (full signature) by the bidder or a person duly authorized on each page to bind the bidder for the contract. The letter of authorization shall be indicated by written Power of Attorney accompanying the Bid.

The over writing/erasures in the bid made by the bidder shall be signed by the person signing the bid. Unsigned over writing/erasures shall not be considered.

(3.10) SUBMISSION OF BIDS

A. Bids must be submitted in one outer envelope having one envelope, one containing **"Technical Bid "** and other containing **"Financial Bid"**. These two inner envelopes should be superscripted as "Technical Bid" and "Financial Bid" respectively. Both envelopes should have name and address of the bidder.

B. Technical Bid should contain duly filled cost of tender (Rs. 1000/-), Bid form/EMD form along with demand draft of Rs. 10000/- (PART-III, GOS Form-1), Letter of Authorization for attending Bid opening (PART-III, GOS Form -2), Certificate for non-participation of near relative (PART-III, GOS Form-3), Agency Details (PART-III, GOS Form-4) and Documents establishing bidder's eligibility (PART-I, Clause-3.1).

C. Financial Bid should contain only the duly filled Price Quotation (PART-III, GOS Form-5 (A&B)).

D. All the covers should be superscripted as **"Tender for supply of Stationery, printing and general items"**.

E. The bids should be submitted duly gala sealed and addressed to the Registrar, The West Bengal National University of Juridical Sciences, 12 L.B. Block, Sector – III, Kolkata 700 098 and sent by Registered post or delivered in person at Room No. 001 or at the Security Desk in the Main Gate, NUJS Campus, so as to reach the office on or before 16.00 hrs of 25/11/2019 to the above mentioned address. The envelope containing the bid shall be superscribed the name of the work/service.

F. Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder unopened.

G. Envelopes should be wax sealed and if found other means, the bid will be rejected.

(3.11) BID OPENING

A. WBNUJS shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in Section-III, GOS Form 2).

B. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened, otherwise the Financial bid will be returned to the bidder without opening it.

(3.12) EVALUATION & AWARD OF CONTRACT

A. Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted. Net-bundled price offered shall not be accepted.

B. WBNUJS will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price as per item list.

C. Notwithstanding the above, WBNUJS reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.

D. The tenderer(s) whose rate is accepted will be notified for the award of contract by the institute prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable

to the resultant contract and taken as an integral part of the contract concluded on the basis of this tender Enquiry.

E. In case two firms offering the lowest net bundled price evaluated prices then only item-wise rate will be evaluated for those two firms and the contract will be awarded to the two firms item-wise on L1 basis.

F. WBNUJS reserve the right to conclude parallel rate contracts with number of suppliers and place orders on any or such firms that may be the most economical to it or suitable to its requirements

(3.13) PURCHASER'S RIGHT TO VARY QUANTITIES.

Quantity given in the financial bid is approximate. It may likely to vary.

(3.14) ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of clause 3.15 of PART-I shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event WBNUJS may make the award to any other bidder at the discretion of WBNUJS or call for new bids.

(3.15) PERIOD OF VALIDITY OF BIDS

A. The bid shall remain valid for 60 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by WBNUJS as non-responsive.

B. A bidder accepting the request of WBNUJS for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

(3.16) DELIVERY

The delivery of goods shall be made by the bidder in accordance with the terms specified by WBNUJS in the conditions of contract. The delivery of goods/items should be made within 7 working days from the date of issue of Purchase Order.

The supplier shall warrant that goods to be supplied shall be in full conformity with specifications.

In case the stationery items are not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement. WBNUJS will not be responsible for any loss occurred for this to the firm.

4. GENERAL TERMS AND CONDITIONS

(4.1) APPLICATION

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or unless otherwise agreed by WBNUJS, Kolkata

(4.2) PERFORMANCE SECURITY

A. The successful bidder shall be required to deposit an amount equal to 5% of the contract value within 15 days from the date of signing the agreement (Vide Part III, GOS Form 1).

B. Performance Security shall be submitted in the form of Demand draft or Bank Guarantee (Vide Part-III, GOS Form-6) drawn in favour of WBNUJS, Kolkata.

C. Performance Security will be discharged after completion of contractors' performance obligations.

D. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for WBNUJS, Kolkata to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

(4.3) EXECUTION TIME LIMIT

The time period as stipulated in the purchase order or letter of intent shall be deemed to be essence of the contract.

(4.4) PAYMENT TERMS

A. The bill for the work prepared on the basis of the accepted rates will have to be submitted in favour of WBNUJS, Kolkata

B. The bill raised by the firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency period of contract shall be the sole responsibility of the firm.

C. Payment shall be made on receipt of goods against bill for the supply made after the good/items have been checked and accounted and there is no damage/shortage.

D. The payment is released through crossed cheque against bills and Income Tax and other taxes, if any, shall be deducted against bills submitted. E. Bills may be submitted within 15 days of supply.

F. No payment is admissible for goods rejected.

G. The prices/rates quoted should be indicated in words as well as in figures and in INR only

H. Tenders are requested to quote their prices on a firm and fixed basis only

for the entire period of the rate contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway

(4.5) DELAY AND LIQUIDATED DAMAGES

A. If delivery is not made in given time and WBNUJS is required to make purchase from outside at higher rates, the loss sustained will be deducted from the bill.

B. Irrespective of the fact as to whether or not the WBNUJS, Kolkata makes purchases from outside, the WBNUJS, Kolkata may impose penalty of 0.5% of value of order for every week's delay or part thereof for a period upto 10 (Ten) weeks and thereafter at the rate of 0.7% of the value of the delayed supply for each week of delay or part thereof for another Ten weeks of delay in complying with the date of delivery of the items for delayed supply and/or undelivered material/supply on each such occasion/default. This amount of liquidated damages shall be paid by bidder to NIF-India or may be recovered by NIF-India from the bills of bidder.

C. Quantum of liquidated damages assessed and levied by the University and decision of the University thereon shall be final and binding on bidder provided further the same shall not be challenged by bidder either before Arbitration tribunal or before the Court. The same should stand specifically excluded from the purview of the arbitration clause, as such, the same shall not be referable to arbitration.

(4.6) TERMINATION OF CONTRACT

The University may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

A. If the agency/contractor fails to supply the items within the period (s) specified and agreed in the contract or any extension thereof granted by the University.

B. If the agency/contractor fails to perform any other obligation(s) under the contract

C. If the performance is found unsatisfactory due to the negligence of the agency/contractor, depending upon the severity of negligence, University reserves the right to blacklist the agency/contractor from further participation in any of the University tenders/contracts. The decision of the University shall be final in this regard.

(4.7) TERMINATION FOR INSOLVENCY

The University may also by giving written notice and without compensation to the agency terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action.

(4.8) FORCE MAJEURE

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the University as to whether the supplies have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

(4.9) ARBITRATION

The conflicts or disputes that may arise in relation to the subject, content, interpretation, implementation and enforcement of this agreement will be solved, firstly, by the Monitoring Committee setup jointly for good governance and then, by equity arbitration. If it cannot be solved in a friendly manner, then it shall be submitted to the jurisdictions of Calcutta High Courts.

(4.10) SET OFF

Any sum of money due and payable to the supplier (including security deposit refundable to him) under this contract may be appropriated by the University and set off the same against any claim of the University for payment of a sum of money arising out of this contract or under any other contract made by the Supplier with the University.

(A) The bidder should give a certificate that none of his/her near relative is working in WBNUJS, Kolkata. In case of proprietorship firm certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of limited company by all the directors of the company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. WBNUJS, Kolkata will not pay any damages to the

company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in any tender of the University.

The format of the certificate is given at GOS Form- 3 of PART- III.

(B) In case the supply is not completed in stipulated or agreed delivery period as indicated in work/purchase order, or bidder's breach of terms and conditions of contract, University reserves the right to cancel/terminate the purchase order and or recover/impose liquidated damages or forfeit performance security for default.

(5.) SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5.1. The special conditions of contract shall supplement the "Instructions to the Bidders" as contained in PART I and General terms and conditions of the contract as contained in PART II and wherever there is a conflict, the provisions herein shall prevail over those in section I and General terms and conditions of the contract.

5.2. In case the date fixed for opening of bids is subsequently declared as holiday by the University, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day. Time and venue remaining unaltered.

5.3. The University reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with the University

5.4. The University reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient ground.

5.5. No sub-contracting is permissible.

5.6. Conditional bid will not be accepted.

5.7. The University reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action.

5.8. The University is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.

5.9. The person signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the

authority to bind such other person or the firm, as the case may be, in all matters pertaining to the contract including the arbitration clause.

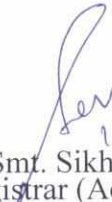
5.10. If the item supplied by the bidder is not found satisfactory or not conforming to the specification, University reserves the right at its discretion and without any claim for compensation to the contractor, either cancel the order altogether or modify the quantity ordered. In deserving cases firm may be black listed for failure to comply as per terms.

5.11. Prices shall remain fixed and valid during the period of contract

5.12. Quotations qualified by such vague and indefinite expressions such as 'subject to prior confirmation' "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly

5.13. Late/delayed tenders received in the University due to any reason whatsoever will not be accepted under any circumstances.

5.14. The tender should sign (not initials) at each page of the tender and all its annexures. No page should be removed/detached from the tender document.


1.10.19
Smt. Sikha Sen
Registrar (Acting)

PART -III -GOS FORM-1

BID FORM /EMD FORM

Tender No.:

Date: -----

To
The Registrar,
The West Bengal National University of Juridical Sciences,
Dr. Ambedkar Bhawan,
12 L.B. Block, Sector - III, Kolkata - 700 098

Dear Sir,

1. We, undersigned, offer to supply stationery items in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
- 3 If our Bid is accepted, we will deposit an amount equal to 5% of the contract sum in the form of Demand draft or in the form of a bank guarantee for due performance of the Contract.
- 4 We agree to abide by this Bid for a period of 60 days from the date fixed for Bid opening and it shall remain binding upon us.
- 6 Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. Along with the bid, we have submitted EMD of Rs. 10000/- in the form of Demand draft in favour of WBNUJS payable in Kolkata.

Dated this Day of 2019.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness.....

Address.....Signature

PART-III- GOS FORM-2

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Tender No.:

To
The Registrar,
The West Bengal National University of Juridical Sciences,
Dr. Ambedkar Bhawan,
12 L.B. Block, Sector - III, Kolkata - 700 098

Subject: Authorization for attending bid _____ (date) opening
on the Tender of _____.

Following persons are hereby authorized to attend the bid opening for the
tender mentioned above on behalf _____ (Bidder) in
order of preference of given below.

Order of Preference	Name	Specimen Signatures
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Preference I	:	
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Preference II	:	
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Alternate Representative	:	
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Signatures of Bidder :

or

Officer authorized to sign the bid
documents on behalf of the bidder

Note:

Maximum of two representatives will be permitted to attend bid opening. In cases
where it is restricted to one, first preference will be allowed. Alternate representative
will be permitted when regular representatives are not able to attend.

Permission for entry to the hall where bids are opened may be refused in case
authorization as prescribed above is not recovered.

PART-III- GOS FORM-3

CERTIFICATE FOR NON PARTICIPATION OF NEAR RELATIVE

Certificate on Non Participation of near relatives in the tender called for engagement of Agency for supply of Stationery items for WBNUJS, Kolkata as required under PART II, Clause 4.10 (A) of Bid document)

I _____ Son of
_____/ W/O _____ R/O

hereby certify that none of my relative(s) as defined in PART II clause 4.10 (A) of tender document is/are employed in WBNUJS, Kolkata as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, University shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Sign:

For and on behalf of the Bidder

Name : _____

Position : _____

Date : _____

PART -III – GOS FORM -4

AGENCY DETAILS (Including performance records, financial viability etc.,)

Name of agency/company :

Owner's name/Director's name :

PAN number :

Income tax A/C No. & Amount of tax
paid during last financial year (proof to
be enclosed) :

Tin number of the agency/company :

Address of show room :

Telephone/Mobile Nos. :

Banker's name & address

Experience (years)

List of major clients (enclose copy :
of orders/contracts along with
items, item details, performance
report
Any other
information/ documents which
may help the University in
assessing tenderer's capabilities for
award of contract

PART -III – GOS FORM 5

Description of Items

1. Papers:

S. No.	Type of Papers	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Xerox Paper (A4 size) Andhra make	75 GSM	Ream	400 Reams	
2.	Xerox Paper (A3 size)	75 GSM	Ream	6 Reams	
3.	Note Sheet Pad (Legal Size)	10.4 kg Good Quality Conquest Paper	Pads	100 Pads	
4.	Transparency Sheet	Pack of 100 sheets (Century Make)	Packets	75 Packets	
5.	Post It Note Pad – Adhesive slips (2" X 3")	Good Quality. Quote with Co. Name	Packets	60 pkts.	
6.	Post It Pad (Multicolour)	Size: 1" x 3" (3 colour)	Packets	30 pkts.	
7.	Colour Xerox Paper (A4 size)	75 GSM	Packets	06 pkts.	
8.	Carbon Paper	(Kores make)	Packets	03 pkts.	
9.	Executive Bond Paper (Good Quality)	A4 size	Packet of 100 pcs	5 packets	

2. Stationery and Writing Materials:

Sl. No.	Type of Material	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Reynolds Pen (045)	Blue, Black, Red	Pieces	300 pieces	
2.	Cello Pointec Gel Pen	Blue, Black, Red, Green	Pieces	200 pieces	
3.	Highlighter Pen (Different Colours)	Faber Castell make	Pieces	50 pieces	
4.	White Board Marker Pen (Different Colours)	Reynolds make	Pieces	100 pieces	

5.	White Board Marker Pen (Different Colours)	Artline 500	Pieces	200 pieces	
6.	Permanent Marker Pen (Different colours)	Luxor make	Piece	30 pieces	
7.	Photo Pen (Different Colours)	Fabre Castell (Fine Tip)	Pieces	30 pieces	
8.	Reynolds Refill (045)	Blue, Black, Red	Pieces	100 pieces	
9.	Wood Pencil (HB)	Nataraj	Pieces	70 pieces	
10.	Steno Pencil	Kohinoor make	Pieces	12 pieces	
11.	Chalk Pencil	Good Quality Dust free	Boxes	05 Boxes	
12.	Pencil Eraser	Nataraj	Pieces	60 Pcs.	
13.	OHP Pen (Different colours)	Luxor	Pieces	35 Pcs.	
14.	Erase Ex (15 ml)	(Kores)	Pieces	50 Pcs.	
15.	Pen of Erase Ex (10 ml) with Metal Tip	Kores	Piece	12 pcs.	
16.	White Board Duster	Good Quality	Piece	10 pcs.	
17.	Cloth Duster	24" x 24" (Good Quality)	Piece	50 pcs.	
18.	Car Duster (Red)	36" x 24" (Good Quality)	Piece	20 pcs.	
19.	Magnetic White Board Duster	Best Quality	Piece	50 pcs	
20.	Wall Clock (Ajanta Make) Digital	14" diameter, round shape having golden border hands/digits big size	Piece	20 pcs	
21	Wall Clock (Other make) Good quality with battery cover behind	Round shape	Piece	20 pcs	

3. Registers/Books:

S. No.	Type of Register	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Register Book (4 No.)	96 leaf, good quality paper & good binding	Pieces	100 pieces	
2.	Register Book (6 No.)	144 leaf, good quality paper & good binding	Pieces	100 pieces	
3.	Register Book (8 No.)	192 leaf, good quality paper & good binding	Pieces	30 pieces	
4.	Register Book (10 No.)	240 leaf, good quality paper & good binding	Pieces	40 pieces	
5.	Alphabetical Register (8 No.)	192 leaf, good quality paper & good binding	Piece	6 piece	
6.	Cash Book (Pre Printed) (4 No, 6 No, 8 No.)	4 No: 96 leaf 6 No: 144 leaf 8 No: 192 leaf (All are of good quality paper & good binding)	Book	20 Books	
7.	Binders for ledger	17" x 14" & 14.5" x 11.5"	Pair	10 Pairs	
8.	Register Book (Rulled)	250 pages, good quality 14.1 kg ledger paper & hard board binding with leather rexin binding.	Piece	3 Pcs	
9.	Register Book (Rulled)	500 pages, good quality 14.1 kg ledger paper & hard board binding with leather rexin binding.	Piece	3 Pcs	

10.	Register Book (Ruled)	1000 pages, good quality 14.1 kg ledger paper & hard board binding with leather rexin binding.	Piece	3 Pcs	
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4. Computer Stationery:

S. No.	Type of Stationery	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Pen Drive – 8 GB	Sony	Piece	50 pcs.	
2.	Pen Drive – 32 GB	Sony	Piece	50 pcs	
3.	Pen Drive – 128 GB	Sony	Piece	30 pcs	
4.	CD Box (Plastic) (Transparent)	Good Quality	Piece	25 pcs.	
5.	HP Q2624A (Black) Printer Cartridge		Piece	4 pcs	
6.	HP 852 (Black) Printer Cartridge		Piece	3 pcs	
7.	HP 855 (Colour) Printer Cartridge		Piece	3 pcs	
8.	HP 858 (Colour) Printer Cartridge		Piece	3 pcs	
9.	HP CB540A- 543A Printer Cartridge		Piece	5 pcs	
10.	HP CE 320A- 323A Printer Cartridge		1 Set 4 Colour cartridge	2 Sets	
11.	Printer Cartridge HP CC 388A/88A		Piece	50 pcs	
12.	Printer Cartridge HP 2612A		Piece	50 pcs	
13.	Printer Cartridge HP 78A		Piece	3 pcs	
14.	HP 4906A-09A XL Printer Cartridge		Piece	5 pcs	
15.	HP 972-975 XL Printer Cartridge		Piece	5 pcs	

16.	HP 920 XL Printer Cartridge		1 Set 4 Colour cartridge	5 Sets	
17.	Printer Cartridge HP 55A		Piece	6 pcs	
18.	Printer Cartridge Brother TN 340Y, 340BK, 340M, 340C		1 Set 4 Colour cartridge	5 sets	
19.	Printer Cartridge Brother Toner TN 2365		Piece	3 pcs	
20	Printer Cartridge Brother Drum DR 2365		Piece	10 pcs	

5. Files:

Sl. No.	Type of File	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Plastic Folder with Channel (Channel File)	Standard size of Good Quality	Piece	100 piece	
2.	Plastic Folder (both side transparent)	Size: 14" x 10" printed with university's name & logo (tricolour)	Piece	200 Piece	
3	Box File	Good quality	Piece	20 piece	

6. Office Stationery:

Sl. No.	Type of Stationery	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Cello Tape Brown	2" (72 yards), Good Quality	Piece	30 pcs.	
2.	Cello Tape White	2" (72 yards), Good Quality	Piece	36 pcs.	
3.	Cello Tape White	1", (72 yards) Good Quality	Piece	50 pcs.	
4.	Cello Tape White	½", (72 yards) Good Quality	Piece	24 pcs.	
5.	Scotch Magic Tape	¾", Good Quality	Piece	5 pcs	
6.	James Clip (Bell)	26 mm	Box	200 boxes	

7.	James Clip (Bell)	50 mm	Box	30 boxes	
8.	Butterfly Clip (Steel make)	2.5" (Good Quality)	Box	12 boxes	
9.	Pin (Bell)	Good Quality	Box	24 boxes	
10.	Board Pin with PVC cap	Good Quality	Box	15 boxes	
11.	Rubber Band Big (4" size)	Good Quality	Kg.	5 Kgs.	
12.	Rubber Band Small (2" size)	Good Quality	Kg.	2 Kgs.	
13.	Stapler (Small) Kangaroo	HSR 10	Piece	12 pcs.	
14.	Stapler (Big) Kangaroo	HSR 45P	Piece	06 pcs.	
15.	Stapler Pin (Small) Kangaroo (Munix)	Stapler pin of model no. HSR 10 stapler	Box	80 boxes	
16.	Stapler Pin (Big) Kangaroo (Munix)	Stapler pin of model no. HSR 45P stapler	Box	10 boxes	
17.	Punching Machine (Small) Kangaroo	DP - 280	Piece	12 pcs.	
18.	Punching Machine (Big) Kangaroo	DP - 580	Piece	05 pcs.	
19.	Single Punching Machine (Kangaroo)		Piece	06 pcs.	
20.	Numbering Machine (6 Digit)	Numex make	Piece	03 pcs.	
21.	Ink for Numbering Machine	60 ml Pack	Bottle	12 piece	
22.	Paper Knife	Good Quality	Piece	10 pcs.	
23.	Scissors	Medium size, Very good quality	Piece	20 pcs.	
24.	Stamp Pad Small (110 x 70 mm)	Gripex	Piece	12 pcs.	
25.	Stamp Pad Big	Gripex	Piece	6 pcs.	
26.	Tag	100 Pcs per Bundle	Bundle	25 bundles	

27.	Lock with Key (Godrej)	Big (65 mm)	Piece	50 pcs.	
28.	Lock with Key (Godrej)	Small (40 mm)	Piece	30 pcs.	
29.	Lock with Key (Local make), Good Quality	Big (65 mm), (Quote with Co. name)	Piece	50 pcs.	
30.	Lock with Key (Local make), Good Quality	Small (40 mm) (Quote with Co. name)	Piece	30 pcs.	
31.	Gum	(150 ml/ 500 ml) (Gripex)	Bottle	30 bottles	
32.	Plastic Sharpener	Nataraj	Piece	50 piece	
33.	Plastic Scale (1 Ft. size)	Camel	Piece	50 pcs.	
34.	Sponge Cup	Good Quality	Piece	10 pcs.	
35.	Short Hand Note Book	Good Quality	Piece	12 pcs.	
36.	Waste Paper Basket	Standard Net Body, Good Quality	Piece	36 pcs.	
37.	Plastic Tray with clip for paper	15" x 11", Good Quality	Piece	24 pcs.	
38.	Plastic Bucket	16 litres Good Quality	Piece	06 pcs.	
39.	Plastic Mug	Standard Size Good Quality	Piece	30 pcs.	
40.	Plastic Drum	40 litres Good Quality	Piece	12 pcs.	
41.	All Out Machine		Piece	25 pcs.	
42.	All Out Liquid	45 Days Pack / 60 Days Pack	Piece	100 pcs.	
43.	Good Night Machine		Piece	25 pcs.	
44.	Good Night Liquid	45 Days Pack/ 60 Days Pack	Piece	100 pcs.	
45.	Doc Clip	2.5" (Good Quality)	Piece	100 pcs.	
46.	Rubber Stamp	Good Quality	Per Word	24 pcs.	

47.	Polymer Stamp	Good Quality	Per Word	12 pcs.	
48.	Pre Inking Stamp	Presto make, Good Quality	Per Word	6 pcs.	
49.	Pre Inking Stamp (Round shape with university name & logo)	Presto make, Good Quality	(Quote with size)	5 pcs	
50.	Key Ring	Plastic make Good Quality	Piece	200 pcs.	
51.	Fevistick	Small (8 gm) Big (15 gm)	Piece	75 pcs.	
52.	Paper Weight (Flat)	Plastic & Glass (Good Quality)	Piece	100 pcs.	
53.	Calculator (12 Digit)	Orpat DTC – 0712 & Casio MJ-120	Piece	12 pcs.	
54.	Hand bell	Good Quality	Piece	02 pcs.	
55.	Room No. Display (Black) (3" X 1")	(Plastic) Good Quality	Piece	20 pcs.	
56.	Lamination of ID Card & Library Book Issue Card	9.5 cm X 6.5 cm (approx) Good Quality	Piece	200 pcs.	
57.	Screw	1", 1.5", 2"	Packet	10 Packets	
58.	Steel Jug	Standard Size Good Quality	Piece	12 pcs	
59.	Ink for Stamp Pad	500 ml Good Quality	Piece	06 pcs	
60.	Mosquito Repellent Spray (HIT)	500 ml Good Quality	Piece	06 pcs	
61.	Pencil Battery for Clock	Eveready (1015) – AA R6	Piece	20 pcs	
62.	Mosquito Coil	Good Night Jumbo	Box	12 boxes	
63.	Battery for Calculator	Model No: Orpat DTC 0712 & Casio MJ-120	Piece	06 pcs	
64.	Gala (Sealing Wax)	Good Quality	Box	10 boxes	
65.	Magnetic Pin Holder	Good Quality	Piece	12 pcs	

66.	Pen Stand	Good Quality	Piece	10 pcs	
67.	Plastic Clip Board	Standard Size	Piece	12 pcs	
68.	Writing Pad containing 100 pages with perforation, 60 GSM paper	Big Ruled - 25.8 x 22 cm Big Plain - 23.2 x 19.5 cm Small Ruled - 20.5 x 13 cm Small Plain - 21 cm x 14.5 cm	Piece	200 pads	
69.	Big Size Stapler (Kangaroo)	Size: 23/17	Piece	2 pcs	
70.	Big Size Stapler Pin (Kangaroo) (Munix)	Size: 23/17 stapler	Box	10 boxes	
71.	Big Size Punching Machine	As per sample in office	Piece	2 pcs	
72.	Cello Tape Cutter Dispenser (Omega)	Suitable for 1/2", 1", 2" Cello Tape	Piece	6 pcs	
73.	Coloured Gems Clip (Plastic)	Good Quality	Packet	10 Packet	
74.	Sketch Pen	Luxor	Piece	15 Pieces	
75.	Plastic Tray for tea, coffee etc	10" x 12" (approx), Good quality	Piece	6 Pieces	
76.	Plastic Jacket (both side transparent) for ID Card Cover	4.2" x 2.8" (approx), good quality	Piece	150 Pieces	
77.	Dater Stamp Machine (8 Digit)	Numex & Presto make	Piece	5 Pcs	
78.	File Flap for File made of Good quality pitch board with cloth pasting with tape	22.5" x 3.5" (approx) (Good Quality)	Piece	500 Pcs	
79.	Filing Pockets for File Cabinet	Standard size, Hard Pitch board with plastic clip (Good Quality)	Lot of 100 Pieces	1000 Pcs	
80.	Fevicol		1 Kg. Container	5 Kg.	
81.	Binder Clip	19 mm, 25 mm, 32 mm, 41 mm (Good Quality)	Piece	50 Pcs	

82.	Stapler Clips	Standard size Good Quality	Box	10 Boxes	
83.	Clip Stapler	Standard size Good Quality	Piece	10 Pcs	
84.	White Adhesive Sticker for seat nos.	2" X 2" (Good Quality)	Piece	5000 pieces	
85.	White Adhesive sticker for seat nos.	4" x 1.5" (99.1 mm x 33.9 mm), Desmat make	Per Box of 100 sheet	3 Boxes	
86.	Plastic Name Plate (Black) with golden letter printing	Quote with various size	Piece	10 pieces	
87.	Pencil Battery for Remote Control	AAA size (Quote with Co. Name)	Piece	30 pieces	

7. Electrical Items:

S. No.	Type of Items	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Switch	5 amp, Anchor make	Piece	100 pcs.	
2	Electrical Wire (3/22)	Havells	Coils	3 coils	
3.	Choke for Tube	Philips make	Piece	25 pcs.	
4.	Starter	Philips make	Piece	100 pcs.	
5.	HRC Fuse	16A (GE make)	Piece	18 pcs.	
6.	HRC Fuse	32A (GE make)	Piece	06 pcs.	
7.	HRC Fuse	63A (GE make)	Piece	06 pcs.	
8.	HRC Fuse	100A (GE make)	Piece	6 pcs.	
9.	HRC Fuse	200A (GE make)	Piece	3 pcs.	
10.	HRC Fuse	500A (GE make)	Piece	3 pcs.	
11.	RCCB (63 Amp, 2 Pole)	Havells make	Piece	6 pcs.	

12.	RCCB (63 Amp, 2 Pole) – 4 Model	Indo Asian make	Piece	10 pcs	
13.	RCCB (63 Amp, 4 Pole)	Havells make	Piece	6 pcs.	
14.	Isolator (63 Amp, 4 Pole)	Havells make	Piece	6 pcs.	
15.	MCB (Single Phase), 6 Amp	Havells make	Piece	24 pcs.	
16.	MCB (Single Phase) (10 Amp)	Havells make	Piece	20 pcs.	
17.	MCB (Single Phase) (16 Amp)	Havells make	Piece	20 pcs.	
18.	MCB (Single Phase) (20 Amp)	Havells make	Piece	12 pcs.	
19.	MCB (Single Phase) (32 Amp)	Havells make	Piece	12 pcs.	
20.	Lamp (Philips)	60 Watt & 100 Watt	Piece	100 pcs	
21a	Tube Light (Philips) [4 Ft size]	40 Watt	Piece	30 pcs	
21b	Tube Light (Philips) [2 Ft size]	20 Watt	Piece	20 pcs	
22.	Cordless Bell	Sony	Piece	5 pcs	
23.	Socket (Anchor)	6 Amp	Piece	20 pcs	
24.	Combined Plug Point (Anchor)	16 Amp	Piece	12 pcs	
25.	Top (Anchor)	16 Amp	Piece	12 pcs	
26.	Multi Top (Anchor)	16 Amp	Piece	12 pcs	
27.	PL Lamp (PL-S 11Watt/865- XM2)	Philips	Piece	30 pcs	
28.	Choke for PL Lamp Shed Model: FCS 31/209	Philips	Piece	6 pcs	
29.	Telephone Wire	Two Pair Good Quality	Coil	2 coil	

30.	Screw (Iron)	½", 1", 1 ½ ", 2"	Packet	2 packet each	
31.	Sodium Vapour (HCL) Lamp (Philips)	70 Watt	Piece	20 pcs	
32.	Sodium Vapour Choke & Holder for Philips Lamp Shed of Model No: SPC/106/70(E)/HPF1X SON 70(E)	70 Watt Choke (Philips make)	Piece	2 pcs	
33.	4 Way Terminal	Good Quality (Quote with manufacturer name)	Piece	10 pcs	
34.	Emergency Light (Orpat)	Quote with size & Model No.	Piece	6 pcs	
35.	Fan Regulator (Normal)	Crompton Greaves	Piece	100 pcs	
36.	Casing for electrical wiring (Presto make)	½" & ¾"	Piece (Standard size)	100 pcs	
37.	Electrical Wire (1.5 mm)	Havells	Coils	8 coils	
38.	Flexible Wire	Good quality	Coils	4 coils	
39.	Black Tape for Electrical Wiring (Good Quality)	10 mtr size	Piece	12 pcs	
40.	Electrical Wire (2.0 mm & 2.5 mm)		Coils	5 Coils	

8. Plumbing Items:

Sl. No.	Type of Items	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Ball Cock for Cistern	PVC & Brass (Good Quality)	Piece	12 pcs	
2.	Bracket for Basin fixing	18", Good Quality	Pairs	12 pairs	
3.	Liquid Soap Container (Heavy)	5 ½ " C.P & PVC, good quality	Piece	20 pcs	
4.	Shower Head (Heavy)	4" Steel make, good quality	Piece	18 pcs	
5.	Bib Cock	1/2 inch; Essco make	Piece	12 pcs.	

6.	Pillar Cock	1/2 inch; Essco make	Piece	06 pcs.	
7.	Stop Cock	1/2 inch; Essco make	Piece	06 pcs.	
8.	Connector Pipe (C.P. & P.V.C)	12", 18", 24" Good Quality	Piece	24 + 12 pcs.	
9.	Plastic Tap (PVC)	Jaquor for PVC	Piece	12 pcs.	
10.	White Zinc	1 Kg container Good Quality	Kg	1 Kg	
11.	Flexible Waste Pipe for Basin	1" Dia, Good Quality	Foot	120 Feet	
12.	Urinal Waste (C.P.) Full Thread	4" & 6", good quality	Piece	25 pcs	
13.	Towel Rod (Heavy)	24", good quality	Piece	20 pcs	
14.	Basin Tray with soap case (PVC & C.P.)	24", good quality	Piece	30 pcs	
15.	Comode Cover (Black)	Standard size, good quality	Piece	10 pcs	
16.	Aldrove (Aluminium body) (Heavy)	12", Alans (ISI) make, good quality	Piece	24 pcs	
17.	Latches (aluminium body) (Heavy)	6", Alans (ISI) make, good quality	Piece	24 pcs	
18.	Iron Bibcock (Heavy)	Good Quality	Piece	6 pcs	
19.	Spendal (Inner Parts of Essco Bibcock/Pillar Cock) - Heavy	Essco	Piece	15 pcs	
20.	Gate Valve / Pitch Valve (Leader make)	15 mm, 25 mm, 32 mm, 80 mm (Good Quality)	Piece	6 pcs.	
21.	Basin Waste Cap (PVC)	Good Quality	Piece	24 pcs	
22.	Screw (Brass)	2", 2 ½ "	Packet	2 packet each	
23.	Washer for Bib Cock/Pillar Cock/Stop Cock	Good Quality	Packet	1 packet	
24.	Battery for Microphone/Transistors (9 Volt)	Nippo / Eveready	Piece	100 Pcs	
25.	Glass Basin Tray	Good Quality	Piece	50 Pcs	
26.	Angular Stop	½" Esco	Piece	20 Pcs	
27.	Lithium Battery for Weighing Machine	CR 2032, 3 Volt (Round	Piece	5 Pcs	

		shape)			
28.	Inner Parts (Spendal) for conceal Stop Cock (Essco Deluxe)	Essco	Piece	50 pcs	
29.	Inner Parts (Spendal) for Hindware Bib/Pillar Cock (1/2 turn)	Hindware	Piece	50 pcs.	
30.	Commode Hand Shower with connector pipe (Heavy)	Best Quality	Piece	50 pcs	
31.	Connector Pipe (C.P. & P.V.C), 30"	30" Good Quality	Piece	30 pcs	
32.	Wash Basin (22" x 16") without stand, white color	Hindware /Parryware	Piece	5 pcs	
33.	Foot Valve Washer (4") (Full leather)	Best Quality	Piece	20 pcs	
34.	Plain Mirror of size 18" x 24", 5 mm thickness having holes in 4 corners of size 15" x 21"	Best Quality	Piece	30 pcs	