

No.1-1/2017-18/HPU/ (SPS)
HIMACHAL PRADESH UNIVERSITY
“STORE PURCHASE SECTION”

Dated: 15-07-2017

“ T E N D E R N O T I C E ”

Sealed tenders Super-scribed as “**TENDER**” for the Purchase of Stationery Articles for the year 2017-18 are invited so as to reach in the office of the undersigned by registered post/by –Hand on or before 08-08-2017 by 12:00 Noon and accompanied by the earnest money of Rs. 50,000/- (Rupees Fifty Thousand only) through Demand Draft in favour of Finance Officer,H.P.University, Shimla-171005.

The Tenders will be opened on the same day on 08-08-2017 at 3:00 PM in the presence of the bidders who may like to be present.

The prescribed Tender Form along with other relevant terms and conditions etc. may be downloaded from H.P.University Official Website i.e, www.hpuniv.nic.in and submit the same with a demand draft for Rs.1000/- (Rupee One Thousand Only) drawn in favour of Finance Officer, H.P. University, Shimla -5 as the cost of the tender form. The tenderer firms may remain present at the time of opening of the tenders, if they so desire.

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Store Purchase Officer
H.P. University, Shimla-5.

HIMACHAL PRADESH UNIVERSITY
“STORE PURCHASE SECTION”

No.1-1/2017-18 /HPU (SPS)

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“ TERMS & CONDITIONS ”

1. All rates should be FOR University Store and should include packing and forwarding charges including of all taxes such as H.P. State entry tax etc.
2. Samples, in respect of each item quoted for should invariably be sent, where specification for descriptions are laid down. Quotation should bear stamp, seal and signature(s) of the tender(s) and also detailed specifications i.e. make, weight age, measurements and dimension etc. as the case may be. It is necessary that the samples should reach this office before opening time of the tender.
3. Where full specifications are not incorporated against any articles in the tender. The suppliers should give their own specifications in detail (illustrative literature, if any should also accompany duly stamped and signed).
4. In all the cases (where applicable) the country of manufacture / particular of manufacturer and unit or measurement etc. must prominently be stated.
5. All containers, packing cases, gunny bags will be deemed to be not returnable unless specifically stated in the quotations.
6. The delivery of the material will have to be made within 30 days from the date of supply order positively, and the supply of the material will not be entertained in piece meal.
7. The rates quoted shall be valid up to 31.03.2018 or till fresh rates are approved whichever is earlier.
8. The inspection of the goods will be carried out by the consignee at the destination and rejected goods will have to be removed by the party / parties at their own cost within 10 days of the dispatch of advice from Indenting Officer failing which the goods will lie at supplier risk or may be disposed off by the University by Public auction, if so considered necessary.
9. The rejected goods will have to be replaced within 15 days from the date of dispatch of notice intimating that goods have been rejected, failing which the Indenting Officer will be entitled to make risk purchases without any further notice. If the supplier / claims that the goods supplied by him / them are strictly according to the approved sample / specifications, he / they may file an appeal to the Registrar under intimation to the Store Purchase Officer / Indenting Officer within 5 days of the receipt of the notice from the Indenting Officer, where such an appeal has been filed before the SPO / Indenting Officer will held the goods with him till final decision.
10. All the tenders should be accompanied with an earnest money of Rs.50, 000/- (Rupee fifty thousand only) in the shape of FDR / Call Deposit Receipt in the name of the Finance Officer, HP University, Shimla-5.

Contd...2/-

11. The supply must be completed satisfactorily within the stipulated period failing which the Store Purchase Officer will have the right to purchase or allow the Indenting Officer to purchase the goods at suppliers risk, provided that where goods are not supplied according to the specifications and on account of urgency of the demand, the Indenting Officer decided to retain the inferior goods, the supplier will be entitled to receive the proportionate payment with due regard to the quality of the material supplied.
12. 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 if so required.
13. The rate and units shall not be over written. Amount shall be both figures and words. No tender should be written before all the item in the schedule for which a tenderer does not wish to quote. All correction must be signed in full by the tenderer.
14. The signature on the tender and sample etc. (sent therewith) will be deemed to be authorized signatures of the tenderers.
15. No tender will be considered unless and until all the document are properly signed and supported with FDR/Call Deposit Receipts as earnest money.
16. In case of controlled goods by the Govt. the tenders must be sent subject to the control rate and other conditions and supplier will be paid at the controlled rate on the rates offered by the supplier whichever is lowest.
17. In case of any dispute, the decision of the Vice-Chancellor, HP University, Shimla-5 shall be final and binding.
18. The Store Purchase Officer reserve the right to accept or reject any or all of the tenders and increase or decrease the quantity as mentioned in the enclosed estimate/requirement without assigning any reason and no claim will be admitted in this regard.
19. Payment will be made by on line on State Bank of India or presentation of Bill(s) after successful completion of supplies. Consignment through Bank will not be entertained.
20. In the event of tender being accepted, the tenders will be converted into contract which will be governed by these terms and conditions.
21. The above conditions will be enforced unless written orders of the Store Purchase Officer are obtained for relaxing any specific conditions in any particular instance.
22. The Tender not strictly in accordance with the above conditions are liable to be rejected.

23. In case where there is delay on part of contractors in the supply of stores, and articles supplied do not conform to the prescribed samples sample specifications etc. or are not of the specified numbers, weight, volume etc. the University may deduct payment for short supply and in addition impose a penalty, subject to the conditions, contained in the agreement executed in each case. Where the failure, partial or total, on the part of a contractor to supply articles leads to purchase of those articles from another source at a higher rate, the contractor shall be liable to pay the excess expenditure incurred on such purchases. The penalty so imposed and excess expenditure so incurred will be recoverable from the securities of the contractors deposited with the University.
24. Pan Number, Bank Account Number and IFSE Code are required to be indicated by the firm concerned.

-Sd-
Store Purchase Officer

READ & ACCEPTED

(Signature of the Tenderer(s) with seal)

**Signature are essential, failing which
Tender will not be accepted.**

**TENDER FORMS FOR STATIONARY ARTICLES
FOR THE YEAR 2017-18 (INCLUDING ICDEOL)**

Sr. No.	Name of Articles	Accounting	Estimate	Unit Rate
1	Ammonia Paper Roll (Citizen)	Roll	60 Nos.	
2	Bucket (Plastic) Polyset 18 Liters with Dhakan (Cover)	Piece	40 Nos.	
3	Poker (Bodkin) Plastic Handle (Kebika/Nataional/Omega)	Dozen	30 Dozen	
4	Carbon Paper (Black) Box in the size of 210x330 mm for typing (100 sheets in a box) Kores-145 Nos.	Box	200 Box	
5	Toilet Cleaner 1 liter Bottle (Superior Quality) as per sample	Bottle	200 Bottles	
6	Correcting Fluid (White) with Diluter (Kores)	Dozens	20 Dozen	
7	Candle (White) (Tiger/Parkash)	Kg.	10 kg.	
8	Cello Tape Black (Wonder/Promice/ Stick Me) width 1" (35 Mtrs)	Roll	200 Rolls	
9	Cello Tape Transparent width 1" (35 Mtrs) (Wonder/Promice/ Stick Me)	Roll	500 Rolls	
10	Cell Small / Pencil Size NIPPO / Eveready	Piece	300 Nos.	
11	Chalk White (50 sticks in a box) Dust free(kores/Ashoka)	Box / Pkt.	200 Box	
12	Duster Cloth (superior quality) in the size of 18"x18"	Dozen	60 Dozen	
13	Duplicating Paper White in size of 21.5x34.5 cm (75 GSM) (superior quality)	Ream	3000 Ream	
14	Dustbin (Plastic) 10 Liters (Polyset/Wonder)	Piece	60 Nos.	
15	Envelope in the size of 9"x4" Flap 1½ extra Khakhi without cloth Craft paper 65 GSM (to be printed as may be required)	1000	2,00,000 Nos.	
16	Envelope in the size of 10"x7" Flap 1 ½ extra thick yellow coloured paper cloth lined dhoti (to be printed as may be required) 100 GSM	1000	8,000 Nos	
17	Envelopes in the size of 16"x12" Flap 2" extra Khakhi Craft Paper Full Cloth lined dhoti (to be printed as may be required) 100 GSM	1000	80,000 Nos.	
18	Envelope in the size of 16"x6" Flap 2" extra Khakhi Craft Paper Full cloth lined dhoti (to be printed as may be required) 100 GSM	1000	1000 Nos.	
19	File Cover (Full Cloth lined) dhoti in the size of 25x35 cms Centre fold extra (to be printed as may be required) as per sample	1000	10,000 Nos.	
20	File Board Thick Card Board in the size of 25x35 Cms Full back Raxine / Cloth lined thick craft paper with 36" Cotton Tag (28 ONZ)	1000	10,000 Nos.	
21	Fax Roll (Thurmal Paper) 30 Mtrs. (Mitsubishi)	Roll	25 Nos.	
22	Gum Paste (Superior quality) 700 ML (Hansa)	Dozen	15 Dozen	

23	Gum Paste (Superior quality) 300 ML (Hansa)	Dozen	15 Dozen	
24	Glue Stick / Fevi Stick (kores)	Piece	150 Nos.	
25	Pen Marker (Luxer)	Piece	50 Nos.	
26	Jug (Plastic) Polysset for water (Transparent) 2 Ltrs.	Piece	70 Nos.	
27	Note Sheet Pad Light Green Colour (100 Sheets in a Pad) in the size of 8"x13" 75 GSM Ledger paper	Pad	1000 Nos.	
28	Photostat Paper (Modi Xerox/JK A-4 Size (Challenger) 75GSM	Ream	3000 Ream	
29	Legal Size Paper (Photostat Paper) Full Size 75GSM (Bindals)	Ream	500 Ream	
30	Typing Paper in the size 8"x13" (superior quality) 54 GSM	Ream	500 Ream	
31	Paper Pin (Diamond/Grace/Gem) 100 Gram in a Pack	Packet	1500 Pkt.	
32	Paper Rulled 43x69 cm(57GSM)	Ream	50Ream	
33	Pin Cushion (for All Pin) (Kebika)	Piece	100 Nos.	
34	Pen Stand with 2 Pens (Blue & Read Jotter Refill) Kebika)	Piece	50 Nos.	
35	Pen Stand with 4 Pens Kebika) Blue & Read Jotter Refill)	Dozen	50 Nos.	
36	Pen Ball Point (Jotter Refill) Blue,Green & Read) (perform/cello)	Piece	2500 Nos.	
37	Pen Pilot V-5/Rorito T-Max Refillable (Blue & Black & Green)	Piece	250 Nos.	
38	Pencil Drawing (Kohinoor/Apsara) H, 2H, HB and B (5 Dozen each Branch)	Dozen	15 Dozen	
39	Pencil Lead (for Lining) HB(Natraj/Apsara)	Dozen	15 Dozen	
40	Jotter Refill (for Pen) Blue, Black, Red (perform/cello)	Dozen	30 Dozen	
41	Register, White Ruled Paper in the size of 19x32 Cms cover thick card board (24 sheets in a quire) 57 GSM			
i)	2 Quire (192Pages)	Piece	50 N0s.	
ii)	4 Quire (384Pages)	Piece	400 N0s.	
iii)	6 Quire (576 Pages)	Piece	400N0s.	
42	Sutli (Sewa Superior Quality)	Kg.	300 Kg.	
43	Stamp Pad Self Inking Blue (Supreme/Ashoka)	Pkt.	200 Pkt.	
44	Stapling Machine 24/6 Kangaroo (HS-45P)	Piece	150 N0s.	
45	Stapling Machine Pin 24/6 Kangaroo (HS-45P)	Piece	1000 Nos.	
46	Shorthand Note Book (50 Pages) (Neelgagan/Swastik)	Pieces	50 Nos.	

47	Tracing Paper Roll 90/100 (Gateway)	Rolls	10 ROLls	
48	Table Glass 3'x2' 5mm	Piece	30 N0s.	
49	Tumbler (Glass) for water (Yera/Asian)	Dozen	30 Dozen	
50	Tag 6" Long (50 Tags in a Bunch)	Bunch	1200 Bunch	
51	Tag 18" Long (50 Tags in a Bunch)	Bunch	300 Bunch	
52	Blank CD Recordable (Sony/Mosiorbear) CDR's 700 MB with cover	Piece	500 Nos.	
53	Sealing Wax Superior Quality (as per sample)	Kg.	300 Kg.	

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54	Pen Drive (8 GB) (HP/SanDisk/Kingston)	Piece	50 Nos.	
55	Pen Drive (16 GB) (HP/SanDisk/Kingston)	Piece	50N0s.	
56	Gel Pen (Blue, Green & Red) Free Flow(Cello/Luxer)	Piece	1000 N0s.	
57	Highlighter Pen Pink & Light Green (Febic Castal/Luxer)	Piece	50 Nos.	
58	Ink for Stamp Pad Blue (100 ML) (Supreme/Ashoka)	Dozen	10 Dozen	
59	Dak Pad (Superior Quality) (Neelgagan/Jindal)	Piece	100 N0s.	
60	Vim / Cleaning Powder	Kg.	100 Kg.	
61	Soap Lifebuoy/Dettol 100 grams	Piece	300 N0s.	
62	Broom Narial Hard Plastic Handle 400 grams (Thukral)	Piece	1000 N0s	
63	Broom Soft Plastic Handle (Thukral)	Piece	700 N0s.	
64	Duster Wooden for Black Board (Omax/Crown)	Piece	200 N0s.	
65	Tea Sets with Cattle (Superior Quality) (JAVA)	Piece	10 N0s.	
66	Scales in the size of 12" Plastic (Kebika /Natraj)	Dozen	15 Dozen	
67	Dumper/ Sponge (Kebika/Omex)	Piece	30 Nos.	
68	Desk Refil Stand Steel (Amit)	Piece	30 Nos.	
69	White Envelopes in the size of 6"x4" Flap 1½ extra without cloth 75 GSM (to be printed as may be required)	1000	50,000 Nos.	
70	Paper Wet	Piece	20 Nos.	
71	Thread White (as per sample)	Roll	50 Nos.	
71	Thread Green (as per sample)	Roll	200 Nos.	