



Central University of Orissa
(Established under the Central Universities Act, 2009)
Landiguda, Koraput. Odisha Pin.: 764 021.
Phone:06852-288235/238 Fax.06852-288225

Ref.:CUO/Admn/TS/58

Dt. 03/04/2018

NOTICE INVITING TENDER

**Sub.: ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY & CONSUMABLES
AT CUO, KORAPUT.**

Sealed quotations are invited from the firms/agencies for supply of office stationery/consumable items as mentioned in the list enclosed unit wise. Bidders quoting minimum 90% of articles mentioned in the list will be considered. The contract will be valid for a period of one year. The sealed quotations are to be submitted on or before 25/04/2018 by 15.00Hrs. as per the prescribed terms and conditions.

For further details please log on to University website: www.cuo.ac.in.

Sd/-
Joint Registrar

TERMS & CONDITIONS:

I. ESSENTIAL QUALIFICATION:

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:

- a. The tenderer must possess valid License, Registration etc. issued by the Competent Authority as applicable.
- b. If the tenderer is the authorized dealer / sole distributor of the items, the Certificate to this effect should be attached.
- c. The tenderer must have satisfactorily completed:
 - i. One work Order/Purchase Order of ₹ 07.00 Lakhs or more
 - ii. Two works orders/Purchase Orders of ₹ 05.00 lakhs each or more or
 - iii. Three works orders/Purchase Orders of ₹ 03.00 Lakhs or more issued by any Govt. / Autonomous/ PSU Organization (Central or State) for supply of same or similar item / services during the last 03 Financial Years (i.e. 2014-15, 2015-16 and 2016-17).

Note: (i) The supply in progress and supply which is not satisfactorily completed will not be considered; (ii) Supply / work executed in any private organization will not be considered.

- d. The total turnover of the tenderer shall not be less than ₹ 30.00 (thirty lakh) during the last 03 Financial Years (2014-15, 2015-16 and 2016-17).
- e. The tenderer must deposit Earnest Money (EMD) of ₹ 35,000/- (Rupees thirty five thousand only) along with their tender in the form of Demand Draft drawn in favor of Central University of Orissa payable at Koraput.
- f. The tenderer must possess his own Bank Account, PAN, and G.S.T No.

II. DOCUMENTS TO BE ENCLOSED

The tenderer shall submit copies of the following documents along with the tender, failing which their quotation will be summarily rejected:

1. Copy of registration / license issued by the Competent Authority.
2. Work Completion Certificate issued by the authority with reference to Sl.No.C above consisting of the following details:
 - i. Description of items supplied
 - ii. Purchase Order No. & Date
 - iii. Value of Purchase Order
 - iv. Date of commencement of supply
 - v. Date of completion of supply
 - vi. Quantity supplied
 - vii. Whether supply completed or not
3. Copy of income tax returns and / or annual accounts of the last 03 Financial Years.
4. Copies of Bank Account, PAN, and GST Registration Certificate.
5. Demand Draft of ₹ 35,000/- (Rupees thirty five thousand only) drawn in favour of Central University of Orissa payable at Koraput towards value of EMD.
6. Demand Draft of ₹ 500/- (Rupees Five hundred only) towards cost of tender document drawn in favour of Central University of Orissa payable at Koraput which is not refundable.
7. Certificate of dealership / distributorship as applicable.

III. INSTRUCTIONS TO THE BIDDER

1. **Bid Opening Date and Time:** The tenderers may send their quotations by speed post or registered post or in person only addressed to the Jt. Registrar, Central University of Orissa, Landiguda, Koraput, Odisha – 764 021, so as to reach the University on or before 25/04/2018 by 15.00Hrs. Super-scribed as "Tender for Office Stationery & Consumables Ref. No.....date....." The bids will be opened at 15.30 hrs on the same day in the presence of representatives of the bidders if any.
2. The rates and specifications quoted by the tenderers shall be strictly as per the Performa attached as Annexure -02 and 03 otherwise their quote will be liable for rejection.
3. The bids sent through normal post or courier or Fax or e-mail shall not be considered.

4. All the documents submitted by the tenderers shall be serially numbered.
5. Central University of Orissa, Koraput reserves the rights to accept / reject any offer in full or in part without assigning any reason thereof.
6. The blank bid documents may be downloaded from the University Website www.cuo.ac.in
7. Tenders / Bids must be valid for 120 days from the date of opening of tender.
8. The quantity required may vary as per the requirement of the University.
9. The items shall be supplied, as and when required by Central University of Orissa order for items shall be placed on requirement basis. The agency should be in a position to supply stationery, consumable and other office contingency items mentioned in the list enclosed on short notice as and when needed. It may be noted that the items entered into Annual Rate Contract are to be delivered at Central University of Orissa, Landiguda Campus. All expenses for transporting stationery/consumables will be borne by the agency.
10. The contract is to commence from the date of award of contract to the agency and shall continue for a period of one year, unless it is curtailed or terminated by this university owing to deficiency of service or supply of sub-standard quality of material.
11. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and this University.
12. The contract may be extended on the same terms and condition or with some addition/deletion/modification and on satisfactory performance, for a further period of one year.
13. The agency shall not be allowed to transfer, assign pledge or sub-contract its rights and liabilities under this contract to any company/firm/agency without the prior written consent of this University.
14. The University reserves the right to terminate the contract during initial period also after giving a week's notice to the agency.
15. The rates quoted shall remain same/firm during the rate contract period and no request for any increase in the rates shall be entertained.
16. In the event of failure to accept the offer of contract by the successful bidder for whatsoever reason(s), Earnest Money Deposit submitted by the agency shall be forfeited. EMD of the unsuccessful bidders will be returned in due course of time.

17. The University shall not be responsible for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the duties to this University in connection with purchase/supply order of stationery items. The payment will be released within 15 days after submission of bills.
18. **Penalty:** If the bidder fails to deliver the goods or perform the services by the specified date, penalty at the rate of 1% per week of the total Contract / Purchase Order value subject to the maximum of 10% will be deducted.
19. **Payment:** 100% payment will be released after satisfactory supply of Stationery and Consumables.
20. **Security Deposit** (Performance Security Deposit): The successful tenderer shall deposit @ 5% of the total purchase / contract value as Security Deposit within 07 days from the date of issue of Purchase Order, in the form of Demand Draft issued by any Nationalised Bank, drawn in favour of Central University of Orissa payable at Koraput. The same shall remain with the University till two months after the completion of warranty period and will be returned without any interest.
21. **Warranty:** The tenderers / bidders shall extend comprehensive on-site warranty of at least 02 years from the date of successful supply of goods against any manufacturing defects. The goods supplied shall be free from all defects and shall be of the highest quality and material.

Any defect arises to the goods under warranty, shall be replaced free of cost by the tenderer. Further, the University shall have the right to recover the cost of inconvenience caused to the University for failure to provide uninterrupted service of the supplied goods during the warranty period.
22. **Settlement of Disputes:** In the event of any dispute or differences between the Central University of Orissa and the bidder, arising out of non-supply of material or goods, not found as per specifications or any other cause whatsoever relating to the supply or purchase order, before or after the supply has been executed, shall be referred to the Vice-Chancellor, Central University of Orissa, Koraput who may decide the matter himself or may appoint Arbitrator under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties. All disputes shall be subject to jurisdiction of courts at Orissa only.
23. **Condition of goods:** The bidder / tenderer shall supply the goods in good condition without any defect whatsoever to the satisfaction of the university. Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers need to replace the rejected goods free of cost in the specified form to the satisfaction of the University.
24. **Bid Evaluation Criterion** - All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm(s) will be decided on the basis of the lowest procurement value of the item for

which the rate have been quoted. It is mandatory for all the participating bidders to quote their rates (exclusive of tax) for a minimum of 90% of the items as per specifications indicated at the price bid at Annexure-3 failing which the bids shall be considered as non-responsive. The taxes shall be paid extra as admissible.

25. University may adopt its own criteria in finalising tender for one bidder or more.

Sd/-
Joint Registrar

BIDDERS' PROFILE

1. Name of the Tenderer/ Bidder :
2. Full Address of the tenderer / bidder :
3. Contact details of tenderer / bidder :
 - a. Telephone No.
 - b. Mobile No.
 - c. Fax No.
 - d. E-mail id
4. Details of Earnest Money Deposit :
 - a. Value of DD
 - b. D.D. No. & Date
 - c. Issuing Bank
5. Details of cost of tender document :
 - a. Value of D.D.
 - b. D.D. No. & date
 - c. Issuing Bank
6. List of Documents enclosed :

Sl. No.	Details of document		Whether photocopies of the documents enclosed (please √tick)
1.	License / Registration No.		Yes / No
2.	Dealership Distributorship Certificate No.		Yes / No
3.	Details of Purchase Orders, Completion Certificate (Name of the organization, value, work / supply completion date)		Yes / No
4.	Income Tax Return	2014-15	Rs.
		2015-16	Rs.
		2016-17	Rs.
			Yes / No

5.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2014-15	Rs.	Yes / No
		2015-16	Rs.	
		2016-17	Rs.	
6.	Bank Account No. Bank Name & Branch			Yes / No
7.	PAN No.			Yes / No
8.	GST Reg. No.			Yes / No

7. Validity period of the Bid / Quotation :

8. Additional information, if any proposed to be furnished by the tenderer:

Certified that all the terms and conditions of tender document are accepted.

Date :

Authorized Signatory

Place :

Full name :

Designation:

Seal:

BILL OF QUANTITIES

Name of the work: **Supply of Stationery and Consumables**

Sl No.	Description of Items	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1.	Annexure 03	Nos.			

The detailed Stationery and Consumables is attached as Annexure-03.

- 1. Validity period of the bid :
- 2. Delivery Period :
- 3. Warranty Period :

Note: Quote with special conditions having additional financial implications on the University will not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date : _____ Signature of authorized person
Place : _____ Full name : _____
Designation: _____
Seal: _____

Annexure-03**LIST OF STATIONERY/OFFICE CONTINGENCY ITEMS**

Sl. No.	Description of Items	Brand/ Specification	Unit	Unit Price
01	Executive Bond Paper	Royal Executive Bond- 100 GSM	Ream	
02	A4 Size Paper	JK Copier Red-75 GSM	Ream	
03	A3 size paper	JK copier	Ream	
04	White Board Marker – Blue	Camlin	No	
05	White Board Marker – Black	Camlin	No	
06	White Board Marker- Red	Camlin	No	
07	White Board Marker Ink-Red	Camlin	No	
08	White Board Marker Ink-Blue	Camlin	No	
09	White Board Marker Ink-Black	Camlin	No	
10	Permanent Marker – Black	Camlin	No	
11	Permanent Marker – Blue	Camlin	No	
12	Plastic File (Lever type)	Filemax	No	
13	Punch File	Filemax	No	
14	Clip file	Filemax	No	
15	CD Pack of 10 pcs	Moser Baer	Packet	
16	DVD Pack of 10 pcs	Moser Baer	Packet	
17	Gel Pen – Red	Cello/Goldex/ Classmate	No	
18	Gel Pen-Black	Cello/Goldex/ Classmate	No	
19	Gel Pen-Blue	Cello/Goldex/ Classmate	No	
20	Gel Pen- Green	Cello/Goldex/ Classmate	No	
21	Highlighter (Yellow)	Luxar	No	
22	Chalk-Dustless-White	Kores	Packet	
23	Chalk-Dustless-colour	Kores	Packet	
24	Pen Stand (Small)	Omega	No	
25	Pen Stand (Medium)	Omega	No	
26	Pen Stand (Big)	Omega	No	
27	Register No. 12	Ashwani	No	
28	Register No. 10	Ashwani	No	
29	Register No. 08	Ashwani	No	
30	Fevistik	Camel	No	
31	Stapler No. 10	Kangaro	No	
32	Stapler Pin No. 10	Kangaro	No	
33	Stapler HP 45	Kangaro	No	
34	Stapler Pin No. 24/6	Kangaro	No	
35	Knife	Crystal	No	
36	Ball Pen – Black	Cello/Goldex/ Classmate	No	
37	Ball Pen – Blue	Cello/Goldex/ Classmate	No	
38	Ball Pen- Red	Cello/Goldex/ Classmate	No	
39	Writing Pad-Big	Rajdhani	No	
40	Conference Pad-small		No	
41	Notepad 1/6 th	Rajdhani	No	
42	Gum 300 ml.	Camel	No	
43	Cello Tape Transparent-1/2”	Wonder/Oddy	No	
44	Cello Tape Transparent – 1”	Wonder/Oddy	No	
45	Cello Tape Transparent- 2”	Wonder/Oddy	No	

44	Cello Tape Brown – 1”	Wonder/Oddy	No	
45	Cello Tape Brown- 2”	Wonder/Oddy	No	
46	Envelop- A4 size poly-coated	Ashwini/Rajkumar	No	
47	Envelop 10x4 ½” white	Maplith	No	
48	Envelop A3 size poly-coated	Ashwini/Rajkumar	No	
49	Duster Cloth	Glassmarking	No	
50	Correction Pen	Kores/Camel	No	
51	Black Board Duster	Oddy/Marvy	No	
52	Whiteboard Duster	Oddy/Marvy	No	
53	Pencil	Natraj/Apsara/Camel	No	
54	Eraser	Natraj/Apsara/Camel	No	
55	Pencil Sharpener	Natraj/Apsara/Camel	No	
56	Paper Weight (flower transparent)		No	
57	All Pin Holder (magnetic)	Omega/Trango	No	
58	Cello Tape Dispenser (Small 1”)	Omega/Camel	No	
59	Cello Tape Dispenser (Big 2”)	Omega/Camel	No	
60	Single Puncher	Kangaro/Kores	No	
61	Double Puncher	Kangaro/Kores	No	
62	Plastic Scale	Natraj/Camel	No	
63	Steel Scale	Ajanta	No	
64	Scissors (Small)	Corporate/Natraj	No	
65	Scissors (Big)	Corporate/Natraj		
66	Scissors (Medium)	Corporate/Natraj		
67	Gems Clip- Plastic	Oddy/Corporate	No	
68	Binder Clip – 21 mm	Corporate/Oddy	No	
69	Binder Clip – 32 mm	Corporate/Oddy	No	
70	Binder Clip- 41 mm	Corporate/Oddy	No	
71	Stock Register-No. 16	Rajdhani/Laxmi/Sweta	No	
72	Clutch Pencil-0.5 mm	Natraj/Camel	No	
73	Stick Notes- 2”x3”	Oddy/World One	No	
77	Stick Notes-3”x4”	Oddy/World One	No	
75	Stick Notes-1”x”	Oddy/World One	No	
76	Button Folder	Fllemax/World	No	
77	File tag – 12”	Grapes	No	
78	Push Pin	Oddy/Brass	No	
79	Computer Cloth- Yellow		No	
80	L-Shape folder (transparent)	Fllemax/World One	No	
81	Dispatch Register No.10	Rajdhani/ Sweta	No	
82	Fevicol Tube – 50 gm	Fevicol	No	
83	Fevicol Tube – 500 gm	Fevicol	No	
84	Paper Cutter	Natraj/Corporate	No	
85	CD Cover	Moser Baer	No	
86	Arch file	Sweta	No	
87	Attendance Register		No	
88	White thread (connecting sheets)		No	
89	Toin Bundle (Sutli)		No	
90	Board file		No	
91	Cloth Envelope (Legal Size) with Printing		No	
92	Clothe Envelope (A4 Size) with Printing		No	
93	Clothed Envelope (Small Size) with Printing (5’x11”)		No	

94	Spring File with Printing		No	
95	Note Sheet Paper (Legal Size) with Printing		No	
96	Dustbin Plastic		No	
97	Water Bottle		No	
98	4 Fold File		No	
99	Poker		No	
100	Calculator (Small)		No	
101	Calculator (Medium)		No	
102	Calculator (Big)		No	
103	Color Flag		No	
104	CD Marker Pen		No	
105	Double Punch (Big) For Book Binding		No	
106	Stapler (Big) For Book Binding		No	
107	Stapler Pin For Book Binding		No	