



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

IIIT Nuzvid

Mylavaram Road, Nuzvid (Mandal), Krishna District, A.P. - 521202

No. IIIT Nuzvid/RGUKT/Rate Contract/Stationary/2017-18

Date: 07-02-2018

TENDER NOTICE

IIIT Nuzvid, RGUKT-A.P desires to procure the annual requirement of stationery items for Financial Year 2018-19.

The interested registered Stationery supply agencies/Firms with not less than Two years of experience in supply of stationery items to Government Departments/State Government undertakings are requested to submit their bids online from 07.02.2018 to 22.02.2018 up to 05:00 PM through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit our website: www.rguktn.ac.in, www.rgukt.in or <https://tender.apecurement.gov.in> (Andhra Pradesh Portal).

Time schedule of Tender related events

Bid calling date	31.01.2018
Bid Documents Downloading Start date	07.02.2018 from 3:00 P.M
Bid Document Downloading End Date	22.02.2018 till 05:00PM
Last date for uploading documents online	22.02.2018 at 05:30 PM.
Last date for Submission of documents (hard copies)	23.02.2018 at 12:00 PM.
Technical Bid opening date/time	23.02.2018 at 3:00 P.M.
Price Bid opening date/time	24.02.2018 at 11.20 A.M
Contact person	Administrative Officer, IIIT Nuzvid, RGUKT-AP

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: +91 40-39999700, 39999701

Sd/-

Administrative Officer
IIIT Nuzvid, RGUKT-AP

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on procurement@rguktn.ac.in on or before **13.02.2018**. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on IIIT Nuzvid website i.e. www.iiitnuzvid.ac.in as well as on e-procurement platform <https://tender.apecprocurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any.

SECTION-I

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Bid Document fee	Rs. 2,000/- (By way of DD from any Nationalized Bank) (non refundable). By way of DD in favor of Director, RGUIIT, Nuzvid, payable at Nuzvid
EMD	Rs.50,000/- (by way of Demand Draft from any Nationalized Bank . By way of DD in favor of Director, RGUIIT, Nuzvid, payable at Nuzvid
Bid Validity Period	180 days from the date of opening of commercial bid
EMD Validity Period	180 days from the date of opening of commercial bid
Contract Agreement	one year from the date of award of work contract and extendable with mutual consent
Period for signing the order Acceptance	Within 7 days from the date of receipt of notification of award
Performance security value	Rs.25,000/-
Period for furnishing performance Security	Within 7days from date of receipt of award
Performance security validity period	60 days beyond contract period
Payment terms	100% against delivery and satisfactory certificate from the concerned authority.

TERMS AND CONDITIONS

- 1) The required number of stationery items along with brand name and quantity required are as shown in the Annexure – I
- 2) Bids are invited on the e-procurement platform from the Registered Suppliers/contractors/ for providing stationery items at IIIT Nuzvid, RGUKT- Andhra Pradesh. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of Government of Andhra Pradesh, i.e. <http://tender.apecurement.gov.in>.
- 3) In-order to participate in the tender, bidders has to register on the e-Procurement market place <https://tender.apecurement.gov.in/login.html>. On registration with the e-Procurement market place, bidders will be provided with a user id and password by the system, through which they can submit their bids online. The bidders need to scan and upload the required documents as mentioned in this tender document.
- 4) The participating bidder/s will have to pay non-refundable tender processing fee of Rs.2,000/- in the form of Demand Draft drawn from any Nationalized Bank, in favor of “The Director, RGUKT, IIIT - Nuzvid” payable at SBI, RGUIIT, Nuzvid branch.
- 5) After uploading the documents, the copies of the uploaded documents of technical bid along with original Demand Drafts in respect of Tender Processing fee and Bid Security (EMD) should be submitted offline to Administrative Officer (i/c), IIIT Nuzvid by 12.00PM of 23.02.2018.
- 6) The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. For any clarification and further details on the above tender please contact Telephone No: 8333981189/98 or e-mail: ao.nuz@rgukt.in
- 7) IIIT Nuzvid will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with IIIT Nuzvid was found poor and also against whom there have been adverse reports of Poor Service, as defined in the other parts of the Bidding document.
- 8) Latest copy of the GST Certificate issued by the Department of Commercial Taxes, Copy of PAN Card and Bank Account details should be enclosed with the Tender Schedule.
- 9) The firm should have the experience of 2016-17 to 2017 –bid starting date in supply of stationery items at-least Rs.5 lakhs to any Government Department/State Government undertaking and proof that purchase orders to be closed.
- 10) The two separate envelopes are to be sealed again in a bigger envelope (ENVELOPE-THREE). The sealed bigger envelope super-scribed as “**Annual requirement of stationery items for Financial Year 2018-19.**” should reach “The Administrative Officer, IIIT Nuzvid, Rajiv Gandhi

University of Knowledge Technologies, Nuzvid, Krishna District, Andhra Pradesh - 521202" on or before 16-02-2018, 12:00 PM

- 11) Bids must be submitted on e-procurement website not later than the bid submission date and time specified in the tender call notice. Further, the requested hard copies of the same should reach the IIIT Nuzvid contact person on or before last date mentioned in the tender call notice. IIIT Nuzvid shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee. Any bid not received by the IIIT Nuzvid contact person by the deadline for submission of bids will be rejected and returned unopened to the bidder
- 12) The Bids must reach this office before the due and time either in person or by post. Bids received after the stipulated time will not be accepted. For postal delays the concerned authorities are not responsible.
- 13) The rate should be quoted in the tender for each item in words and figures. Otherwise tender will not be considered. The offer should be valid for a period of one year from the date of approval of the tender.
- 14) A refundable Earnest Money Deposit (E.M.D.) for an amount of Rs.50,000/-(Rupees twenty five thousand only) in the form of a Demand Draft (Banker's Cheque) from a Nationalized Bank in favor of the "The Director, RGUIIT, Nuzvid" should be enclosed with the tender schedule. The bids without E.M.D. and document fee will be rejected summarily.
- 15) Incomplete tender schedule in any form will be rejected.
- 16) The tender should submit samples of the items as per the specified brand indicated in the tender scheduled, failing which the tender will not be considered.(On the sample, they shall quote the S.No. of the items with the Annexure No.)
- 17) All the tenders received are subject to verification and approval by the University authorities and it shall be binding on all the tenders.
- 18) The acceptance of tender will be communicated to the successful tender only.
- 19) The items should be supplied as per requirement as and when demanded for a period of one year from the date of agreement entered into. The successful bidder shall have to enter into the agreement with the Institute
- 20) Payment shall be made within two months after receipt of material as per requirement, with that of the samples agreed to.
- 21) The Institute reserves right to accept the tender in total or part: or reject any tender on administrative grounds. If it feels that any of the item, even if it is not lowest rate, when it is a quality product. University can have right to go for issuing purchase order for those items.
- 22) The offer / contract will be awarded to the Lowest-1 as per our specifications firm (Item-wise) as per the decision taken by the Computer Purchases and Central Purchases Committee depending on the quality.

- 23) An agreement to be signed by the successful tenderer with the Administrative Officer, IIIT Nuzvid, RGUKT on the Non-Judicial Stamp Paper worth of Rs.100/- (Rupees one hundred only). On assigning the contract, the successful tenderer should submit a bank guarantee for Rs.25,000/-(Rupees twenty five thousand only) from a Nationalized Bank in favor of the "The Director, RGUIIT, Nuzvid".
- 24) It will be the responsibility of the firm to ensure that the items to be supplied as per the quality and quantity demanded within stipulated time. The material supplied if found to be other than the specified brand and inferior in quality will summarily be rejected. The IIIT Nuzvid shall also have the power to purchase the required item from elsewhere and any excess of cost so incurred by the IIIT Nuzvid over the tendered price together with all charges and expenses incurred towards purchase shall be recovered by the IIIT Nuzvid from the successful tenderer/firm.
- 25) In case the items are not supplied within the stipulated time, a fine of 250/- (Rupees two hundred and fifty only) will be levied per day for the delay so caused and the same will be deducted from the payment against the bills raised.
- 26) If the tenderer fails to abide by any of the conditions of the contract, the Director, IIIT Nuzvid, RGUKT will have the right to forfeit not only the E.M.D. but also the Bank Guarantee submitted by him.
- 27) Upon complete fulfillment of the terms and conditions by the successful tenderer, the amount so deposited towards earnest money/bank guarantee shall be returned to him deducting the amount, if any, due by the tender to the IIIT Nuzvid.
- 28) If any one item price quoted by more than one bidder is same, the IIIT Nuzvid have right to negotiate with the lowest tender(s) regarding price.
- 29) The Committee reserves the right to negotiate with lowest bidder(s) to arrive at a rate of any item.

SECTION –II

I. Procedure for Bid Submission

- a. Bids shall be submitted online on <http://tender.apecurement.gov.in> platform. The participating bidders in the tender should register themselves free of cost one-procurement platform in the website <http://tender.apecurement.gov.in>
- b. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- c. The bidders who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard formats available at thee-marketplace.
- d. The bidders should scan and upload the respective documents in Pre-Qualification/Technical bid documentation including EMD. The bidders shall sign on all the statements, documents, certificates, uploaded by them, owning responsibility for their

correctness/authenticity. The hardcopies of all the uploaded Technical documents should be attested by a Gazetted Officer or properly notarized.

- e. The Documents that are uploaded online on e- market place will only be considered for Bid Evaluation.
- f. IIIT Nuzvid will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents. The IIIT Nuzvid shall not hold any responsibility on account of postal delay.
- g. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Bidders are found to be false/fabricated/bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security will be forfeited
- h. The rates should be quote do online
- i. The financial bids of the suppliers/contractors, who qualified the technical bid, shall only be opened

II. PREPARATION OF BID

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare the tender documents according to the following instruction.

Part-1: Technical bid: The hardcopies of all the uploaded Technical documents should be attested by a Gazetted Officer or properly notarized.

Part-2: Financial bid: The bidder shall prepare the price bid as prescribed proforma

III. Contract Period

The contract period will initially be for one year, extendable on satisfactory performance and mutual consent on the same terms and conditions on half year / yearly basis.

IV. FORCE MAJEURE

No liability shall be attached to the Bidder / Service Provider for non-operation or execution of his obligation under this contract as a result of Force Majeure or any other factor beyond the control of the Bidder / Service Provider.

No liability shall be attached to the Bidder / Service Provider for any damage due to natural calamities such as earthquake, war, civil commotion and willful damage.

IX. Termination of contract

In the event of any breach and / or failure on the part of the Agency/Contractor to comply with the said terms & conditions of the contract, the contract will be terminated forthwith. IIIT Nuzvid also reserves the right to cancel/suspend the contractual period for any reason

whatsoever without assigning any reason and no liability shall be incurred by IIIT Nuzvid in the event of the aforesaid cancellation/suspension.

However, under the normal circumstances the IIIT Nuzvid will give 15 days' notice before the said cancellation/suspension. In addition if the contract is cancelled, the security deposit will be en-cashed and forfeited.

SECTION- III

STATIONERY ITEMS LIST

S.NO	NAME OF THE ITEM	QTY
1	Rubber bands(big)	13kgs
2	Rubber bands(cash)	5 kgs
3	Gum Tubes(Camel) 50ml (1 box=15no's)	10 boxes
4	Stapler Pins (Small)10no (Kangaroo)	100 boxes
5	Blue Pens(Bitco) / catch 1 box=20pens	175bxs
6	Black Pens(Bitco)/catch (1 box=20pens)	50 bxs
7	Red Pens(Bitco)/catch(1 box=20pens)	250 bxs
8	Pencils (Apsara)	100 bxs
9	Gum Bottles 1ltr (Camel)	5 no's
10	Tags 8"(1 bundle-10pkt's)	10 pkt's
11	Paper Weight(Rubber)	10 no's
12	Scissors(Big)	50 no's
13	Fevistick(15gm)	200 no's
14	Sketch Pens	100 pkt's
15	White Board Marker Ink(camel 15ml) black/blue/red	1000no's
16	Whitener Pen Type(camel)	65 no's
17	White Board Markers(Camel) Black	200 bxs
18	White Board Markers(Camel) Red	50 boxes
19	White Board Markers(Camel) Blue	50 boxes
20	Dusters (Wooden)	100 no's

21	Erasers(apsara)	20 boxes
22	Sharpeners (apsara)	10 boxes
23	Scales (Iron 30cms, Camel)	10 no's
24	Scales (Plastic 30cms, Camel)	90 no's
25	A-4 Bundles(andhra) (1 box=10bundles)75gsm	100 bxs
26	Legal Papers(andhra)70 gsm	12 boxes
27	Rough Note books white 200pages	500 bks
28	Rough Note books rule 200pages	300 bks
29	L folders	200 no's
30	Staplers (Big) Camel)	10 boxes
31	Staplers (Small) (Camel)10 no	100 no's
32	double binder clip (19mm) 1 box=12pieces	10 boxes
33	double binder clip (41mm)	38 boxes
	1 box=12 pieces	
34	Stamp pads(big)(camel)(violet)	12 no's
35	Stamp pads(Small)(camel)(violet)	100 no's
36	Double punches(small)(kangaroo)	50 no's
37	Double punches(Big)(kangaroo)	12 no's
38	Single Punch kangaroo	15no's
39	White stickers(Labels) (with cutting type)	5 pkt's
40	Calculators(Casio)Mj120D	25 no's
41	PVC folders 1pkt-36no's	100 pkt's
42	Carbon papers(kores)	3 pkt's
43	bundle threads/cotton ribbons (bondulu)22mm tapes 1pkt-8no's	500 pkts
44	Thread(dharam reals)1pkt-250gm	25 pkt's
45	Urgent /Ordinary pads(with threaded)	400 no's
46	Box Files(big)	80 no's
47	Add Gel Pens (Green)	5 boxes
48	Add Gel Pens (Black)	5 boxes
49	Add Gel Refills(Green)	100 no's
50	Add Gel refills(Black)	100 no's
51	Cello Tapes(white) 1"	25 no's
52	Cello Tapes(white) 2"	25 no's
53	Cello Tapes(Brown)1"	25 no's

54	Cello Tapes(Brown)2"	25 no's
55	Stock Registers(No.2) (with Index)Oswald brand	50 no's
56	Stick Files	100 no's
57	Highlighter pens(Camel) green/ pink/yellow	22no's
58	Cloth Covers(A4 Size)	100 no's
59	Brown Covers(A4 Size)	200no
60	bel pins(gundusudhulu)	5 boxes
61	Notice Boards Pins	10 boxes
62	Graph sheets (normal)	10000sh
63	Graph sheets (semi log)	5000 sh
64	Stamp Pad Ink (violet)350ml (brills company)	10 btls
65	Scribbling Pads (White)	500 no's
66	Drawing Sheets(white)	1000 no's
67	Stapler Pins (Big)	25 boxes
68	Paper Weight(Glass)	5 no's
69	tray(plastic)	10no's
70	White bond papers 85 GS	3 reams
71	A4 color papers (yellow, pink, blue, green) each ream	Each 3(3x4=12) reams
72	Binding Note Book (200pages)	500no's
73	Sticky neon prompt 25mmX76mmX120sheets	25 no's
74	Memo Tray (holding memo pads)	5 no's
75	Planks	20 no's
76	CD Marker red/ black	50
77	Rings for 200 pages Spiral Binding	3 kg
78	T max Rorito Blue/green	40
79	Color pads spiral binding	1000 pieces
80	Envelop Cover for posting	1500
81	Registers (Oswald)	50

Technical Bid (Eligibility Criteria)

(Tenderer may use separate sheet wherever required)

S.No	Details of the Firm/Bidder	Page No.
1	Bidder Information	
2	Bidder Declaration Letter	
3	Copy of registration with department of commercial taxes/its equivalent	
4	Copy of PAN Card of the firm	
5	Copy of GST Certificate of the firm	
6	Bank Account Details of the firm	
7	Details of the Earnest Money Deposit (EMD)	
8	Details of the cost of the Tender documents worth Rs. 2000/- (Rs. Two Thousand only)	
9	The firm should have the experience of 2016-17 to 2017 –bid starting date in supply of stationery items at-least Rs.5 lakhs to any Government Department/State Government undertaking and proof that purchase orders to be closed	
10	Latest Income returns for last two years	
11	Declaration regarding blacklisting or otherwise	
12	Whether each page of Tender and its annexure have been signed and stamped	
13	Any other information important in the tenderer	

Note:

Page number/serial number may be given to each and every page of Tender Documents and documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.

In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Undertaking

1. That I/we have carefully studied all the terms & conditions of the tender and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Dated Signature of the Tenderer with stamp of firm)

FORMAT FOR FINANCIAL BID

(To be submitted on the letterhead of the company / firm)

S.N O	NAME OF THE ITEM	Unit Price without taxes (Rs.)	Taxes/ Duties etc on unit Price (Rs.)	QTY (Nos)	Total Price without taxes (Rs.)	Total price with taxes and duties etc.(Rs.)
1	2	3	4	5	6	7
1	Rubber bands(big)			13kgs		
2	Rubber bands(cash)			5 kgs		
3	Gum (1 box=15no's Tubes(Camel)50ml)			10 boxes		
4	Stapler Pins (Small)10no (Kangaroo)			100 boxes		
5	Blue Pens(Bitco) / catch 1 box=20pens			175bxs		
6	Black (1 box=20pens)Pens(Bitco)/c atch			50 bxs		
7	Red Pens(Bitco)/catch(1 box=20pens)			250 bxs		
8	Pencils (Apsara)			100 bxs		
9	Gum Bottles 1ltr (Camel)			5 no's		
10	Tags 8"(1 bundle-10pkt's)			10 pkt's		
11	Paper Weight(Rubber)			10 no's		
12	Scissors(Big)			50 no's		
13	Fevistick(15gm)			200 no's		
14	Sketch Pens			100 pkt's		
15	White Board Marker			1000no'		

	Ink(camel 15ml) black/blue/red			s		
16	Whitener Pen Type(camel)			65 no's		
17	White Board Markers(Camel) Black			200 bxs		
18	White Board Markers(Camel) Red			50 boxes		
19	White Board Markers(Camel) Blue			50 boxes		
20	Dusters (Wooden)			100 no's		
21	Erasers(apsara)			20 boxes		
22	Sharpeners (apsara)			10 boxes		
23	Scales (Iron 30cms, Camel)			10 no's		
24	Scales (Plastic 30cms, Camel)			90 no's		
25	A-4 Bundles(andhra) (1 box=10bundles)75gsm			100 bxs		
26	Legal Papers(andhra)70 gsm			12 boxes		
27	Rough Note books white 200pages			500 bks		
28	Rough Note books rule 200pages			300 bks		
29	L folders			200 no's		
30	Staplers (Big) Camel)			10 boxes		
31	Staplers (Small) (Camel)10 no			100 no's		
32	double binder clip (19mm) 1 box=12pieces			10 boxes		
33	double binder clip (41mm) 1 box=12 pieces			38 boxes		

34	Stamp pads(big)(camel)(violet)			12 no's		
35	Stamp pads(Small)(camel)(violet)			100 no's		
36	Double punches(small)(kangaroo)			50 no's		
37	Double punches(Big)(kangaroo)			12 no's		
38	Single Punch kangaroo			15no's		
39	White stickers(Labels) (with cutting type)			5 pkt's		
40	Calculators(Casio)Mj120D			25 no's		
41	PVC folders 1pkt-36no's			100 pkt's		
42	Carbon papers(kores)			3 pkt's		
43	bundle threads/cotton ribbons (bondulu)22mm tapes 1pkt-8no's			500 pkts		
44	Thread(dharam reals)1pkt-250gm			25 pkt's		
45	Urgent /Ordinary pads(with threaded)			400 no's		
46	Box Files(big)			80 no's		
47	Add Gel Pens (Green)			5 boxes		
48	Add Gel Pens (Black)			5 boxes		
49	Add Gel Refills(Green)			100 no's		
50	Add Gel refills(Black)			100 no's		
51	Cello Tapes(white) 1"			25 no's		
52	Cello Tapes(white) 2"			25 no's		
53	Cello Tapes(Brown)1"			25 no's		
54	Cello Tapes(Brown)2"			25 no's		
55	Stock Registers(No.2)			50 no's		

	(with Index)Oswald brand					
56	Stick Files			100 no's		
57	Highlighter pens(Camel) green/ pink/yellow			22no's		
58	Cloth Covers(A4 Size)			100 no's		
59	Brown Covers(A4 Size)			200no		
60	bel pins(gundusudhulu)			5 boxes		
61	Notice Boards Pins			10 boxes		
62	Graph sheets (normal)			10000sh		
63	Graph sheets (semi log)			5000 sh		
64	Stamp Pad Ink (violet)350ml (brills company)			10 btl's		
65	Scribbling Pads (White)			500 no's		
66	Drawing Sheets(white)			1000 no's		
67	Stapler Pins (Big)			25 boxes		
68	Paper Weight(Glass)			5 no's		
69	tray(plastic)			10no's		
70	White bond papers 85 GS			3 reams		
71	A4 color papers (yellow, pink, blue, green) each ream			Each 3(3x4=1 2) reams		
72	Binding Note Book (200pages)			500no's		
73	Sticky neon prompt 25mmX76mmX120sheets			25 no's		
74	Memo Tray (holding memo pads)			5 no's		

75	Planks			20 no's		
76	CD Marker red/ black			50		
77	Rings for 200 pages Spiral Binding			3 kg		
78	T max Rorito Blue/green			40		
79	Color pads spiral binding			1000 pieces		
80	Envelop Cover for posting			1500		
81	Registers (Oswald)			50		

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same. The above quantities may increase or decrease.
2. The above rates are valid for a period of 180 days.
3. No other charges would be payable by the Institute.
4. The delivery of the items will have to be made at RGUKT, Nuzvid within 60 days from the date of issue of purchase order. No packing, installation, transportation and carriage charges will be provided for the same.
5. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten. Any overwriting/modification of any type will lead to rejection of the bid.

5. Rates are to be quoted item-wise otherwise bid will be treated as unresponsive.

Signature of the Bidder :

Name and Designation :

Business Address :

.....

.....

Place :

Date :

Seal of the Bidder's Firm

**ANNEXURE -1
Bidder Information Sheet**

1.	Name of the organization:	
2.	Year of establishment:	
3.	Registered Office Address	
4.	Nature of the firm (Proprietorship/ Partnership/ Private Limited or Cooperative body etc)	
5.	GST No.	
6.	PAN No.	
7.	Name & Designation of Authorized person:	
8.	Phone No.	
9.	Email-ID	
10.	Total experience (Years / Months)	
11.	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
12.	Bid Document Fee (Non-refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
13.	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :

I/We hereby declare that the information furnished above is true and correct.

Signature of Bidder/Authorized signatory

Name of the Bidder.....

Seal of the Bidder

Place & Date:

TENDERS FOR SUPPLY OF STATIONERY FOR THE YEAR 2018-19

(To be signed & submitted by the tenderer on a non-Judicial stamp paper worth of Rs. 10/- to be borne by the tenderer)

DECLARATION

I/We..... do hereby declare that I/We shall keep my offer open for acceptance for a period of one year i.e. 12 months from the date of acceptance of tenders and in the event of my offer being accepted.

I/We shall abide by the Terms & Conditions and shall execute the Agreement as prescribed in the Tender Schedule.

Time & Date of delivery of the materials shall be deemed to be the essence of the contract and the supplier shall deliver the materials as per the schedule to be given by this office in the order for supply by the Administrative Officer, RGUIIT Nuzvid, A.P or by the officer authorized on his behalf

The supply of any part /share of interests in it, is not to be transferred or assigned by the supplier directly or indirectly to any person or persons, whoever, without the written consent of the Administrative Officer, RGUIIT Nuzvid, A.P,

Payment will be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances. TDS and all other taxes will be deducted as per applicable rules

IIT Nuzvid does not give any guarantee of minimum purchase under the present Rate Contract. IIT Nuzvid reserves the right to terminate the Contract at any time without assigning any reason /notice.

- 1) Name of the tenderer signing (in BLOCK LETTERS)
- 2) Designation & Status of the Tenderer signing the tender (i.e. Proprietor etc.)
- 3) Detailed address of the Tenderer
- 4) Residential Address with Phone Nos.
- 5) Firm's Address with Phone Nos.
- 6) Firms PAN No.

SIGNATURE & OFFICE SEAL OF THE TENDERER