

**Ref No: RGUKT/NZD/AP/E-Proc./Stores/Office Stationery Items/T07/2022 Dt.06.01.2022**

**BID DOCUMENT**

**E-Procurement**

**Open Competitive Bid (OCB)**

**For**

**SUPPLYING & DELIVERY OF OFFICE STATIONERY ITEMS ON ANNUAL  
RATE CONTRACT BASIS**

**TO**

**RGUKT, NUZVID CAMPUS**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**

**RGUKT- Nuzvid,**

**Krishna District, Andhra Pradesh- 521202**

**[www.rguktn.ac.in](http://www.rguktn.ac.in) A.P Phone No: 0866-2478513**

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News paper advertisement

**E-Procurement Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES-NUZVID**  
Nuzvid (V), Nuzvid (M), Krishna District, Andhra Pradesh – 521202

**E-procurement Tender Notice**

**E-tenders** are hereby invited from reputed manufacturers/registered firms/vendors authorized distributor/ wholesale dealers /retail dealers for supply and delivery of the following items on annual rate contract basis to RGUKT – Nuzvid, Krishna District, Andhra Pradesh-521202.

**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
**NUZVID**  
Mylavaram Road, Nuzvid, Krishna-521202, A.P Phone No: 83339 81193

**E-Tender Notice** **DL: 05.01.2022**

Online tenders hereby invited to **A.** Civil works-flooring work (CT-03), Internal painting (CT-04), Replacement of doors (CT-02), Replacement of damaged window glass (CT-05) **B.** Purchases-Supplying of HDPE material (CT-11), Supplying of plumbing material (CT-01), Supplying of tractor (CT-06) **C.** Rate contract - Supplying of stationary items (T07), Supplying of examination booklets (T08). The bidders can view details in <https://apeprocurement.gov.in/> and [www.rguktn.ac.in](http://www.rguktn.ac.in)

Interested bidders can download and submit the bids online from 06-01-2022 through <https://tender.apeprocurement.gov.in> (AP Portal). For further details please visit our website: [www.rgukn.ac.in](http://www.rgukn.ac.in) or <https://tender.apeprocurement.gov.in> (Andhra Pradesh Portal).

Sd/-

Administrative Officer (I/c), RGUKT-Nuzvid

**Time schedule of various tender related events**

**Supply and Delivery of Office Stationery Items on annual rate contract basis at  
RGUKT-Nuzvid, Andhra Pradesh**

Reference No	<b>RGUKT/NZD/E-Proc./Stores/Office Stationery Items /T07/2022</b>
Bid calling date	06-01-2022
Tender Fee (Nonrefundable)	Rs.3000 /-
EMD (refundable)	Rs.30,000/-
Bid Documents Downloading Start date	06-01-2022
Last date and time for queries by e-mail	13-01-2022 at 05.00 PM
Bid Document Downloading End Date	27 -01-2022 5.00PM
Last date for uploading of online documents	27 -01-2022 5.30PM
Last date for submission of Hard Copies of necessary documents (scanned copies)	28-01-2022, 5.00PM
Technical Bid opening date/time	29-01-2022, 10.30AM
Price Bid opening date/time	29-01-2022, 10.30AM
Bid Validity Period	90 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Delivery Schedule	Within four weeks from the date of receipt of notification of award
Payment terms	100% Payment shall be released after the successful delivery of the ordered and on getting satisfactory certificate from the concerned department.

**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.apeprocurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com). Phone: 08645-246370/71/72/73/74.

For any clarification and further details on the above tender please call/WhatsApp: 8919744960

**CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only [purchases@rguktn.ac.in](mailto:purchases@rguktn.ac.in) on or before 13.01.2022 at 05:00PM. 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 RGUKT-Nuzvid, Andhra Pradesh website i.e. [www.rguktn.ac.in](http://www.rguktn.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The service providers are requested to submit the bids after issue of clarifications duly considering the changes made if any. Service providers are totally responsible for incorporating/complying the changes/ amendments issued if any.

Sd/-  
Administrative Officer (i/c),  
RGUKT-Nuzvid, AP.

## Section I

### INVITATION FOR BIDS

Ref.No: **RGUKT/NZD/AP/E-Proc./Stores/Office Stationery Items/T07/2022** Dt:06-01-2022

**Subject:** Tender for Supply and Delivery of Office Stationery Items on annual rate contract basis for a period of one year at RGUKT-NZD, Krishna (dt), Andhra Pradesh.

Sir/Madam,

1. Bids are invited on the e-procurement platform from all the Manufactures /Registered firms/venders/Suppliers/authorized distributors for supply and delivery of office Stationery items on annual rate contract basis at RGUKT-NUZVID, AP, Nuzvid, Nuzvid (M), Krishna district. The details of bidding conditions and other terms can be downloaded from our website [www.rguktn.ac.in](http://www.rguktn.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
2. Bidders would be required to register on the e-Procurement market place“[www.apecurement.gov.in](http://www.apecurement.gov.in)” and submit their bids online. On registration with the e-Procurement market place they will be provided with a user id and password by the system through which they can submit their bids online.
3. The bidders need to scan and upload the required documents as per the Check list given. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids on line. The attested copies of all these uploaded documents of technical bid, signed undertaking of tenderer should be submitted offline to the administrative officer (i/c), RGUKT-Nuzvid, AP by 05.00PM on 28.01.2022. The hard copy of the financial/price bid should not be submitted. The RGUKT-Nuzvid will consider only the bids submitted through online over the copies of the paper based bids.
  - a) The participating bidder(s) will have to pay non-refundable tender processing fee Rs.3,000/- in the form of Demand Draft drawn from any Nationalized Bank, in favour of The Director, RGU IIIT -Nuzvid, AP payable at Nuzvid.
  - b) Further the bidder(s) shall furnish, as part of it bid, the EMD/Bid security for the amount specified in Section II of the tender document be paid in the form of Demand Draft drawn from any Nationalized Bank in favour of **The Director, RGU IIIT-Nuzvid, AP** along with bids.
  - c) All the participating Service providers who submit the bids have to pay transaction fee and GST as levied by Govt. of India through online in favor of MD, APTS. The amount payable to APTS is non-refundable.
  - d) RGUKT will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT-AP was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of Sub-Standard Quality / Poor Service of Equipment supplies, as defined in the other parts of the Bidding document.

4. Any information pertaining to the tender process and the submission of supporting documents shall not be entertained after the due date.

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 bidder from the tender exercise. For any clarification and further details on the above tender please contact Telephone No: 8919744960 during 10.00 AM to 5.00 PM or e-mail: ao@rguktn.ac.in

Sd/-  
Administrative Officer (i/c)  
RGUKT-Nuzvid, Andhra Pradesh

**NOTE:**

**After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of Bid Security and Bid document fee have to be submitted. Physical submission of price bids will not be entertained.**



**SECTION II**  
**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

<b>Item</b>	<b>Description</b>
Work Description	Supply and Delivery of Office Stationery Items on annual rate contract basis at RGUKT-Nuzvid, AP.
EMD /Bid Security	Rs.30,000/- (Rupees thirty Thousand only) <b>(by way of Demand Draft from any nationalized bank)</b>
Bid Validity Period	90 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Period for furnishing performance Security	Within 10 days from date of receipt of award
Delivery Schedule	The items must be delivered within 4 weeks from the date of Purchase Order.
Performance security value	10 % of Order value
Performance security validity period	36 months from date of installation or 39 months from date of delivery whichever comes earlier
Period for signing the order Acceptance	Within 7 days from date of receipt of notification of award
<b>Payment terms</b>	
Payment of bill	Payment for goods and services shall be made in Indian rupees as follows. 1. 100% of the Order value will be paid after delivery of items and after obtaining satisfactory report from the concerned authority.
Penalty for delay in supplies	For delays:- If the supplier fails to deliver any (or) all of the goods or perform the services within the time period specified in the contract the purchaser shall without prejudice to its other remedies under the contract deduct from the contract price as liquidated damages a sum equivalent to 2% of the contract value per a week until actual delivery or performance up to a maximum deduction of 10% of the delayed goods or services contract price. Once the maximum deduction is reached, the purchaser may consider the termination of the contract duly forfeiting the performance security etc.
Placing purchase order	<ul style="list-style-type: none"> <li>➤ RGUKT-Nuzvid will place order on identified successful bidder.</li> <li>➤ All the payments shall be made directly by RGUKT-Nuzvid to the successful bidder as per the tender terms and conditions.</li> <li>➤ RGUKT-Nuzvid can split the order basing on the quoted price and service track record of the firm. The decision of</li> </ul>

	RGUKT is final in this regard.
Transaction Fee	All the participating bidders who submit the bids have to pay an amount @ 0.04% of their final bid value online with a cap of Rs.10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & GST applicable as levied by Govt. of India on Transaction fee through online in favour of The Managing Director, APTS. The amount payable to APTS is nonrefundable.
Bid submission	Online through e-procurement platform i.e. <a href="http://www.apecurement.gov.in">www.apecurement.gov.in</a> .
Other conditions	<ol style="list-style-type: none"> <li>1. The Documents that are uploaded one-marketplace will only be considered for Bid Evaluation.</li> <li>2. After uploading the documents, the copies of the Uploaded technical bid documents along with original Demand Drafts in respect of EMD/Bid Security and Tender processing fees (DD) have to reach Administrative Officer (i/c),RGUKT-Nuzvid, Nuzvid, Nuzvid (M), Krishna Dt., Andhra Pradesh – 521202</li> <li>3. RGUKT-Nuzvid will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents.</li> <li>4. RGUKT-Nuzvid will not hold responsibility for the postal delay.</li> <li>5. 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 Service providers are found to be false/fabricated/bogus, the Service provider will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security will be forfeited.</li> <li>6. The rates should be quoted through online only.</li> <li>7. The financial bids of the Service Providers, who qualified the technical bid, shall only be opened.</li> </ol>

## **TENDER SCHEDULE**

### **1. PREAMBLE:**

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh state. RGUKT-Nuzvid is one of its autonomous campuses started in 2008. The Institute provides an ambience of excellence for the pursuit of knowledge leading to B.Tech degree in different branches of Technology.

Rajiv Gandhi University of Knowledge Technologies - Nuzvid, AP invites online tenders for Supply and Delivery of Office Stationery Items on annual rate contract basis at RGUKT-Nuzvid, AP from Manufactures /Registered firms/vendors/Suppliers/authorized distributors through e-procurement platform (i.e. [www.apecurement.gov.in](http://www.apecurement.gov.in) ).

### **2. SCOPE OF WORK:**

Supply and Delivery of Office Stationery Items on annual rate contract basis at RGUKT-Nuzvid, Andhra Pradesh. The details and specifications of all the required items are given in **Annexure – I**.

#### **PERIOD OF CONTRACT:**

The contract shall be initially for a period of one (1) year which may be extended for further two (2) years, one (1) year at a time on mutual consent subject to satisfactory performance as decided by the competent authority of RGUKT.

### **3. ELIGIBILITY CRITERIA:**

- a) Tender document with proper seal and signature of authorized person on each page of the bid should be submitted in token of acceptance of all the terms and conditions of the tender schedule. The person signing the bid should be the duly authorized representative of the firm/ company whose signature should be verified, and certificate of authority should be submitted.
- b) Bidder must have registered firm in India. Self-Attested copy of Registration certificate, GST, PAN Card as applicable shall be enclosed.
- c) A certificate by the CA indicating the turnover of the firm in supply of office Stationery should be enclosed. The bidder should have minimum average turnover of Rs. 5 Lakhs in supply of office stationery items in any two years out of the last three financial years.
- d) Income tax returns for any two years of the last 3 financial years should be enclosed.
- e) The bidder should be in business of manufacture and/or supply and delivery of office stationery items for a minimum period of at least Two years in the last three financial years as on bid calling date. Copy of relevant Purchase orders and satisfactory certificate should be submitted as proof of experience in supply of office stationery items.

- f) The bidder should not have been black listed/ debarred by any organization on any account for the last three financial years. A self-declaration letter to that effect on the firm letter head has to be submitted (**Annexure VI**).
- g) Technical compliance statement has to be submitted (**Annexure VII**).

#### **4. BID PRICE:**

- i. The price should be quoted in Indian Rupees with delivery at RGUKT-Nuzvid, Krishna District, Andhra Pradesh, failing which the bid would be rejected. The price shall be written both in figures & words in the prescribed offer form.
- ii. The rates quoted by the bidder shall be fixed for the duration of the contract period and shall not be subject to adjustment on any account. But, any benefit arising out of any subsequent reduction in the prices due to reduction in duty & taxes after the prices are fixed and before the delivery should be passed on to the Purchaser (i.e. RGUKT-Nuzvid,AP).
- iii. Any variation arises between unit price and the corresponding quoted total cost then the unit rate will prevail for calculating the total cost.
- iv. If there is a discrepancy between amount in words and figures, the amount in the words will prevail.
- v. Incomplete and/or conditional bids shall be liable to rejection. Prices should be quoted as per the format of price bid.

#### **5. BID PREPARATION:**

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 instructions.

##### **Part I: It should contain the following self-attested photocopies**

1. Technical Bid Check list (Annexure II)
2. Bidder Letter Form (Annexure III)
3. Bidder Information Sheet (Annexure IV)
4. Tender document, duly signed and stamped in token of acceptance of all the terms and conditions of the tender schedule.
5. Certificate of firm registration/incorporation
6. Valid GST registration certificate
7. Valid PAN card
8. Income tax returns and certificate of auditor indicating turnover of the firm in the supply of office stationery items.
9. Relevant purchase orders/satisfactory certificate have to be enclosed as proof of previous experience.
10. Self-declaration stating that “Firm has not been barred/blacklisted by any organization in doing business with them” (Annexure-VI)
11. Any additional information, which Firm thinks is necessary in regard to its capabilities to establish that Firm is capable in all respects to successfully complete the envisaged work.

**Part II: Financial Bid: The bidder shall prepare the price bid as prescribed proforma (Annexure-VIII) of the bid document**

1. The rate shall be quoted in INR
2. The offered unit price shall be inclusive of standard packing, freight to destination, insurance, loading and unloading charges, installation etc.
3. GST both in percentage and INR shall be shown separately.

**6. INCOME TAX:**

During the contract period, deduction of income tax and surcharge as in force at source shall be made at the prevailing rate of income tax department issued from time to time on the gross amount of each bill.

**7. RATES, TAXES AND DUTIES:**

All the rates in the tender shall be inclusive of all statutory compliances like GST etc.

**8. DELIVERY SCHEDULE:**

- i. The delivery period is 4 (FOUR) Weeks from the date of Purchase Order.
- ii. In the event of delayed delivery i.e. delivery after the expiry of the delivery period as specified above, the vendor shall be liable to pay a penalty at a percentage of the value of the undelivered machines as detailed below:

**Note:** If any items or part of items not delivered as per the purchase order during the stipulated time penalty will be calculated on all undelivered items.

@ 2% for the One week

@ 4% for Two weeks

@ 6% for Three weeks

@ 8% for four weeks

@ 10% for Five weeks

if delay continues beyond 5 weeks, then the contract is liable to be canceled.

- iii. The delivery is not deemed to be complete until and unless the ordered products are checked and accepted by the RGUKT-Nuzvid,AP as per the order and specifications. After the delivery is made, if it is discovered that the items supplied are not according to our requirement, such supply would be rejected at the supplier's cost.

**9. PAYMENT TERMS:**

- i. 100% payment would be released after delivery of items and after obtaining satisfactory report from the concerned authority. Payment shall be paid through RTGS/NEFT/Cheque within 45 days on delivery of items & on receipt of the following details:
  - a. Original invoice duly signed by the authorized signatory.

- b. Item acceptance certificate/delivery report duly signed and sealed from authorized representative of RGUKT,Nuzvid, AP.
- c. PAN card, Bank Account details, Bank Address & RTGS details of the agency are to be forwarded along with the invoice.

**10. EARNEST MONEY DEPOSIT / BID SECURITY:**

- a) The bid should be accompanied by Earnest Money Deposit (EMD) of **Rs.30,000/-** by way of crossed Demand Draft drawn from any Nationalized or scheduled Bank in favor of “Director, RGUKT” payable at Nuzvid.
- b) The EMD shall not carry any interest. Tenders received without EMD’s will be summarily rejected

**Forfeiture of the EMD:** the forfeiture of EMD will be made in the following events:

- i. The bidder qualifies as L<sub>1</sub> and backs out of the L<sub>1</sub> quotes/tender specification/ tender terms & conditions.
- ii. The bidder signs the agreement and furnishes the Security Deposit but backs out of his tender bid.
- iii. The bidder withdraws his tender after acceptance.
- iv. The bidder withdraws his tender before expiry of the validity period of the tender.
- v. The bidder violates any provisions of the terms and conditions of this tender specification.

**REFUND OF EMD:**

- vi. EMD submitted by unsuccessful bidders will be refunded after release of order to successful bidder.
- vii. The EMD will be returned to the L<sub>1</sub> bidder, only after signing of the contract and submission of Security Deposit, completion of formality etc. in all respects to the satisfaction of the RGUKT-Nuzvid, AP.

**11. PERFORMANCE SECURITY DEPOSIT:**

- i. The successful bidder has to deposit 10% of the total contract value as performance security deposit in the form of Bank Guarantee/DD from any nationalized bank.
- ii. The Performance Security Deposit / Bank Guarantee of successful Bidder will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any.
- iii. The Performance Security Deposit / Bank Guarantee shall not carry any interest.

**12.** RGUKT-Nuzvid, AP shall have the right to relax or waive or alter any of the provisions of the tender document.

**13.** If the bidder wishes to depart from the technical specifications in any respect, he shall draw the attention to such points of departure explaining fully the reasons thereof and furnish separately adopting the form. Unless this is done, the requirements of the Technical

specification will be deemed to have been accepted in every respect. The RGUKT-Nuzvid, AP reserves the right to accept/reject any or all of the deviations shown by the bidder.

#### **14. INSTRUCTIONS TO BIDDERS**

- i. Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- ii. Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- iii. Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders own risk and may result in the rejection of the tender.
- iv. All assertions made in connection with the tender are to be supported/ substantiated by relevant documents. The Director, RGUKT-Nuzvid, AP reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- v. The Director, RGUKT, Nuzvid, AP will notify the bidder whose tender has been accepted.
- vi. The successful bidder shall execute an agreement with RGUKT on Non-judicial stamp paper worth Rs.100/- agreeing to all the conditions of the contract within one week upon intimation of acceptance of Tender. The successful bidder has to submit performance security guarantee after taking Letter of Intent but before having contract agreement. Failure on enter into an agreement within the stipulated time will result in forfeiture of the EMD.

#### **15. METHOD OF SUBMISSION:**

Bids shall be submitted online on [www.apecurement.gov.in](http://www.apecurement.gov.in) Platform.

- i. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website [www.apecurement.gov.in](http://www.apecurement.gov.in)
- ii. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- iii. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
- iv. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- v. The bidders should scan and upload the respective documents in Technical documentation as per the check list.
- vi. After uploading the documents, the copies of the uploaded technical bid documents and original Demand Drafts in respect of Bid Security and Bid document fee are to

be submitted by the bidder to the“ The Administrative Officer (i/c), RGUKT,Nuzvid Nuzvid Mandal, Krishna District, Andhra Pradesh -521202”, by **05:00PM on 28.01.2022. (No physical submission of price bid will be entertained)**

- vii. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT, Nuzvid AP shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- viii. RGUKT, Nuzvid AP will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- ix. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- x. The rates should be quoted online only.

#### **16. EVALUATION PROCEDURE:**

- i. The Technical Bids will be opened as per the schedule given in the tender document.
- ii. The tenders will be evaluated to ascertain the capability of the bidders to provide the material within the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria.
- iii. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- iv. Price Bids of only those bidders, who have fulfilled the eligibility criteria specified, will be opened. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- v. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT, Nuzvid AP. No further correspondence will be entertained regarding the disqualification.
- vi. The RGUKT, Nuzvid AP, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The RGUKT, Nuzvid AP, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT, Nuzvid AP is final and binding.



## **17. TERMS AND CONDITIONS:**

### **General:**

- 1) Normally, Orders will be placed on quarterly basis. Depending on the requirement it may be changed time to time.
- 2) In case of urgency, the successful bidder should ensure to deliver the awarded items on time even at a short notice of 72 hours.
- 3) The rate quoted by the supplier/bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
- 4) Tender received after the prescribed cut – off date and time will be rejected forthwith.
- 5) The tender is issued subject to the jurisdiction of the local courts at Nuzvid only. All disputes arising out of the tender notice and resultant work order shall have the jurisdiction of the competent court at Nuzvid only.
- 6) No conditional bid will be accepted, bidder need to Bid as per the above terms and conditions only and will be declared non – responsive.
- 7) All statutory payments and arrangement, like transportation, helper, loading or supply of goods to the premises, compensation in case of accident or loss, etc., to the workers or machinery employed by the supplier shall be borne by the supplier only.
- 8) Bidder is liable to bear all the losses made to the office premises by bidder or any of its representative, the probable amount could be adjusted in the security deposit or any other medium as decided by the competent authority.
- 9) Vendor will keep the entire awarded items ready at all the time to deliver on urgent basis, in case of non-supply the items as per specification and stipulated time, action may be taken against them or at the risk and cost of the same. In worst case the specified items are not delivered due to non-availability of the products in the market, supplier will have to write/inform to the RGUKT, Nuzvid regarding this, and in such case the officials will take prior approval from the competent authority for the new make, maintaining the same specifications, before confirming new make to the seller for supply.
- 10) In case any items are found in unsatisfactory condition the same will have to be replaced by firm immediately on directions of RGUKT, Nuzvid within the stipulated period.
- 11) Tentative (only indicative) quantity requirement for a period of one year is provided on **Annexure I**. Quantity is only indicative and may vary to any extent up to the +/- 30% based on actual requirements.
- 12) Where the brand is not mentioned in the make column, it means the desired product should be of good and acceptable quality.
- 13) Bidders should visit the office to see the samples of various items in case of any doubt/ambiguity before quoting.
- 14) L1 will be decided on the grand Total price of all the items. The vendor who stood lowest (L1) in Grand Total Price (including Tax, transportation, loading unloading charges etc.) will be awarded the rate contract. Also. The RGUKT- Nuzvid may ask for negotiations for some or all of the items with L1 bidder.

## **18. FORCE MAJEURE:**

During force Majeure i.e. Acts of God, War, Floods, Riot, Earthquake, General Strike, Lock outs, Epidemics, Civil Commotions, the bidder shall inform the Purchaser

immediately and provide their best possible service in given circumstances, and resume services as soon as possible after force majeure ceases.

#### **19. ARBITRATION:**

In the event of any dispute or differences between the supplier and the purchaser whether arising during the execution of orders under these terms and conditions or thereafter whether by breach or in manner in regard to:

- i. The Construction or interpretation of the terms and conditions
- ii. The respective rights and liabilities of the parties hereto there under
- iii. Any matter or thing out of or in relation to or in connection with these terms and conditions then either party shall give notice to the other of the same and such dispute or difference shall be and hereby referred to the arbitration of such person as the Director, RGUKT, Nuzvid may nominate and the decision of such Arbitrator shall be conclusive and binding on the parties hereto. The provisions of Arbitration and Conciliation Act 1996 shall apply.

#### **20. DISPUTES:**

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably (by negotiations) and the RGUKT, Nuzvid decision shall be final on all such matters and shall be binding on the Bidder.

#### **21. DISCLAIMER:**

- i. Neither RGUKT, Nuzvid nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the RGUKT, Nuzvid to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.
- ii. RGUKT, Nuzvid reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- iii. RGUKT, Nuzvid reserves the right to change any or all of the provisions of this tender document.

#### **22. REJECTION OF TENDERS:**

- i. The RGUKT, Nuzvid reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any

liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.

ii. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule shall stand forfeited.

22. For breach of any of the conditions prescribed in the tender or as specified by the RGUKT, Nuzvid from time to time, the EMD is liable to the forfeited. Decision of the Director, RGUKT, Nuzvid in this regard is final and binding on bidder.

### Annexure I

#### **The details and specifications of all the required stationery items**

Tentative (only indicative) quantity requirement for a period of one year is provided. Quantity is only indicative and may vary to any extent up to the  $\pm 30\%$  based on actual requirements.

S.No.	Items	Specifications	Preferred Make	Quantity	Unit
1.	A4 white papers	<ul style="list-style-type: none"> <li>• Paper Size: A4</li> <li>• Paper Density: 75 GSM</li> <li>• Colour: White</li> <li>• Unruled Plain</li> <li>• Faster drying</li> <li>• Should be Compatible with all types of photocopying systems and Suitable for both side printing</li> <li>• Should be made with <b>ColorLok technology</b></li> </ul>	JK Copier/Classmate/hp papers	2000 reams	Per Ream
2.	Use and throw ball point pens	<ul style="list-style-type: none"> <li>• Ink colors: Blue, Black, and Red</li> <li>• Tip size: 0.5 to 0.7 mm.</li> <li>• Material: Plastic</li> <li>• Body colour: Multicolour</li> <li>• Body Type: Transparent</li> <li>• At least 1 year shelf-life ink</li> </ul>	Speed/Bitco /Luxor	3000 pens (Each colour: 1000 pens)	Per Pc.
3.	Pencils	Extra Dark	Apsara/Natraj/Camlin	1000	Per Pc.
4.	Staplers small	No.10 Model in Kangaroo or equivalent of good and acceptable quality in other makes.	Kangaroo	150 Pcs	Per Pc.
5.	Staplers big	HP 45 model in Kangaroo or equivalent of good and acceptable quality in other makes.	Kangaroo	50 Pcs	Per Pc.
6.	Stapler pins	Staples No. 24/6 Leg length = 6 mm	Kangaroo	1000 Packs (Each pack containing 1000 staples)	Per Pack.
7.	Pencil Sharpener	Material: Plastic	Apsara/Natraj	500 Pcs.	Per Pc.

8.	Non-Dust Eraser	Material: Rubber	Apsara/Camlin/Natraj	1000 Pcs.	Per Pc.
9.	Rubber bands (Big)	<ul style="list-style-type: none"> <li>• Size: 2 Inch</li> <li>• Fluorescent Color</li> <li>• Colour: Multi colour</li> </ul>		50 Kgs	Per Kg.
10.	Rubber bands (Small)	<ul style="list-style-type: none"> <li>• Size: 1 inch</li> <li>• Fluorescent Color</li> <li>• Colour: Multi colour</li> </ul>		10 Kgs	Per Kg.
11.	Stock Register (200 Pages)	<ul style="list-style-type: none"> <li>• Pages: 200 Pages</li> <li>• Paper density: 70 GSM</li> <li>• Ledger Paper</li> <li>• Hard Bound</li> <li>• Size: Approx. 32 x 20 cm</li> </ul>	Oswal	50 No's	Per Pc.
12.	Stock Register (300 Pages)	<ul style="list-style-type: none"> <li>• Pages: 300 Pages</li> <li>• Paper density: 70 GSM</li> <li>• Ledger Paper</li> <li>• Hard Bound</li> <li>• Size: Approx. 32 x 20 cm</li> </ul>	Oswal	20 No's	Per Pc.
13.	Scissors	<ul style="list-style-type: none"> <li>• Size: 8 Inch</li> <li>• Material: Stainless steel</li> <li>• Multipurpose type</li> </ul>		100 No's	Per Pc.
14.	Sketch Pens (Big)	<ul style="list-style-type: none"> <li>• No. of Shades : at least 12 per pack.</li> <li>• Non-toxic material should be used</li> <li>• Water proof / washable ink</li> </ul>	Camlin/Luxor/classmate	100 Packs (Each pack = 12 Pcs)	Per pack
15.	Paper Punch Machine – Double hole type (Small size)	<ul style="list-style-type: none"> <li>• Double hole</li> <li>• Punching Capacity – at least 9 sheets</li> <li>• Punching diameter – <math>6 \pm 0.5</math> mm</li> <li>• Punching distance – <math>80 \pm 0.5</math> mm</li> <li>• Distance from holes to nearest edge of the paper – <math>12 \pm 1</math> mm.</li> <li>• Removable Chip Tray should be provided.</li> <li>• The holes should be located symmetrically in relation to the axis of the sheet or document.</li> <li>• Durable all metal construction</li> <li>• (Reference: Kangaro DP-52 model or equivalent)</li> </ul>	Kangaro	25 Nos.	Per Pc.
16.	Paper Punch Machine – Double hole type (Big size)	<ul style="list-style-type: none"> <li>• Double hole</li> <li>• Punching Capacity – at least 20 sheets</li> <li>• Punching diameter – <math>6 \pm 0.5</math> mm</li> <li>• Punching distance – <math>80 \pm 0.5</math> mm</li> <li>• Distance from holes to nearest</li> </ul>	Kangaro	10 Nos.	Per Pc.

		<p>edge of the paper – 12±1 mm.</p> <ul style="list-style-type: none"> <li>• Removable Chip Tray should be provided.</li> <li>• The holes should be located symmetrically in relation to the axis of the sheet or document.</li> <li>• Durable all metal construction</li> <li>• (Reference: Kangaro DP 500 model or equivalent)</li> </ul>			
17.	Paper Punch machine – Single hole type	<ul style="list-style-type: none"> <li>• Single Hole punch</li> <li>• Should have Punching capacity of at least 18 Sheets</li> <li>• Should have Punching diameter - 4.5± 0.5 millimeters</li> <li>• Should be provided with Handy punch with chip holder</li> <li>• Should be made with steel or Alloy steel.</li> <li>• (Reference: Kangaroo FP-20 model or equivalent)</li> </ul>	Kangaro	25 Nos.	Per Pc.
18.	Add Gel Achiever Gel Pen Refills	Ink colors: Blue, Black and Green Reference: (ADD Gel GR – 20 model.)	ADD GEL	300 (Each color 100 Pcs.)	Per Pc.
19.	Add Gel Achiever pens	Ink Colours: Blue, Black and Green ACHIVER Non dry Gel ink	ADD GEL	100 (Each color 100 Pcs.)	Per Pc.
20.	Calculator	Casio Mj120D or equivalent	Casio	50 No's	Per Pc.
21.	White board dusters (Plastic)	<ul style="list-style-type: none"> <li>• Multifunctional use – should work well with all popular whiteboards and Chalk Board Surface.</li> <li>• Should be made from plastic body and has a space to keep two whiteboard markers at one place.</li> <li>• Non – Magnetic</li> </ul>	YAJNAS	500	Per Pc.
22.	White board dusters (Wood)	<ul style="list-style-type: none"> <li>• Multifunctional use – should work well with all popular whiteboards and Chalk Board Surface.</li> <li>• Frame material: Wood.</li> <li>• Non – Magnetic</li> </ul>	YAJNAS	500	Per Pc.
23.	Scales	<ul style="list-style-type: none"> <li>• Size: 30 cm</li> <li>• Material: Plastic</li> <li>• Broad Size</li> <li>• Clear &amp; Bold Marking</li> <li>• Rounded edges</li> </ul>	Camel/Camlin/ Classmate/ Natraj	100 Nos	Per Pc.
24.	Stamp Pad Big	<ul style="list-style-type: none"> <li>• Ink color: Violet</li> </ul>	Camlin/	25 No's	Per Pc.

		<ul style="list-style-type: none"> <li>• Size: Approx. 15.7 cm x 9.6 cm</li> </ul>	Faber castell/ Ashoka		
25.	Stamp Pad Small	<ul style="list-style-type: none"> <li>• Ink color: Violet</li> <li>• Size: Approx. 11 cm x 7 cm</li> </ul>	Camlin/ Faber castell/ Ashoka	50 No's	Per Pc.
26.	Packaging Tape (Transparent)	<ul style="list-style-type: none"> <li>• Width: 2 inches</li> <li>• Length = at least 50 meters</li> <li>• Clear Transparent and Self adhesive</li> </ul>		100 No's	Per Pc.
27.	Packaging Tape (Brown)	<ul style="list-style-type: none"> <li>• Colour: Brown/Tan</li> <li>• Width: 2 inches</li> <li>• Length = at least 50 meters</li> <li>• Self adhesive</li> </ul>		100 No's	Per Pc.
28.	Packaging Tape	<ul style="list-style-type: none"> <li>• Width: 1 inch</li> <li>• Length = at least 50 meters</li> <li>• Clear Transparent and Self adhesive</li> </ul>		100 No's	Per Pc.
29.	Sheet Protector (Plastic Clear Folder Leafs)	<ul style="list-style-type: none"> <li>• Size: FS</li> <li>• Material: plastic</li> <li>• Transparent front and back cover</li> <li>• Thickness: 150 microns</li> <li>• Should provide at least 11 holes to adjust in any type of ring file.</li> </ul>		1000 No's	Per Pc.
30.	Sheet Protector (Plastic Folder Leafs)	<ul style="list-style-type: none"> <li>• Size: FS</li> <li>• Material: plastic</li> <li>• Transparent front and back cover</li> <li>• Thickness: 200 microns</li> <li>• Should provide at least 11 holes to adjust in any type of ring file.</li> </ul>		3000 No's	Per Pc.
31.	Rough note books (Long size)	<ul style="list-style-type: none"> <li>• Size: Approx. 30 cm x 18 cm.</li> <li>• Pages: at least 160 pages</li> <li>• Unruled plain</li> <li>• Soft cover</li> </ul>		800	Per Pc.
32.	White Note books (Long size) Unruled	<ul style="list-style-type: none"> <li>• Size: Approx. 31 cm x 19 cm.</li> <li>• Pages: at least 160 pages</li> <li>• Unruled plain</li> <li>• Paper density: at least 65 GSM</li> <li>• Soft bound</li> </ul>	Classmate	600 No's	Per Pc.
33.	White Notebooks (Long size) Ruled	<ul style="list-style-type: none"> <li>• Size: Approx. 31 cm x 19 cm.</li> <li>• Pages: at least 160 pages</li> <li>• Ruled</li> <li>• Paper density: at least 65 GSM</li> <li>• Soft bound</li> </ul>	Classmate	300 No's	Per Pc.
34.	White Board Marker Ink	<ul style="list-style-type: none"> <li>• Colours: Blue, Black, and Red</li> <li>• Quantity: 15 ml</li> </ul>	Camlin	6000 No's	Per Pc.

	bottles				
35.	White Board Marker Pens	<ul style="list-style-type: none"> <li>• Colours: Blue, Black and Red.</li> <li>• Refillable, Bright Ink, Easy to erase with duster, tissue and cloth</li> </ul>	Camlin	2000 Pcs	Per Pc.
36.	L-Type Folders	<ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Transparent and clear</li> <li>• Waterproof and dust proof</li> <li>• Arc opening and safety round corner</li> <li>• Material: Plastic</li> <li>• Thickness 200 Micron</li> </ul>		6000 Pcs.	Per Pc.
37.	Plastic Packing Rope/Twine Rope	<ul style="list-style-type: none"> <li>• As per sample</li> <li>• Purpose: For packaging</li> <li>• Plastic sutli/ twine / rope</li> <li>• Eco quality</li> </ul>		10 Kg's	Per Kg.
38.	Sticky notes (3-inch x 3 inch)	<ul style="list-style-type: none"> <li>• Size: 3 inch x 3 inch</li> <li>• Vivid colors that demand attention.</li> <li>• Should utilize a repositionable adhesive that should not mark paper and other surfaces</li> <li>• 100% Natural, non-toxic and odorless.</li> </ul>		100 Packs (Per pack at least 400 sheets)	Per pack.
39.	Sticky notes (Approx. 2 cm x 7 cm)	<ul style="list-style-type: none"> <li>• Size: Approx. 2 cm x 7 cm</li> <li>• Vivid colors that demand attention.</li> <li>• Should utilize a repositionable adhesive that should not mark paper and other surfaces</li> <li>• 100% Natural, non-toxic and odorless.</li> </ul>		100 Packs (Per pack at least 400 sheets)	Per pack.
40.	CD – DVD Marker	<ul style="list-style-type: none"> <li>• Colours: Blue, Black, and Green</li> </ul>	Camlin/Lux or	300 Pcs. (Each colour 100)	Per Pc.
41.	Fevistik (Glue Stick)	<ul style="list-style-type: none"> <li>• Quantity: 25 grams</li> <li>• Glue stick</li> <li>• Non toxic</li> </ul>	Pidilite/Faber castell	500 No's	Per Pc.
42.	A4 Size Cloth line courier cover	<ul style="list-style-type: none"> <li>• Size: 12 x 10 inch</li> <li>• Cloth Cover</li> <li>• Material: Paper</li> <li>• Closure Type: Self – Seal</li> <li>• Tear Resistance</li> </ul>		200 No's	Per Pc.
43.	Paper Envelope covers (A4 Size)	<ul style="list-style-type: none"> <li>• Colour: Brown, Yellow, White</li> <li>• Size: A4 Size</li> <li>• Thickness: 100 GSM to 120 GSM</li> </ul>		300 No's	Per Pc.

		<ul style="list-style-type: none"> <li>• Material: Paper</li> <li>• Inner Lamination - Envelope should be inner laminated with polythene that protect envelope from water splash and moisture.</li> </ul>			
44.	Paper Envelope Covers (Size: Approx. 10-inch x 4.5 inch.)	<ul style="list-style-type: none"> <li>• Colour: Brown, White</li> <li>• Size: Approx. 10-inch x 4.5 inch.</li> <li>• For Letter, Courier, and Documents purpose,</li> <li>• Density: approx. 80 – 90 GSM</li> </ul>		200 No's	Per Pc.
45.	Correction pen (Whitener)	<ul style="list-style-type: none"> <li>• Colour: white</li> <li>• Ink quantity: 7 ml</li> </ul>	Camlin	200 No's	Per Pc.
46.	Box Files	<ul style="list-style-type: none"> <li>• A4 size with thick Board</li> <li>• Should open 180 degrees to allow filing very easily.</li> <li>• Clip should be made from Stainless steel material.</li> </ul>		300 No's	Per Pc.
47.	Paper weight Rubber	<ul style="list-style-type: none"> <li>• As per sample</li> </ul>		50 No's	Per Pc.
48.	Paper weight Glass	<ul style="list-style-type: none"> <li>• As per sample</li> </ul>		25 No's	Per Pc.
43.	File Pads	<ul style="list-style-type: none"> <li>• Size: Approx. 36 cm x 26 cm</li> <li>• Material: Card board</li> </ul>		500 No's	Per Pc.
44.	Gum tubes	<ul style="list-style-type: none"> <li>• Quantity: 50 ml</li> </ul>	Camel	200 No's	Per Pc.
45.	Gum bottles	<ul style="list-style-type: none"> <li>• Quantity: 1 Liter</li> </ul>	Camel	5 No's	Per Pc.
46.	Pen Stand	<ul style="list-style-type: none"> <li>• Material: Plastic</li> </ul>		50 No's	Per Pc.
47.	Highlighter Pens	<ul style="list-style-type: none"> <li>• Vivid Colors - Orange, Blue, Green, Pink and Yellow.</li> <li>• Chisel tip</li> <li>• Water based fluorescent ink</li> </ul>	Luxor/ Faber Castell	250 No's  (Each color 50 No's)	Per Pc.
48.	Binder Clips (41 mm)	<ul style="list-style-type: none"> <li>• Clip size: 41mm</li> <li>• Colour: Black</li> <li>• Material: Steel</li> <li>• Should be Made from Corrosion-resistant steel and Re-usable</li> <li>• Should hold documents firmly</li> <li>• Should not leave any marks of binding</li> <li>• No punching or piercing of documents and should not destroy documents</li> <li>• Should be able to remove handles for permanent binding</li> </ul>		600 Pcs	Per Pc.
49.	Binder Clips (19mm)	<ul style="list-style-type: none"> <li>• Clip size: 19 mm</li> <li>• Colour: Black</li> </ul>		300 Pcs.	Per Pc.



		<ul style="list-style-type: none"> <li>• Material: Steel</li> <li>• Should be Made from Corrosion-resistant steel and Re-usable</li> <li>• Should hold documents firmly</li> <li>• Should not leave any marks of binding</li> <li>• No punching or piercing of documents and should not destroy documents</li> <li>• Should be able to remove handles for permanent binding</li> </ul>			
50.	Remote Batteries	<ul style="list-style-type: none"> <li>• Size: AAA</li> <li>• Voltage: 1.2 V to 1.5 V</li> </ul>	Nippo/Eveready/Duracell	200 No's	Per Pc.
51.	Clock Batteries	<ul style="list-style-type: none"> <li>• Size: AA</li> <li>• Voltage: 1.2 V to 1.5 V</li> </ul>	Nippo/Eveready/Duracell	100 No's	Per Pc.
52.	Duracell Ultra Alkaline AA Batteries	<ul style="list-style-type: none"> <li>• Duracell Ultra Alkaline AA Batteries</li> </ul>	Duracell	100 No's	Per Pc.
53.	9 V Batteries	<ul style="list-style-type: none"> <li>• Voltage: 9 Volts</li> <li>• Battery cell composition: Zinc Carbon</li> </ul>	Hi-Watt	100 No's	Per Pc.
54.	Binding Register	<ul style="list-style-type: none"> <li>• Pages: 160 or above</li> <li>• Hard Binding</li> <li>• Size: Approx. 31 x 19 cm</li> <li>• Paper density: At least 70 GSM</li> <li>• Ruled</li> <li>• Numbering on each page is preferred.</li> </ul>		300 No's	Per Pc.
55.	Dust less Chalk Pieces	<ul style="list-style-type: none"> <li>• White (25 Pack)</li> <li>• Colour (25 Pack)</li> </ul>	Apsara	50 Pack (Each Pack = 100 Pcs.)	Per Pack.
57.	File Tags	<ul style="list-style-type: none"> <li>• Size: 8 inch</li> <li>• Should be made up of cotton for easy tying</li> <li>• Should be in any 2 colours with 2 clip attached at both the ends</li> </ul>		5000 Pcs	Per Pc.
58.	Bond Papers (A4)	<ul style="list-style-type: none"> <li>• Paper Size: A4</li> <li>• Paper Density: 100 GSM to 110 GSM</li> <li>• Colour: Off White</li> <li>• Unruled Plain</li> </ul>		5 Reams	Per Ream
60.	Wooden Planks	<ul style="list-style-type: none"> <li>• Material: Wood</li> <li>• Size (L x B): 60 cm x 40 cm</li> <li>• Thickness: 8 mm.</li> </ul>		10 No's	Per Pc.
62.	Pad Locks	<ul style="list-style-type: none"> <li>• Pad lock with at least 3 keys</li> <li>• Size: 65 mm</li> </ul>		200 No's	Per Pc.

		<ul style="list-style-type: none"> <li>• Material: Steel</li> <li>• Number of levers: at least 6</li> <li>• Rust resistant</li> <li>• Warranty: At least one year</li> </ul>			
63.	Scribbling Pad	<ul style="list-style-type: none"> <li>• Length = 17 to 19 cm</li> <li>• Width = 11 cm to 15 cm</li> <li>• No. of sheets: 30 to 50</li> <li>• Ruled, unruled</li> <li>• Paper colour: White</li> <li>• Paper density: 60 GSM to 70 GSM</li> </ul>		300 No's	Per Pc.

**Annexure II**  
**Technical Bid Check List**

S.No.	Description	Complied or Not	Name of the File uploaded	Page No.
1	Bid Processing Fee of Rs.3,000/- by way of DD from any nationalized Bank			
2	EMD/ Bid Security of Rs. 30,000/- by way of DD from nationalized Bank			
3	Bidder Letter Form (Annexure III)			
4	Bidder Information Sheet (Annexure IV)			
5	Tender document, duly signed and stamped in token of acceptance of all the terms and conditions of the tender schedule.			
6	Certificate of firm registration/incorporation/GST			
7	Valid PAN card			
8	Income tax returns, audited balance sheet and certificate of auditor indicating turnover of the firm for the F.Y 2018-19, 2019-20 & 2020-21.			
9	Purchase orders/ contract agreements with premier any government organization in the last three years			
10	Satisfactory performance certificates for bulk supplies in the last three years.			
11	Self-declaration stating that “Firm has not been barred/blacklisted by any organization in doing business with them” (Annexure-VI)			
12	Technical compliance statement (Annexure VII)			

NOTE: All pages of the bid documents must be serially numbered and signed.

**Annexure III**  
**Bidder Letter Form**

From:  
(Registered name and address of the bidder)

To  
The Director,  
RGUKT-Nuzvid  
Mylavaramroad, Nuzvid  
Nuzvid Mandal  
Krishna District-221202  
Andhra Pradesh.

Sir,

Having examined the bidding documents and amendments there on, for the supply and delivery of Office Stationery Items on annual rate contract basis at RGUKT-Nuzvid, Mylavaram road, Nuzvid, Nuzvid Mandal, Krishna District-521202, Andhra Pradesh in response to your tender call dated.....

1. I/We hereby offer to supply and delivery of office stationery items on annual rate contract basis as listed in the schedule to this tender hereto as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by RGUKT-Nuzvid.
3. I/We have understood the Instruction to bidders and terms and conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly Examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
4. Certified that ours is:
  - a) A sole proprietorship firm and the person signing the bid document is the sole Proprietor/constituted attorney of the sole proprietor (OR)
  - b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)
  - c) A company and the person signing the document is the constituted attorney/

authorized signatory.

(NOTE: Strike out whatever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).

5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to;
  - a) Provide services/execute the work according to the time schedule specified in the bid document,
  - b) Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and
  - c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature)

Dated this day of \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

**Annexure IV**  
**Bidder Information Sheet**

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	PAN No	
5	GST No	
6	Name & Designation of Authorized person:	
7	Phone No.	
8	Fax No.	
9	Email-ID	
10	Nature of the firm (Proprietary/partnership/etc...)	
11	Whether Manufacturer/authorized dealer	
12	Total No. of service centers in India	
13	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
14	Bid Document Fee (Non-refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
15	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :

**Annexure-V**  
**List of Major Customers**

S.No.	Customer full address with Phone number and mail id	Year of supply	Office Stationer items supplied

**Annexure-VI**  
**NON BLACKLISTING CERTIFICATE**

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT,Nuzvid and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT,Nuzvid may impose any action as per the rules.

Date:  
Place:

Name:  
Business Address:  
Signature of Bidder:  
Seal of the Bidder:



**Annexure-VII**  
**Technical Compliance Statement**

Technical compliance statement as per technical specifications mentioned in this document (taking into consideration all the amendments issued to this document, if any) is to be submitted in the following format:

S.No.	Item Name	Specifications Required	Specification of quoted item along with model, make and special features, if any	Compliance (Complied/ Complied higher/ Complied lower)
1.	A4 white papers	<ul style="list-style-type: none"> <li>• Paper Size: A4</li> <li>• Paper Density: 75 GSM</li> <li>• Colour: White</li> <li>• Unruled Plain</li> <li>• Faster drying</li> <li>• Should be Compatible with all types of photocopying systems and Suitable for both side printing</li> <li>• Should be made with <b>ColorLok technology</b></li> </ul>		
2.	Use and throw ball point pens	<ul style="list-style-type: none"> <li>• Ink colors: Blue, Black, and Red</li> <li>• Tip size: 0.5 to 0.7 mm.</li> <li>• Material: Plastic</li> <li>• Body colour: Multicolour</li> <li>• Body Type: Transparent</li> <li>• At least 1 year shelf-life ink</li> </ul>		
3.	Pencils	<ul style="list-style-type: none"> <li>• Extra Dark</li> </ul>		
4.	Staplers small	<ul style="list-style-type: none"> <li>• No.10 Model in Kangaro or equivalent of good and acceptable quality in other makes.</li> </ul>		
5.	Staplers big	<ul style="list-style-type: none"> <li>• HP 45 model in Kangaro or equivalent of good and acceptable quality in other makes.</li> </ul>		

6.	Stapler pins	<ul style="list-style-type: none"> <li>• Staples No. 24/6</li> <li>• Leg length = 6 mm</li> </ul>		
7.	Pencil Sharpener	<ul style="list-style-type: none"> <li>• Material: Plastic</li> </ul>		
8.	Non-Dust Eraser	<ul style="list-style-type: none"> <li>• Material: Rubber</li> </ul>		
9.	Rubber bands (Big)	<ul style="list-style-type: none"> <li>• Size: 2 Inch</li> <li>• Fluorescent Color</li> <li>• Colour: Multi colour</li> </ul>		
10.	Rubber bands (Small)	<ul style="list-style-type: none"> <li>• Size: 1 inch</li> <li>• Fluorescent Color</li> <li>• Colour: Multi colour</li> </ul>		
11.	Stock Register (200 Pages)	<ul style="list-style-type: none"> <li>• Pages: 200 Pages</li> <li>• Paper density: 70 GSM</li> <li>• Ledger Paper</li> <li>• Hard Bound</li> <li>• Size: Approx. 32 x 20 cm</li> </ul>		
12.	Stock Register (300 Pages)	<ul style="list-style-type: none"> <li>• Pages: 300 Pages</li> <li>• Paper density: 70 GSM</li> <li>• Ledger Paper</li> <li>• Hard Bound</li> <li>• Size: Approx. 32 x 20 cm</li> </ul>		
13.	Scissors	<ul style="list-style-type: none"> <li>• Size: 8 Inch</li> <li>• Material: Stainless steel</li> <li>• Multipurpose type</li> </ul>		
14.	Sketch Pens (Big)	<ul style="list-style-type: none"> <li>• No. of Shades : at least 12 per pack.</li> <li>• Non-toxic material should be used</li> <li>• Water proof / washable ink</li> </ul>		
15.	Paper Punch Machine – Double hole type (Small size)	<ul style="list-style-type: none"> <li>• Double hole</li> <li>• Punching Capacity – at least 9 sheets</li> <li>• Punching diameter – <math>6 \pm 0.5</math> mm</li> <li>• Punching distance – <math>80 \pm 0.5</math> mm</li> <li>• Distance from holes to nearest edge of the paper – <math>12 \pm 1</math> mm.</li> <li>• Removable Chip Tray should be provided.</li> <li>• The holes should be located symmetrically in relation to the axis of the sheet or document.</li> <li>• Durable all metal construction</li> <li>• (Reference: Kangaroo DP-52 model or equivalent)</li> </ul>		
16.	Paper Punch Machine –	<ul style="list-style-type: none"> <li>• Double hole</li> <li>• Punching Capacity – at least 20</li> </ul>		

	Double hole type (Big size)	<p>sheets</p> <ul style="list-style-type: none"> <li>• Punching diameter – <math>6 \pm 0.5</math> mm</li> <li>• Punching distance – <math>80 \pm 0.5</math> mm</li> <li>• Distance from holes to nearest edge of the paper – <math>12 \pm 1</math> mm.</li> <li>• Removable Chip Tray should be provided.</li> <li>• The holes should be located symmetrically in relation to the axis of the sheet or document.</li> <li>• Durable all metal construction</li> <li>• (Reference: Kangaroo DP 500 model or equivalent)</li> </ul>		
17.	Paper Punch machine – Single hole type	<ul style="list-style-type: none"> <li>• Single Hole punch</li> <li>• Should have Punching capacity of at least 18 Sheets</li> <li>• Should have Punching diameter - <math>4.5 \pm 0.5</math> millimeters</li> <li>• Should be provided with Handy punch with chip holder</li> <li>• Should be made with steel or Alloy steel.</li> <li>• (Reference: Kangaroo FP-20 model or equivalent)</li> </ul>		
18.	Add Gel Achiever Gel Pen Refills	<ul style="list-style-type: none"> <li>• Ink colors: Blue, Black and Green</li> <li>• Reference: (ADD Gel GR – 20 model.)</li> </ul>		
19.	Add Gel Achiever pens	<ul style="list-style-type: none"> <li>• Ink Colours: Blue, Black and Green</li> <li>• ACHIVER Non dry Gel ink</li> </ul>		
20.	Calculator	<ul style="list-style-type: none"> <li>• Casio Mj120D or equivalent</li> </ul>		
21.	White board dusters (Plastic)	<ul style="list-style-type: none"> <li>• Multifunctional use – should work well with all popular whiteboards and Chalk Board Surface.</li> <li>• Should be made from plastic body and has a space to keep two whiteboard markers at one place.</li> <li>• Non – Magnetic</li> </ul>		
22.	White board dusters (Wood)	<ul style="list-style-type: none"> <li>• Multifunctional use – should work well with all popular whiteboards and Chalk Board Surface.</li> <li>• Frame material: Wood.</li> <li>• Non – Magnetic</li> </ul>		
23.	Scales	<ul style="list-style-type: none"> <li>• Size: 30 cm</li> <li>• Material: Plastic</li> <li>• Broad Size</li> </ul>		

		<ul style="list-style-type: none"> <li>• Clear &amp; Bold Marking</li> <li>• Rounded edges</li> </ul>		
24.	Stamp Pad Big	<ul style="list-style-type: none"> <li>• Ink color: Violet</li> <li>• Size: Approx. 15.7 cm x 9.6 cm</li> </ul>		
25.	Stamp Pad Small	<ul style="list-style-type: none"> <li>• Ink color: Violet</li> <li>• Size: Approx. 11 cm x 7 cm</li> </ul>		
26.	Packaging Tape (Transparent)	<ul style="list-style-type: none"> <li>• Width: 2 inches</li> <li>• Length = at least 50 meters</li> <li>• Clear Transparent and Self adhesive</li> </ul>		
27.	Packaging Tape (Brown)	<ul style="list-style-type: none"> <li>• Colour: Brown/Tan</li> <li>• Width: 2 inches</li> <li>• Length = at least 50 meters</li> <li>• Self adhesive</li> </ul>		
28.	Packaging Tape	<ul style="list-style-type: none"> <li>• Width: 1 inch</li> <li>• Length = at least 50 meters</li> <li>• Clear Transparent and Self adhesive</li> </ul>		
29.	Sheet Protector (Plastic Clear Folder Leafs)	<ul style="list-style-type: none"> <li>• Size: FS</li> <li>• Material: plastic</li> <li>• Transparent front and back cover</li> <li>• Thickness: 150 microns</li> <li>• Should provide at least 11 holes to adjust in any type of ring file.</li> </ul>		
30.	Sheet Protector (Plastic Folder Leafs)	<ul style="list-style-type: none"> <li>• Size: FS</li> <li>• Material: plastic</li> <li>• Transparent front and back cover</li> <li>• Thickness: 200 microns</li> <li>• Should provide at least 11 holes to adjust in any type of ring file.</li> </ul>		
31.	Rough note books (Long size)	<ul style="list-style-type: none"> <li>• Size: Approx. 30 cm x 18 cm.</li> <li>• Pages: at least 160 pages</li> <li>• Unruled plain</li> <li>• Soft cover</li> </ul>		
32.	White Note books (Long size) Unruled	<ul style="list-style-type: none"> <li>• Size: Approx. 31 cm x 19 cm.</li> <li>• Pages: at least 160 pages</li> <li>• Unruled plain</li> <li>• Paper density: at least 65 GSM</li> <li>• Soft bound</li> </ul>		
33.	White Notebooks (Long size) Ruled	<ul style="list-style-type: none"> <li>• Size: Approx. 31 cm x 19 cm.</li> <li>• Pages: at least 160 pages</li> <li>• Ruled</li> <li>• Paper density: at least 65 GSM</li> <li>• Soft bound</li> </ul>		
34.	White Board Marker Ink	<ul style="list-style-type: none"> <li>• Colours: Blue, Black, and Red</li> <li>• Quantity: 15 ml</li> </ul>		

	bottles			
35.	White Board Marker Pens	<ul style="list-style-type: none"> <li>• Colours: Blue, Black and Red.</li> <li>• Refillable, Bright Ink, Easy to erase with duster, tissue and cloth</li> </ul>		
36.	L-Type Folders	<ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Transparent and clear</li> <li>• Waterproof and dust proof</li> <li>• Arc opening and safety round corner</li> <li>• Material: Plastic</li> <li>• Thickness 200 Micron</li> </ul>		
37.	Plastic Packing Rope/Twine Rope	<ul style="list-style-type: none"> <li>• As per sample</li> <li>• Purpose: For packaging</li> <li>• Plastic sutli/ twine / rope</li> <li>• Eco quality</li> </ul>		
38.	Sticky notes (3-inch x 3 inch)	<ul style="list-style-type: none"> <li>• Size: 3 inch x 3 inch</li> <li>• Vivid colors that demand attention.</li> <li>• Should utilize a repositionable adhesive that should not mark paper and other surfaces</li> <li>• 100% Natural, non-toxic and odorless.</li> </ul>		
39.	Sticky notes (Approx. 2 cm x 7 cm)	<ul style="list-style-type: none"> <li>• Size: Approx. 2 cm x 7 cm</li> <li>• Vivid colors that demand attention.</li> <li>• Should utilize a repositionable adhesive that should not mark paper and other surfaces</li> <li>• 100% Natural, non-toxic and odorless.</li> </ul>		
40.	CD – DVD Marker	<ul style="list-style-type: none"> <li>• Colours: Blue, Black, and Green</li> </ul>		
41.	Fevistik (Glue Stick)	<ul style="list-style-type: none"> <li>• Quantity: 25 grams</li> <li>• Glue stick</li> <li>• Non toxic</li> </ul>		
42.	A4 Size Cloth line courier cover	<ul style="list-style-type: none"> <li>• Size: 12 x 10 inch</li> <li>• Cloth Cover</li> <li>• Material: Paper</li> <li>• Closure Type: Self – Seal</li> <li>• Tear Resistance</li> </ul>		
43.	Paper Envelope covers (A4 Size)	<ul style="list-style-type: none"> <li>• Colour: Brown, Yellow, White</li> <li>• Size: A4 Size</li> <li>• Thickness: 100 GSM to 120 GSM</li> <li>• Material: Paper</li> </ul>		

		<ul style="list-style-type: none"> <li>• Inner Lamination - Envelope should be inner laminated with polythene that protect envelope from water splash and moisture.</li> </ul>		
44.	Paper Envelope Covers (Size: Approx. 10-inch x 4.5 inch.)	<ul style="list-style-type: none"> <li>• Colour: Brown, White</li> <li>• Size: Approx. 10-inch x 4.5 inch.</li> <li>• For Letter, Courier, and Documents purpose,</li> <li>• Density: approx. 80 – 90 GSM</li> </ul>		
45.	Correction pen (Whitener)	<ul style="list-style-type: none"> <li>• Colour: white</li> <li>• Ink quantity: 7 ml</li> </ul>		
46.	Box Files	<ul style="list-style-type: none"> <li>• A4 size with thick Board</li> <li>• Should open 180 degrees to allow filing very easily.</li> <li>• Clip should be made from Stainless steel material.</li> </ul>		
47.	Paper weight Rubber	<ul style="list-style-type: none"> <li>• As per sample</li> </ul>		
48.	Paper weight Glass	<ul style="list-style-type: none"> <li>• As per sample</li> </ul>		
49.	File Pads	<ul style="list-style-type: none"> <li>• Size: Approx. 36 cm x 26 cm</li> <li>• Material: Card board</li> </ul>		
50.	Gum tubes	<ul style="list-style-type: none"> <li>• Quantity: 50 ml</li> </ul>		
51.	Gum bottles	<ul style="list-style-type: none"> <li>• Quantity: 1 Liter</li> </ul>		
52.	Pen Stand	<ul style="list-style-type: none"> <li>• Material: Plastic</li> </ul>		
53.	Highlighter Pens	<ul style="list-style-type: none"> <li>• Vivid Colors - Orange, Blue, Green, Pink and Yellow.</li> <li>• Chisel tip</li> <li>• Water based fluorescent ink</li> </ul>		
54.	Binder Clips (41 mm)	<ul style="list-style-type: none"> <li>• Clip size: 41mm</li> <li>• Colour: Black</li> <li>• Material: Steel</li> <li>• Should be Made from Corrosion-resistant steel and Re-usable</li> <li>• Should hold documents firmly</li> <li>• Should not leave any marks of binding</li> <li>• No punching or piercing of documents and should not destroy documents</li> <li>• Should be able to remove handles for permanent binding</li> </ul>		
55.	Binder Clips (19mm)	<ul style="list-style-type: none"> <li>• Clip size: 19 mm</li> <li>• Colour: Black</li> <li>• Material: Steel</li> </ul>		

		<ul style="list-style-type: none"> <li>• Should be Made from Corrosion-resistant steel and Re-usable</li> <li>• Should hold documents firmly</li> <li>• Should not leave any marks of binding</li> <li>• No punching or piercing of documents and should not destroy documents</li> <li>• Should be able to remove handles for permanent binding</li> </ul>		
56.	Remote Batteries	<ul style="list-style-type: none"> <li>• Size: AAA</li> <li>• Voltage: 1.2 V to 1.5 V</li> </ul>		
57.	Clock Batteries	<ul style="list-style-type: none"> <li>• Size: AA</li> <li>• Voltage: 1.2 V to 1.5 V</li> </ul>		
58.	Duracell Ultra Alkaline AA Batteries	<ul style="list-style-type: none"> <li>• Duracell Ultra Alkaline AA Batteries</li> </ul>		
59.	9 V Batteries	<ul style="list-style-type: none"> <li>• Voltage: 9 Volts</li> <li>• Battery cell composition: Zinc Carbon</li> </ul>		
60.	Binding Register	<ul style="list-style-type: none"> <li>• Pages: 160 or above</li> <li>• Hard Binding</li> <li>• Size: Approx. 31 x 19 cm</li> <li>• Paper density: At least 70 GSM</li> <li>• Ruled</li> <li>• Numbering on each page is preferred.</li> </ul>		
61.	Dust less Chalk Pieces	<ul style="list-style-type: none"> <li>• White (25 Pack)</li> <li>• Colour (25 Pack)</li> </ul>		
62.	File Tags	<ul style="list-style-type: none"> <li>• Size: 8 inch</li> <li>• Should be made up of cotton for easy tying</li> <li>• Should be in any 2 colours with 2 clip attached at both the ends</li> </ul>		
63.	Bond Papers (A4)	<ul style="list-style-type: none"> <li>• Paper Size: A4</li> <li>• Paper Density: 100 GSM to 110 GSM</li> <li>• Colour: Off White</li> <li>• Unruled Plain</li> </ul>		
64.	Wooden Planks	<ul style="list-style-type: none"> <li>• Material: Wood</li> <li>• Size (L x B): 60 cm x 40 cm</li> <li>• Thickness: 8 mm.</li> </ul>		

65.	Pad Locks	<ul style="list-style-type: none"> <li>• Pad lock with at least 3 keys</li> <li>• Size: 65 mm</li> <li>• Material: Steel</li> <li>• Number of levers: at least 6</li> <li>• Rust resistant</li> <li>• Warranty: At least one year</li> </ul>		
66.	Scribbling Pad	<ul style="list-style-type: none"> <li>• Length = 17 to 19 cm</li> <li>• Width = 11 cm to 15 cm</li> <li>• No. of sheets: 30 to 50</li> <li>• Ruled, unruled</li> <li>• Paper colour: White</li> <li>• Paper density: 60 to 70 GSM</li> </ul>		

**Annexure-VIII**  
**Financial Bid**

S.No.	Items (See Annexure-1 for detailed specifications)	Quantity	Unit	Price per Unit (Including GST)	Total Price (Including GST)
1.	A4 white papers	2000 reams	Each		
2.	Use and throw ball point pens	3000 pens	Each		
3.	Pencils	1000	Each		
4.	Staplers small	150 Pcs	Each		
5.	Staplers big	50 Pcs	Each		
6.	Stapler pins	1000 Packs (Each pack containing 1000 staples)	Each		
7.	Pencil Sharpener	500 Pcs.	Each		
8.	Non-Dust Eraser	1000 Pcs.	Each		
9.	Rubber bands (Big)	50 Kgs	Each		
10.	Rubber bands (Small)	10 Kgs	Each		
11.	Stock Register (200 Pages)	50 No's	Each		
12.	Stock Register (300 Pages)	20 No's	Each		
13.	Scissors	100 No's	Each		
14.	Sketch Pens (Big)	100 Packs (Each pack = 12 Pcs)	Each		
15.	Paper Punch Machine – Double hole type (Small size)	25 Nos.	Each		
16.	Paper Punch Machine – Double hole type	10 Nos.	Each		



	(Big size)				
17.	Paper Punch machine – Single hole type	25 Nos.	Each		
18.	Add Gel Achiever Gel Pen Refills	300	Each		
19.	Add Gel Achiever pens	100	Each		
20.	Calculator	50 No's	Each		
21.	White board dusters (Plastic)	500	Each		
22.	White board dusters (Wood)	500	Each		
23.	Scales	100 Nos	Each		
24.	Stamp Pad Big	25 No's	Each		
25.	Stamp Pad Small	50 No's	Each		
26.	Packaging Tape (Transparent)	100 No's	Each		
27.	Packaging Tape (Brown)	100 No's	Each		
28.	Packaging Tape	100 No's	Each		
29.	Sheet Protector (Plastic Clear Folder Leaf's – 150 microns)	1000 No's	Each		
30.	Sheet Protector (Plastic Folder Leaf's – 200 microns)	3000 No's	Each		
31.	Rough notebooks (Long size)	800	Each		
32.	White Notebooks (Long size) Unruled	600 No's	Each		
33.	White Notebooks (Long size) Ruled	300 No's	Each		
34.	White Board Marker Ink bottles	6000 No's	Each		
35.	White Board Marker Pens	2000 Pcs	Each		
36.	L-Type Folders	6000 Pcs.	Each		
37.	Plastic Packing Rope/Twine Rope	10 Kg's	Each		
38.	Sticky notes (3-inch x 3 inch)	100 Packs (Per pack at least 400 sheets)	Each		
39.	Sticky notes (Approx. 2 cm x 7 cm)	100 Packs (Per pack at least 400 sheets)	Each		
40.	CD – DVD Marker	300 Pcs.	Each		
41.	Fevistik	500 No's	Each		

	(Glue Stick)				
42.	A4 Size Cloth line courier cover	200 No's	Each		
43.	Paper Envelope covers (A4 Size)	300 No's	Each		
44.	Paper Envelope Covers (Size: Approx. 10-inch x 4.5 inch.)	200 No's	Each		
45.	Correction pen (Whitener)	200 No's	Each		
46.	Box Files	300 No's	Each		
47.	Paper weight Rubber	50 No's	Each		
48.	Paper weight Glass	25 No's	Each		
49.	File Pads	500 No's	Each		
50.	Gum tubes	200 No's	Each		
51.	Gum bottles	5 No's	Each		
52.	Pen Stand	50 No's	Each		
53.	Highlighter Pens	250 No's	Each		
54.	Binder Clips (41 mm)	600 Pcs	Each		
55.	Binder Clips (19mm)	300 Pcs.	Each		
56.	Remote Batteries	200 No's	Each		
57.	Clock Batteries	100 No's	Each		
58.	Duracell Ultra Alkaline AA Batteries	100 No's	Each		
59.	9 V Batteries	100 No's	Each		
60.	Binding Register	300 No's	Each		
61.	Dust less Chalk Pieces	50 Pack (Each Pack = 100 Pcs.)	Each		
62.	File Tags	5000 Pcs	Each		
63.	Bond Papers (A4)	5 Reams	Each		
64.	Wooden Planks	10 No's	Each		
65.	Pad Locks	200 No's	Each		
66.	Scribbling Pad	300 No's	Each		
<b>Transportation charges</b>					
<b>Other charges (if any)</b>					
<b>Grand Total</b>					

**Note**

1) The unit price for each of the item quoted should be inclusive of standard packing, freight, transit, insurance, loading and unloading charges, installation etc.

**(Signature of Bidder along with stamp)**