

TENDER FOR SUPPLY OF STATIONERY AND OFFICE CONSUMABLES

Tender Sr.No.

Price: Rs.1000.00

Issued to _____

Money receipt/DD No. _____ Date _____

TENDER FORM FOR SUPPLY OF STATIONERY AND OFFICE CONSUMABLES FOR THE FINANCIAL YEAR 2011-2012

To,

The Tender Co-ordinator (Stationery and Office Consumables) and
Officer Incharge,
University Printing Press,
Dr.Panjabrao Deshmukh Krishi Vidyapeeth,
P.O. Krishi Nagar, Akola - 444 104 (MS)

Dear Sir,

1. In response to the tender notice published in the daily newspaperdated or at web site www.pdkv.ac.in. I/We submit herewith the tender form for the supply of Stationery and Office Consumables.
2. I/We have thoroughly examined and understood the terms and conditions of the tender mentioned in Appendix-I and I/We agreed to abide by them in full.
3. I/We offer to undertake the supply of Stationery and Office Consumables and quoted the rates inclusive of all taxes, freight etc as given in Appendix-II. It is agreed that no additional charges other than those mentioned in Appendix-II would be payable to me/us.
4. I/We accept that the rates offered shall remain valid **for a period upto 30.06.2012 from the date of execution of agreement**. I/We further agreed that if the date up to which the offer would remain open be declared as holiday for office, then offer will remain open for acceptance till next working day.
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the University. The decision of the University will be final and shall be binding on me/us.
7. As required by the terms and conditions of tender an amount of **Rs.15,000/-** (Fifteen Thousands only) of Appendix-II paid by me/us as Earnest Money Deposit (E.M.D.) through **Demand Draft (DD) of any Nationalized Bank or Bankers Cheque (for local parties only)** payable at State Bank of India, Dr.P.D.K.V., Akola Branch No.2171, Akola bearing No. _____ dated _____ in favour of **I/c, University Printing Press, Dr. PDKV, Akola. Payment of EMD in any other form will not be accepted.**
8. I/We agreed to undertake to supply the Stationery and Office Consumables at location of office mentioned in final supply order and as per the specification of the final orders within a week from the date of supply order or the date specified in the supply order.

9. I/We also agreed to undertake to Stationery and Office Consumables items to the offices of University at Akola and nearby stations under same terms and conditions against the supply orders.

10. As per the terms and conditions Part-I of Appendix-I, I/We are submitting my/our offer in two sealed envelopes enclosed in envelop No.3. Envelop No.1 contents documents as per the condition Sr.No. 9 of Part-I of Appendix-I. Envelop No.2, includes rates quoted by me/us in Appendix-II.

11. I/We also agreed that University has full rights to open/consider the second envelop if and only if University satisfied with information contents in envelop No.1. The decision of the University regarding this will be final and will be binding on me/us.

12. I/We hereby declare that the entries made in this tender form, i.e. in Part II of Appendix-I and Appendix-II are binding on me/us. I/We shall be bound by the Act to my/our authorized representative duly constituted Attorney Shri _____ whose signature is appended hereto in the place specified for the purpose and of any other person who in future may be appointed by me/us in his place to carry on the business of this concern/agency/firm. The intimation of such change will be given to the Chairman, Central Purchase Committee & Dean , Faculty of Agriculture, Dr. PDKV., Akola

13. I/We hereby take the responsibility of supply at their locations at free of cost in warranty period.

The following documents duly filled in and signed are enclosed along with the tender. The part 1 of Appendix-I being the terms and conditions is retained by me/us for my/our information and record.

Yours faithfully,

Place :

Date :

Signature of the Supplier

Capacity in which signing: _____

Name and Address of the firm/supplier/tenderer: _____

Registration No. of Supplier/tenderer: _____

List of Documents (Checklist)

A. Compulsory Documents

- i) Tender Form
- ii) Demand Draft (For EMD)
- iii) Sale Tax Registration certificate and sale tax return certificates
- iv) Original catalogs, pamphlets/pictures of the item offered.
- v) Certificate of Sole Manufacturers/authorized supplier/dealer. (For Toner /Cartridge, Cloths etc.)
- vi) Shop Act Registration Certification

B. Optional Documents

- i) Photocopy of exemption certificate for EMD (If applicable)
- ii) Experience of similar supplies
- iii) List of Samples of all types of Paper(Mentioning size and Gramages, gsm), consumable items and Cloths (**Samples may be provided in separate envelope along with tender**)
- iv) Part II of Appendix-I
- v) Soft copy of Appendix II may be provided along with hard copy.

Bank Draft No. _____ Dt _____ Rs. _____

Signature of constituted Attorney/
Authorized representative

Signature _____ Date: _____

Name & Address: _____

APPENDIX-I

Terms and conditions governing supply of Stationery and Office Consumables

Part-I

1. Sealed tenders are invited from manufacturers/authorized dealers of manufacturers/ authorized suppliers/dealers/traders who are willing to undertake supply of Stationery and Office Consumables as per the specifications mentioned in Appendix-II during 10.30 hrs to 17.30 hrs on working days and upto 17.00 hrs on last date i.e 15th September 2011 **Tenders received late in person/by post will not be considered.** The tenders will be opened on 17th September 2011 at **11.00** hrs in the presence of the intending suppliers/ representatives who may desire to attend in the office of the **Associate Dean, College of Horticulture, Dr.PDKV, Akola.**
2. The rates both in words and figures without any corrections or over writing should be quoted in Appendix-II for each individual item separately. Any over writing or rewriting should be duly countersigned. **The rates must be valid up to 30.06.2012.**
3. The intending supplier shall also have to mention, the detailed specifications, name of manufacturer/make, model of the items and has to enclose the only original catalogs, pamphlets/pictures of the Stationery and Office Consumables items offered, for which the rates are quoted. The photocopies/ xerox/fax of these documents will not be considered.
4. The preference will be given to the items bearing ISI/ISO quality control make for the Stationery and Office Consumables. The tenderer should provide the samples of the item which ever found necessary.
5. The tenderer must enclose adequate documents to prove their authorization claims for particular items, **the authority letter should include the details of principle supplier/manufacturer regarding their full address, contact person, e-mail address, fax no. and address of the website** and if not enclosed this, University reserves the rights to accept or reject tenders of these agencies. The decision of the University regarding this will be final and shall be binding on tenderer.
6. Tenderers will have to supply Stationery and Office Consumables as per the Appendix II. University will not accept the assembled Items.
7. The tenderer should quote the rates inclusive of essential/optional accessories of all charges in Appendix II only of the tender form issued by this office and not on any other form.
8. Supply and successful demonstration of the intended Stationery and Office Consumables in the respective department is compulsory.
9. The tenderer should submit his offer in two separate envelopes i.e in first envelop with superscription **“TENDER FOR SUPPLY OF STATIONERY AND OFFICE CONSUMABLES (TECHNICAL INFORMATION) ENVELOPE NO. 1**
 - a) *D.D. for E.M.D. (15,000/-, in case of EMD exemption relevant certificate be enclosed)*
 - b) *Sale Tax (CST, BST, VAT etc.) Registration certificate/ Sale Tax Return certificate/ TIN No./Shop Act Certificate*
 - c) *Original catalogs, pamphlets/pictures of the appliances offered. Documents in support to reveal capacity to provide service after sale,*
 - d) *Certificate of Sole Manufacturers/authorized dealers of manufacturers/authorized supplier/dealers/traders.*
 - e) *Clients/ Users list of item(s) of Company/Dealer and total experience in this field.*
 - f) *Samples of all types of Paper(Mentioning quality and Gramages, gsm), consumable items and Cloths in separate envelope*

(Important: Above (a) to (f) documents if not enclosed the Envelope No. 2 may not be opened)

10. **The tenderer should provide the rates quoted only in Appendix-II in second envelop with superscription ‘TENDER FOR STATIONARY AND OFFICE CONSUMABLES (RATES) ENVELOP NO. 2**
11. **Enclose sealed envelope No. 1 and 2 in envelope No.3 with superscription “Tender for Stationery and Office Consumables” and be submitted to the undersigned.**
12. **The intending supplier should quote the rates inclusive of all expenses, charges, taxes, duties, transportation, packing and forwarding etc. i.e. All “Inclusive” (in the prescribed format enclosed with this tender form) with free delivery as mentioned in Appendix-II at respective offices of the University at Akola and nearby stations.** However, the Octroi will be over and above this, if applicable. The Stationery and Office Consumables will have to be supplied as per the specifications within **ONE WEEK** or as per the last date mentioned in the final supply order. In case the tenderer requires more time than as stipulated above for effecting actual supply of a particular item shall specifically mention in the tender form
13. Undersigned will reserve full rights to open/consider the second envelop if and only if University is satisfied with information contents in envelop No.1. The decision of the University regarding this will be final and shall be binding on tenderer.
14. The supplier will have to supply, in full the items as per the order to different offices/ laboratories of the University located at Akola and nearby stations till date of validity of rates.
15. This University do have exemption in Octroi & excise duty, the certificates will be provided along with the supply order if necessary.
16. The tenderer shall have to deposit Earnest Money Deposit (**E.M.D.**) of **Rs 15,000/- (Fifteen Thousands only)** through **Demand Draft (Nationalized Bank)** or **Bankers cheque** (for local parties only) drawn on State Bank of India, Dr. PDKV, Branch Akola (Branch No.2171), payable to **I/c University Printing Press, Dr. PDKV, Akola** and the same should be enclosed in Envelope No. 1 of the tender. The tender without E.M.D. or less E.M.D will not be considered. If the tenderer having exemption for EMD, he should enclose the copy of the certificate and be produce original for verification on the date of opening of the tender or within a week period thereafter. The amount of E.M.D. will be refunded in case of unsuccessful tenderer on submission of application with Money Receipt in original soon after the final decision. In case of successful tender it will be refunded on production of original receipt after completion of validity period of the agreement to be excuted between the tenderer and University. The University will not make any payment towards interest on such deposits.
17. The Specimen of “Agreement Bond” will be provided along with letter of acceptance to the tenderer whose rates are accepted by the University. The tenderer shall have to execute agreement in the prescribed form on Stamp paper costing to Rs.100/- or fixing court fee stamp on agreement paper, which should be submitted to this office ordering supply within specified time. The agreement received under seal and signature of tenderer will become legal agreement between the tenderer and the University, which will be binding on tenderer within Akola jurisdiction.
18. Tenderer at the time of final order/ agreement will have to furnish security deposit @ 3% of total Cost (Depending upon the quantity to be purchased) of the items accepted and ordered for supply by the University as offered in the tender either through demand draft or Cheque **in favour of the Concerned office, Dr. PDKV, Akola.** The decision regarding this will be taken by the concerned officer ordered for supply

19. The amount of Security deposit without any interest there on will be returned to the tenderer after 12 months or the expiry of the warranty period whichever is later from the date of supply, subject to the surrender of Money Receipt in original in respective office.
20. If the tenderer fails to comply with the supply order within the specified period his order will be cancelled and EMD will be forfeited.
21. The right to enhance or reduce the quantity of any tendered item(s) and right to accept/reject whole or part of the tender, without assigning any reason, whatsoever, is reserved by the undersigned. The decision of the undersigned shall be final and it shall be binding on the tenderer.
22. On acceptance of the rates as per the approved tender, the supply order will be placed by respective Head of the Office of University.
23. As soon as the tenderer delivers the tender in the office of the undersigned, it shall be binding on him and he shall not be able to withdraw or amend the offer.
24. The respective Head of the offices also reserves the right to accept or reject the supplies in full which do not strictly stick up to the specifications.
25. The tenderer are bound to supply only genuine Stationary and Office Consumables of the make/model/specification etc tendered by him/it and ordered for supply by the university/offices under it shall be liberty to ask for production of sufficient proof that the manufacturer is rendering adequate business support to the tenderer/supplier or university will have the right to get satisfied approaching the manufacturer without noticing to the tenderer for genuinity of Stationary and Office Consumables and authority to supplier.
26. The undersigned reserves the rights to accept or reject higher version of instrument/equipment etc or any other items under the same terms and conditions and same price quoted by tenderer in Appendix-II.
27. In case of poor response from the suppliers, from the first call, the items of poor response will be retendered if necessary
28. Final payment of Stationary and Office Consumables will be made only after supply at the respective department of the university.
29. The credit bill should be presented in triplicate in the name of respective authority as quoted in final supply order. For any delay in payment (interest or any other kind of compensation) the University will not make any extra payments. This contract will be governed as per terms and conditions mentioned above, agreement made and the provisions contained in M.A.U. Account Code, 1991. Delay in supply within the prescribed time limit or the extended time limit, making of supplies not up to the standard specification and performance or non-observance or non-acceptance of these terms and conditions by the tenderer's shall constitute breach of contract and the security deposit or any other deposit of the tenderer shall be forfeited by the University besides other actions or reduction bills of supplies and/or other legal actions and finally the decision of the University shall be binding on the tenderer.
30. Every page to tender should be numbered and signed with seal by the tenderer
31. The right to accept or reject whole or part of the tender or all tenders without assigning any reasons thereof is reserved by the University.

Encl: 1) Part-II of Appendix-I
2) Schedule of supplies in Appendix-II

Place: Akola

Date :

The Tender Co-ordinator (Stationery and Office Consumables) &
Officer Incharge,
University Printing Press,
Dr.Panjabrao Deshmukh Krishi Vidyapeeth,
P.O. Krishi Nagar, Akola - 444 104 (MS)

We have accepted above terms & condition and agreed to abide by them.

Signature with seal of tenderer:-

Capacity in which signing:-

Name and address of the firm/supplier/tenderer:-

Registration No. of firm/tenderer:-

Part-II

Undertaking to be given by the tenderer for “The supply of Stationary and Office Consumables”

Whereas, the Chairman, Central Purchase Committee, Dr. PDKV., Akola, has called the tenders through the Co-ordinator for supplies Stationery and Office Consumables for supplies as per the enclosed Appendix No-II.

I/We hereby offer our tender at the rates given in the enclosed Appendix -II duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

Enclosed: Appendix-II

Signature of the Supplier:_____

Name of the Supplier:_____

Capacity in which signing:_____

Full address of the Supplier with Seal/Stamps _____

Place:

Date:

APPENDIX-II

Format for quoting the rates of the Stationary and Office Consumables (As per serial No.12 in Appendix-I)

Sr.N	Name of Stationary and Office Consumables	Make/Model/ Specifications	Rate (Rs) of item including all taxes
1			

Signature of the Supplier: _____

Name of the Supplier: _____

Capacity in which signing: _____

Full address of the Supplier with Seal/Stamps _____

Place:

Date:

LIST OF STATIONERY AND OFFICE CONSUMABLES

Note : Please quote the rates for each item/model/make as per specification. In case of paper quality Ballarpur or equivalent may be quoted