



## **BABA GHULAM SHAH BADSHAH UNIVERSITY RAJOURI (J&K)**

### **TENDER NOTICE (Stationery)**

Sealed tenders affixed with revenue stamps of Rs 5.00 are invited from authorized dealers/suppliers for the supply of stationery items for the year 2015-16. Detailed tender notice including list of stationery items can be had from the office of Stationery Section BGSBU against a Bank Draft of Rs. 1000/- favoring Registrar BGSBU payable at J&K Bank BGSBU Rajouri. Detailed tender document is also available on our website [www.bgsbuniversity.org](http://www.bgsbuniversity.org).

Sealed tender with an Earnest money of Rs. 30,000/- (*without which the tender shall not be entertained*) should reach in the office of Registrar, BGSB University on or before April 20, 2015. The tenders shall be opened on a date to be notified separately in the presence of the tenderers who wish to be present at the time of opening.

No. BGSBU/Stationery/15/56  
Dated: 24-03-2015

Sd/-  
Registrar

**TENDER DOCUMENT**

**FOR**

**STATIONERY**

Last Date for selling of the  
tender document : April 10, 2015

Last date and time for submission  
of tender document : April 20, 2015

Opening of the Bid : .....

**SERIAL NUMBER** :  
**ISSUED TO** :  
**DATE** :



**BABA GHULAM SHAH BADSHAH UNIVERSITY RAJOURI,  
JAMMU AND KASHMIR  
Phone 01962-241002, 241012,  
Website: [www.bgsbu.org](http://www.bgsbu.org),  
Email: [bgsbu@rediffmail.com](mailto:bgsbu@rediffmail.com)**



**BABA GHULAM SHAH BADSHAH UNIVERSITY  
RAJOURI (J&K)**

**TENDER FORM  
(Stationery Supply)**

1. Name of the Tendering Firm :.....
2. PAN No. :.....
3. Service Tax Registration No: .....
4. Experience in providing stationery items to Universities/Govt. institutions:.....  
Year.....Month.....(Attested copies of the relevant certificates must be enclosed)
5. Details of the experience as mentioned in S.N.5 above.

S.No	Name and address of University/ Govt. Institutions	From	To
1			
2			
3			
4			
5			
	<b>Total</b>		

6. Turnover last three years :  
(Enclose preferably audited copies of Loss/Profit A/C)

Year 2011-12 Rs.....  
Year 2012-13 Rs.....  
Year 2013-14 Rs.....

7. Declaration of tendering Firm:

I/We M/S .....Tendering firm for Stationery supply to the BGSB University, do hereby solemnly affirm that we shall abide by the University rules/conditions of the contract. I/We are aware that the University reserves right to cancel any/all of the tenders without any obligation for explaining the reasons of the decision of cancellation. I/We also understand that the Baba Ghulam Shah Badshah University is the final authority to decide any dispute arisen out of the tender process in question

Signature of the Tenderer :

Address of the Tenderer (with seal) :

Enclosed:

1. Schedule of quantity and terms of the contract.
2. Schedule-1 containing the indicative list of the stationery items including brands etc



**BABA GHULAM SHAH BADSHAH UNIVERSITY  
RAJOURI (J&K)**

**NOTICE INVITING TENDER (Stationery)**

**No.BGSBU/Stationery/15/56**

**Dated: 24-03-2015**

**SCHEDULE OF QUANTITY AND TERMS AND CONDITIONS**

1. The detailed tender notice can be had from the office of the Registrar on or before April 10, 2015 upto 1600 hrs through cash payment or Bank Draft of Rs. 1000/- (Rs one thousand only) favouring Registrar BGSBU towards the tender fee. The detailed tender document with complete terms and conditions can also be downloaded from our website [www.bgsbuniversity.org](http://www.bgsbuniversity.org) . Sealed offer must be submitted on or before April 20, 2015 to the Registrar BGSBU.
2. The tenderer should submit rates and technical specifications of the below mentioned items. The number of items will be need based and can change without assigning any reason thereof.

S.No	Name of Stationery Items	Rates per unit/ Per Pc/ Per set	Remarks
1.	Awls Steel Big		
2.	Binder Clips		
3.	Brass seal (numbering with wooden handle sup.)		
4.	Calculator Citizen –No. 555		
5.	Calculator Citizen –No. 666		
6.	Candles Big size		
7.	Carbon Paper A4 size		
8.	Carbon Paper legal size		
9.	Cartridge Refill Ink ( <b>Prodot</b> )		
10.	Cartridges HP No. 21-22 (Superior Laminated packing)		
11.	Cartridges HP No. 27-28 (Superior Laminated packing)		

12.	Cartridges HP No. 56-57 (Superior Laminated packing)		
13.	CD-R cover packing (Sony)		
14.	CD-RW cover packing (Sony)		
15.	Cello Tape 1 ½ H Transparent (Superior)		
16.	Cello Tape 2 H Transparent (Superior)		
17.	Cello Tape 2H Brown Colour (Superior)		
18.	Chalk White colour Non-Dust		
19.	Copy Cartridge Xerox 420		
20.	Copy cartridge Xerox 5020		
21.	Copy Cartridge Xerox Machine 5821-IV		
22.	Correction Pen 7 ml Reynolds		
23.	Cutter Big size Corporate		
24.	Cutter small size corporate		
25.	Dak Pads Superior Quality		
26.	Date Stamp Computerized		
27.	Date Stamp simple		
28.	Developer Sharp MX-M452N		
29.	Developer Sharp AR-5516N		
30.	Developer Sharp AR-5316		
31.	Developer Sharp AR-5516		
32.	Dispatch Register (200 Pages ) printed		
33.	Drawing sheet white colour		
34.	Drum Sharp MX-M452N		
35.	Drum Sharp AR-5516N		
36.	Drum Sharp AR-5316		
37.	Drum Sharp AR-5516		
38.	Duster Board ( Magnetic)		
39.	Duster Board (Non-Magnetic)		
40.	DVD-R		

41.	DVD-RW		
42.	Easy Count Cup		
43.	Elfy		
44.	Envelope (11x5) inside laminated superior net cloth with printing		
45.	Envelope <b>(11x5)</b> inside laminated superior net cloth with printing		
46.	Envelope <b>(15 x 30)</b> inside laminated superior net cloth with printing		
47.	Envelope <b>(30 x12)</b> inside laminated superior net cloth with printing		
48.	Envelope <b>(6 x12)</b> inside laminated superior net cloth with printing		
49.	Envelope <b>Confidential A3 size</b> inside laminated superior net cloth with printing		
50.	Eraser Corporate		
51.	Fax Role Panasonic		
52.	Fevistick (10 g corporate)		
53.	Fevistick (15 g corporate)		
54.	File Covers green colour Superior Quality with printing		
55.	File Covers superior Transparent A4 size		
56.	File Covers white colour Superior Quality with printing		
57.	File Flaps Brown colour		
58.	File Folder superior plastic Double punching / Ara file		
59.	Fluid correction pen		
60.	Gum Bottle 300 gm.		
61.	Gum Bottle 500 gm.		
62.	Hai Fai Special Cobra file		
63.	Highlighter Cello		
64.	Lac Superior		
65.	Log Book Big size		
66.	Marker Refill Ink		

67.	Marker White Board Cello		
68.	Match Box		
69.	Needles (Big)		
70.	Notice Board Pins		
71.	Numbering stamp Computerized		
72.	OHP Permanent Marker		
73.	Paper A3 size JK Copier		
74.	Paper A4 size Executive Bond Bilt (100 pages per ream)		
75.	Paper A4 size JK Copier (Blue Cover, 500 sheets per ream, 70 GSM)		
76.	Paper Legal Size JK Copier (Blue Cover, 500 sheets per ream, 70 GSM)		
77.	Paper Pins		
78.	Paper Tray Single		
79.	Pen Ball (MAXRITER)		
80.	Pen ball (cello)		
81.	Pen Drive 4 GB Kingston/ HP		
82.	Pen Drive 8 GB Kingston / HP		
83.	Pen drive 16GB (HP )		
84.	Pen gel cello		
85.	Pen parker roller		
86.	Pen parker roller ball		
87.	Pen stand wooden Cup		
88.	Pen stand mirror		
89.	Pencil HB		
90.	Photo Paper Ream (20 sheets) Ink jet		
91.	Photo Paper Ream (20 sheets) Oddy		
92.	Photo Paper Ream (20 sheets)Desmat		
93.	Photo Paper Ream (50 sheets) Desmat		
94.	Photo Paper Ream (50 sheets) Inkjet		



95.	Photo Paper Ream (50 sheets) Oddy		
96.	Pin Stand		
97.	Polythene Bag Transparent A3 size		
98.	Punch Machine Double (100 pages capacity)		
99.	Punch Machine Double (200 pages capacity)		
100.	Punch Machine Single (50 pages capacity)		
101.	Receipt Book Printing (100 Superior Pages)		
102.	Receipt Register (200 Pages Superior per book)		
103.	Register plain (200 pages superior)		
104.	Register plain (250 pages superior)		
105.	Register Printing (300 Superior Pages)		
106.	Result Register Printing (100 Superior Pages)		
107.	Result Register Printing (300 Superior Pages)		
108.	Result Register Printing (400 Superior Pages)		
109.	Result Register Printing (500 Superior Pages)		
110.	Result Register Printing (600 Superior Pages )		
111.	Rolex Clips Plastic		
112.	Rolex Clips Steel		
113.	Scale Plastic 30 Inch		
114.	Scissor Corporate Big size		
115.	Scissor Corporate Medium Size		
116.	Sharp AR -5316 Toner		
117.	Sharp AR-5316 Developer		
118.	Sharp AR-5316 Drum		
119.	Sharpener Nataraj		
120.	Staff Attendance Register (100 Pages)		
121.	Stamp Pads Golden		
122.	Stamps Simple		
123.	Stapler Big Kangaroo (200 Pages Capacity)		

124.	Stapler medium Kangaroo (100 Pages Capacity )		
125.	Stapler pin (Big)		
126.	Stapler pin (small)		
127.	Stapler small Kangaroo (50 Pages capacity )		
128.	Sticky Pads in different sizes		
129.	Stock Register (100 Pages)		
130.	Stock Register (200 Pages)		
131.	Stock Register (400 Pages)		
132.	Stock Register (500 Pages)		
133.	Stock Register (600 Pages)		
134.	Student Attendance Register (20 pages)		
135.	Table Bell		
136.	Table top (mirror)		
137.	Tag bundle large		
138.	Tag bundle small		
139.	Thread Role (big size)		
140.	Toner Canon 912		
141.	Toner Canon 925		
142.	Toner Canon LBP 3108B		
143.	Toner HP 11A New		
144.	Toner HP 12A New		
145.	Toner HP 49A New		
146.	Toner HP 58A		
147.	Toner HP 78A		
148.	Toner HP 88A		
149.	Toner printer colour Canon LBP 5000 (Cyan + magenta + Blue+ Green + Black) set		
150.	Toner Samsung ML-1640		
151.	Toner Sharp AR-5316		
152.	Toner Sharp AR-5516		

153.	Toner Sharp AR-5516N		
154.	Toner Sharp MX-M452N		
155.	Toner Xerox 420		
156.	Toner Xerox 5020		
157.	Toner Xerox 7132(Complete Set)		
158.	Toner Xerox Machine 5821-IV		
159.	Toner Xerox PE-220		
160.	Toner Xerox Phaser 6110 (Complete set)		
161.	Toner Xerox printer 3117		
162.	Toner Xerox printer 3117-3122		
163.	U-Clips		
164.	Writing Pad 10 pages (printing )		

3. The supplier/firm should submit the complete tender with an earnest money (EMD) of Rs. 30,000/- through a Bank Draft favoring Registrar BGSBU payable at J&K Bank BGSBU Campus . All tenders received without EMD and also if the same do not comply to our tendered specifications shall be summarily rejected.
4. The items are required to be supplied F.O.R BGSB University Campus at Rajouri. The supplier/firm should have the following requirements while submitted the financial bid.
5. The agency is required to quote clearly for each item being quoted. The agency should quote based on the price list of the respective company (original manufacturer) and should offer a discount, if any, on the price list of the company.
6. The supplier/firm should clearly mention for any taxes etc. if required.
7. The rates to be quoted by the supplier/firm should be valid for one year from the date of the placement of order for Rate contract. The agency should clearly mention in their technical offer that the rates quoted by them would be valid for a period of one year.
8. The agency/tenderer should quote the rates of the items in the figures as well as in words.
9. Conditional tenders shall not be accepted. This tender document is non-transferable. Bid once submitted shall not be allowed for withdrawal, failing which the Earnest Money Deposit shall be forfeited.
10. All corrections or alterations in the quotation must be duly countersigned by the authorized signatory, without which tender will not be considered.

11. Tenders can be submitted either through post or through counter or by hand. In the event of tender received after due date and time due to postal delay, the University will not be responsible for such delay and will not be considered by the University.
12. The tenders should be submitted with detailed Technical specification of each item as well as the rates in a sealed envelope superscribed "**Tender for supply of Stationery**" in **response to Tender Notice No. BGSBU/Stationery/15/56**
13. The University reserves the right to accept or reject any tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Tenderer (s) or any obligation to inform the affected Tenderer (s) of the grounds for the University's action.
14. **Technical/financial Evaluation:** The Committee constitute by the BGSBU, will do the Technical/financial evaluation of the bids submitted by the bidding agencies on the specified date. Rates of the technically successful tenderers which will be compared and ranking of the tenderers will be done according to the price quoted.
15. **No commitment to accept lowest or any tender:** Will shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
16. **BGSBU right to accept any offer and to reject any or all offers:** The BGSBU reserves the right to accept or reject any quotation or reject all quotations at any time prior to award of contact, without thereby incurring any liability towards the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for the BGSBU's action.
17. The supply of items has to be made within a period of a week from the date of issue of supply by the BGSBU. In case firm fails to supply the in the specified time, 0.5% cost of the whole supply for every week as late supply will be deducted from the bill to the maximum of 5% after which the order will be cancelled and earnest money deposited shall be forfeited.
18. **Resolution of Dispute:** All disagreements, disputes, difference that may arise between the BGSBU and the firm which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance through with the provisions of relevant Indian Law as the case may be. The venue of the proceedings and arbitration shall be Rajouri, Jammu and Kashmir.
19. **Jurisdiction:** The obligations and liabilities arising out of this contact shall be construed in accordance with the laws of Union of India. The Court in Rajouri, J&K shall have the exclusive jurisdiction to try all or any of the dispute.
20. **Notices:** Any notice given by one party to the other pursuant to this contact/ order shall be sent to the other party in writing or by cable, telex, FAX or e-mail and confirmed in writing

to the other party's address specified in the contact. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

- 21.** Each firm should clearly specify that the firm agrees to abide by the conditions of this tender notice on their printed letter head indicating here on Sales Tax Registration, PAN number, FAX, Email, Telephone numbers etc.
- 22.** The University reserves the right to alter/ modify any or all conditions of this tender document.
- 23.** Tender which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.

**Sd/-  
Registrar  
BGSB University  
Rajouri**