

**SARDAR PATEL UNIVERSITY, MANDI (H.P.)**

(A State Government University)

**E-mail:** deanplanning@spumandi.ac.in

**Telephone Number:** 01905-236505

**Website:** www.spumandi.ac.in

**SPU-Mandi/DPD/Stationary Articles/2024/6-8**

**Dated:** 10/07/2024

**NOTICE INVITING TENDER (NIT) FOR SUPPLY OF STATIONARY ARTICLES**

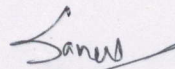
Sealed Tenders are hereby invited for the supply of Stationary articles as & when required basis from interested and eligible Firms/Vendors/Suppliers which must reach in the office of undersigned on or before 27/07/2024, 11:00 AM complete in all respect. Tender received late or incomplete will not be accepted. Interested parties/firms can download detailed tender document from University Website (<https://www.spumandi.ac.in>). The tender must be accompanied with a Demand Draft of Rs.1000/- (Rupees One thousand only) in favour of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P.) as tender cost. The tenders (Technical Bid) will be opened on the same day at 2:30 pm in the office chamber of undersigned, in the presence of tenderers or their representatives who may wish to remain present on the day. In case the opening day is declared as holiday, tenders shall be opened on the next working day as per the above mentioned time schedule.

Tenders are to be submitted in Two Bids system i.e. Technical Bid & Financial Bid. The financial bid shall be opened of the technically qualified Firms/Vendors/Suppliers only after sample selection of articles.

**Store Purchase Officer,  
SPU, Mandi (H.P.)**

Copy to:

1. University Notice Board / Website for wider publicity.

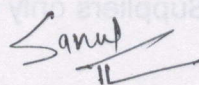
  
**Store Purchase Office,  
SPU, Mandi (H.P.)**



**Technical Bid****Tender for Stationary articles****1. Technical Bid Envelop Contains Following:-**

- a. GST No. copy.
- b. PAN copy.
- c. Proof of identification/Address i.e. Voter ID Card, Aadhar Card and Driving License.
- d. Photocopy of annual turnover, audited balance sheets & ITR for last three years.
- e. Earnest money as prescribed in tender "Annexure D" of Rs. 50,000/- (Fifty Thousand only) must be in the shape of Demand Draft or FDR duly pledged in favor of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P.)(The technical bid envelop shall be opened on the date of opening of tender.)
- f. Terms and conditions of the tender ("Annexure – B" should be signed by the contractor with the stamp of the firm along with documentary evidences).
- g. Undertaking ("Annexure D" should be signed by the contractor)
- h. Annexure - E

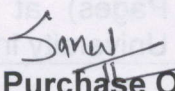
**2. Financial Bid Envelop:** It shall contain Annexure "B" which reflects quoted rates only (should be signed by the contractor with the stamp of the firm). The financial bid shall be opened of the technically qualified bidders.





**Terms and conditions of the Contract**

1. The university has right to terminate or cancel the tender at any stage or time without assigning any reason.
2. This contract will be valid for a period of the one year and which may be extended on the mutual consent basis on the recommendation of purchase committee.
2. Supply should be strictly as per the specifications/orders.
3. In financial bid rates should be legibly mentioned.
4. Name(s) of the existing customer(s) if any, list along with proof must be provided.
5. Average Annual turnover of the bidder for the last three successive years should be Rs. 05 Lacs or more and duly certified by the chartered accountants.
6. Photocopy of annual turnover, audited balance sheets & ITR for last three years.
7. The envelop of sealed Tender should be clearly super scribed as **"Tender for Stationary Articles"**.
8. Both envelop "Technical Bid" and "Financial Bid" separately should contain in it.
9. Unsealed tender will not be entertained.
10. **Bidder will have to quote rate for each item** otherwise his bid will not be considered for Technical evaluation (Annexure-C).
11. Rates should be quoted for destination at SARDAR PATEL UNIVERSITY, MANDI (H.P.)
12. The EMD of the successful bidder will be converted into performance Security.
13. Copy of certificate that the firm has not been black listed by any Authorities (Annexure-D).
14. Any tender received after the due date and time will not be considered.
15. Taxes/Charges will be applicable as per Government rules/norms.
16. Inspection shall be made before delivery on every occasion in University premises.
17. The payment will be made within 30 days after receipt of material/items/articles.

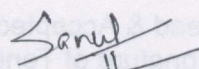
  
**Store Purchase Officer,  
SPU, Mandi (H.P.)**

Read & Accepted  
Signature of Tenderer (s) with seal



**FINANCIAL BID****Tender for Stationary articles**

<b>Sr. No.</b>	<b>Item /Article Name &amp; Specification</b>	<b>Accounting Unit</b>	<b>Rates (₹) without Taxes/GST (in words &amp; figure)</b>
1.	Map litho paper for Photostat of size A4 (21CM x 29.7CM), GSM; 75gsm; Net weight;2.30Kg., Qty.-500sheet	Per Ream	
2.	JK copier paper for 4Photostat of size A4 (21CMx 29.7 CM), GSM: 75gsm, net weight; 2.30 Kg.,. Qty-500 sheets	Per Ream	
3.	A4 Coloured Paper 70 GSM (21CMx 29.7 CM), net weight; 2.20 Kg.,. Qty-500 sheets	Per Ream	
4.	A4 Bond Paper 90 GSM (21CMx 29.7 CM), Qty-100 sheets	Per Packet	
5.	A4 Glossy Paper 130 GSM (21CMx 29.7 CM), Qty-100 sheets	Per Packet	
6.	Computer paper size 15x12" (3810x3048mm) one pace of 1000 sheets)	Per pack/Ream	
7.	Legal Size Paper Rim	Per Ream	
8.	A3 Size Paper Rim	Per Ream	
9.	Computer SPU outer paper size 10x12" (2540x3048) one pace of 1000 sheets)	Per pack/Ream	
10.	Noting Sheet Pad light green colour 21x33 cms	Per pad of 100 sheets	
11.	Writing Pad (size 14x22 cm) pages 1-14,	Each Pad	
12.	Writing Pad (size 14x22 cm) pages 1-24,	Each pad	
13.	Writing Pad (size 14x22 cm) pages 1-50,	Each pad	
14.	Writing Pad (spiral binding) (size 21x14 cm) pages 1-50,	Each pad	
15.	Writing Pad (spiral binding) (size 21x14 cm) pages 1-24	Each Pad	
16.	File Board, size 25.5 cmx35cm with Flap	Per file board	
17.	Box File with Spring as per standard size	Each	
18.	L Type Transplant Cover	Each	
19.	Register white paper ruled size 8'x13' (96 Pages) at the top print SPU, Mandi with University insignia	Each	





20.	Register white paper ruled size 8'x13' (192 Pages) at the top print SPU, Mandi with University insignia	Each	
21.	Register white paper ruled size 8'x13' (240 Pages) at the top print SPU, Mandi with University insignia	Each	
22.	Register white paper ruled size 8'x13' (288 Pages) at the top print SPU, Mandi with University insignia	Each	
23.	Ledger 3Q	Each	
24.	Ledger 5Q	Each	
25.	Cash Book 6q	Each	
26.	Stock Register 200 Pages	Each	
27.	Stock Register 3Q	Each	
28.	Stock Register 5Q	Each	
29.	Stock Register 10Q	Each	
30.	Pilot pen (blue, red, green, black) V-5/V-7	Each	
31.	Gel Pen	Each	
32.	Ball Pen ( Blue/Red) Maxwriter/Roller	Per ball Pen	
33.	Marker (Blue, black and red) Big size (Permanent)	Per marker	
34.	Paint Marker White/Yellow	Each	
35.	Marker Red/Black/Blue/Green (Temporary)	Each	
36.	File Flaps size 6.5x52.5 cms	Each	
37.	Glue stick 30mg (Good quality)	Each	
38.	Laces size 34" (cotton)	Per bunch	
39.	Tag size 6" (cotton)	Per bunch	
40.	U-clip coloured	Each pkt.	
41.	Carbon Paper	Per Packet	
42.	Poker	Each	
43.	Paper weight	Each	
44.	Pencil HB	Each	
45.	Eraser	Each	
46.	Colour Flag	Each Set	
47.	Single punch Machine Large/Small	Each	
48.	Double punching machine Large and Small	Each	
49.	Highlighter (Mixed Coloured)	Each	
50.	Paper Pin	Each	

*Sand*  
11



51.	Cutter Large/Small	Each	
52.	White Board Marker (Temporary)	Each	
53.	Duster Black Board	Each	
54.	White Fluid/Fluid	Each	
55.	Gum Bottle	Each	
56.	Dusting Cloth	Each	
57.	Drawing Pin	Each	
58.	Catcher	Each	
59.	Graph Paper	Each	
60.	Fevicole Tube	Each	
61.	Sketch pen	Each	
62.	Card Board	Each	
63.	Dak Pad	Each	
64.	Sealing Wax (Lakh)	Each	
65.	Tape Dispenser	Each	
66.	Tape Transparent 2' and 1.5'	Each	
67.	Cello Tape Brown 2' and 1.5'	Each	
68.	Cello Tape White 0.5' small and Large	Each	
69.	Pin Cousin	Each	
70.	Stapler small	Each	
71.	Stapler medium	Each	
72.	Stapler Large	Each	
73.	Stapler Pins Small	Each	
74.	Stapler Pins Large	Each	
75.	Scale Plastic	Each	
76.	Scale Iron	Each	
77.	Pen Stand	Each	
78.	Table Top Big/Small	Each	
79.	Ink of Stamp Pad	Each	
80.	Flag for VC Vehicle	Each	
81.	Key Ring	Each	
82.	Chalk (Board)	Each Packet	
83.	Any other stationary item	Each (% Discount on MRP)	

**Tenderer Sign. with Stamp**

*Sanyal*



**UNDERTAKING**

I/we.....  
 .....(Name of Contractor/Partner/Sole Proprietor (strike out word not applicable) of  
 (Firm).....do hereby declare and  
 solemnly affirm to the fact that the individual Firm/companies are not black listed by the Union  
 or State Govt. or any other partner or Shareholders.  
 It is also certified that the firm has not been black listed by any Authorities.

**Deponent**Address.....  
 .....  
 .....

I/we do hereby solemnly declare that the above declaration is true and correct to the best  
 of my knowledge and beliefs. No part of it is false and nothing has been concealed.

**Deponent**Address.....  
 .....  
 .....



**Tender for Stationary Articles**

1. Tender form no. : SPU-Mandi/DPD/Stationary Articles/2024

2. Description of work : Stationary articles

3. Tender form cost : Rs.1000/- (Non refundable)

4. Name of the tenderer to whom tender form sold/Posted : .....

5. Earnest Money Deposit : Rs. 50,000/- (Rupees Fifty Thousand only)

Vide Accounts Payees Bank draft or duly pledged

Fixed Deposit Receipts No.....

Dated.....

Name of Bank.....

6. Date of Issue of tender from : 10/07/2024

7. Last date of submission tender : 27/07/2024

8. Date of opening of technical bid : 27/07/2024

Sanu  
IL  
21/7/24