



उड़ीसा केन्द्रीय विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम, 2009 के तहत स्थापित)
Central University of Orissa
(Established Under the Central Universities Act, 2009)

Ref. No.: CUO/Admn/Stationery/03

Dated: 21st September 2015

NOTICE INVITING TENDER

ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY & CONSUMABLES

PART-I

1. Sealed quotations are invited from the firms/agencies for supplying the Office stationery/consumable items as mentioned in the list enclosed for a single unit of item. **Bidders quoting minimum 70% of articles mentioned in the list will be considered.** The contract will be valid for a period of one year.
2. Tender forms may be obtained from the Office of Central University of Orissa, Landiguda Campus, Koraput on any working day between 1100 hrs to 1500 hrs till 23.10.2015 on payment of Rs.500/- by way of bank draft drawn in favour of Central University of Orissa, Koraput. Tender forms can also be downloaded from the website of the University at www.cuo.ac.in. Tenderer downloading tender form from the website will have to enclose a demand draft of Rs. 500/- in favour of Central University of Orissa, Koraput payable at Koraput. Completed tender along with Earnest Money Deposit (EMD) of Rs.15,000/- by way of Bank Draft in favour Central University of Orissa, Koraput and other documents as mentioned in the tender form may be deposited in the tender box placed at the Despatch Section, in sealed cover envelop super-scribing the envelope "Tender for Office Stationery and Consumables" on the top and addressed to the Registrar, Central University of Orissa, Landiguda, Koraput by 1500 hrs on 26.10.2015. Tenders will be opened in the presence of the bidders at 1530 hrs on the same day. Tenders not accompanied by EMD shall be summarily rejected. The EMD will be refunded to the unsuccessful bidders without any interest in due course after finalisation of the tender process.
3. The EMD of successful firm(s) shall be converted into Security Deposit, and shall be returned after successful completion of contract.
4. The firms are required to enclose the following documents along with bid failing which their bids shall be summarily/outrightly rejected and will not be further considered:-
 - (a) Photocopy of PAN/GIR card.
 - (b) Photocopy of IT return filed for the last 3 financial years i.e. 2013-14, 2012-13, and 2011-12.
 - (c) Photocopy of VAT/Sales Tax registration certificate.
5. **Desirable:** Copies of Supply Order (Purchase Order) issued to the firm by any Central/State Govt. Organisation, PSU or Autonomous Bodies (Central/State Govt.) may be enclosed.

6. Conditional bids shall not be considered and will be rejected out rightly.
7. The Competent Authority of Central University of Orissa, Koraput reserves the right to accept or reject any or all bids without assigning any reason.
8. The bidder should quote their bids only as per the format enclosed.

PART-II

Terms and Conditions:-

01. The contract is to commence from the date of award of contract to the agency and shall continue for a period of one year, unless it is curtailed or terminated by this university owing to deficiency of service or supply of sub-standard quality of material.
02. The contract shall automatically expire after one year from date of commencement unless extended further by the mutual consent of contracting agency and this University.
03. The contract may be extended on the same terms and condition or with some addition/deletion/modification and on satisfactory performance, for a further period of one year.
04. The agency shall not be allowed to transfer, assign pledge or sub-contract its rights and liabilities under this contract to any company/firm/agency without the prior written consent of this University.
05. The University reserves right to terminate the contract during initial period also after giving a month's notice to the agency.
06. Order for items shall be placed on requirement basis. The agency should be in a position to supply stationery, consumable and other office contingency items mentioned in the list enclosed on short notice as and when needed. It may be noted that the items entered into Annual Rate Contract are to be delivered at Central University of Orissa, Landiguda Koraput. All expenses for transporting stationery/consumables will be borne by the agency.
07. The rates quoted shall remain same/firm during the rate contract period and no request for any increase in the rates shall be entertained.
08. In the event of failure to accept the offer of contract by the successful bidder for whatsoever reason(s) Earnest Money Deposit submitted by the agency shall be forfeited. EMD of the unsuccessful bidders will be returned in due course of time.
09. The EMD of successful firm(s) shall be converted into Security Deposit and shall be returned after successful completion of contract without any interest.

10. In case of breach of any terms and conditions attached to this contract, the Security Deposit of the agency will be forfeited by this University besides annulment of the contract.

11. The University shall not be responsible for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the duties to this University in connection with purchase/supply order of stationery items. The payment will be released within 15 days after submission of bills.

12. The registered office or any of the branch office of the firm should be located either in Koraput or Sunabeda/Semiliguda.

13. All disputes shall be subject to Koraput Jurisdiction only.

Bid Evaluation Criterion

All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm(s) will be decided on the basis of the lowest procurement value of the item for which the rate have been quoted. It is mandatory for all the participating bidders to quote their rates (exclusive of tax) for a minimum of 70% of the items as per specifications indicated at the price bid at Annexure-I failing which the bids shall be considered as non-responsive. The taxes shall be paid extra as admissible.

University may adopt its own criteria in finalising tender for one bidder or more

Sd/-
Registrar

BIDDER'S PROFILE

For Annual Rate Contract for Supply of Stationery & Consumable Items to Central University of Orissa, Koraput

1. Name of the Tendering Company/Firm/Agency :
(Attach Certificate of Registration)
2. Name of Director of the Company/Active partner :
of the Firm/Authorised Agent/Proprietor
3. Full Address of Registered Office :
Telephone No.
Fax No.
E-mail id
4. Full address of Operating/Branch Office :
at Koraput/Sunabeda/Semiliguda
5. Banker of the Company/Firm/Agency :
Full address (enclose copy of latest bank statement)
6. Details of Earnest Money Deposit (Rs.15,000.00) :
DD No. & Date
Drawn on Bank
7. PAN/GIR No. (Enclose copy) :
8. TIN No. (Enclose copy) :
9. VAT/Sales Tax Registration No. :
10. Provide details of gross income of the firm as evident from the IT returns for the years 2014-15, 1013-14, and 2012-13.

	2011-12	2012-13	2013-14
Gross Income (INR)			

11. Additional information, if any (attach separate sheet if required)

Date :
Place :

Signature of authorised person
Full name & designation:
Seal:

LIST OF STATIONERY/OFFICE CONTINGENCY ITEMS

Sl. No.	Description of Items	Brand/ Specification	Unit	Rate/Unit (Excluding Taxes)
01	Executive Bond Paper	Royal Executive Bond-100 GSM	Ream	
02.	A4 Size Paper	JK Copier Red-75 GSM	Ream	
03.	A3 size paper	JK copier	Ream	
04	White Board Marker – Blue	Camlin	No	
05	White Board Marker – Black	Camlin	No	
06	White Board Marker- Red	Camlin	No	
07	White Board Marker Ink-Red	Camlin	No	
08	White Board Marker Ink-Blue	Camlin	No	
09	White Board Marker Ink-Black	Camlin	No	
10	Permanent Marker – Black	Camlin	No	
11	Permanent Marker – Blue	Camlin	No	
12	Plastic File (Lever type)	Filemax	No	
13	Punch File	Filemax	No	
14	Clip file	Filemax	No	
15	CD Pack of 10 pcs	Moser Baer	Packet	
16	DVD Pack of 10 pcs	Moser Baer	Packet	
17	Gel Pen – Red	Cello/Goldex/Classmate	No	
18	Gel Pen-Black	Cello/Goldex/ Classmate	No	
19	Gel Pen-Blue	Cello/Goldex/ Classmate	No	
20	Gel Pen- Green	Cello/Goldex/ Classmate	No	
21	Highlighter	Luxar	No	
22	Chalk-Dustless-White	Kores	Packet	
23	Chalk-Dustless-colour	Kores	Packet	
24	Pen Stand	Omega	No	
25	Register No. 12	Ashwani	No	
26	Register No. 10	Ashwani	No	
27	Register No. 08	Ashwani	No	
28	Fevistik	Camel	No	
29	Stapler No. 10	Kangaro	No	
30	Stapler Pin No. 10	Kangaro	No	
31	Stapler HP 45	Kangaro	No	

32	Stapler Pin No. 24/6	Kangaro	No	
33	Knife	Crystal	No	
34	Ball Pen – Black	Reynolds (045)	No	
35	Ball Pen – Blue	Reynolds (045)	No	
36	Ball Pen- Red	Reynolds (045)	No	
37	Writing Pad-Big	Rajdhani	No	
38	Conference Pad-small		No	
39	Notepad 1/6 th	Rajdhani	No	
40	Gum 300 ml.	Camel	No	
41	Cello Tape Transparent-1/2"	Wonder/Oddy	No	
42	Cello Tape Transparent – 1"	Wonder/Oddy	No	
43	Cello Tape Transparent- 2"	Wonder/Oddy	No	
44	Cello Tape Brown – 1"	Wonder/Oddy	No	
45	Cello Tape Brown- 2"	Wonder/Oddy	No	
46	Envelop- A4 size poly-coated	Ashwini/Rajkumar	No	
47	Envelop 10x4 1/2" white	Maplith	No	
48	Envelop A3 size poly-coated	Ashwini/Rajkumar	No	
49	Duster Cloth	Glassmarking	No	
50	Correction Pen	Kores/Camel	No	
51	Black Board Duster	Oddy/Marvy	No	
52	Whiteboard Duster	Oddy/Marvy	No	
53	Pencil	Natraj/Apsara/Camel	No	
54	Eraser	Natraj/Apsara/Camel	No	
55	Pencil Sharpener	Natraj/Apsara/Camel	No	
56	Paper Weight (flower transparent glass)		No	
57	All Pin Holder (magnetic)	Omega/Trango	No	
58	Cello Tape Dispenser	Omega/Camel	No	
59	Single Punch	Kangaro/Kores	No	
60	Double Punch	Kangaro/Kores	No	
61	Plastic Scale	Natraj/Camel	No	
62	Steel Scale	Ajanta	No	
63	Scissors	Corporate/Natraj	No	
64	Gems Clip- Plastic	Oddy/Corporate	No	
65	Binder Clip – 21 mm	Corporate/Oddy	No	

66	Binder Clip – 32 mm	Corporate/Oddy	No	
67	Binder Clip- 41 mm	Corporate/Oddy	No	
68	Stock Register-No. 16	Rajdhani/Laxmi/Sweta	No	
69	Clutch Pencil-0.5 mm	Natraj/Camel	No	
70	Stick Notes- 2"x3"	Oddy/World One	No	
71	Stick Notes-3"x4"	Oddy/World One	No	
72	Stick Notes-1"x"	Oddy/World One	No	
73	Button Folder	Filemax/World	No	
74	File tag – 12"	Grapes	No	
75	Push Pin	Oddy/Brass	No	
76	Computer Cloth- Yellow		No	
77	L-Shape folder	Filemax/World One	No	
78	Dispatch Register No.10	Rajdhani/ Sweta	No	
79	Fevicol Tube – 50 gm	Fevicol	No	
80	Paper Cutter	Natraj/Corporate	No	
81	CD Cover	Moser Baer	No	
82	Arch file	Sweta	No	
83	Attendance Register	Ashwani	No	
84	White thread (connecting examination sheets)		No	
85	Toin Bundle (Brown Sutli)		No	
86	Board file		No	
87	Cloth Envelope (Legal Size)		No	
88	Clothe Envelope (A4 Size) with		No	
89	Clothed Envelope (Small Size)		No	
90	Spring File with Printing		No	
91	Note Sheet Paper (Legal Size)		No	
92	Dustbin Plastic	Nayasa	No	
93	Water Bottle	Nayasa	No	