



तेजपुर विश्वविद्यालय/ TEZPUR UNIVERSITY
(केंद्रीय विश्वविद्यालय/A Central University)
कुलसचिव का कार्यालय/OFFICE OF THE REGISTRAR
तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

NOTICE INVITING BID

Bids in **02 Bid System (Technical and Financial)** are invited on **GeM** from reputed manufacturers/authorized dealers for supply of **Office Stationery for Tezpur University**.

Please read the Bid document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the Bid terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: snp@tezu.ernet.in) or in the email id mentioned in the GeM Bid.

GENERAL TERMS & CONDITIONS:

1. The items desired to be procured through this bid are supplementary to each other and in execution of the project in entirety, as such interested participants may note that they are to quote for all the items as desired to be procured through this bid.
2. **Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
3. **Quotations should be accompanied by** i) **An EMD (in the form of Demand Draft/Banker Cheque) for 2% of the bid value i.e. Rs.17,280/-(Rupees Seventeen Thousand Two Hundred Eighty) only drawn in favor of Registrar, Tezpur University, payable at Tezpur. No request for consideration of earlier deposited EMD will be considered.** ii) **Bidders who are MSME/NSIC registered** needs to furnish a “Bid Security Declaration” (format enclosed at Annexure – I) **in lieu of EMD** accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of Three (03) years from participating in any future bid invited/published by Tezpur University. **Bidders who are MSME/NSIC registered seeking exemption from payment of EMD are to submit valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.** iii) **The original copies of the EMD/Bid Security Declaration should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as “Quotation/Participation Fee and EMD for (State Bid No) addressed to the Deputy Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid.**



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4. Bidders/Tenderers are to ensure that they are GST compliant and that their quoted tax structure/rates are as per GST law. The rates should be exclusive of taxes and the applicable tax percentage should be clearly indicated. Financial/Price Bid format where taxes cannot be mentioned separately, in such cases, the percentage of taxes applicable should be mentioned in the Technical Bid document.
5. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
6. Applicable levies, surcharge and discounts should be clearly indicated item wise.
7. The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
8. **Literature a must (wherever applicable):** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
9. **After Sales Service Guidelines (wherever applicable):** In case of imported goods as well as local goods, bidders should clearly state the detailed address, contact number and email ids of 'after sales service centre' preferably in Tezpur/Guwahati, India or any place in Assam without which their offers shall be liable for rejection. Service against any complaint must be provided within 24hours.
10. **Dealership Certificate (wherever applicable):** Dealers or Agents quoting on behalf of Manufacturer must upload valid dealership certificate.
11. **Quality Certificates (wherever applicable):** Valid certificate to prove that the products are genuine and of international standard, as mentioned below, must be uploaded: (a) Manufacturer's certificate; (b) ISO/ISI certificate.
12. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
13. **Payment:** 100% payment after successful delivery and/or installation and commissioning (if required in the scope of supply) and acceptance by the user.
14. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
15. The University is exempted from paying Custom and Excise duty.
16. Warranty/Guarantee applicable if any, period should be specifically mentioned in the quotation.
17. Security Deposit amounting to 3% of the order value needs to be submitted by the selected bidder in the form of Demand Draft/FDR drawn on any Nationalized Bank in favour of "The Registrar, Tezpur University" on or before final settlement of the bill. The said Security Deposit should be valid for a period of 06(six) months
18. Irresponsive/incomplete quote will be rejected.
19. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
20. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to



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arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.

Termination for default: Default is said to have occurred

- a. If the item or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- b. If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
- c. If the supplier fails to perform any other obligation(s) under the contract.
- d. Under the above circumstances Tezpur University may terminate the contract / purchase order in whole or in part and forfeit the EMD/Security Deposit as applicable. In addition to above, Tezpur University may at its discretion also take the following actions: Tezpur University may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Tezpur University for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, Tezpur University, and reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

21. Selection criteria:

i. Evaluation Criteria:

To ensure that each bidder has the necessary qualifications and resources to full fill its obligations under the contract, the following criteria shall be evaluated. The Eligibility, Financial, Experience & Support criteria should be passed before the technical criteria. Technical criteria will be evaluated and ranked by the award of ACCEPT and/or REJECT. Only the ACCEPTED vendors will be considered for price bid. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.

ii. Eligibility Criteria:

- a. The bidder or the OEM should not be blacklisted by Tezpur University or any other Educational /R&D/ PSU/ Govt organizations. A certificate or undertaking to this effect must be submitted.

iii. Technical Criteria

Technical bids will be evaluated and ranked by the award Accepted & Rejected. The price bids of Accepted vendors would then be considered by the concerned Purchase Committee of the institute.



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Delivery Period

22. The delivery of the items shall have to be completed within **15 (Fifteen) days** of award of the contract without any deviation.

Sd/-
Deputy Registrar-GA
Tezpur University



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Check List of documents to be enclosed with this bid

Sl No	Type of Document	Submitted	Page No.
1	PAN Card (Mandatory)	Yes/No	
2	GST Certificate (Mandatory)	Yes/No	
3	Trade License/ Registration Certificate (Mandatory)	Yes/No	
4	Audited Balance Sheet by Chartered Accountant (Mandatory)	Yes/No	
5	ITR Returns (Last 03 Financial Years) (Mandatory)	Yes/No	
6	Proof of Office Address (Mandatory)	Yes/No	
7	Proof of Experience (Mandatory)	Yes/No	
8	Declaration of Non-Blacklisting (Mandatory)	Yes/No	
9	Bank Solvency Certificate (Optional)	Yes/No	
10	MSME / NSIC (If applicable)	Yes/No	
11	Bidder Financial Standing (Mandatory)	Yes/No	
12	Earnest Money Deposit (EMD)/ Bid Security Declaration (whichever is applicable)	Yes/No	
13	Tender Fee (If applicable)	Yes/No	
14	Bidder Classification (Class -I / Class -II) (Optional)	Yes/No	
15	Authorization Letter / Undertaking (If applicable)	Yes/No	



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Technical Specifications cum Compliance Report
(To be submitted on Company's/Firm's Letterhead Signed and Sealed)

SI No	Items	Specifications	Qty
1	A4 Paper	70 GSM	890
2	File cover	Standard size	2280
3	Tag File	Standard size	320
4	Spring File	Length upto 360mm	920
5	Strip File	Length upto 350mm	220
6	File Board	FoolScap	1030
7	Hard cover file	standard size	160
8	Guard File	350mm x 166mm, suitable for A4 and FS paper	120
9	Lever Arch File	350mm x 166mm, suitable for A4 and FS paper	40
10	Glue Stick	Set of 5 sticks	260
11	Highlighter	Yellow/Neon Colour	180
12	Gems Clip	medium and big size	180
13	Binder Clip	19mm	110
14	Binder Clip	32mm	40
15	Pencil	10 HB	90
16	Sharpner	Single hole manual sharpening	30
17	Eraser	small standard size	130
18	Page Marker	standard size	60
19	Notepad	normal standard	260
20	Diary	standard size	30
21	Stapler Pin small	No 10-1M (20 x 50 staples) per box	290
22	Stapler Pin big	24/6-1M (20 x 50 staples) per box	200
23	Stapler small	No-10 type model	94
24	Stapler big	HS G-10 Type model	30
25	Correction pen	standard size	180
26	Gum (small)	small	80
27	Scissors	120 mm	140
28	Battery	AAA	310
29	Battery	AA	330
30	Steel scale	12 inch	60
31	Ball Pen	Blue Ink	720
32	Ball Pen	Red Ink	190
33	Ball Pen	Black Ink	270



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34	Ball Pen	Green Ink	10
35	Envelope	A3 Sized	150
36	Envelope	A4 sized	1550
37	Legal Envelope	Legal Size	320
38	Envelope 25.5cm L	25.5 cm L	630
39	Cloth envelope FS size	Foolscap Sized	100
40	Sticky notes	25 x 76 MM	240
41	Drawing Pin	Standard size	5
42	Marker Pen Black	Normal	220
43	Push Pin	Normal	15
44	T-Pin	Normal	24
45	Thumb Pin	Normal	60
46	Transparent cello tape	1 inch	310
47	Brown tape	Big	200
48	White Board Marker	Black Ink	580
49	White Board Marker	Blue Ink	200
50	White Board Marker	Red Ink	110
51	White Board Marker	Green Ink	30
52	Register	100 pages	140
53	Duster White Board	For white board	240
54	Duster black board	For black Board	140
55	Chalk	White	300
56	Chalk	Multi Coloured	60
57	Calculator	Electronic LED Desktop Calculator of 10 digits	30
58	Stamp pad	Cotton Stamp Pad , Colour/ Blue or Violet	20
59	Adhesive liquid	Medium sized paper adhesive	50
60	Tags bundles	Best bleached cotton yarn tag	30
61	Student attendance register	50 pages	360
62	Paper cutter	Standard size	70
63	Paper weight	Standard size	40
64	Punching machine	Double Hole	40
65	One hole punching machine	Single Hole	50
66	A4 notebook	A4 size	100
67	Arch File	350 mm x 280 mm	400
68	Register	100 pages	600
69	Register	222 pages	600
70	Note sheet	(each Pad should consist of 100 pages)	400



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Annexure-I

(To be submitted on Company's/Firm's Letterhead signed and sealed)

Bid-Security Declaration Form

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).