

F.No. 36-1/2016-17/GA

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION

17-B, Sri Aurobindo Marg, New Delhi-110016

September 05, 2016

NOTICE INVITING TENDER

Subject :Rate Contract for Supply of Stationery Items

The National University of Educational Planning and Administration is a deemed university fully funded by the Ministry of Human Resource Development. The University has its office situated inside NCERT Campus, 17-B, Sri Aurobindo Marg, New Delhi-110016.

The University intends to enter into a rate contract for a period of one year for supply of Stationery Items as stated in Annexure-I.

Interested parties may submit their tender as per the attached detailed item-wise list addressed to the Registrar, NUEPA on or before September 26, 2016 upto 03.00PM. The tenders should be superscribed "Tender for Supply of Stationery Items". The tenders will be opened on a date as fixed by the University, which will be informed in due course of time.

For more details, kindly visit www.nuepa.org. Interested parties are also requested to go through the Terms and Conditions before submitting their bids as failing to comply with them will result in forfeiture of EMD and black-listing of the firm.


(G. Veerabahu)
Administrative Officer

TERMS AND CONDITIONS

1. Sealed tender in two bid format are invited from suppliers/vendors for entering into a rate contract for a period of one for the supply of Stationery Items.
2. The rate contract shall be valid for one year from the date of entering into the contract. If the firm, during the contract period defaults, it shall be blacklisted and any pending dues will be stopped. The rate contract may be extended for another one year on same rates and terms and conditions on mutual agreement.
3. The bidders are also required submit duly filled form in Annexure-I.
4. The items which are to be covered under the rate contract are enclosed in Annexure-II. The items will have to be supplied after placement of supply/purchase order issued by the Registrar, NUEPA.
5. Interested bidders are advised to visit the University and submit samples of items like file board/cover those other items which don't have specifications mentioned as such and to quote accordingly. Bids from only those firms will be accepted who have submitted their samples. A committee will evaluate the samples and recommend for opening of financial bids of only those whose sample quality is found good.
6. The quantities given in the Annexure-I are only indicative and may vary. If at any stage it is required to add more items in the rate contract, the University will have the right to add that item into the rate contract after obtaining the rates and its subsequent approval by the competent authority.
7. The bidders will have to submit their quotation as per the prescribed form in Annexure-I. The bidders are advised to quote rates for the brands as mentioned against each. No item other than the brand/make specified in the tender will be accepted by the University. In case at any stage the University finds that the products delivered are not Genuine/Original, the University will be free to terminate the contract and consider the L2 bidder, if he agrees to supply items at L1 rates.
8. University will place the order for items on quarterly basis from the total indicative quantity per year. However, any urgent requirement to be met by the supplier immediately.
9. Tenders from only those firms will be accepted who are presently or have in recent past supplied Stationery items in government offices.
10. Participating firms will have to submit the following documents:

- i) PAN Card No. of the firm. In case of proprietary firm, a certificate to that effect and copy of PAN card of the proprietor.
 - ii) Copy of registration with VAT department and Trade Identification Number(TIN).
 - iii) Copy of purchase orders/supply orders received from government departments.
11. Payment Terms: The payment for the supplies will be made within 30 days after supply of items as per the supply/purchase order and submission of Invoice.
 12. Earnest Money Deposit of Rs. 20,000/- is required to be submitted by way of Demand Draft/Bankers Cheque drawn in favour of "The Registrar, NUEPA" by the participating bidders. EMD of all the unsuccessful bidders will be refunded immediately and that of the successful bidder will be retained as Security Deposit.
 13. Submission of Tenders and Date of opening: The interested parties will have to submit their bids on or before September 26, 2016 upto 03.00PM. No bids after the specified date and time will be considered. The bids will be opened on September 26, 2016 at 03.00PM in the presence of the representatives of the bidder firms. In case, the date of opening happens to be holiday, the bids will be opened on the next working or on any such date as notified by the University.
 14. The decision for award of the contract will be taken on the basis of **grand total** quoted in the Annexure-I. The prices should be valid for a period of one year after issue of award letter. No change in prices will be allowed within this time.
 15. All the pages of this tender document should be signed and stamped by the participating bidders as acceptance of the terms and conditions of the rate contract.
 16. In case of any enquiry, you may the general administration on 011-26544829/874 or you may mail us on e-mail id: admingen@nuepa.org
 17. The University reserves the right to add, modify or delete any of the terms of the rate contract or to reject one or all of the bids, if it requires so.

List of Items Covered the Rate Contract and Indicative consumption.

S.No.	Particular of the Item	Indicative yearly consumption	Unit rate
STATIONERY ITEMS			
1.	Attendance Register (100 pages) Amir Book Depot or equivalent	16	
2.	All out machine	25	
3.	All out refill (compatible with the above all out machine)	100	
4.	Ball pen blue-Reynolds	6000	
5.	Cell - Pencil AAA(Eveready/Duracell)	340	
6.	Cell - Pencil AA (Eveready/Duracell)		
7.	Cello tape (1inch)	119	
8.	Clip Packet-colored(u-clip)	215	
9.	Clip binder -25mm	260	
10.	Clip binder - 32 mm	150	
11.	Clip binder - 19mm	200	
12.	Corner Punch (Single) - (Kores/Kangaroo)	35	
13.	Correction fluid- whitener(Kores/Camlin) 15 ml	60	
14.	DVD - R (Moserbaer/Writex)	200	
15.	Envelope white 9" x 4"	6200	
16.	Envelope white 11" X 5"	4000	
17.	Envelope yellow 16" X 12"	100	with NUEPA address logo printed(bilingual)
18.	Envelope yellow 10" X 14"	1500	
19.	Envelope yellow 10" X 13"	1000	
20.	Envelope Yellow 8" X 10"	7000	
21.	Eraser -(Pencil) - (Natraj/Apsara)	360	
22.	Folder Plastic - Solo transparent	2000	
23.	File Board - Office	2000	
24.	File Cover - Office	2000	
25.	Flask - 1 liter (Milton/Cello)	20	
26.	Fevicol 200gm bottle	100	
27.	Glue Stick - 15gm (Fevi-stick/Kores/Faber castle)	200	
28.	Glass tumbler	120	
29.	Glass Tumbler cover		
30.	Gum bottle -700ml (Camel/Kores)	20	
31.	Jug - 2 liters	25	
32.	Note Sheet pad - 80GSM 100 pages (Neelgagan)	100	
33.	Pilot Pen -Blue/Black/Red (Luxor)	350	
34.	Post-it page markers - 0.8" X 2.9" colored	250	

35. Post-it Self stic notepads(yellow) – 3”X”3 (pack of 100 sheets)	150
36. Paper cutter – heavy duty	20
37. Paper tape roll – brown	100
38. Paper photocopier – A4 75 GSM (per ream)	2000reams
39. Pen highlighter – Luxor/Camlin (pack of 5)	200
40. Pen – Marker – Luxor/Camlin	
41. Pencil – Natraj/Apsara – packet of 10	83
42. Pin cushion	40
43. Plastic bucket – 15/20 liters	30
44. Plastic Mug	20
45. Room Freshner – (Airwick/Ambipur) 240-280 gm	200
46. Register – 192 pages 19 cm X 30.50 cm(Neelgagan)	100
47. Register - 288 pages 19cm X 30.50cm(Neelgagan)	100
48. Register – 480 pages 19cm X 30.50cm(Neelgagan)	100
49. Service Book- Central government	50
50. SS Scissors – (size:around 9inch)	40
51. Shorthand note book - Neelgagan	200
52. Stapler No.10 - Kangaroo	100
53. Stapler No. 24/6 – 26/6 – Kangaroo	75
54. Staples pin no.10 - Kangaroo	350
55. Staples pin no. 24/6 – 26/6 - Kangaroo	500
56. Tag 5.5 inch– good quality	1 Kg.
57. Tag 10inch – good quality	1 Kg.

GRAND TOTAL

In words.....
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GRAND
TOTAL→
(in digits)

Signature.....

Seal of the Company.....