



# CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

North Park Avenue, Sector-8, Bhilai (C.G.) - 490 009

Ph. No. : 0788-2261311, Fax No. : 0788-2261411,

Website : [www.csvtu.ac.in](http://www.csvtu.ac.in), E-mail : [registrar@csvtu.ac.in](mailto:registrar@csvtu.ac.in)

Tender form for supply of **Stationery Items** to the CSVTU,  
Bhilai”

Issued

To .....

Tender form price Rs. 1000/-

# **CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI**

## **Notice Inviting Tender (NIT) for the Supply of Stationery items**

Tender No.: 55/CSVТУ/Admin/2016

date 5-7-16

Chhattisgarh Swami Vivekanand technical University, Bhilai invites sealed tenders from stationery marts/suppliers for supplying, stationery items for a period of one year.

Tender document can be obtained from the office during the office working hours other than public holiday, on payment by cash or by DD of Rs. 1000/- in favour of, Chhattisgarh Swami Vivekanand Technical University, payable at Bhilai.

Date for sale of tender document	8-7-2016 time 12.00 PM on wards
Last date for Sale of Tender Document	8-8-2016 time 5:00 PM
Last date for Submission of Sealed Tender	9-8-2016 time 2:00 PM
Date of opening the received Tender	9-8-2016 time 4.00 PM

**Registrar  
CSVТУ, Bhilai**

# Tender Document

1. Tender No - 55/csvtu/adm. /2016/ date 5-7-16
2. Cost of the Tender Form - Rs 1000/- by Cash or DD, Non-refundable
3. Date of Submission - On or before 2:00 PM on 9-8-16

In case, if the last date is declared to be a holiday, the tender may be submitted up to 2:00 PM of the immediate next working day.

4. The Tenders shall be opened at 4.00 PM of the last day of submission ie 9-8-2016 in the Conference Hall of CSVTU, Bhilai C.G. The authorized representatives (limited to 2 persons) of the Tenderer may participate.
5. Tender shall remain valid for a period of 180 days.
6. **Scope of Supply :-**  
Supply of stationery items stated at annexure "II" :

7. **Essential qualifications of the Bidder :-**

- 7.1 The bidder must indicate his PAN/TIN of Income Tax and Commercial Tax respectively, with the copies of IT return for the last three year as per Annexure I

8. **Preparation of the Bid :-**

- 8.1 The tender would be submitted in three parts in separate sealed envelops which shall contain

*Envelop No. 1.* A DD of Rs 20,000/- in favour of Registrar, CSVTU  
Payable at Bhilai

*Envelop No. 2.* All the relevant documents regarding the essential qualifications of the Bidder as per **Annexure-I. and** (Essential qualification of the Bidder)

*Envelop No 3.* The Prices on the prescribed Format **Annexure- II.** (Price Bid) The quoted prices would be inclusive of all taxes duties and any other charges.

All the three envelops should be kept in one single, bigger envelop, duly sealed and submitted in the prescribed Tender-box in the office of the Registrar, CSVTU, North Park Avenue, Sector-8, Bhilai

- 8.2 Envelop No. 03 will be considered for opening after the contents of envelop 1 and 2 are found satisfactory.
- 8.3 The Tenders may be submitted in English/Hindi but the numeric should be in English only.
- 8.4 Tender submitted by fax or e-mail would not be accepted.

- 8.5 All the pages of the Tender-document including annexure I shall be duly signed.
- 8.6 Rates quoted should be written legible in words & Figures. If any difference is observed the rates given in words shall be taken as correct.
- 8.7 The bidder would bear all costs associated with the preparation and submission of tender, including costs of any sample if all attached with the tender. This office would in no case be responsible for refund of, or be liable for, such costs.
- 8.8 The bidder is expected to carefully examine all instructions, forms, terms and specifications in the tender document.
- 8.9 The **bid** must be in line with specifications and conditions required for the tender. **It should be valid for 180 days from the date of opening of bids.**
- 8.10 Overwriting should be avoided. Overwriting, erasures and other changes should bear the dated initials of the person signing the tender.
- 8.11 Failure to furnish complete information required by the tender document or submission of bid not substantially, may result in rendering the tender ineligible for award of the supply.
- 8.12 This tender form is non-transferable and must be submitted by the purchaser on the prescribed form sold as a part of the Tender Document
- 8.13 Deduction of taxes at the source would be made by this office as and when required by law.
- 8.14 Samples of the stationery items shall be furnished as and when required.
- 8.15 The rate shall be quoted on the basis of the "Unit " applicable to the respective item (ie. standard unit)
- 8.16 Relevant brochures etc. may be enclosed if desired.

**9. Earnest Money Deposit :**

The EMD deposited along with the tender shall be treated as the security deposit of the successful bidder and would be returned on demand to the rest of the tenderer after finalization of the bid.

**10. Payment Terms :**

- (I) 100% on supply, and acceptance of various stationery items as per the delivery schedule given by CSVTU, from time to time.
- (II) No payment will be made for the rejected items.

**11. Delivery :**

The delivery shall be made directly at our office on FOR basis, as per the delivery schedule issued from time to time.

**12. Penalty :**

The time and date of delivery in the order shall be deemed to be the essence of the order. In case of delay in execution of the order, the University may have its' option either :

- a. Recover from the supplier a liquidated damage a sum of 0.5% per week of the order value for the stationery items not delivered for a week after the specified delivery time and maximum up to 5% of the total order value.
- b. Cancel the order for the quantity in full or part with liability recoverable from the supplier, as assessed by the University.

**13. Other Terms & Conditions**

- 13.1 Terms and conditions not defined herein would have the same meaning as are assigned to them in the Indian Contract Act or in the Indian General Clauses Act or in the Chhattisgarh General Clauses Act and would, otherwise, have the meaning the word or expression ordinarily has with due regard to the subject and the context.
- 13.2 A prospective bidder requiring any clarification regarding the tender document may notify this office in writing at the address indicated at the cover of the tender document. The office would respond in writing to any request for clarification of the tender document provided that it is received not later than seven days prior to the last date prescribed for submission of tenders. However, the office shall not be responsible for any delays.
- 13.3 The successful bidder will execute an agreement on a stamp paper with the University for execution of the Supply order.
- 13.4 Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The tenderer should furnish Rate Analysis for scrutiny of the rates by CSVTU, if required.
- 13.5 In case of any default or failure on Supplier part to comply with all / any one of the Terms / Conditions, CSVTU reserves the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to supplier and/or by taking recourse to appropriate recovery proceedings.
- 13.6 If any dispute arises between the tenderer & CSVTU on any matter concerning the tender the Vice-Chancellor of CSVTU will be the sole Arbitrator & his decision shall be final & binding on both the parties. For any dispute in the matter of execution of the contract it will fall under the jurisdiction of the judicial courts of Durg District of Chhattisgarh.
- 13.7 The Supplier shall not directly or indirectly transfer, assign or sublet the order or any part of it.

- 13.8 CSVTU reserves the right to accept /reject any tender either in whole or in part, without assigning any reasons therefor, whatsoever.
- 13.9 The tenderers should quote their rates strictly adhering to terms and conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / deviational Tenders may be rejected without making any reference to the tenderers.
- 13.10 No tenderer will be allowed to withdraw his Tender during the validity period.
- 13.11 The Supplier shall engage qualified and experienced supervisory staff at his cost during the execution of the work for attending to day-to-day affairs.
- 13.12 Notwithstanding any thing stated above, CSVTU reserves the right to assess the tenderer's capability and capacity to perform the Contract. Circumstances may warrant such assessment in the overall interest of CSVTU.
- 13.13 Canvassing in any form for the acceptance of tender would disqualify the tenderer.
- 13.14 The decision of CSVTU in awarding the supply order shall be final and can **not** be subjected to arbitration.
- 13.15 It will be the responsibility of the supplier for safe supply of the material required for full and good conditions at user's point. This office will not pay any amount for transit and insurance of the material.
- 13.16 The supplier shall be liable to supply the quantity of items shown at Annexure "II" with a deviation of (+) or (-) 10% on approved rates for a period of **one year**
- 13.17 The supply order shall be placed initially for a period of one year & extendable for one more year at the option of the CSVTU.

## **Annexure – A**

### **LETTER OF SUBMISSION OF TENDER FROM THE BIDDER**

#### **Chhattisgarh Swami Vivekanand Technical University (CSVТУ)**

North Park Avenue, Sector – 8, Bhilai – 490 009, Dist : Durg (C.G.)

“Supply of stationery items at Chhattisgarh Swami Vivekanand Technical University, Bhilai

1. I / We have examined the Scope of supply, Specifications and the Terms and Conditions relating to the Tender for the said supply after having obtained the Tender document invited by you.
2. I / We have visited the site, examined the site for the installation of the item specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We hereby offer to execute the supply order in strict accordance with the Tender Document at the item rates quoted by me / us is in all respects, as per the Specifications Scope of supply described in the Tender Document and the other Terms and Conditions.
4. I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
5. The rates quoted by me / us are firm and shall not be changeable subject to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
6. If this tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.

Names of the persons authorized to be present at the time of opening of the tender

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

Documentary proof in respect of Letter of Authority / Power of Attorney to be enclosed along with the Tender.

Place:

Yours faithfully,

Date:

Name and Address of the Tenderer

(Signature of the Tenderer)  
Name and Seal

## Annexure –II

### PRICE BID

I/We \_\_\_\_\_ hereby quote our best rates for the item mentioned below:-

Sr. no	Name of Item	Quantity	Specification	Unit	Rate
1	Pencil Battery	70	Dura make		
2	Remote Cell	60	Dura make		
3	Shorthand Book(100 page)	24	Alankar		
4	Log book 200 page	12	ACE mark		
5	Dak book 200 page	05	Alankar make		
6	Not book 180 page	As per requirement	Navneet A4		
7	Receipt book	15	Alankar		
8	Pocket Special Notebook	100	Bilt black		
9	U Clip Small Plastic coated	50	ZEN		
10	U Clip Big 35 mm steel (office)	100	pkt		
11	Compact Disk	2000	SONY		
12	Compact Disk Re-Writable	-	SONY		
13	Compact Disk Cover Single	500	CD Mailer		
14	Compact Disk Cover Big	500	CD Mailer		
15	DVD	300	SONY		
16	White Envelops 9" x 4" with printed	1300	100GSM (maplitho)		
17	White Envelops 10 1/2" x 5" with printed	13500	100GSM (maplitho)		
18	White Envelops 6 1/2" x 3 3/4" with printed	As per requirement	100GSM (maplitho)		
19	White Envelops 10" x 4 1/2" with printed	As per requirement	100 GSM (maplitho)		
20	PVC Envelops 9" x 4" with printed	1000	110 GSM (orint paper)		
21	PVC Envelops 11" x 5" with printed	3500	110 GSM (orint paper)		
22	PVC Envelops 8" x 10" with printed	3500	110 GSM (orint paper)		
23	PVC Envelops 12" x 6" with printed	500	110 GSM (orint paper)		
24	PVC Envelops 12" x 10" with printed	4000	110 GSM (orint paper)		
25	PVC Envelops 14" x 10" with printed	4500	110 GSM (orint paper)		



26	PVC Envelops 16" x 12" with printed	3500	110 GSM (orint paper)		
27	Inside Cloth Coated Envelop 16" x 12"	2000	Good quality Green		
28	Inside Cloth Coated Envelop 12" x 10"	2000	Good quality Green		
29	Inside Cloth Coated Envelop 14" x 10"	2000	Good quality Green		
30	Gum Bottle 300 ml (RED)	70	Camel make		
31	Gum Bottle 700 ml (RED)	10	Camel make		
32	Fevi Stick (22 grm)	150	Fevi Stick		
33	Correction Pen 11 ML	60	camel		
34	Erazer Fluid with diluter	200	KORES		
35	Folder File DAK PAD	50	Alankar		
36	Box file	10	Alankar Plastics		
37	Cobra File Deluxe (with printed)	1100	Sirpur board 30kg		
38	Index File	As per requirement	Chandan		
39	Tag File (with printed) 30kg board	4500	Alankar		
40	File Pad with corner full cloth	2000	Good quality		
41	Strip File (Stick file)	150	Trio brand		
42	Conference Pad	2000	Navneet		
43	Conference Folder, (L folder )	2000	Beno lex		
44	Cheque Book Folder	10	Good quality		
45	Table Bell	10	-		
46	Stamp Pad (size 70x111mm)	10	Camel make		
47	Stamp Pad Ink Small 25 ml	12	Camel make		
48	Stamp Pad medim	05	camel		
49	Numbering Machine Ink	80	Koras		
50	Copier Paper A4 (Power/JK Red)	1200	75 GSM		
51	Copier Paper Full Scape (Power/JK Red)	250			
52	Copier Paper A3 (Image/JK Eassy)	As per requirement			
53	Copier Paper A3 (Power/JK Red)	25	-		
54	Typing Paper A4 Orient	60	80 gsm		
55	Executive Bond Paper 100 GSM camelle offwhite (100 sheet)	30	-		
56	Executive Bond Paper 100 GSM White (100 sheet)	30	-		
57	Rubber Band (long) 4"	80 kg	Tiranga brand		

58	Rubber Band (Medium) 3"	80 kg	Tiranga brand		
59	Computer Paper 12" x 15"	As per requirement	80 GSM		
60	Scissor, stainless steel (Size 9.75")	20	Corporate		
61	White Board Pen	50	Camel/Luxor		
62	Highlighter (Yellow/Pink)	75	Luxor		
63	Bold Marker PIK	115	pik		
64	CD Marker LUXOR	90	luxor		
65	Refillable Bold Marker PIK	15	Reynold Big		
66	Calculator Table Model 12 Digit	15	CL837C		
67	Sutli Jute	250 kg	Good quality		
68	Tea Cup	250	Bone china		
69	White Cloth Medium Quality	As per requirement	Khadi		
70	White Cloth Best Quality	As per requirement	Khadi		
71	Dust Bin	35	Pooja Brand		
72	Paper Weight	12	Glass		
73	Sealing Wax	05	Natraj brand		
74	Card Board	12	32 Aous		
75	Spiral Wire	12	-		
76	Room Freshener	10	Primium		
77	Phenoil	30 Lt.	Doctor brand		
78	Serving Plastic Tray	15	Cello		
79	Ruler (Steel)	20	Thick quality		
80	Ruler (Plastic)	30	Omega success		
81	Pin Cushion	10	Omega 1797		
82	Cutter Small	110	Corporate		
83	Cutter Big	35	Corporate		
84	Desk Calender Refill Big	10	-		
85	Table Glass (3 Feet x 2 Feet)	02	6 mm		
86	Pointer (Laser Beam Torch)	10	-		
87	Damper	50	Easy count		
88	Single Punch	30	Kangaroo		
89	Poker (Special)	12	Plastic		
90	Water Bucket	10	cello		

91	Stapler Heavy Duty	05	12/5/17 Kangaroo		
92	Stapler Machine Small No. 10	60	Max japan		
93	Stapler Machine Big No. 24/6	20	Max japan		
94	Punching Machine Small DP 52	20	Kangaroo		
95	Punching Machine Medium DP 280	05	Kangaroo		
96	Stapler pin remover	10	Good quality		
97	Stapler Pin small (No. 10)	50 box	-		
98	Register 100 page (size 13"x8")	550	Navneet		
99	Register 200 page (size 13"x8")	160	Navneet		
100	Register 300 page (size 13"x8")	125	Navneet		
101	Stock Register 200 Page	25	Alankar		
102	Stock Register 400 Page	05	Alankar		
103	Cloth Binding Register 100 page	05	Alankar		
104	Cloth Binding Register 200 page	05	Alankar		
105	Cash Book (Bank Colum) 200 Pages	05	Alankar		
106	Cello Tape Dispenser Big size	15	Omega brand		
107	Butter Paper 250 sheet	05	Desmate		
108	Typing Carbon paper	05	Kores 503		
109	Note Sheet Paper (Blue Colour)	25 rim	Matrix bilt		
110	Sketch Pen Set (blue, black,red)	25 pkt	Luxor		
111	Disposable Dot Pen (Red/Black/blue)	1000	Claro		
112	Water glass	100	(Yera make)		
113	Conference DOT Pen	50	-		
114	Reynolds Jotter Pen	50	-		
115	Reynold Pen Green Colour	12	-		
116	Pencil Eraser Natural	12	camel		
117	Pencil Eraser Non-dust	2500	camel		
118	Pencil 250gram	900 pkt	Apsara platinum		
119	Alpin 400 gms. T type	25 pkt	Easy push		
120	Pencil Sharpener	120 pkt	Apsara platinum		
121	Shorthand Pencil	20	Apsara platinum		
122	Coloured Drawing Pin	10 pkt	Claro		
123	Stapler Heavy Duty Pin	25 pkt	12/5/17 Kangaroo		

124	Jotter Refill	50	Montex		
125	Gel Refill	50	Reynolds		
126	Dot pen refill	150	-		
127	Reynolds Jotter Refill	50	-		
128	Montex Hi power pen	50	Montex		
129	Montex Hi power pen Rifle	50	Montex		
130	Reynold fusion pan	25			
131	Attendance Register 96 page	15	Alankar		
132	Writing Pad Copy Size	05	Neel Sagar		
133	Drawing Sheet	05	Orient		
134	Transparency Sheet 100 micron	05	Oddy		
135	Sticker Sheet A4	650	Oddy		
136	Sticker Labels A4	450	Desmap		
137	Brown Sheet	05	-		
138	Spiral Sheet	12	-		
139	Tag (Lace) 24"	200 bunch	Green		
140	Tag Medium 8" white cotton	300 bunch	Good Quality		
141	Rubber Stamp Three Lines	05	-		
142	Colour Flag	400 pkt	Claro brand		
143	Cello / Brown Tape 1" x65 mt.	800	Box packing		
144	Cello / Brown Tape 2" x65 mt.	10	Box packing		
145	Cello / Brown Tape 3" x65 mt.	10	Box packing		
146	Double Side Tape 1/2"	12	Premir		
147	Gum Tape Roll 1"	20	Good Quality		
148	Numbering Machine	05	oddy		
149	Tea coaster	10	-		
150	File cover (Brown paper)	10			
151	Ruled papers (full scape)	05	Orient		
152	Receipt register 200 pages	15	Alankar		
153	Despatch register 200 page	15	Alankar		
154	DFC register 400 pages	02	Alankar		
155	Drawing pin	10 pkt	Claro brand		
156	Cell Pointe gel pen	25	Cello		
157	Name plate full size 12"	25	Good Quality		

158	Binder Clip Medium	25	corparate		
159	Binder Clip Big	25	corparate		
160	Laser pointer	As per requirement	Good Quality		
161	Printing of receipt books (100 pages) of size 8"x6" JK Red paper	20 unit	75 GSM Paper		
162	CD cover	100	Good Quality		
163	Water Drinking glass	100	Yera make		
164	Sanitary cleaning liquid (Harpik)	10	Good Quality		
165	Glass cleaner liquid (Colin)	10	Good Quality		
166	Napheathelene balls (100grm)	25 pkt	Good Quality		
167	Read Register 200 page (size 13"x8")	25	Good Quality		
168	Groom stick (Phool)	15	Good Quality		
169	Groom stick	10	Good Quality		
170	Multi Cooler offset printing (letter pad) per pad 100 pages 100 GSM	50 pads	Ex bond		

We hereby state that we have agreed to all terms & conditions as stipulated in the Tender Notice No. 55/CSV TU/Admn/2016 date 5-7-16 I also hereby confirm that I am legally empowered /authorized to quote on behalf of the firm named herein. I shall be solely responsible for all/any dispute arising out of bidding in this Tender.

Signature of Bidder : -----

Name of the Person Signing: -----

Name of the Firm : -----

Address of the Firm: -----

-----

-----

Date: -----

Place: -----

Seal of the Firm: -----



# CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY

## छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय



### Chhattisgarh Swami Vivekanand Technical University, Bhilai

North Park Avenue, Sector 8, Bhilai - 490009, Chhattisgarh, India  
Phone : (0788) 2261311, Fax : (0788) 2261411  
Website : [www.csvtu.ac.in](http://www.csvtu.ac.in), E-mail : [registrar@csvtu.ac.in](mailto:registrar@csvtu.ac.in)

#### **Amendment in Tender No. 55/CSVТУ/Admn/2016, dt. 05.07.2016**

No.: 57/CSVТУ/Admn/2016, Bhilai, dt. 13.07.2016

Tender has been invited for the Supply of Stationery Items vide tender No. 55/CSVТУ/Admn/2016, dt. 05.07.2016.

In this regard it is informed that tender document can also be downloaded from [www.csvtu.ac.in](http://www.csvtu.ac.in).

In case tender forms are downloaded, the DD of Rs. 1000/- (Rupees one thousand only) in favours of Registrar, CSVТУ, Bhilai should be submitted along with tender form.

REGISTRAR  
CSVТУ, BHILAI



# CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY

## छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय

**Chhattisgarh Swami Vivekanand Technical University, Bhilai**

North Park Avenue, Sector 8, Bhilai - 490009, Chhattisgarh, India  
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Website : [www.csvtu.ac.in](http://www.csvtu.ac.in), E-mail : [registrar@csvtu.ac.in](mailto:registrar@csvtu.ac.in)

**Notice Inviting Tender (NIT) for the Supply of Stationery Items**

Tender No.: 55/CSVТУ/Admn/2016, dt. 05-07-2016

Chhattisgarh Swami Vivekanand Technical University, Bhilai invites sealed tenders from stationery marts/suppliers for supplying, stationery items for a period of one year.

Tender document can be obtained from the office during the office working hours other than public holiday, on payment basis by cash or by DD of Rs. 1000/- in favour of Registrar, Chhattisgarh Swami Vivekanand Technical University, payable at Bhilai.

Date for Sale of Tender Document : 08.07.2016 time 12.00 PM on wards

Last date for sale of Tender Document : 08.08.2016 time 5.00 PM

Last date for Submission of Sealed Tender : 09.08.2016 time 2.00 PM

Date of opening the received tender : 09.08.2016 time 4.00 PM

**REGISTRAR**  
**CSVТУ, BHILAI**

*[Signature]*  
11-7-16