



Sher-e- Kashmir
University of Agricultural Sciences & Technology,
Administrative Block ,Main Campus Chatha-180009

TENDER NOTICE FOR SUPPLY OF STATIONERY ITEMS

Dated: 2-12-11

For and on behalf of Vice – Chancellor, SKUAST-J sealed tenders on prescribed tender form affixed with revenue stamps worth Rs. 4/- (Rupees five only) are invited from the reputed manufacturers / stockists **for supply of Stationery items** for the period of 2011-12 (up to 31.03.2012).

The tender documents shall be issued against the payment of non-refundable/ non-transferable **tender fee of Rs 1000/-(Rupees One Thousand Only)** in the shape of DD drawn in favour of Comptroller SKUAST-J. The tenders shall be submitted along with earnest money deposit of Rs. **5000/- (Rupees five thousand only) in the shape of CDR/FDR pledged in favour Comptroller, SKUAST-J.**

The detailed tender documents , containing specifications , terms and conditions etc. can be obtained from the office of the **Comptroller SKUAST-J Main Campus Chatha**, against tender fee as per following schedule:-

| | |
|--|-------------------------------------|
| Date of sale of tender documents | 29-12-.2011 upto 1.00 PM |
| Last date of submission of tender | 30.12.2011 upto 1.00 PM |
| Date of opening of tenders | 30.12.2011at 2.00 pm |

The intending tenderers can download the tender document along with terms and conditions from the University Website: www.skuast.org and in that event they will have to enclose the demand draft of Rs 1000/-(Rupees one thousand only) also as tender fee.

I/C Dy.Comptroller

AU/Accts/ IDC/PW/11-12/F-14/ 2256-57

Dated --2.12.2011



Sher-e- Kashmir
University of Agricultural Sciences & Technology of Jammu Administrative
Block Main Campus Chatha-180009

T E N D E R F O R M

Cost of tender document received vide Bank Draft / Cash Receipt No.
_____ Dated _____ for Rs. 1000/-

Tender for: - Stationery Items

Earnest Money amounting to **Rs. 5000/-** in the shape of Bank CDR / FDR No.
_____ Dated _____ of _____ Bank enclosed.

To,

The Comptroller
SKUAST of Jammu
Main Campus Chatha.

I/We _____ S/o.Sh. _____

R/o _____ /Authorized signatory of

M/S _____ hereby tender for stationery items etc. at

SKUAST-Jammu and declare as under : -

1. That I/We have sufficient experience for supply of Stationery items etc.
2. That I/We have carefully gone through the terms and conditions of the NIT and bind myself/ourselves to adhere to the quality and quantity parameters and rates.
3. That the rates quoted in the enclosed tender form have been written by me / us under my/our personal supervision and are firm.
4. That I/We shall be bound by the SKUAST of Jammu's instructions regarding quality and quantity of materials and other condiments.
5. That the revenue stamps worth Rs. 5/- have been affixed by me/us.

Name and address of the tenderer

List of items

| S.No | Name of the item | Rate Quoted Per Unit (Both in figures and words) |
|------|--|--|
| 1 | A4 size Photostat paper a) Xerox 72 gsm b) Bilt power 72 gsm) | |
| 2. | A-4 Size paper 75 gsm in following colors Pink Color Yellow color Grey Color Green color (Note sheet color) | |
| 3 | FS Size Photostat paper a) Xerox 72 gsm b) Bilt power 72 gsm) | |
| 4 | A3 size Photostat paper a) Xerox 72 gsm b) Bilt power 72 gsm) | |
| 5 | Correcting fluid (Kores) | |
| 6 | Short hand note book small | |
| 7 | Short hand note book big | |
| 11 | Ball pens/ Gel Pens (Blue, Red, Black, Green) a) Reynolds (Plain/Gel) b) Cello (Plain/Gel) | |
| 12 | Rubber Eraser (Apasara / Natraj) | |
| 13 | Scale 12" (Steel) | |
| 15 | Stapler large No. 24/6-1M (Kangaroo) | |
| 16 | Stapler medium No. 10-1M (Kangaroo) | |
| 16 | Stapler pins Large No. 24/6-1M (Kangaroo) | |
| 17 | Stapler pins medium No. 10-1M (Kangaroo) | |
| 18 | Paper pin packet (Zebra) | |
| 19 | Paper weight (Plastic) | |
| 20 | Gum paste, 300 ml bottle (Camlin/Kores) | |
| 21 | Envelopes full size (Laminated) | |
| 22 | Envelopes A 4 size(Laminated) | |
| 23 | Envelopes 11" x 5"(Laminated) | |
| 24 | Envelopes 11" x 5" | |
| 25 | Envelopes 9" x 4" | |
| 26 | File tags large | |

| | | |
|----|--|--|
| 27 | File tags small | |
| 28 | Transparent file cover A4 size | |
| 29 | Transparent file cover FS size | |
| 30 | Superior transparent file cover A4 size | |
| 31 | Awl Plastic | |
| 32 | Awl Metal | |
| 33 | Sign Pen Blue, Red, Black (Luxar) | |
| 34 | White Board / Permanent Marker, Blue, Red, Green a) Luxar b) Rotomac | |
| 35 | Adhesive Tape Brown / Coloured 2" / 1" | |
| 36 | OHP transparencies | |
| 37 | Attendance register | |
| 38 | Adhesive Tape Transparent 1" / 2" | |
| 39 | Dak Pad folder | |
| 40 | Plastic paper clips (Zen) | |
| 41 | Pencil Sharpener (Nartaj / Apasara) | |
| 42 | Safety knife, small (Natraj) | |
| 43 | Punching machine Medium size (Kangaroo) | |
| 44 | Register 144 Pages (Rooled) | |
| 45 | Register 192 pages (Rooled) | |
| 46 | Register 240 pages (Rooled) | |
| 47 | File flaps | |
| 48 | Pin cushion | |
| 49 | Call bell | |
| 50 | Hi-lighter (Luxar / Flair) | |
| 51 | Scissor, large | |
| 52 | Scissor, Medium | |
| 53 | Stamp Pad Large (Supereme / Kores) | |
| 54 | Stamp Pad Medium (Supereme / Kores) | |
| 55 | Pencil (Natraj / Apasara) | |
| 56 | Duster Cloth 77x70 | |
| 57 | Duster Cloth 50x50 | |
| 58 | File Covers | |
| 59 | Note sheets (Green FS size) | |
| 60 | File Flags (Desmat / Corporate) | |
| 61 | Fax Roll (Desmat) | |
| 62 | Fevi Stick (Pidilite) | |
| 63 | Compact disc blank re-writeable (Sony / HP) | |
| 64 | Compact disc blank writeable (Sony / HP) | |
| 65 | DVD Compact Disc Blank Writeable (Sony /HP) | |
| 66 | DVD Compact Disc Blank re-Writeable (Sony / HP) | |

Terms & Conditions :

1. The tenders shall only be entertained on the prescribed form of the University. The tender is liable to be rejected if it contains mutilation, overwriting and corrections without due attestation by the tenderer.
2. The tender must be accompanied with earnest money amounting to Rs. 5000/- in the form of CDR / FDR in favour of **Comptroller, SKUAST of Jammu**. No tender without CDR shall be entertained. The CDR of unsuccessful tenderers shall be released within one month after the contract is finalized. CDR of successful tenderer shall be released within one month after completion of the contract.
3. Conditional tenders shall be rejected out rightly.
4. The envelop in which tender is submitted must be superscribed as **“Supply of Stationery Articles for SKUAST of Jammu”**.
5. The Competent Authority i.e. SKUAST -Jammu reserves the right to revise or alter the specifications of the stationery item before the acceptance of the tender.
6. Late, delayed, incomplete tenders and amendments & additions to the tender after opening of the same will not be accepted.
7. The rates quoted shall be **inclusive of all taxes / VAT etc. and FOR destination with periphery of 20 kms**.
8. The offer shall be valid for a period of 90 days from the specified date of opening of the tenders.
9. 100 % payment shall be made on supply of stationery articles.
10. The tenders must reach the Comptroller, SKUAST-Jammu Head Office, main campus Chatha, Jammu not later than the specified time as stipulated in the NIT. If the date on which the tenders are to be received / opened is declared as a public holiday, the tenders shall be received and opened on the next working day.
11. The tenders will be opened on the date and time specified in the NIT. The tenderers / their authorized representatives are at liberty to be present at the time of opening of the tenders.
12. The Competent Authority of SKUAST-J does not bind itself/himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender or portion of the quantity offered and the tenderer shall supply the same at the rate quoted.
13. The successful tenderer shall not in any case sublet the contract in full or any part thereof to third party.
14. The successful tenderer shall have to execute an agreement with the University within a week of the allotment of the contract.
15. All questions, disputes, or difference arising under and out of / in connection with the contract shall be subject to the Courts at Jammu (J&K).
16. The contract can be terminated at any time during the currency of the contract if any of the aforesaid conditions of the contract are violated by the contractor. In the event of reduction of

prices by the principals, the same shall be applicable to this University as per their approved price list.

17. **In order to determine the quality, samples for each item must be provided separately in sealed Bag/ Envelope failing which the tender will not be entertained.**

**I/C Dy.Comptroller
SKUAST-J**