



No F-2570/PUR/CUK/84

Date: 31-03-2016

**Tender for the Supply of "Stationery" to Central University of Karnataka
(Limited Tender)**

Bids are invited in sealed cover from manufacturers/authorized dealers/distributors/retailers for supplying stationery to the Central University of Karnataka for a period of one year from the date of entering into contract.

INSTRUCTIONS TO BIDDERS

1. Authorized manufacturers / distributors /dealers/retailers of stationery can apply for the tender who are in the business for at least **3 years** as on the date of opening bids.
2. The last date and time for submission of bids is **18-04-2016, by 2.00 pm**. Bids will be opened on **18-04-2016 at 2.30 pm** in the presence of bidders.
3. DD of Rs. 500 towards tender document fee and Rs. 5,000 towards EMD, drawn in favour of Central University of Karnataka, Payable at Kalaburagi, drawn on any nationalized bank shall be enclosed to the tender document.
4. The EMD of successful bidder/s will be converted into security deposit. The security deposit will be refunded at the end of one year from the date of entering into contract without any interest.
5. The bidders are instructed to submit the bid for whole or part of the stationery listed in the financial bid.
6. The bidder should clearly mention the specification and brand names of the stationery item offered by them in the tender (i.e., in the financial bid).
7. The bidders are instructed to retain a copy of the Tender Schedule indicating the price quoted by them for various items in the Schedule.
8. The price quoted shall be per unit quantity given in the schedule inclusive of taxes in Indian Rupees. The suppliers shall supply the stationery to CUK without charging delivery charges. University is not responsible for any damages in transit.
9. The price quoted will be valid for a period of 1 year from the date of issue of order and once accepted cannot be altered during the contract period.
10. Supply should be made within 7 days from the date of placing the order.

11. Each page of the document should be duly signed and stamped by the authorized person.
12. The Tender Committee is competent authority to accept a tender in whole or part and also have the right to reject any/all the tenders without assigning any reason there on.
13. Payment will be made within 15 days from the date of receiving material and invoice

DOCUMENTS TO BE SUBMITTED

Along with the tender document, required DDs, **self-attested copies** of the following documents should be submitted.

1. Valid license for doing the stationery business
2. VAT Registration Certificate.
3. Permanent Account Number (PAN) of the firm or proprietor.
4. Copy of Income Tax Returns for the last two years Assessment Years (2013–2014 and 2014–2015).

**Registrar
Central University of Karnataka**

TECHNICAL BID

(To be submitted in the letter head with complete communication details.)

Sl. No.	Particulars	Page No*.
1.	Firm Registration Certificate (Proprietary/ Partnership/Pvt.Ltd.)	
2.	License for doing stationery business	
3.	Dealership / Manufacturing license, if any	
4.	PAN (No. _____)	
5.	VAT Registration (TIN No. _____)	
6.	ITR for the Assessment Years 2013-14 and 2014-15	
7.	DD for Tender document (No. _____ dated _____)	Enclosed
8.	DD for Tender document (No. _____ dated _____)	Enclosed

*Give the page numbers for each page of the document starting from 1 and give the number in the last column.

FINANCIAL BID

Instructions

1. Quote your price for the stationery that you are willing to supply
2. Give the quote stationery of standard brands
3. Quote may be give for more than one brand.
4. Sign on each page.

Sl. No.	Description	Company and brand name	Unit quantity	MRP	Price
1.	80 GSM White sheets – A4 size		Packet		
2.	80 GSM White sheets – A3 size		Packet		
3.	80 GSM White sheets – Legal size		Packet		
4.	75 GSM White sheets – A4 size		Packet		
5.	75 GSM White sheets – A3 size		Packet		
6.	75 GSM White sheets – Legal size		Packet		

7.	Sticker papers		Packet		
8.	Ball pen		Piece		
9.	Gel Pen		Piece		
10.	Gel pen (good quality)		Piece		
11.	Pencil		Piece		
12.	Eraser		Piece		
13.	Sharpener		Piece		
14.	Pen Stand		Piece		

15.	White Board markers		Piece		
16.	White Board marker ink		Piece		
17.	Binder clips Size _____		Per box		
18.	Binder clips Size _____		Per box		
19.	Binder clips Size _____		Per box		
20.	Binder clips Size _____		Per box		
21.	Duster for white board (With magnet)		Piece		
22.	Duster for Green Board		Piece		

23.	whitener		Piece		
24.	Stapler Size _____		Piece		
25.	Stapler Size _____		Piece		
26.	Stapler Size _____		Piece		
27.	Stapler Size _____		Piece		
28.	Double punch		Piece		
29.	Single Punch		Piece		
30.	Glue stick 15 grams		Piece		

31.	Glue stick 8 grams		Piece		
32.	paper weight		Piece		
33.	Highlighter		Piece		
34.	scribbling pads _____pages		Piece		
35.	Packing tape transparent 4 inches		Piece		
36.	Packing tape transparent 2 inches		Piece		
37.	Packing tape transparent 1 inch		Piece		
38.	Packing tape brown4 inches		Piece		

39.	Packing tape brwon2 inches		Piece		
40.	Packing tape brown 1 inch		Piece		
41.	Ink Pad _____(Size)		Piece		
42.	Ink Pad _____(Size)		Piece		
43.	Jump Clips		Packet		
44.	Steel ruler		Piece		
45.	Round Pin		Packet		
46.	Office Try (Size _____)		Piece		

47.	File Tags		Packet		
48.	Notice board pins		Packet		
49.	Calculator _____		Piece		
50.	Calculator _____		Piece		
51.	Calculator _____		Piece		
52.	Box file		Piece		
53.	Scissor Small		Piece		
54.	Scissor big		Piece		

55.	Cutter		Piece		
56.	Stick notes small		Piece		
57.	Stick notes medium		Piece		
58.	Gum bottle		Piece		
59.	Plastic files		Piece		
60.	Long note 100 pages		Piece		
61.	Long note 200 pages		Piece		
62.	OHP sheets		Packet		

63.	Steel Pocker		Piece		
64.	Thread balls		Piece		
65.	Student Attendance register		Piece		
66.	Dept Record books		Piece		
67.	CDs		Piece		
68.	DVDs		Piece		
69.	Pin remover		Piece		
70.	Permanent Marker		Piece		

71.	call bell		Piece		
72.	Battery cell		Piece		
73.	CD Marker		Piece		
74.	Sketch Pen		Piece		
75.	Chalk box – Dust less		Piece		
76.	Files		Piece		
77.	Mouse		Piece		
78.	Pen drive 4 GB		Piece		

79.	Pen drive 8 GB		Piece		
80.	Pen drive 16 GB		Piece		
81.	AAA batteries		Piece		
82.	AA batteries		Piece		
83.	White board cleaner		Piece		

Seal and signature of the bidder firm