



Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) (A Central University)

Website: www.ggu.ac.in, Phone: 07752- 260381 FAX: 07752-260154, 260148

Ref No. :62/stationaryStore/GGV/LTE/2021

Dated: 22/12/2021

LIMITED TENDER ENQUIRY (Under GFR 162 of 2017)

Subject:- Limited tender enquiry for the supply of Stationary items at Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Sealed quotations are invited from the manufacturers/ suppliers/dealers having valid registration in related category with Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.). The competitive rates with specifications as mentioned in this tender (Schedule 1) should be submitted by the firm. Bidder must carefully peruse the general terms and conditions of the tender on the CPP portal www.eprocure.gov.in and university website www.ggu.ac.in.

Mode of Submission will be Offline under **Two Bid System** as under:

- A. **Technical Bid** (All documents other than Price)
&
B. **Financial Bid-Annexure-II** (Only Price Related Documents).

The sealed quotations with specifications and offer price (in two separate sealed envelopes put in a cover envelope) addressed to “Assistant Registrar (Store), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur-495009”, must reach on or before **05/01/2022 at 3 PM** only through speed /registered post/courier. The tender will be opened on same day at **3.30 PM**. University is not responsible for any delay in receiving the tender etc. GGV reserves all the right to accept/reject any or all tender without assigning any reason in favour of the University.

Registrar (Acting)

**Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)
(A Central University)**

Website: www.ggu.ac.in, Phone: 07752- 260381 FAX: 07752-260154, 260148

Ref No. :62/Stationary/Store/GGV/LTE/2020

Dated: 22/12/2021

LIMITED TENDER ENQUIRY (LTE)

Dear Sir,

We intend to purchase Stationary Items at Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) through Limited Tender Inquiry and invites tenders from the registered vendors in accordance with the terms and conditions details in the bid documents. If you are interested, kindly send your offer for the supply with complete terms within the time mentioned as under-

Important Dates

Event	Dates	Time
Last date for submission of sealed tender	05/01/2022	3.00 PM
Tender Opening	05/01/2022	3.30 PM

Please send your sealed bid only by Registered/Speed Post/Courier service to the following address.

Assistant Registrar (Store)

Guru Ghasidas

Vishwavidyalaya, Koni, Bilaspur

GENERAL TERMS AND CONDITIONS OF THE SUPPLY

1. The sealed quotation superscripted on the envelope as "**Quotation for supply of Stationary items for GGV**" should reach to the Store Section of GGV on or before 05/01/2022 at 3 PM..

2. Eligibility Criteria

- Bidder must have turnover of atleast 15 lakhs per annum for last three financial year.
- Bidder must have cumulative order of supply of stationary items of 10 lakh or above per year in any Government Organization/Autonomous bodies for atleast two years in last five years.
- Bidder must have a valid registration of shop establishment for stationary items.

3. **Price/rate:** The Vendor are required to quote the rate against the items mentioned in the table under the financial bid along with the tax levied on the stationary items.

4. The Bidder may visit the University for any Query related to specifications.

5. **Excise duty/Tax exemption:** The University is exempted from Custom/Excise Duty by DSIR, Govt. of India. The exemption certificate of the same shall be issued by the University on demand, at the time of supply. Bidder must clearly mention if any basic custom duty/ excise duty etc. is chargeable, in spite of the GGV is exempted by DSIR certificate.

6. **FOR GGV:** The rate should be quoted on FOR University campus, Koni, Bilaspur basis. For the packing/ forwarding, unloading, transit insurance of the items to be supplied no charges will be paid extra in any manner to the bidder by the University. All such charges are to be borne by the supplier/bidder only.

7. The Bidders are required to put the seal and signature of the firm in each and every page of this LTE document and submit along with the bid.

8. The bidders must not alter /add/delete any alphabet/word/sentence mentioned in this document otherwise the same will be treated as tampering of the document and the bid may be rejected/cancelled at any stage of bidding/ supply.

9. University has all the rights reserved to alter the quantity mentioned in this EoI as per the requirement of the user Department. The quantity may increase or decrease and also the items may be added or deleted for which the rates shall be governed by rate quoted in the financial bid by the bidder.

10. **Validity of the offered Rate:** The quoted rate should be valid for a minimum period of

90 days from the date of opening of the financial bid of the tender.

11. Delivery period: The items, ordered will have to be delivered and in the Store Section at GGV, maximum within 15 days from the issue of the Purchase Order to the successful bidder.

12. Mode of Submission: Offline under Two Bid System;

A. Technical Bid (All documents other than Price bid)

B. Financial Bid .Containing ,price bid in specified format.

The tender document can be downloaded from the websites www.ggu.ac.in or

www.epublish.gov.in. “Corrigendum, if any, would appear only on the above web sites and not be published anywhere else”.

13. Liquidated Damages (LD): Any delay in supplying the ordered equipment/instrument from the stipulated date of delivery will attract LD, which will be applicable at the rate of 0.5% per week and limited to 10% maximum. The authority reserves the right to cancel the purchase order when LD accumulates to 10%.

13. Payment: Bidder should not ask for advance or part payment prior to supply .Payment to the firm shall be made, only after the complete supply of Satioanry, to the satisfaction of the Store Section, GGV.

14. GST etc: GST & Other charges must be clearly mentioned along with the quoted offer, whether to be paid extra or not. GGV shall pay the same as per prevailing government rules, if mentioned in the price bid. No taxes shall be paid if not mentioned in the bid and any correspondence in this regard shall be not entertained after the price bids are opened.

15. Unsealed quotations: Quotation must be sealed properly. Unsealed envelopes/ offers are liable to be rejected by GGV.

16. Offer after due date: GGV shall not be responsible for late postal delivery and any offer received after the due date shall be summarily rejected by GGV. Your Sealed offer must reach on or before the scheduled due date only by the speed/registered/ courier post. The selection of vendor will be on L1 basis for lowest price quoted in financial Bid by technically qualified bidder.

17. GGV has all the rights reserved to accept / reject any /all the quotation(s) and not to procure any/all the chemicals/consumables without assigning any reason(s) thereof in favour of the University.

18. Any firm which is not registered with GGV and wish to participate in this tender, then

the firm should get registered under the relevant category before the last date of submission of the bid. Any bid received from the firm who is not having a valid /live registration with GGV in the relevant clause, will be auto rejected and no correspondence in this regard shall be entertained by the University. For detail of the vender registration process, kindly visit to the university portal www.ggu.ac.in or contact Assistant Registrar Store for ant related information. E-Mail: arstore@ggu.ac.in PhoneNo.07752- 260381

19. Arbitration: Any dispute arising out of this agreement shall be settled through mutual discussion and consultations among the parties. In case the parties would not come under fruitful conclusion on the disputes, the matter shall be referred to the Sole Arbitrator by either party. The Sole Arbitrator shall be the representative nominated by the Vice Chancellor of Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.). The decision of the sole arbitrator shall be final and binding upon the parties to the disputes.

20. In case of any ambiguity /anything not contained in this document, GGV reserves the right to take discretionary decision without assigning any reason thereof and it will be binding on concerned/all bidders. The University also reserves the right to cancel/reject any bid due to any reason including human error in calculation incurred during process. The GGV shall be free to cancel the whole or part of tender without assigning any reason.

21. Court Jurisdiction: The University shall not be bound to give justification for any aspect of the selection process and the decision of the university shall be final and binding on all without any right of appeal. Further, in case of any dispute, any suite or legal proceedings against the university, the jurisdiction shall be restricted to the courts at Bilaspur, Chhattisgarh.

Name of the Tenderer:.....

Seal and Signature of Tenderer:

Date:

Name of the Firm/Company:

Schedule 1: List and Specification of items

S.No	Item	Quantity
1	Photocopy Paper (75 GSM)(Packets)	1800
2	Photocopy Paper (80 GSM)(Packets)	500
4	Hard Bounded Register 100 Page (Nos)	1000
5	Hard Bounded Register 200 Page	500
6	White Envelope (10 x 4.5)(Nos)	10000
7	File Pad (Corner with cloths) (Nos)	20000
8	File Tag Nylon Threaded (bunch)	2500
9	Stapler Big (Nos)	200
10	Stapler Small (Nos)	700
11	Stapler Pin Big (Nos)	750
12	Stapler Pin Small (Nos)	1200
13	Alpin T Size (Packed)	300
14	Big Scissors (Stainless steel/Rust Free) (Nos)	180
15	Gum Bottle (700 ml)(Nos)	400
16	Stamp pad Medium size (Nos)	250
17	Stamp ped ink (Nos)	250
18	White Chalk dustless (packets)	800
19	Colour Chalk dustless(packets)	400
20	Wood base Duster (Number)	400
21	Teri Cotton Basta Kapda (1 m x 1 m Sized)(Nos)	1700
22	Wooden base Woodpoker(Nos)	250
23	Whitener Pen (Luxor/equivalent) (Nos)	150
24	Transparent tap big (3 inch) (Nos)	250
25	Transparent tap small (2 inch)(Nos)	250
26	Brown Tap (3 inch)(Nos)	100
27	Permanent Marker (Luxor/Equivalent)(Nos)	250
28	Punching Machine Small dp 52 (Nos)	75
29	Punching Machine Big dp 600 (Nos)	75
30	Box File Excel(Alankar/Equivalent)(Nos)	300
31	Highlighter pen (Nos)	150
32	Fevicol (200 gram)	150
33	File Flag Three coloured (Nos)	150
34	Green Lase 24”(Bunch)	100
35	Water Spunj (Nos)	75
36	Pen (Red & Blue)	400

Signature and Seal Of Bidder

Annexure I**TECHNICAL INFORMATION OF THE TENDERER**

S.No	Desired Details <i>Attach all the documents in support(as applicable)</i>	Furnish details	Page Number in the tender Document
1.	Name of the Firm		
2.	Registered Office address Telephone No- Mobile No- E-mail id		
3.	Address for Correspondence		
4.	Details of Contact person (Name, designation, address etc.) Telephone No/Mobile No Mobile No- E-mail		
5.	Bank Account Number IFSC Code Bank Name		
6.	CA Certified copy of the Income tax return for financial year 2020-21		
7.	GST , TAN, PAN etc		
8.	Whether the firm has been blacklisted, debarred from any organization or any case for faulty supply has been registered against the firm (Kindly give an undertaking as above)		

Dated:.....

Signature of Tenderer.....

Name.....

Designation.....

Firm's seal.....

Signature and Seal Of Bidder

Annexure II(Financial Bid)

- i. Please quote rates for the Stationary items as per detail specifications given in schedule-1 of this tender, in the financial bid as given below.
- ii. Quoted rates should be inclusive of all as detailed in the terms and conditions of this tender.
- iii. The Cost of the Stationary items should be inclusive of transporting, forwarding, transit insurance, loading, unloading etc. However, the details of the rates included are to be submitted in a separate sheet for purpose of clarification (if required).
- iv. Bidder has to quote the Rate offered, GST and Name of the principle manufacturer etc.

S.No	Item	Quantity	Make	Rate per Unit	Total Amount	GST %
1	Photocopy Paper (75 GSM)(Packets)	1800				
2	Photocopy Paper (80 GSM)(Packets)	500				
4	Hard Bounded Register 100 Page (Nos)	1000				
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26	Brown Tap (3 inch)(Nos)	100				
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32	Fevicol (200 gram)	150				
33	File Flag Three coloured (Nos)	150				
34	Green Lase 24”(Bunch)	100				
35	Water Spunj (Nos)	75				
36	Pen (Red & Blue)	400				

Seal and Signature of Tenderer with date: