COLLEGE OF ENGINEERING AND TECHNOLOGY, TECHNO CAMPUS, GHATIKIA, PO: MAHALAXMIVIHAR, BHUBANESWAR-751029



TENDER CALL NOTICE NO. 1843 /CET, DATED 24/05/2016

TENDER DOCUMENT

FOR AWARD OF RATE CONTRACT FOR SUPPLY OF STATIONERY AND CONSUMABLE ITEMS

**OPEN TENDER NO. 1843/CET, DATED 24/05/2016**

**DOCUMENT CONTROL SHEET**

1. Open Tender No. : 1843/CET, DATED 24/05/2016

2. Name of the Organization : College of Engineering & Technology

3. Start date and time for view/ : 25.05.2016

 downloading of Tender Document

4. Last Date and Time for submission of Bid : 12.07.2016 upto 2:00 P.M.

 and Submission of EMD in Original.

5. Date and Time of opening of Technical Bid : 12.07.2016 at 4:00 P.M.

6. Address for Communication : PRINCIPAL, COLLEGE OF

 ENGINEERING AND TECHNLOGY,

 TECHNO CAMPUS, GHATIKIA,

 PO: MAHALAXMIVIHAR,

 BHUBANESWAR-751029

**1) SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDING:**

i) College of Engineering and Technology, Techno Campus, Ghatikia, Bhubaneswqr-751029 intends to enter into an Annual Rate Contract with reputed, well established and financially sound firms for supply of Stationery and Consumable Items.

ii) The contract is likely to commence from the date of award of contract and would continue for a period of one year. The period of contract may be curtailed / terminated before the contract period owing to deficiency in service or supply of substandard quality of materials. The college reserves the right to terminate the contract at any time after giving one week notice to the awardee firm.

iii) The intended firms are required to deposit an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand) only in shape of Demand Draft / Pay Order from any of the nationalized bank in favour of “Principal, College of Engineering and Technology, Bhubaneswar” payable at Bhubaneswar.

iv) The bidder shall quote the technical and financial bids separately only as per the format enclosed at Annexure-I & II respectively. Both the bids should be sealed in a third cover & it should reach the office of the Principal within the stipulated date through registered post/ speed post / courier only. No hand delivery will be received.

**2) TECHNICAL REQURMENT FOR THE TENDERING COMPANIES / FIRMS / ORGANISATIONS:**

 The tendering firm shall fulfill the following technical specifications.

i) The registered office on or of the branch office of the firm should be located in Bhubaneswar.

ii) It should be registered with the appropriate registering authorities.

iii) It should have at least 3 years experience in supply stationery and consumable to Govt. organizations / public sector companies / universities / colleges / departments / banks, etc.

iv) It should have its own Bank Account.

v) It should be registered with the Income TAX and VAT / Sales Tax authorities of the Government.

**3) TERMS AND CONDITIONS:**

i) Financial Bids of only those firms, who are technically qualified shall be evaluated.

ii) The contracting Firm shall not be allowed to transfer, assign, pledge on Sub-Contract it’s rights and liabilities under this contract to any other Company / Firm / Agency without prior written consent of the College.

iii) The contracting Firm will be bound by the details furnished by him/her to the College, while submitting the tender or at subsequent state. In case, any of such document furnished is found to be false at any state, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.

iv) Financial Bids of only those Firms, who are technically qualified shall be evaluated.

v) The College reserves right to terminate the contract during initial period also after giving a week’s notice to the Firm.

vi) The contracting Firm should be in a position to supply the stationery and consumable items mentioned in the list enclosed on short notice as and when required. It may be noted that the terms enter into Annual Rate contract are to be delivered at Room No. A-100, CET, Bhubaneswar.-751029.

vii) All expenses for sending the stationery/consumable items to this College should be borne by the Firm.

viii) The rate quoted shall remain same during the contract period and no request for any increase in the rates shall be entertained.

ix) The owner/firm should be available in his own telephone (office as well as residence) and also on mobile phone so that he may be contacted immediate in emergent cases. The Mobile Numbers may also be provided.

x) On their selection as L-1, the firm(s) will have to deposit samples in respect of each items for which they are selected as L-1. The sample deposited will be signed by the owner of the firm alongwith the acceptance letter of each terms and conditions stipulated by this Ministry. If it is found that the sample is not of standard quality, the item will not be purchased from the firm even if they are L-1.

 This College will not accept duplicate and substandard items or items not matching the samples/prescribed specifications.

xi) This College shall not be liable for any loss, damage, theft, burglary or rubbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.

x) Before award of contract, all original documents will be checked by the College and at that time, attested photo-copies are required to be furnished.

xiii) In the event of failure to accept the offer of contract or failure of submission of performance security deposit by the successful bidder for whatsoever reason(s), Earnest Money Deposit submitted by the bidding firm shall be forfeited.

Open Tender No. /CET; Dated

***Annexure-I***

**TECHNICAL BID**

For Annual Rate Contract for supply of Stationery and Consumable Items to the College of Engineering and Technology, Bhubaneswar-751029

1. Name of the Tendering Company/Firm/Agency:

(Attach the Certificate of Registration)

1. Name of the Director of Company/Active :

Partner of Firm/Authorised Agent/Proprietor

3) Full Address of Registered Office :

 Telephone No.:

 Mobile No.:

 E-mail ID:

4) Full Address of Operating/Branch Office :

 at Bhubaneswar

5) Banker of Company/Firm/Agency :

 Full Address

 (copy of bank statement for last three years)

6) Details of Earnest Money Deposit Rs. 20,000/- :

 D.D./Pay Order No. & Date

 Drawn on Bank

7) PNR/GIR No. :

(Copy attached)

8) TIN No. :

 (Copy attached)

9) VAT/Sales Tax Registration No. :

 (Copy attached)

10) Give details of Gross Income of the Firm as evident from the IT Returns for the

years 2012-13, 2013-14 and 2014-15.

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2012-13 | 2013-14 | 2014-15 |
| Gross Income |  |  |  |
|  |  |  |  |

11) Additional information, if any (Attach separate sheet, if required).

Signature of authorized person:

Full Name and Designation :

Seal:

Place:

Date:

***Annexure-II***

**FINANCIAL BID-I**

1) Name and Address of Company/ :

Firm/Agency (In capital letters.

2) Rate quoted for Stationery Items :

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Item/Qty** | **Unit** | **Rate / Unit** |
| 1 | A4 Xeroxpaper JK(Red) 75gsm (500Pcs) | Per packet |   |
| 2 | A3 Xerox paper JK 80 GSM | Per packet |   |
| 3 | Fly Leaf Printed with CET Logo | Per piece |   |
| 4 | File Board | Per piece |   |
| 5 | Note Sheets | Per piece |   |
| 6 | Marker Pen (Blue/Black/Red) Artline | Per piece |   |
| 7 | Marker Ink (Blue/Black/Red)Artline | Per piece |   |
| 8 | Permanent Marker Pen | Per piece |   |
| 9 | Binding Register (4No. Size) | Per piece |   |
| 10 | Binding Register (6No. Size) | Per piece |   |
| 11 | Binding Register (8No. Size) | Per piece |   |
| 12 | Binding Register (10No. Size) | Per piece |   |
| 13 | Binding Register (12No. Size) | Per piece |   |
| 14 | Binding Register (15No. Size) | Per piece |   |
| 15 | Binding Register (20No. Size) | Per piece |   |
| 16 | Binding Register (30No. Size) | Per piece |   |
| 17 | Binding Register (40No. Size) | Per piece |   |
| 18 | Alpin(Pkt) | Per piece |   |
| 19 | Alpin for Notice Board | Per piece |   |
| 20 | Alpin Box | Per piece |   |
| 21 | Gum (700 ml) | Per piece |   |
| 22 | Pen (Black) | Per piece |   |
| 23 | Pen(Red) | Per piece |   |
| 24 | Pencil | Per piece |   |
| 25 | Pencil Cutter | Per piece |   |
| 26 | Pencil Eraser | Per piece |   |
| 27 | Gems Clips (Pkt) | Per piece |   |
| 28 | Stapler (Big) | Per piece |   |
| 29 | Stapler (Small) | Per piece |   |
| 30 | Stapler Pin (Big) | Per piece |   |
| 31 | Stapler Pin (Small) | Per piece |   |
| 32 | Celo Tape (2") | Per piece |   |
| 33 | Celo Tape (1") | Per piece |   |
| 34 | Thread | Per piece |   |
| 35 | Rubber Band (Small) | Per piece |   |
| 36 | Rubber Band (Big) | Per piece |   |
| 37 | Envelop (12"X5") | Per piece |   |
| 38 | Envelop (10"X4") | Per piece |   |
| 39 | Envelop (11"X4") | Per piece |   |
| 40 | Envelop (15"X25") | Per piece |   |
| 41 | A4 Size Envelop | Per piece |   |
| 42 | Scissor(Medium) | Per piece |   |
| 43 | Dusting Cloth | Per piece |   |
| 44 | Sutuli | Per piece |   |
| 45 | Knife (Medium) | Per piece |   |
| 46 | Tag | Per piece |   |
| 47 | Scale (Steel Big)X1" | Per piece |   |
| 48 | Paper Weight | Per piece |   |
| 49 | Stamp Pad | Per piece |   |
| 50 | Stamp Pad Ink | Per piece |   |
| 51 | Calculator | Per piece |   |
| 52 | Eraser-White Fluid Pen | Per piece |   |
| 53 | Dak Pad | Per piece |   |
| 54 | Apsara dustless chalk | Per piece |   |
| 55 | Eraser Fluid (Whitener) | Per piece |   |
| 56 | Attendance Register (no-6) | Per piece |   |
| 57 | Stock Register (10No.) | Per piece |   |
| 58 | Stock Register (20No.) | Per piece |   |
| 59 | Issue Register (10No.) | Per piece |   |
| 60 | Diary Register | Per piece |   |
| 61 | Cash Book | Per piece |   |
| 62 | Guard File | Per piece |   |
| 63 | Duster :for White Board | Per piece |   |
| 64 | Duster :for Black Board | Per piece |   |
| 65 | Duster :for Green Board | Per piece |   |
| 66 | Chalk Duster (Dust free) | Per piece |   |
| 67 | Chalk (White/Color) | Per piece |   |
| 68 | Punching Machine (Double) | Per piece |   |
| 69 | Punching Machine (Single) | Per piece |   |
| 70 | Cover File | Per piece |   |
| 71 | Folder File | Per piece |   |
| 72 | Stamp Ink Pad | Per piece |   |
| 73 | Highlighter Pen | Per piece |   |
| 74 | Plastic Folder | Per piece |   |
| 75 | Paper Cutter | Per piece |   |
| 76 | Magnetic Duster | Per piece |   |
| 77 | Course File | Per piece |   |
| 78 | Small Binder Clip | Per piece |   |
| 79 | Fevi Stick | Per piece |   |
| 80 | Dust Bin | Per piece |   |
| 81 | Brush to Clean Compurer peripherials | Per piece |   |
| 82 | Room Freshner | Per piece |   |
| 83 | Collin | Per piece |   |
| 84 | White Paper (Quaries) | Per piece |   |
| 85 | Thermoflask | Per piece |   |
| 86 | Answer Sheet 10 pages 50GSM half print  | Per piece |   |
| 87 | Printer Cartridges 12A | Per piece |   |
| 88 | Printer Cartridges 53A | Per piece |   |
| 89 | Printer Cartridges 88A | Per piece |   |
| 90 | Printer Cartridges 78A | Per piece |   |
| 91 | Printer Cartridges 1106 | Per piece |   |
| 92 | Printer Cartridges 36A | Per piece |   |
| 93 | Printer Cartridges 80A | Per piece |   |
| 94 | Printer Cartridges 388A | Per piece |   |
| 95 | Printer CartridgesHP 1020 | Per piece |   |
| 96 | Printer CartridgesHP 1007 | Per piece |   |
| 97 | Richo MP 20001L Cartridges | Per piece |   |
| 98 | Richo SP 200 Cartridges | Per piece |   |
| 99 | Richo Tonner 4000B Cartridges | Per piece |   |
| 100 | Tonner (Different Cartridges) | Per piece |   |
| 101 | Pen Drive 8GB | Per piece |   |
| 102 | Pen Drive16GB | Per piece |   |
| 103 | Pen Drive32GB | Per piece |   |
| 104 | AAA Batteries | Per piece |   |
| 105 | Pencil Batteries | Per piece |   |
| 106 | DVD CMOS Battary | Per piece |   |
| 107 | Electrical Extension Cord | Per piece |   |
| 108 | Screw Driver Kit | Per piece |   |
| 109 | Godrej Lock 7 Leaver | Per piece |   |
| 110 | Cartridge Filling | Per piece |   |
| 111 | Finger Grip | Per piece |   |
| 112 | White Board cum Notice Board | Per piece |   |
| 113 | Wall Clock | Per piece |   |
| 114 | Thermos flask 1Lt. | Per piece |   |
| 115 | Glass for drinking water | Per piece |   |
| 116 | Towel | Per piece |   |
| 117 | Pen Stand | Per piece |   |
| 118 | Door Closure | Per piece |   |
| 119 | Phenyl bottle (1 ltr) | Per bottle |   |
| 120 | Lock (Godrej) 5 leaver | Per piece |   |

Date:

Place:

(Signature of authorized person)

Name:

Designation:

Seal of the Company/Firm/Agency