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**KAKATIYA UNIVERSITY**  
**WARANGAL-TELANGANA STATE-506 009**

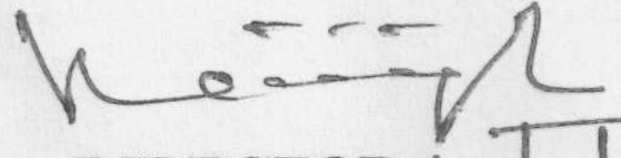
**TENDER NOTICE**

Tender No. 756/PC& Stores/KU/Warangal/2018, Date: 12-03-2018.

**Sealed Tenders from the registered firm under two –bid system are invited for the supply of Office Stationery 2018-19 & 2019-2020:**

S.No	Description	Quantity	Rate Rs. Ps.
1.	Office Stationery w.e.f. 01-04-2018 to 31-03-2020	See Annexure- II	See Annexure- II

Office Stationery items list is available in the Office of the Director, Publication Cell & Stores, Kakatiya University, Warangal from 12-03-2017 to 20-03-2018 between 11.00 a.m. and 4.00 p.m. on working days. Tender forms with by details can be downloaded from Kakatiya University website [www.kakatiya.ac.in](http://www.kakatiya.ac.in) Downloaded and filled in Tender Forms along with a D.D. for Rs.1,000/- (Rupees One thousand only) drawn in favour of the Registrar, Income Account, K.U., Warangal towards cost of tender form (non-refundable) should be submitted to the Director, Publication Cell & Stores, Kakatiya University, Warangal on or before : by 31-03-2018 by 4.00 p.m. by Registered Post.

  
**DIRECTOR** 12/3/18  
Publication Cell & Stores  
Director  
Publication Cell & Stores  
Kakatiya University  
WARANGAL-506 009 (T.S.)

Note: (i) Specifications of Diary and Calendars are given in Annexure –II  
(COMMERCIAL BID FORM).



**KAKATIYA UNIVERSITY  
WARANGAL -TELANGANA STATE-506009**

Tender No. 756 /PC & Stores/KU/2018

Dated: 12-03-2018

Subject: Tender Notification for the supply of Office Stationery-Reg.

Eligible Bidders/Suppliers are requested to submit their competitive bid in sealed covers under TWO BID SYSTEM for the items detailed in the Annexure-I & II by fulfilling all the terms and conditions .

1. Tender form cost : *Rs.1,000/- (Rupees One thousand Only)  
(Non-Refundable)*
2. Closing date & time : *31-03-2018 (4.00 P.M.)*  
(for receiving duly filled in Tenders) :
3. Submission of Tender : *Sealed Tenders under two - bid systems should be submitted superscribing thereon bidders name and Tender No. and name of the item and must be submitted at the following address reach by Regd. post before the bid closing time and date i.e., 31 -03-2018 by 4.00 p.m..*

*The Director  
Publication Cell & Stores  
Kakatiya University  
Warangal-506 009 (T.S)*

4. Opening of Technical & Commercial bid : *31-03-2018 at 5.00 P.M. at the Office of the Controller of Examinations , KU.*

**(II) Technical Conditions:**

1. Only registered firms are permitted to quote against the requirements. Tenders from dealers or other agencies are not accepted.
2. The firms should have the requisite domain expertise with regard to supply of the items.
3. The firm functioning should be situated in India.
4. All the firms should strictly stick to the quality & brand items.
5. Tenders should contain in GST No. of the firm.
6. In case of any deviation from the quality and supply of the above in stipulated date



EMD will not be refunded.

7. All the firms should give an undertaking accepting the above conditions at the time of issuing final orders.
8. The firm should have been in existence at least for last three years i.e., w.e.f. 01.01.2014 (document proof is to be attached).
9. The University has the right to reject any tender without assigning any reasons thereof

**(II). GENERAL CONDITIONS:**

10. Bid shall be submitted in two parts viz., Technical Bid Form (Annexure-I) & Commercial Bid Form (Annexure-II).
  - a) Technical Bid shall contain Documents such as (1) EMD (2) Copies of Registration Certificates (3) GST/CST Registration Certificate (4) Detailed Profile of the firm.
  - b) Commercial Bid form shall containing only price details (including payment terms & conditions) to be filled in Tender schedule (Annexure-II) issued by the University.

**IMPORTANT NOTE:**

Technical Bid and Commercial Bid shall be placed in two separate sealed covers, After acceptance of Technical Bid, then only Commercial Bid will be opened. If any firm places Technical Bid and Commercial Bid in one cover or in a single folder or submits the Bids in any fashion other than the one prescribed by the University, they will be rejected. Bid selection will be based on technical evaluation of the firm, product and price.

11. The firm shall enter into an agreement committing the supply of material in time.
12. The rates once agreed are not negotiable throughout the entire period of the contract i.e., 2018-2019 & 2019-2020..
13. Tenders received after the bid closing date/time shall not be considered.

The tenders reached beyond that time will be summerly rejected. The University is not responsible for any postal delay.

- a. Late and delayed tenders shall not be accepted.
- b. Telex/Tele fax/E-Mail tenders shall not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by Post/Couriers.
14. No unsolicited correspondence shall be entertained.



15. Earnest Money Deposit (EMD) Rs. 25,000/- in the form of D.D. drawn in favour of the Registrar, Kakatiya University, Warangal (for Office Stationery )
16. Payment will be made only after successful fulfillment of order with assured quality.

**17. Liquidated Damages:**

Timely completion of the job is the essence of the Contract. In case of failure to supply within the time specified in the Purchase Order, penalty @ 0.5% of the total value per week or part there of shall be levied upto two weeks from the date stipulated time in the purchase order. After this period, the purchase order will stand cancelled and the firms EMD will be forfeited and also they will be forbidden to participate in further bids issued by Kakatiya University.

18. Any Tender submitted contain incorrect statement and incomplete information will be rejected.

**19. Arbitration:**

All disputes or differences whatsoever arising between the parties relation to the contract shall be settled by arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Hyderabad. The appointment of Arbitrator will be made by the Vice-Chancellor, Kakatiya University.

Date: \_\_\_\_\_

**Signature**  
**(By Authorized Person with Official Seal)**



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**KAKATIYA UNIVERSITY  
WARANGAL-TELANGANA STATE-506 009**

**ANNEXURE-I**

**TECHNICAL BID FORM**

**Tender No ~~756~~ /PC& Stores/KU/Warangal/2018, Date: 12-03-2018.**

Name of the Firm :

Firm-Address :

Correspondent Address :

Name of the contact person :

Telephone No.(s) :

Year of Establishment :

The following information has to be filled along with the evidence  
(Copies have to be attached)

Tender Form Cost : Rs.1, 000/-, D.D.No \_\_\_\_\_ Date: \_\_\_\_\_  
(from Nationalized Bank only)

Bank Name & Amount :

**1. EARNEST MONEY DEPOSIT FOR Office Stationery -2018-19 2019-2020.**  
(From Nationalized Banks Only)

D.D. Number :

D.D. Amount : Rs.25, 000/- (Rupees Twenty five only)

D.D. Drawn Date :

Bank Name :

Branch Name :

GST/CST/Registration No. :

PAN No./Income Tax A/c No. :

:



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Recent supply Orders received from Government / Universities

I hereby declare that the above particulars mentioned are true to the best of my knowledge.

**Date:** \_\_\_\_\_

**Signature**  
**(By Authorized Person with Official Seal)**

Note: Wherever required, information can be furnished in a separate sheet duly attested.  
Documents to be enclosed.



**KAKATIYA UNIVERSITY  
WARANGAL-TELANGANA STATE-506 009**

**ANNEXURE-II**

**COMMERCIAL BID FORM**

**Tender No. 756/PC & Stores/KU/Warangal/2018, Date: 12-03-2018**

S. No	Description	Quantity	Rate	
			Rs.	Ps.
1.	Office Stationery - i.e, from 1-4-2018 to 31-03-2020. Office Stationery items list is appended			
2.	Delivery to the Director, Publication Cell & Stores, K.U. Warangal. (The price shall include freight, forward and delivery charges etc., )			

Date: \_\_\_\_\_

**Signature**  
**(By Authorized Person with Official Seal)**



## STATIONERY ITEMS

Sl.No	Particulars	Quantity	Rate
1	Alpin Boxes (Lion Pins) (100 Gms)	Per each	
2	Air Fresheners	Per each	
3	J K Copier A3 size (500 sheets)	Per each	
4	J K Copier A4 Size (500 sheets)	Per each	
5	Legal size J.K (500 sheets) F/S	Per each	
6	OHP sheets (100)	Per Box	
7	J K Copier Letter size (500 sheets)	Per bundle	
8	Adhesive tape 1 inch Transparent / Brown	Per each	
9	Brown sheets (craft) 22.8 60 GSM	Per ream	
10	Brown sheets (craft) 27.5 70 GSM	Per ream	
11	Brown sheets (craft) 31.6 80 GSM	Per ream	
12	Ball pens (wooden two side open) big	Per each	
13	Ball pens (wood one side open) small	Per each	
14	Ball Pens (Uni ball) blue	Per each	
15	Ball Pens (Uni ball) black	Per each	
16	Ball Pens (Uni ball) red	Per each	
17	Ball Pens (Uni ball) green	Per each	
18	Ball Pens Refills (small)	Per each	
19	Ball Pens Refills (Big)	Per each	
20	Brown covers 18 x 14 size	Per 100	
21	Brown covers 16 x 14 size	Per 100	
22	Brown covers 12 x 10 size	Per 100	
23	Brown covers 10 x 8 size	Per 100	
24	Brooms (Coconut)	Per each	
25	Brooms (soft)	Per each	
26	Brooms (Long stick)	Per each	
27	Bucket 10 liters Plastic Chetan	Per each	
28	Blazer cloth	Per meter	
29	Sine cloth	Per meter	
30	Correcting Fluid (Red) Kores	Per each	



31	Cello Pointec Gel Pens Blue	Per each	
32	Cello Pointec Gel Pens Black	Per each	
33	Cello Pointec Gel Pens Red	Per each	
34	Cello Pointec Gel Pens Green	Per each	
35	Flair Super Glitter Pen Red	Per each	
36	Cello Techno Tip Pen Blue	Per each	
37	Cello Techno Tip Pen Black	Per each	
38	Cello Techno Tip Pen Red	Per each	
39	Cello Techno Tip Pen Green	Per each	
40	Calculator CT -500 (citizen)with 99 check facility	Per each	
41	Carbon Boxes (Kores 503)	Per each	
42	Carbon Boxes Pencil Kores	Per each	
43	Cellophance Tape	Per each	
44	Cellophance Tape 1	Per each	
45	Cellophance Tape 1 ½	Per each	
46	Cellophance Tape 2	Per each	
47	Cellophance Tape 3	Per each	
48	Cup Saucers (Lavopala) Best Quality 6+6	Per each	
49	Cups (Ordinary)	Per each	
50	Cloth covers – 18 x 14 size (thick)	Per 100	
51	Cloth covers – 16 x 12 size (thick)	Per 100	
52	Cloth covers – 12 x 10 size (thick	Per 100	
53	Cloth covers – 10 x 8 size (thick)	Per 100	
54	Cloth covers – A4 Size (thick)	Per 100	
55	Cloth covers – 18 x 14 size (Ordinary)	Per 100	
56	Cloth covers – 16 x 12 size (Ordinary)	Per 100	
57	Cloth covers – 12 x 9 size (Ordinary)	Per 100	
58	Cloth covers – 12 x 10 size (Ordinary)	Per 100	
59	Cloth covers – 10 x 8 size (Ordinary)	Per 100	
60	Cloth Covers – A4 size (Ordinary) 0x12	Per 100	
61	Candles – (Small) 3”	Per each	
62	Candles – (Medium) 12”	Per each	
63	Candles – (Big)14”	Per each	



64	Closed Files (Nayagara)	Per each	
65	Closed Files boards – Deluxe – (Gupta)	Per each	
66	Calling Bells – (Electrical – Remote)	Per each	
67	Calling Bells – Table	Per each	
68	Table Calendar	Per each	
69	Charging Lights (premier) Small size	Per each	
70	Charging Lights (premier) Big size	Per each	
71	Cooler Perfume Bottle	Per each	
72	Duplicating Paper AAA	Per each	
73	Duplicating Bundle Blue Copier Paper	Per each	
74	Duplicating Bundle Yellow Copier Paper	Per each	
75	Duplicating Bundle Pink Copier Paper	Per each	
76	Duplicating Bundle Gree Copier Paper	Per each	
77	Duplicating Ink Tubes (Kores)	Per each	
78	Date Stamps	Per each	
79	Decolum Tea – Trays	Per each	
80	Dettol (500ml)	Per each	
81	Doormat	Per each	
82	Envelops 6 x 4 size craft	Per 100	
83	Envelops 9 x 4 size craft	Per 100	
84	Envelops 10 x 4 (Manila) craft	Per 100	
85	Envelops 10 x 4 (white) Maplitho craft	Per 100	
86	Envelops 9 x 5 (white) Maplitho	Per 100	
87	Envelops (window type) 9 x 4 white	Per 100	
88	Envelops (window type) 10 x 4 white	Per 100	
89	Envelops 18 x 14 (craft)	Per 100	
90	Envelops 16 x 12 size (Craft)	Per 100	
91	Envelops 12 x 9 size (Craft)	Per 100	
92	Envelops 11 x 5 size (Craft)	Per 100	
93	Envelops 10 x 8 size (craft)	Per 100	
94	Engagement Pads (Yearly)	Per each	
95	Era – Zex (Kores)	Per each	
96	Executive Bond Paper (A4 size White ) 500 sheets	Per bundle	



97	Executive Bond Paper (FS size White ) 500 sheets	Per bundle	
98	Executive Bond Paper (A4 size Colour ) 500 sheets	Per bundle	
99	Executive Bond Paper (FS size Colour) 500 sheets	Per bundle	
100	Electrical Calling Bells	Per each	
101	Erasers Koreas Cam line Natraj	Per each	
102	Fevi stick	Per each	
103	Flask (Eagle) 10 cups Milton	Per each	
104	Film Box (Transparent Sheets) 100	Per each	
105	File Boards (Deluxe)	Per each	
106	File Boards (Special Quality)	Per each	
107	File Boards (Thick with KU Name & Emblem)	Per 100	
108	File Boards (Thick Quality)	Per 100	
109	File Tags (1) 8 Bundles in each	Per bundle	
110	File Tags (1) 9 Bundles in each 10"	Per bundle	
111	File Tags (1) 10 Bundles in each 8"	Per bundle	
112	File Tags 12 Bundles in each 12	Per bundle	
113	Fax Roles (30 meters) Cano Fax	Per each	
114	Florescent stickers sheets	Per 100	
115	Foot rest mats (coir) Best quality feet	Per each	
116	Foot rest (Plastic)	Per each	
117	Fluorescent Marker Pens	Per each	
118	Gum Bottle (700 ml) Camel Yellow	Per each	
119	Gum Bottle (150ml) Camel Yellow	Per each	
120	Gum Bottle (700 ml) Camel White	Per each	
121	Gum Bottle (150 ml) Camel white	Per each	
122	Gem clips – Plastic quoted ZEN	Per each	
123	Glasses (Good quality ) water	Per each	
124	Knife	Per each	
125	Locks (sheel) Big –7levers with3 keys70 MM	Per each	
126	Locks (sheel) small – 5 levers with 2 keys	Per each	
127	Locks (sheel) Medium –6 Levers with 3 keys	Per each	
128	Locks (Godrej) Big – 6 Levers with 2 Keys	Per each	
129	Locks (Godrej) small-5 Levers with 2 Keys	Per each	



130	Locks (Godrej) 7 Levers 2 Keys	Per each	
131	Marking Pens (Reynolds) all colours	Per each	
132	Numbering Machines (made in Japan)	Per each	
133	Numbering Machines china Gate Wall	Per each	
134	Numbering Ink (25 ml (kores) Red	Per each	
135	Numbering Ink (25 ml (Kores) Black 60	Per each	
136	Napthalene Balls – (Big)	Per each	
137	Name Plates (Angle)	Per each	
138	Napkins	Per each	
139	Perfumes (Aircooler)	Per each	
140	Paper cutter	Per each	
141	Pencils (HB Flora)	Per each	
142	Pencils (Natraj-Big)	Per each	
143	Plastic Scales (camel) thick quality	Per each	
144	Pin cushions (Magnet)	Per each	
145	Pencil Eraser (Natraj-Big) kores/ Camlin	Per each	
146	Pencil Sharpners kores / Camlin	Per each	
147	Pen Pencils	Per each	
148	Paper Weights (Glass) Big	Per each	
149	Paper Weights (Plastic) Big	Per each	
150	Paper Weights (Rubber) Big	Per each	
151	Plastic trays (office use) Chatan	Per each	
152	Plastic water Jugs (Big) chatan	Per each	
153	Plastic water Mugs	Per each	
154	Plastic File Folders 12 leaves (Deluxe)	Per each	
155	Plastic File Folders 2 Leaves (Deluxe)	Per each	
156	Plastic Suthili	Per each	
157	Plastic Plates	Per each	
158	Punching Machine (kangaroo)	Per each	
159	Paper cutter (steel) Big	Per each	
160	Pen stand (Plaza)	Per each	
161	Pen stand (Plaza Date)	Per each	
162	Plastic clips	Per each	



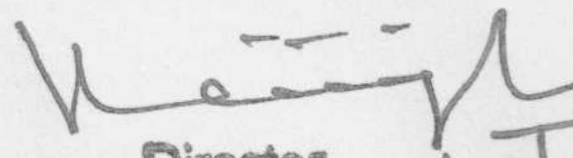
163	Plastic Buckets	Per each	
164	Plastic Basket (small) for Tea	Per each	
165	Paper gum tape 1 inch (for seal/Brown)	Per each	
166	Paper gum tape 2 inch (for seal/Brown)	Per each	
167	Paper gum tape 3 inch (for seal/Brown)	Per each	
168	PVC Tape (1) Tragnament/Brown	Per each	
169	PVC Tape (2) Tragnament/Brown	Per each	
170	PVC Tape (3) Tragnament/Brown	Per each	
171	Pen Torch cells	Per each	
172	Peal and Seal Covers 9 x 4 size	Per each	
173	Peal and Seal Covers 10 x 4 size	Per each	
174	Peal and seal Covers 11 x 5 size	Per each	
175	Registers 100 page (Lepakshi Deluxe)	Per each	
176	Registers 200 page (Lepakshi Deluxe)	Per each	
177	Registers 300 page (Lepakshi Deluxe)	Per each	
178	Registers 400 page (Lepakshi Deluxe)	Per each	
179	Ring file Boards – Deluxe	Per each	
180	Rubber Band 6' (Per packet)	Per KG	
181	Rubber Band 4' (Per Packet)	Per KG	
182	Red & Blue Pencils (Natraj)	Per each	
183	Red & Blue Pencils (POLO)	Per each	
184	Rolled Paper	Per each	
185	Rotary Ink	Per each	
186	Rubbers	Per each	
187	Radium Paper Sheet	Per each	
188	Stamp Pad Ink 25 ml	Per each	
189	Stamp Pad (small ) Ashoka	Per each	
190	Stamp Pad (Medium size) Ashoka	Per each	
191	Stamp Pad (Big) Ashoka	Per each	
192	Sketch Pens (Luxor) Blue/ Pik	Per each	
193	Sketch Pens (Luxor) Black/ Pik	Per each	
194	Sketch Pens (Luxor) Green / Pik	Per each	
195	Sketch Pens (Luxor) Red /Pik	Per each	



196	Stapler (Small) Max Original	Per each	
197	Stapler (small) Kangaroo	Per each	
198	Stapler (Big) Kangaroo 24/6	Per each	
199	Stapler (Big) Jumbo Kangaroo 24/6	Per each	
200	Stapler Pins (Small)	Per each	
201	Stapler Pins (Big)	Per each	
202	Sealing Wax Boxes (Ashoka)	Per Box	
203	Stencils (Kores)	Per Box	
204	Scissors (New Shear Wilson)	Per each	
205	Stack Files	Per each	
206	Type Ribbons (Black) Kores	Per each	
207	Towels (Turkey) Big	Per each	
208	Towels (Turkey) Big with K.U Printing	Per each	
209	Towels (Turkey) Small	Per each	
210	Towels (Turkey) Medium	Per each	
211	Touchen with Plastic Handle	Per each	
212	Twine thread Box (16 in each)	Per each	
213	3-in-oil Bottle for type machine/singer	Per each	
214	Torch Cells (Big) Red Eveready	Per each	
215	Torch Cells (Small) Red Eveready	Per each	
216	Vim Powder	1 Kg	
217	Nirma	1 Kg	
218	Writing pads 24 x 16 Decolum	Per each	
219	Writing pads 24 x 16 Card Board	Per each	
220	Writing pads 24 x 16 Ordinary	Per each	
221	White paper(sirpur) 7.7kg ¼ size (500 sheets)	Per bundle	
222	Water paper Baskets (plastic) Chetan	Per each	
223	Water Cushion	Per each	
224	Water Tumblers (Glass Best Quality)	Per each	
225	Wall clocks	Per each	
226	Water jugs 1 Litre	Per each	
227	Xerox paper (A4) Power, Image (500 sheets)	Per bundle	
228	Xerox Paper (JS) Power, Image (500 sheets)	Per bundle	



229	Xerox Toners NPG 20 CANON	Per each	
230	Xerox Toners NPG 21 CANON	Per each	
231	Xerox Toners 5212 MODI	Per each	
232	80 column computer paper (single part) (500 sheets)	Per bundle	
233	80 column computer paper (one + one) (500 sheets )	Per bundle	
234	132 column computer paper (single part) (500 sheets)	Per bundle	
235	132 column computer paper (one + one ) (500 sheets )	Per bundle	
236	10 x 12 x 1 size computer paper (70GS) (500 sheets)	Per bundle	
237	Shallows Medium	Per each	
238	Shallows Big with K.U. Print	Per each	
239	Tea Crates (6inBox)	6 pees	
240	White Cloth Ordinary	Per each	
241	White Cloth SPL	Per each	
242	Steel Flask ½ Liters	Per each	
243	Steel Flask 1 Liters	Per each	
244	Bell All Pins Box	Per each	
245	Push Pins Box	Per each	

  
 Director 12/3/2018  
 Publication Cell & Stores  
 Kakatiya University  
 WARANGAL-506 009 (T.S.)