

**KAKATIYA UNIVERSITY: WARANGAL  
TENDER NOTICE**

No.169 /PC&S/ KU/2019

Dated: 8 - 03-2019

Sealed tenders under two-bid system (Technical & Commercial bid) are invited from the interested vendors/Suppliers for supply of Office Stationery items of Best Quality. Full details will be available at [www.kakatiya.ac.in](http://www.kakatiya.ac.in). Last date to reach sealed tenders is 16-03-2019 by 5.00 p. m to the Director, Publication Cell & Stores, KU Wgl.

  
D.V. M. NARASIMHA RAO

**DIRECTOR**  
Publication Cell & Stores  
KAKATIYA UNIVERSITY

**KAKATIYA UNIVERSITY**  
**WARANGAL-TELANGANA -506 009**  
**SHORT TENDER NOTICE**  
**(for advertisement)**

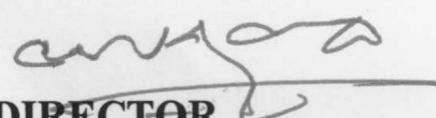
**Tender No. 174/PC & Stores/KU/Wgl/2019**

**Date: 8 -03-2019**

**Sealed Tenders from the registered firms under two-bid system (Technical & Commercial bid) are invited for the supply of Office Stationery for 2019-2020 financial year.**

<b>Sl.No.</b>	<b>Description</b>	<b>Stationery items</b>
<b>1.</b>	<b>Office Stationery for 2019-2020 financial year.</b>	<b>See Annexure-II Quote price for each item</b>

Office Stationery items list is available at the KU website and also @ the Office of the Director, Publication Cell & Stores, Kakatiya University, Warangal. Tender forms can be downloaded from Kakatiya University website [www.kakatiya.ac.in](http://www.kakatiya.ac.in). Downloaded and filled-in sealed Tender Forms, along with a D.D. for Rs. 1,000/- (Rupees One thousand only) drawn in favour of the Registrar, Income Account, KU, Warangal towards cost of tender form (non-refundable), should reach to the Director, Publication Cell & Stores, Kakatiya University, Warangal on or before 16-03-2019 by 5.00 p. m. The sealed covers received after due date will not be accepted.

  
**DIRECTOR**  
**Publication Cell & Stores**

Note: Specification of Stationery items are given in Annexure-II  
**(COMMERICAL BID FORM)**

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

Tender No. 176 /PC & Stores/KU/2019

Dated: 8 -03 -2019

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

(I) Eligible Bidders/Suppliers are requested to submit their competitive bid in sealed covers under TWO BID SYSTEM ( Technical bid & Commercial bid) 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 : *16-03-2019 (5.00 P.M.)*  
(for receiving duly filled in Tenders) :
3. Submission of Tender : *Sealed Tenders under two - bid  
systems(Technical bid and Commercial bid)  
should be submitted superscribing there on  
bidders name and Tender No. and name of  
the item and must reach at the following  
address before the bid closing time and date  
i.e., 16-03-2019by 5.00 p.m.*

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

4. Opening of Technical bid : *18-03-2019 at 3.00 p.m. at the Office of the  
Controller of Examination , KU.*

(II) **Technical Conditions:**

1. Only registered firms with commercial tax Department and GST registration (GOI) certificate holders are permitted to quote against the requirements.
2. The firm should have Trade/business license issued by the department concerned.
3. The firms should have the requisite domain expertise with regard to supply of the items for proof previous supply orders may be enclosed.
4. All the firms should strictly stick to the quality & brand items.
4. Selected firm should submit bills with GST number printed..
5. In case of any deviation from the quality and supply of items, the EMD will not be refunded.

6. Selected firm should give an undertaking accepting the above conditions at the time of issuing final orders.
7. The University has the right to reject any tender without assigning any reasons thereof.

### **III GENERAL CONDITIONS:**

- a) Bid shall be submitted in two covers separately viz., Technical Bid Form (Annexure-I) & Commercial Bid Form (Annexure-II).
- b) Technical Bid shall contain Documents such as (1) Cost of Tender form (2) EMD (3) Copies of Trade/Business license (4) GST/CST Registration Certificate (5) Detailed Profile of the firm (6) Copies of earlier supply orders.
- c) Commercial Bid form shall contain only price details of items (including payment terms & conditions) to be filled in Tender schedule (Annexure-II) issued by the University.

### **IV. IMPORTANT NOTE:**

- a) 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 and other conditions as the Committee decides..
- b) The firm shall enter into an agreement committing the supply of material in time.
- c) The rates once agreed are not negotiable throughout the entire period of the contract i.e., 2019-2020 financial year.
- d) Tenders received after the bid closing date/time shall not be considered.
- e) The tenders reach beyond the scheduled time will be summarily rejected.
- f) Late and delayed tenders shall not be accepted.
- g) Telex/Tele fax/E-Mail tenders shall not be accepted.
- h) No unsolicited correspondence shall be entertained.
- i) Earnest Money Deposit (EMD) Rs. 50,000/- in the form of D.D. drawn in favour of the Registrar, Kakatiya University, Warangal.
- j) Payment will be made only after successful fulfillment of order with assured Quality and on submission of bills with GST number printed.

**(V). Liquidated Damages:**

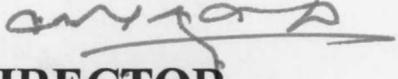
Timely completion of the job is the essence of the Contract. In case of failure to supply within the time specified in the Purchase Order, penalty @ 0.5% of the total value per week or part there of shall be levied upto two weeks from the date stipulated time in the purchase order. After this period, 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.

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

**(VI) 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: 8.3.19

  
**DIRECTOR**

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

**Annexure-I  
TECHNICAL BID FORM**

Tender No. 177 /PC & Stores/KU/Warangal/2019

Dated 8 - 03-2019

1.	Name of the Firm	
2.	Firm-Address	
3.	correspondence Address	
4.	Name of the Proprietor	
5.	Telephone No. (s)	
6.	Year of Establishment	
7.	Tender Form Cost (from Nationalized Bank Only) Bank Name, Amount, DD No.	:Rs.1,000/- (in the form of DD)
8.	EARNEST MONEY DEPOSIT FOR Office Stationery items 2019-2020 financial year.(from Nationalized Banks Only)	
i)	D.D. Number	
ii)	D.D. Amount & Date	
iii)	Bank Name & Branch Name	
9.	GST/CST/Registration No.	
10.	PAN No./Income Tax A/c No.	
11.	Commercial Tax Dept. Registration Details	
12.	Trades/Business license details	
	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: Enclose documentary evidences for proof along with earlier supply order.

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

**COMMERICAL BID FORM**

Tender No. / PC & Stores/KU/Warangal/2019

Dated & - 03-2019

<b>S.No</b>	<b>Description</b>	<b>Stationery items</b>
1.	Office Stationery for 2019-2020 financial year.	See Annexure- II Quote price for each item. The price include freight, forward and delivery charges etc.
2.	Submit to the Director, Publication Cell & Stores, KU, Wgl.	

**Date:**

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

**Annexure –II**  
**Stationery items:**

Sl. No	Particulars	Quantity	Quoted Rate
1	Adhesive tape 1 inch Transparent / Brown	Per each	
2	Alpin Boxes (Lion Pins) (100 Gms)	Per each	
3	Ball pens (Montex) Blue, Red and Black	Per each	
4	Ball pens (wooden two side open) big	Per each	
5	Ball Pens Refills (Big)	Per each	
6	Ball Pens Refills (small)	Per each	
7	Bell All Pins Box	Per each	
8	Blazer cloth	Per each	
9	Brooms (Coconut)	Per each	
10	Brooms (Long stick)	Per each	
11	Brooms (soft)	Per each	
12	Brown covers (10 x 8) size thick	Per 100	
13	Brown covers (12 x 10) size thick	Per 100	
14	Brown covers (16 x 12) size thick	Per 100	
15	Brown covers (18 x 14) size thick	Per 100	
16	Brown sheets (craft) 22.8 60 GSM	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
17	Brown sheets (craft) 27.5 70 GSM	Per each	
18	Brown sheets (craft) 31.6 80 GSM	Per each	
19	Plastic Bucket 10 litres (Chetan)	Per each	
20	Calculator CT -500 (citizen) with 99 check facility	Per each	
21	Calling Bells – (Electrical – Remote)	Per each	
22	Calling Bells – Table	Per each	
23	Candles – (Big)14”	Per each	
24	Candles – (Medium) 12”	Per each	
25	Candles – (Small) 3”	Per each	
26	Carbon Boxes (Kores 503)	Per each	
27	Carbon Boxes Pencil Kores	Per each	
28	Cello Pointec Gel Pens Black	Per each	
29	Cello Pointec Gel Pens Blue	Per each	
30	Cello Pointec Gel Pens Green	Per each	
31	Cello Pointec Gel Pens Red	Per each	
32	Cello Techno Tip Pen Black	Per each	
33	Cello Techno Tip Pen Blue	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
34	Cello Techno Tip Pen Green	Per each	
35	Cello Techno Tip Pen Red	Per each	
36	Cellophance Tape	Per each	
37	Cellophance Tape 3"	Per each	
38	Cellophance Tape 2"	Per each	
39	Cellophance Tape 1"	Per each	
40	Cellophance Tape 1 1/2"	Per each	
41	Closed Files (Nayagara)	Per each	
42	Closed Files boards – Deluxe – (Gupta)	Per each	
43	Cloth covers – 10 x 8 size (Ordinary)	Per each	
44	Cloth covers – 10 x 8 size (thick)	Per each	
45	Cloth covers – 12 x 10 size (Ordinary)	Per each	
46	Cloth covers – 12 x 10 size (thick)	Per each	
47	Cloth covers – 12 x 9 size (Ordinary)	Per each	
48	Cloth covers – 16 x 12 size (Ordinary)	Per each	
49	Cloth covers – 16 x 12 size (thick)	Per each	
50	Cloth covers – 18 x 14 size (Ordinary)	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
51	Cloth covers – 18 x 14 size (thick)	Per each	
52	Cloth Covers – A4 size (Ordinary) 0x12	Per each	
53	Cloth covers – A4 Size (thick)	Per each	
54	Computer CD Box (100 in Box)	Per each	
55	Correcting Fluid (Red) Kores	Per each	
56	Date Stamps	Per each	
57	Tea plastic trays	Per each	
58	Dettol (500ml)	Per each	
59	Doormat plastic	Per each	
60	Duplicating Bundle Blue Copier Paper	Per each	
61	Duplicating Bundle Green Copier Paper	Per each	
62	Duplicating Bundle Pink Copier Paper	Per each	
63	Duplicating Bundle Yellow Copier Paper	Per each	
64	Duplicating Ink Tubes (Kores)	Per each	
65	Duplicating Paper AAA	Per each	
66	Electrical Calling Bells	Per each	
67	Envelops (window type) 10 x 4 white	Per 100	

Sl. No	Particulars	Quantity	Quoted Rate
68	Envelops (window type) 9 x 4 white	Per 100	
69	Envelops 10 x 4 (Manila) craft	Per 100	
70	Envelops 10 x 4 (white) Maplitho craft	Per 100	
71	Envelops 10 x 8 size (craft)	Per 100	
72	Envelops 11 x 5 size (Craft)	Per 100	
73	Envelops 12 x 9 size (Craft)	Per 100	
74	Envelops 16 x 12 size (Craft)	Per 100	
75	Envelops 18 x 14 (craft)	Per 100	
76	Envelops 6 x 4 size craft	Per 100	
77	Envelops 9 x 4 size craft	Per 100	
78	Envelops 9 x 5 (white) Maplitho	Per 100	
79	Era – Zex (Kores)	Per each	
80	Erasers Koreas Cam line/ Natraj	Per each	
81	Executive Bond Paper (A4 size Colour ) 500 sheets	Per each	
82	Executive Bond Paper (A4 size White ) 500 sheets	Per each	
83	Executive Bond Paper (FS size Colour) 500 sheets	Per each	
84	Executive Bond Paper (FS size White ) 500 sheets	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
85	Fax Roles (30 meters) Cano Fax	Per each	
86	Camlin gum stick – 8 grams	Per each	
87	File Boards (Deluxe)	Per each	
88	File Boards (Special Quality)	Per each	
89	File Boards (Thick Quality)	Per each	
90	File Boards (Thick with KU Name & Emblem)	Per each	
91	File Tags (1) 10 Bundles in each 8"	Per each	
92	File Tags (1) 8 Bundles in each	Per each	
93	File Tags (1) 9 Bundles in each 10"	Per each	
94	File Tags 12 Bundles in each 12	Per each	
95	Film Box (Transparent Sheets) 100	Per each	
96	Flair Super Glitter Pen Red	Per each	
97	Flask 10 cups Milton/Eagle	Per each	
98	Florescent stickers sheets	Per each	
99	Fluorescent Marker Pens	Per each	
100	Foot rest (Plastic)	Per each	
101	Foot rest mats (coir) Best quality feet	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
102	Gem clips – Plastic quoted ZEN	Per each	
103	Glasses (Good quality ) water	Per each	
104	Gum Bottle (150 ml) Camel white	Per each	
105	Gum Bottle (150ml) Camel Yellow	Per each	
106	Gum Bottle (700 ml) Camel White	Per each	
107	Gum Bottle (700 ml) Camel Yellow	Per each	
108	J K Copier A3 size (500 sheets)	Per each	
109	J K Copier A4 Size (500 sheets)	Per each	
110	J K Copier Letter size (500 sheets)	Per each	
111	Knife small	Per each	
112	Legal size J.K (500 sheets) F/S	Per each	
113	Locks (Godrej) 7 Levers 2 Keys	Per each	
114	Locks (Godrej) Big – 6 Levers with 2 Keys	Per each	
115	Locks (Godrej) small-5 Levers with 2 Keys	Per each	
116	Locks (sheel) Big –7levers with3 keys70 MM	Per each	
117	Locks (sheel) Medium –6 Levers with 3 keys	Per each	
118	Locks (sheel) small – 5 levers with 2 keys	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
119	Marking Pens (Reynolds) all colours	Per each	
120	Name Plates (Angle)	Per each	
121	Napthalene Balls – (Big)	Per each	
122	Nirma washing powder surf ½ kg	Per each	
123	Numbering Ink (25 ml (Kores) Black 60	Per each	
124	Numbering Ink (25 ml (kores) Red	Per each	
125	Numbering Machines china Gate Wall	Per each	
126	Numbering Machines (made in Japan)	Per each	
127	OHP sheets (100)	Per each	
128	Paper cutter	Per each	
129	Paper cutter (steel) Big	Per each	
130	Paper gum tape 1 inch (for seal/Brown)	Per each	
131	Paper gum tape 2 inch (for seal/Brown)	Per each	
132	Paper gum tape 3 inch (for seal/Brown)	Per each	
133	Paper Weights (Glass) Big	Per each	
134	Paper Weights (Plastic) Big	Per each	
135	Paper Weights (Rubber) Big	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
136	Peal and Seal Covers 10 x 4 size	Per each	
137	Peal and seal Covers 11 x 5 size	Per each	
138	Peal and Seal Covers 9 x 4 size	Per each	
139	Pen drives 4/ 8/16/32 GB	Per each	Hp/SanDisk/ Transcend
140	Pen Pencils	Per each	
141	Pen Torch cells	Per each	
142	Pencil Eraser (Natraj-Big) kores/ Camlin	Per each	
143	Pencil Sharpners kores / Camlin	Per each	
144	Pencils (Apsara)	Per each	
145	Pencils (Natraj-Big)	Per each	
146	Pin cushions (Magnet)	Per each	
147	Plastic Basket (small) for Tea	Per each	
148	Plastic clips	Per each	
149	Plastic File Folders 12 leaves (Deluxe)	Per each	
150	Plastic File Folders 2 Leaves (Deluxe)	Per each	
151	Plastic Scales (camel) thick quality	Per each	
152	Plastic Suthili	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
153	Plastic trays (office use) Chatan	Per each	
154	Plastic water Jugs (Big) chatan	Per each	
155	Plastic water Mugs	Per each	
156	Printer Cartidges – Laser Jet 1000 series	Per each	
157	Printer Cartidges – Laser Jet 1010 series	Per each	
158	Punching Machine (kangaroo)	Per each	
159	Push Pins Box	Per each	
160	PVC Tape (1) Tragnament/Brown	Per each	
161	PVC Tape (2) Tragnament/Brown	Per each	
162	PVC Tape (3) Tragnament/Brown	Per each	
163	Radium Paper Sheet	Per each	
164	Red & Blue Pencils (Natraj)	Per each	
165	Red & Blue Pencils (POLO)	Per each	
166	Registers 100 page (Lepakshi Deluxe)	Per each	
167	Registers 200 page (Lepakshi Deluxe)	Per each	
168	Registers 300 page (Lepakshi Deluxe)	Per each	
169	Registers 400 page (Lepakshi Deluxe)	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
170	Ring file Boards – Deluxe	Per each	
171	Rolled Paper	Per each	
172	Rotary Ink	Per each	
173	Rubber Band 4' (Per Packet)	Per each	
174	Rubber Band 6' (Per packet)	Per each	
175	Scissors (New Shear Wilson)	Per each	
176	Sealing Wax Boxes (Ashoka)	Per each	
177	Sine cloth	Per each	
178	Sketch Pens (Luxor) Black/ Pik	Per each	
179	Sketch Pens (Luxor) Blue/ Pik	Per each	
180	Sketch Pens (Luxor) Green / Pik	Per each	
181	Sketch Pens (Luxor) Red /Pik	Per each	
182	Stack Files	Per each	
183	Stamp Pad (Big) Ashoka	Per each	
184	Stamp Pad (Medium size) Ashoka	Per each	
185	Stamp Pad (small ) Ashoka	Per each	
186	Stamp Pad Ink 25 ml	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
187	Stapler (Big) Jumbo Kangaroo 24/6	Per each	
188	Stapler (Big) Kangaroo 24/6	Per each	
189	Stapler (small) Kangaroo	Per each	
190	Stapler (Small) Max Original	Per each	
191	Stapler Pins (Big)	Per each	
192	Stapler Pins (Small)	Per each	
193	Steel Flask ½ Liters Milton	Per each	
194	Steel Flask 1 Liters Milton	Per each	
195	Stencils (Kores)	Per each	
196	Tea Crates (6inBox)	Per each	
197	Torch Cells (Big)	Per each	Quote two /three companies
198	Torch Cells (Small)	Per each	
199	Touchen with Plastic Handle	Per each	
200	Twine thread Box (16 in each)	Per each	
201	Uniball Pens black	Per each	
202	Uniball Pens blue	Per each	
203	Uniball Pens green	Per each	

Sl. No	Particulars	Quantity	Quoted Rate
204	Uniball Pens Red	Per each	
205	Vim Powder ½ kg	Per each	
206	Water bottels	Per each	Quote two / three companies
207	Water Cans	Per each	
208	Water Cushion	Per each	
209	Water jugs 1 Litre	Per each	
210	Water paper Baskets (plastic) Chetan	Per each	
211	Water Tumblers (Glass Best Quality)	Per each	
212	White Cloth Ordinary	Per each	
213	White Cloth SPL	Per each	
214	White paper(sirpur) 7.7kg ¼ size (500 sheets)	Per each	
215	Writing pads 24 x 16 Card Board	Per each	
216	Writing pads 24 x 16 Decolum	Per each	
217	Writing pads 24 x 16 Ordinary	Per each	
218	10 x 12 x 1 size computer paper (70GS) (500 sheets)	Per each	
219	80 column computer paper (one + one) (500 sheets )	Per each	
220	80 column computer paper (single part) (500 sheets)	Per each	