

KAKATIYA UNIVERSITY: WARANGAL

TENDER NOTICE FOR OFFICE STATIONERY

No.010 / PS&ePROC / KU/2022

Dated: 05 - 05-2022

Sealed tenders under two-bid system (Technical & Commercial bid) are invited from the registered firms for supply of **Office Stationery items** of best quality. For details visit www.kakatiya.ac.in Last date to reach sealed tenders is **16/05/2022 by 5.00 p. m** to the Director, Publication, Stores & e-Procurement Cell, KU Wgl.



DIRECTOR

Publication, Stores & e-Procurement Cell
KAKATIYA UNIVERSITY, WARANGAL

KAKATIYA UNIVERSITY
WARANGAL-TELANGANA -506 009
TENDER NOTICE

No. 010 / PS&ePROC / KU/Wgl/ 2022

Dated: 05 - 05-2022

Sealed Tenders from the registered firms under two-bid system (Technical & Commercial bid) are invited for the supply of best quality Office Stationery for 2022-2023 financial year.

Sl.No.	Description	Stationery items
1.	Office Stationery for 2022-2023 financial year.	See Annexure-II (Quote price for each item)

Office Stationery items list is available at the KU website and also @ the Office of the Director, Publication, Stores & e-Procurement Cell, Kakatiya University, Warangal. Tender forms can be downloaded from University website (www.kakatiya.ac.in)

Downloaded and filled-in Forms, along with the Online Payment of Rs. 1,000/- (Rupees One thousand only) in favour of Registrar, Income Account, A/c No. 52026911837, IFSC : SBIN0020262 towards the tender processing (non-refundable), should reach to the Director, Publication, Stores & e-Procurement Cell, Kakatiya University, Warangal on or before 16/05/2022 by 5.00 p. m.


DIRECTOR

Publication, Stores & e-Procurement Cell

- Note: 1. Annexure – I (TECHNICAL BID FORM)
2. Specification of Stationery items are given in Annexure-II (COMMERICAL BID FORM)

KAKATIYA UNIVERSITY
WARANGAL -TELANGANA STATE-506009

Tender No. 010 / PS&ePROC / KU/Wgl/ 2022

Dated: 05 - 05-2022

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

- I.** Registered Firms are requested to submit their competitive bid in sealed covers under TWO BID SYSTEM (Technical bid Annexure I & Commercial bid Annexure II) for the items detailed in the Annexure-II by fulfilling all the terms and conditions stated in Annexure - I.

1. Tender Processing Fee : **Rs.1,000/- (Rupees One thousand only)**
(Non-Refundable) online payment
A/c No 52026911837 IFSC : SBIN0020262
2. EMD : **Rs. 50,000/- (Rupees Fifty thousand only)**
(Refundable to Unsuccessful Bidders) in the
form of Demand Draft (D.D) drawn in
favour of Registrar Income Account
A/c No 52026911837
IFSC: SBIN0020262
3. Closing date & time : **16/05/2022 (5.00 P.M.)**
(for receiving duly filled in Tenders) :
4. 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 /05/2022 by 5.00 p.m.

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

II . Technical Conditions:

1. The Firm should have GST Certificate & PAN on its firm name.
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.
5. 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) Tender Processing Fee (2) EMD (3) Copies of Trade/Business license (4) GST Registration Certificate and PAN card on its firm name (5) Detailed Profile of the firm (6) Copies of earlier supply orders (7) Self certification stating that the Firm is not blacklisted in any Department/ Organizations .
- c) Commercial Bid form shall contain only price details of items to be filled in Tender schedule (Annexure-II) issued by the University. Clearly indicate whether the quoted price is Including/Excluding GST.
- d) First Technical Bids covers will be opened and evaluated. The Commercial Bids of Firms who stand eligible in Technical Bids will only 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.
- e) The rates once agreed are not negotiable throughout the entire period of the contract i.e., 2022-2023 financial year under whatever circumstances i.e., market rises / fluctuations.
- f) Tenders received after the bid closing date/time shall not be considered.
- g) No unsolicited correspondence shall be entertained.
- h) Earnest Money Deposit (EMD) Rs. 50,000/- in the form of D.D. drawn in favour of the Registrar Income Account , Kakatiya University, Warangal. EMD will be refunded to unsuccessful bidders only.
- i) Payment will be made only after successful fulfillment of order with assured Quality and on submission of bills with GST number printed.
- j) If the successful firm delivers the goods in time with quality on agreed/ quoted prices during the year, the tender may be extended for another year at the same prices subject to the approval of the authority.

(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 up to 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 contains 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: 5/5/2022


DIRECTOR

KAKATIYA UNIVERSITY
WARANGAL-TELANGANA STATE -506009

Annexure – I

TECHNICAL BID FORM

Tender No. 010 /PS&ePROC / KU/2022

Dated: 05 - 05-2022

1.	Name of the Firm	
2.	Correspondence Address	
3.	Name of the Proprietor (s)	
4.	Telephone No.(s)	
5.	Year of Establishment	
6.	Tender Processing fee (Payment to be done through online, to the Registrar Income Account A/c No 52026911837, IFSC : SBIN0020262.	Rs. 1,000/- Enclose online receipt
7.	EARNEST MONEY DEPOSIT FOR Office Stationery items for 2022-2023 financial year. (from Nationalized Banks Only)	
i)	D . D Number & Date	
ii)	D.D Amount	Rs.50,000/-
iii)	Bank Name & Branch Name	
8.	GST	
9.	PAN No.	
10.	Trades/ Business License details	
I hereby declare that the above particulars mentioned are true to the best of my knowledge		

Signature

**Commercial Bid
(Annexure –II)**

Stationery Items:

Sl. No	Particulars	Quote the Rates as details given below	Rates to be Quoted Here
01.	Alpin Boxes (Lion Pins) (100 Gms)	Per each	
02.	Ball pens (Montex) Blue, Red and Black	Per each	
03.	Bell All Pins Box	Per each	
04.	Brooms (Coconut)	Per each	
05.	Brooms (Long stick)	Per each	
06.	Brooms (soft)	Per each	
07.	Brown covers (10 x 8) size thick	Per 100	
08.	Brown covers (12 x 10) size thick	Per 100	
09.	Brown covers (16 x 12) size thick	Per 100	
10.	Brown covers (18 x 14) size thick	Per 100	
11.	Brown sheet (craft) 60 GSM Reem	Per Reem	
12.	Brown sheet (craft) 70 GSM Reem	Per Reem	
13.	Brown sheet (craft) 80 GSM Reem	Per Reem	
14.	Plastic Bucket 10 litres (Chetan)	Per each	
15.	Plastic Bucket 10 litres (Cello)	Per each	
16.	B2B A4 Size Paper Bundles	Per each	
17.	Calculator CT -500 (citizen)	Per each	
18.	Calculator (Casio)	Per each	
19.	Camlin gum stick (Small)	Per each	
20.	Camlin gum stick (Medium)	Per each	
21.	Camlin gum stick (Big)	Per each	
22.	Calling Bells - (Electrical - Remote) Branded	Per each	

23.	Candles – (Big)14"	Per each	
24.	Carbon Boxes (Kores 503)	Per each	
25.	Cells for Watch (AA)	Per each	
26.	Cells for Remote (AAA)	Per each	
27.	Closed Files boards – Deluxe	Per each	
28.	Cloth covers – 10 x 8 size (Ordinary)	Per 100	
29.	Cloth covers – 10 x 8 size (thick)	Per 100	
30.	Cloth covers – 12 x 10 size (Ordinary)	Per 100	
31.	Cloth covers – 12 x 10 size (thick)	Per 100	
32.	Cloth covers – 12 x 9 size (Ordinary)	Per 100	
33.	Cloth covers – 16 x 12 size (Ordinary)	Per 100	
34.	Cloth covers – 16 x 12 size (thick)	Per 100	
35.	Cloth covers – 18 x 14 size (Ordinary)	Per 100	
36.	Cloth covers – 18 x 14 size (thick)	Per 100	
37.	Cloth Covers – A4 size (Ordinary) 0x12	Per 100	
38.	Cloth covers – A4 Size (thick)	Per 100	
39.	Correcting Fluid (Red) Kores	Per each	
40.	Dettol (500ml)	Per each	
41.	Duplicating Bundle Blue Copier Paper	Per each	
42.	Duplicating Bundle Green Copier Paper	Per each	
43.	Duplicating Bundle Pink Copier Paper	Per each	
44.	Duplicating Bundle Yellow Copier Paper	Per each	
45.	Envelops 10 x 4 white	Per 100	
46.	Envelops 9 x 4 white	Per 100	
47.	Envelops 11 x 5 size (Brown)	Per 100	
48.	Envelops 12 x 10 size (Brown)	Per 100	
49.	Envelops 16 x 12 size (Brown)	Per 100	
50.	Envelops 18 x 14 (Brown)	Per 100	

51.	Envelops 9 x 4 size (Brown)	Per 100	
52.	Executive Bond Paper (A4 size White) 500 sheets	Per each	
53.	Executive Bond Paper (FS size White) 500 sheets	Per each	
54.	Fevi sticks (Small)	Per each	
55.	Fevi sticks (Medium)	Per each	
56.	Fevi sticks (Big)	Per each	
57.	Fevicol Tubes (200 ML)	Per each	
58.	Fevicol Tubes (500 ML)	Per each	
59.	File Boards (Medium Quality)	Per each	
60.	File Boards Thick Quality (with KU Name & Emblem)	Per each	
61.	File Tags 10"	Per each	
62.	Flask ½ Litre & 1 Litre (Milton)	Per each	
63.	Flask ½ Litre & 1 Litre (Eagle)	Per each	
64.	Florescent stickers sheets(A4 size Colour sheets)	Per each	
65.	Marker Pens	Per each	
66.	Gem clips – Plastic quoted	Per each	
67.	Gum Bottle (150 ml) Camel white	Per each	
68.	Gum Bottle (150ml) Camel Yellow	Per each	
69.	Gum Bottle (700 ml) Camel White	Per each	
70.	Gum Bottle (700 ml) Camel Yellow	Per each	
71.	J K Copier A4 Size (500 sheets) 75 GSM	Per each	
72.	J K Copier Legal size (500 sheets) 75 GSM	Per each	
73.	Locks (Small) 7 Levers with 3 Keys (Godrej)	Per each	
74.	Locks (Small) 7 Levers with 3 Keys (Sheel)	Per each	
75.	Locks Medium –6 Levers with 3 keys (Godrej)	Per each	
76.	Locks Medium –6 Levers with 3 keys (Sheel)	Per each	
77.	Locks (Big) 6 Levers with 3 Keys (Godrej)	Per each	
78.	Locks (Big) 6 Levers with 3 Keys (Sheel)	Per each	

79.	L- Folders with KU Printing	Per each	
80.	Permanent markers	Per each	
81.	Napkins (Turkey)	Per each	
82.	Naphthalene Balls – (Big)	Per each	
83.	Nirma washing powder surf ½ kg	Per each	
84.	Note Books (Ruled)100 Pages Nirmala (Champion)	Per each	
85.	Note Books (Ruled)100 Pages Nirmala (Winner)	Per each	
86.	Note Books (Ruled)100 Pages (Classmate)	Per each	
87.	Note Books (Plane) 200 Pages Nirmala (Champion)	Per each	
88.	Note Books (Plane) 200 Pages Nirmala (Winner)	Per each	
89.	Note Books (Plane) 200 Pages (Classmate)	Per each	
90.	Numbering Ink (25 ml (Kores) Black 60	Per each	
91.	Numbering Ink (25 ml (kores) Red	Per each	
92.	Paper cutter (Small)	Per each	
93.	Paper cutter (steel) Big	Per each	
94.	Paper gum tape 2 inch (for seal/Brown)	Per each	
95.	Paper gum tape 3 inch (for seal/Brown)	Per each	
96.	Paper Weights (Plastic) Big	Per each	
97.	Paper Weights (Rubber) Big	Per each	
98.	Pen drives 16/32/64 GB (Branded) SanDisk/HP	Per each	
99.	Pens Gel (Black, Blue, Violet, Peacock Blue)	Per each	
100.	Pencil Eraser (Natraj-Big) kores	Per each	
101.	Pencil Sharpeners kores/ Natraj	Per each	
102.	Pencils (Apsara)	Per each	
103.	Pencils (Natraj)	Per each	
104.	Pin cushions (Magnet)	Per each	
105.	Plastic Basket (small) for Tea	Per each	
106.	Plastic clips	Per each	

107.	Plastic Scales (Natraj) thick quality	Per each	
108.	Plastic Scales (camel) thick quality	Per each	
109.	Plastic Suthili	Per each	
110.	Plastic trays (office use) Chetan	Per each	
111.	Plastic water Jugs (Big) Chetan (1 Litre)	Per each	
112.	Plastic water Mugs	Per each	
113.	Punching Machine (kangaroo)	Per each	
114.	Push Pins Box	Per each	
115.	PVC Tape (1) Tragnament/Brown	Per each	
116.	PVC Tape (2) Tragnament/Brown	Per each	
117.	PVC Tape (3) Tragnament/Brown	Per each	
118.	Red (Audit) Pencils (Natraj)	Per each	
119.	Registers 100 page Ruled	Per each	
120.	Registers 200 page Ruled	Per each	
121.	Registers 300 page Ruled	Per each	
122.	Registers 400 page Ruled	Per each	
123.	Ring file Boards – Deluxe (Box file)	Per each	
124.	Rubber Band 4" (Per Packet)	Per each	
125.	Rubber Band 6" (Per packet)	Per each	
126.	Savlon 500 Ml	Per each	
127.	Shawls with KU Printing and Embroidery (Good Quality)	Per each	
128.	Scissors (Wilson)	Per each	
129.	Sealing Wax Boxes (Ashoka)	Per each	
130.	Sketch Pens Black/ Pik	Per each	
131.	Sketch Pens Blue/ Pik	Per each	
132.	Sketch Pens Green / Pik	Per each	
133.	Sketch Pens Red /Pik	Per each	
134.	Spike/Extension Box 5 socket (Goldmedal)	Per each	

135.	Spike/Extension Box 5 socket (V Guard)	Per each	
136.	Stamp Pad (Big) Camel	Per each	
137.	Stamp Pad (Big) Ashoka	Per each	
138.	Stamp Pad (Medium size) Camel	Per each	
139.	Stamp Pad (Medium size) Ashoka	Per each	
140.	Stamp Pad (Small) Ashoka	Per each	
141.	Stamp Pad (Small) Camel	Per each	
142.	Stamp Pad Ink (Ashoka) 25 ml	Per each	
143.	Stapler (Big) with handle Kangaroo 24/6	Per each	
144.	Stapler (Big) Kangaroo 24/6	Per each	
145.	Stapler (small) Kangaroo	Per each	
146.	Stapler Pins (Big) Kangaro	Per each	
147.	Stapler Pins (Small)	Per each	
148.	Surf Excel washing powder surf ½ kg	Per each	
149.	Turkey Towel with KU Printing (for Office Chairs)	Per each	
150.	Turkey Towel with KU Printing (for Cars)	Per each	
151.	Tea plastic trays (Small, Medium and Big)	Per each	
152.	Touchen with Plastic Handle	Per each	
153.	Uniball Pens green	Per each	
154.	Vim Powder ½ kg	Per each	
155.	Wall Clock (for Office)medium any 2 Brand	Per each	
156.	Water bottles Big (Milton)	Per each	
157.	Water bottles Big (Cello)	Per each	
158.	Water Cans (20 Litres)	Per each	
159.	Water Cushions	Per each	
160.	Dust Bins (plastic) Chetan	Per each	
161.	Sine Cloth (Pedda Panna)	Per Metter	
162.	Sine Cloth (Chinna Panna)	Per Metter	