

AMBEDKAR UNIVERSITY DELHI

TENDER DOCUMENT

FOR

SUPPLY OF STATIONERY AND OTHER ITEMS TO

AMBEDKAR UNIVERSITY DELHI

ON RATE CONTRACT BASIS



No. AUD/1-10/2014-15/Sty RC /

13 January, 2015

To,

Subject: Notice Inviting Tender for bid for supplying Stationery and other items to Ambedkar University Delhi on rate contract basis

Ambedkar University Delhi (AUD) invites sealed quotations from competent & reputed manufacturers/ authorized distributors/ dealers for supplying Stationery and other items on rate contract basis. Technical & Financial bids are required to be submitted in separate sealed covers addressed to the Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 so as to reach us on or before 05-02-2015 up to 3.00 pm, duly super scribing the work i.e. **“Technical Bid for supplying Stationery and other items to Ambedkar University Delhi on rate contract basis”** and **“Financial Bid for supplying Stationery and other items to Ambedkar University Delhi on rate contract basis”** on top of the cover.

Tenderers should read the tender document carefully as enclosed and comply strictly with the terms and conditions before sending their bids.

Deputy Registrar (Admin)

Copy forwarded for information to:-

- 1- Registrar, Ambedkar University Delhi
- 2- Controller of Finance, Ambedkar University Delhi

GENERAL TERMS & CONDITIONS

1. Sealed tenders are invited under two bid system viz. Technical Bid and Financial Bid from manufacturers/ authorized distributors/ dealers for supply of Stationery and other items to Ambedkar University Delhi (AUD) on rate contract basis.
2. A sum of **Rs 30,000/- (Rupees thirty thousand only)** will be submitted by the bidder as earnest money along with the bid in the form of Demand Draft drawn in favour of Registrar, Ambedkar University Delhi, payable at Delhi.
3. The technical bids will be opened on 05-02-2015 at 1600 hrs and evaluated by the empowered Committee. Financial Bids of technically qualified bidders only will be opened at a later date for further evaluation and ranking before awarding the contract.
4. The Ambedkar University Delhi reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/Corrigendum if any will be uploaded onto website of Ambedkar University Delhi only. The decision of AUD, in this regard, shall be final and binding on all.
5. The tender document can be downloaded from the website of Ambedkar University Delhi i.e. www.aud.ac.in Bidders are requested to go through the instructions to the bidders and terms & conditions contained in the bid document. There is no tender fee nor is any fee required to be paid at the time of submission of the bids.

INSTRUCTIONS TO THE BIDDERS

1. Definitions

- (i) "The Purchaser" means the Ambedkar University Delhi.
- (ii) "The bidder" means the individual or firm who participates in this tender and submits bid.
- (iii) "The supplier" means the individual or firm supplying the goods under the contract.
- (iv) "The contract price" means the price payable to the supplier under the Purchase order for the full and proper performance of its contractual obligation.

2. Bid documents

- a. The bid documents consists of the following –
 - (i) Notice inviting tender
 - (ii) Instructions to the bidder

(iii) Terms and conditions of the tender

(iv) Technical bid format

(v) Financial bid format (price schedule)

b. The bidder(s) is/ are expected to examine all instructions, forms and terms & conditions contained in the bid document. Failure to furnish all information required as per the bid document may result in rejection of the bid.

3. Documents / Certificates

The bidders are required to submit technical bid enclosing photocopies of following documents (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily rejected and will not be considered any further:

(a) Registration Certificate as per existing norms (indicating the legal status – company/ partnership firm/ proprietorship concern, etc.)

(b) Copy of CST/VAT/TIN Registration Certificates;

(c) Copy of PAN Card;

(d) Copies of Income Tax Return filed for last three financial years;

(e) Copies of audited A/c Statements i.e. Balance sheets and Profit & Loss A/c for last three financial years;

(f) Copy of valid certificate of registration with DGS&D specifying the technical details of the product /item and price under rate contract agreement with DGS&D; (if any)

(g) Proof of experience in supplying to Government Departments (Copies of two Purchase Orders received from University/ Govt. depts. / PSUs during each of the last three years should be enclosed);

(h) Declaration regarding blacklisting or otherwise. (Annexure-I).

4. Clarification on Bid Documents

a. A prospective bidder requiring any clarification on the Bid Documents may notify the Ambedkar University Delhi in writing or by e-mail at the mailing address or Email address registrar@aud.ac.in. Such requests for clarifications should be sent not later than seven days prior to original or extended deadline for submission of the bids. Explanation of the query but without identifying the source of the inquiry will be

uploaded on to AUD website www.aud.ac.in for the benefit of all the prospective bidders.

b. Any clarification issued by the Purchaser in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to amendment of relevant clauses of the bid document.

5. Amendment of Bid Documents

a. At any time prior to the dead line for submission of bids, the Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the Bid Documents by amendment. The amendment will be uploaded on to AUD website www.aud.ac.in for the benefit of all the prospective bidders.

b. In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, the Registrar, AUD may, at his discretion, extend the deadline for the submission of bids.

6. Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

7. Minimum eligibility criteria

Bidder(s) should

a. be an Indian company/ firm engaged in supply of Stationery and other items in bulk in Delhi/NCR and having its Office (head office/ regional/ Branch Office) in Delhi/NCR.

b. have minimum three years of experience of supplying Stationery and other items on rate contract basis in bulk to the Universities/ Departments/Ministries of the Government of India/ PSUs/ renowned private institutions (Copies of two Purchase Orders received from Govt. depts. / PSUs/ renowned private institutions during each of the last three years should be enclosed).

c. have minimum Turnover of Rs. 20 lakh per year during each of the last three years (valid and certified proof has to be attached).

d. not have been blacklisted by the Universities/ Depts/ Ministries of the Govt. of India/ PSUs/ renowned private institutions (declaration has to be submitted in the specified format given at annexure-1). However, it is informed that mere fulfillment of

minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.

8. Preparation of Bids

a. Documents comprising the bid - The bids prepared by the bidder shall comprise of (i) technical bid and (ii) the financial bid.

b. The technical bid should be sealed in a **separate cover** and super scribed "**technical bid for supplying Stationery and other items to Ambedkar University Delhi on rate contract basis**". All the information/ documents sought should be provided with the technical bid. It should also have the EMD draft.

c. The financial bid should be sealed in a **separate cover** and super scribed "**Financial bid for supplying Stationery and other items to Ambedkar University Delhi on rate contract basis**". The financial bid shall specify the rates / prices in the format shown in the financial bid/price schedule.

N.B. All the documents submitted in the bid must be legible and **self attested**. Otherwise the bid is likely to be rejected.

9. Bid Prices

a. The rates/ prices should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT, packing, forwarding, etc., as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.

b. Only one price should be quoted for each item. If more than one price is quoted under different options, the lowest rate quoted by him will be valid and considered for evaluation.

c. Rates/ should be valid for one year from the date of signing of the agreement. However, in case of decrease in prices, the benefit shall be passed on to the Purchaser.

d. Prices should be quoted FoD basis (Free delivery at AUD).

10. Bid Security/ Earnest Money Deposit (EMD)

a. A sum of **Rs 30,000/- (Rupees thirty thousand only)** will be submitted by the bidder as earnest money along with the bid in the form of Demand Draft drawn in favour of Registrar, Ambedkar University Delhi, payable at Delhi.

b. EMD shall remain valid for a period of 45 days beyond the final validity period of bids (120 days).

- c. A bid received without Bid security/ EMD for lesser amount shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened.
- d. The Bid security of the unsuccessful bidder will be discharged / returned to them after finalization and award of the contract without any interest.
- e. The bid security may be forfeited:
 - (i) If a bidder withdraws his bid during period of bid validity specified in the bid document.
 - (ii) In the case of successful bidder, if the bidder fails to sign the contract or furnish the performance security within the specified time in the document.

11.Period of validity of bids

The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

12.Preparation and Submission of bids

- a. The bid shall be typed or printed. All pages of the bid document shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.
- b. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
- c. Envelope No.1 shall contain all the information and documents in the same serial order as shown in the technical bid. It shall also contain the bid security/EMD.
- d. Envelope No. 2 shall contain the rates / prices of the items duly filled in the respective columns (Financial bid/ schedule of rates) duly signed and stamped. The bidder must fill up quoted price against each item in the spaces provided.

N.B. Price should not be indicated in any of the documents enclosed in envelope 1.

- e. The bidders may be asked to submit samples of the Stationery and other items for which rates are quoted any time before finalization of the contract. The samples will be returned after selection of the supplier.
- f. Bids received after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.

13.Modification and withdrawal of bids

- a. The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of the bids.
- b. No bid shall be modified subsequent to the deadline for submission of bids.

14. Bid Opening and Evaluation

Bid Opening

- a. Envelop No.1 containing the technical bid along with EMD shall be opened on the due date by an empowered Committee nominated for this purpose.
- b. The empowered Committee shall examine/ evaluate the technical bids to determine whether they (i) fulfill the eligibility criteria, (ii) submitted the requisite documents (iii) meet the terms and conditions specified (iv) complied with all the instructions contained therein etc.
- c. The financial bids of technically qualified bidders only will be recommended for opening and consideration by the empowered Committee.
- d. Envelop No.2 containing the Financial bid/ Price bid of bidders, whose technical bid is found to be generally in order and substantially responsive shall be opened at a subsequent date (after completion of the analysis of the technical bids and recommendations thereof) to be intimated in advance to such eligible bidders.
- e. Any effort by the bidder to influence the Purchaser in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidder's bid.

15. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing/ e-mail/ Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.

16. Determination of Eligibility & Responsiveness

- a. The empowered Committee will determine whether the bid is substantially responsive to the requirements of the Bid documents.

b. A bid, which in relation to the cost estimates of the empowered Committee is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non responsive.

c. Bidders shall note that no preference of any nature will be given to any Bidder notwithstanding any custom, usage or instructions to the contrary.

17. Award of Contract

Award Criteria

The contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated bid (subject to approval of the item samples by the empowered committee) provided further the bidder has the capability and resources effectively to carry out the contract works.

18. Right to accept / reject any or all Bids

Ambedkar University Delhi reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

19. Signing of Agreement

a. Upon the receipt of the notification of award by the successful bidder, the successful bidder shall fill the Agreement in accordance with form of Agreement included in the Bid Document and submit the same to the Registrar, AUD within a week of the date of receipt of notification of award.

b. The Registrar, AUD shall return the draft duly approved within fifteen days from the receipt of the draft and the successful bidder shall get the same engrossed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost within two weeks from the receipt of the approved draft.

20. Compliance

a. Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the Purchaser or call for new bids.

- b. Purchaser reserves the right to disqualify the supplier for a suitable period who habitually failed to supply the item in time. Further, the suppliers whose items do not perform satisfactorily may also be disqualified for a suitable period as decided by the Purchaser.
- c. Purchaser reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

TERMS AND CONDITIONS OF THE RATE CONTRACT

1. Application

The general conditions shall apply in contracts made by the Purchaser for the procurement of Goods.

2. Standards

- a. The goods supplied under this contract shall conform to the standards prescribed/ specifications mentioned there against the goods in the financial bid.
- b. The bidder should furnish the full specification of the goods such as weight, dimensions, unit, length, colour/ shade, make/ brand etc. offered in the tender. No change shall be permitted after opening of bids.

3. Performance Security Deposit (PSD)

- a. PSD @ 5% of order value of the contract will have to be made within 10 days of receipt of the communication of the selection of the bid.
- b. PSD shall be in the form of Demand Draft or Bank Guarantee from a Nationalized Bank in favour of Registrar, Ambedkar University Delhi.
- c. The PSD should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the supplier including warranty/guarantee obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security.
- d. PSD can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.

4. Liquidated Damages

Should the supplier fail to deliver the store or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5% of the value of

the delayed supply with reference to the delivery date given in the Purchase Order up to 7 days and thereafter at the rate of one percent (1.0%) of the value of the delayed supply for each week of delay or part thereof.

5. Force Majeure

a. If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such nonperformance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive.

b. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

6. Termination for Default

a. The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part ,if

- I. the supplier fails to deliver any or all the goods/items within the time period(s) specified in the P.O., or any extension thereof granted by the purchaser;
- II. the supplier fails to perform any other obligation(s) under the Contract; and
- III. the supplier, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.

b. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the supplier shall be liable to the Purchaser for any excess cost for such similar goods. However, the supplier shall continue the performance of the contract to the extent not terminated.

7. Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the supplier, without compensation to the supplier. If the supplier becomes bankrupt or otherwise insolvent, as declared by the competent court, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

8. Set Off

Any sum of money due and payable to the supplier (including Performance Security Deposit refundable to him) under this contract may be appropriated by the purchaser or the Ambedkar University Delhi or any other person(s) contracting through the Purchaser and set off the same against any claim of the Purchaser or AUD or such other person or person(s) for payment of sum of money arising out to this contract or under any other contract made by the supplier with the Purchaser or AUD or such other person(s) contracting through the AUD.

9. Settlement of Disputes

All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi- 110 006; The venue of arbitration shall be DELHI. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996.

10. Mode of Payment

- a. Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the AUD. Payment will be made direct to the supplier through A/c payee cheque only.
- b. No request for other mode of payment will be entertained. No advance payment will be made in any case.

11. Agreement

The selected bidder should sign an agreement with the Ambedkar University Delhi (AUD) as per the specimen (Annexure -4)

12. Purchaser's Rights

- a. AUD reserves the right to accept/ reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.
- b. AUD reserves the right to award the contract to more than one Bidder.

c. AUD reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

d. If a firm, after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

e. The Inspection Team of Ambedkar University Delhi may inspect the items on receipt to examine whether the items supplied are in conformity with the supply order/ approved specifications in terms of quality, size, colour, shade, dimensions, etc before issuance of the same to the officers/ staff of the Purchaser. In case the inspection team rejects the consignment for not conforming to the approved specifications, the supplier has to replace the consignment ensuring conforming to the approved specifications within the given time.

13. Penalty for Substandard / Inferior Quality

a. If it is found the items are fake or of substandard quality and not conforming to the required specifications, the firm, will not only have to replace the fake/ substandard items with genuine ones but will also be liable to be blacklisted.

b. The contractor shall agree that the penalty @ 0.5% of the value of the delayed supply with reference to the delivery date given in the Purchase Order for up to 7 days and thereafter at the rate of one percent (1.0%) of the value of the delayed supply for each week of delay or part thereof shall be imposed, if he fails to deliver the same within the specified period mentioned in purchase order, subject to maximum extent of 5%.

c. A penalty of 20% of the value of P.Os shall be imposed for any substandard (inferior quality) / incomplete supply.

b. If the selected bidder/ firm does not supply the items/ does not make available within the stipulated period as may be indicated by the Purchaser, the Purchaser reserves the right to arrange the supply from another firm and the bidder will have to reimburse the additional expenditure, if any.

14. Supply in Original Packing

The items (wherever applicable) shall be supplied in original packing from the manufacturer clearly indicating quality no., name of company, manufacturing date & Price. The supply shall be completed as prescribed in Purchase Order.

15. General/Others

a. In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the order will be terminated forthwith without any notice and Performance Security Deposit will be forfeited.

b. The bidders will be bound by the details furnished by him / her to AUD, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

TECHNICAL BID

- 1 Name of the bidder:
- 2 Address of the bidder:
3. Contact Details of the bidder:
 - (a) Tel. No. with STD (O)..... (Fax)..... (R).....
 - (b) Mobile No.....(c)E-mail.....(d) Website.....
4. Name of Proprietor/Partners/Directors of the firm/agency:
5. Bidder's bank and its address and his current account number:
6. Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc (Pl. attach copies of the relevant documents/certificates)
7. CST/VAT/Excise Duty/TIN registration details (Pl. attach copies of the relevant documents/ certificates)
8. Copies of Permanent Account Number (PAN) of the bidder
9. Copies of Income Tax Returns filed for the last three years should be attached
10. Copies of audited balance sheets for the last three years should be attached
11. Proof of experience in supplying the stationery and other items to University/ Govt. Depts/ PSUs
(Copies of two Purchase Orders received from Govt. depts/ PSUs/ Govt or Private University of repute (minimum one out of the two must be from Govt organization/ PSU) during each of the last three years should be enclosed)
12. Declaration regarding blacklisting or otherwise by the University/ Govt. Departments/PSUs/ reputed private institutions
13. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.
14. Details of Award / Certificates of merit etc, if any, received from any organization (Please attach copy of the certificates, if any)

15. Any other information document: please specify

N.B. Bidders to ensure that all

- (i) Pages have been signed and stamped by the authorized persons
- (ii) Pages have been numbered
- (iii) Documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and Conditions are acceptable to us.

Dated..... Name & Address of Firm.....

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company:

(Authorized Signature)
Seal of the company:

FINANCIAL BID

From

To

The Registrar
 Ambedkar University Delhi ,
 Lothian Road, Kashmere Gate,
 Delhi-110 006

Sir,

I/we have gone through the tender document, understood it fully and declare that I/ we shall abide by the terms and conditions mentioned therein for supply of the items required.

My / our rates are as under:

Sl. No.	Details of the item	Rate per item (Rs.)	Sales Tax (Rs.), if any	VAT (Rs.), If any	Excise Duty (Rs.) , If any.	Total (3+4+5+6) (Rs. in Figures)	Remarks
1	2	3	4	5	6	7	8
Plastic Items							
1	Dustbin Plastic Small (Into Box model) (Cello)						
2	Dustbin Large (80Ltr) (Cello)						
3	Dustbin Small without Cover (Cello)						
4	Water Jug (Cello Pitcher)						
5	Water Mug 1 Ltr. (Cello)						

6	Plastic Office Paper Tray 3-tier (plastic net) (Kebica)						
7	Plastic Office Paper Tray Single (plastic net) (Kebica)						
8	Water Buckets 16 Ltr. (Cello)						
9	Water Buckets 26 Ltr. (Cello)						
10	Water Glass Tumbler						
11	Cloths Duster White (Good Quality)						
12	Cloths Duster Yellow (Good Quality)						
13	Sutli Nylon medium size						
14	Tea Coster plastic (Good Quality)						
15	Dolphin Desk Table Pad ALSI for Writing - Clear glass-like finish (Size: 20.5 inch x 15.0 inch)						
Paper Stationery							
16	A4 Photocopy Paper (JK Copier, Red) (75 GSM)						
17	A3 Photocopy Paper (JK Copier, Red) (75 GSM)						
18	Full Scape Photocopy Paper ((JK Copier, Red) (F/S) (75GSM)						
19	A4 Colour Paper (75 GSM) (different 4 colour) (Pink, Yellow, green, light blue)						
20	Register (01 quire) 96 Page (Neelgagan)						
21	Register (02 quire) 192 Page (Neelgagan)						
22	Register (03 quire) 288 Page (Neelgagan)						
23	Register (04 quire) 384 Page (

	Neelgagan)						
24	Register (05 quire) 480 Page (Neelgagan)						
25	Register (06 quire) 576 Page (Neelgagan)						
26	Asset Register (03 quire)						
27	Register Stock Ledger Long Type (08 Quire - made of 60 GSM Orient Paper)						
28	Attendance Register (03 quire)						
29	Dispatch Dak Register Big (05 quire)						
30	Expenditure Control Register 150 pages Printed with AUD name & logo (as per sample)						
31	Stock Register (03 quire)						
32	Stock Register (05 quire)						
33	Diary Dispatch Register (05 quire)						
34	Receipt Register (03 quire)						
35	A4 Glossy Paper (Photo paper) 180 GSM (Kodak)						
36	Laminating Pouch Film (Size 70x100) (250MIC)						
37	Slip Note Pads (Neelgagan No.33)						
38	Slip Note Pads (Neelgagan No. 22)						
39	Spiral Note book (Neelgagan No.66)						
40	Spiral Note book (Neelgagan No.99)						
41	Peon Book Small (50 pages)						
42	Premium Note Book (22.20 cm X 14 cm, Pages 224) (Make- Nightingale						

	Premium)						
43	Writing Pad (Spiral Type)A-4 Size 60 GSM (100 Pages)						
44	Green Note Sheet (each Pkt 100 Page) (Neelgagan) Printed with AUD name & logo (as per sample)						
45	Index File No. 51 (Neelgagan)						
46	File Board (Neelgagan No.51)						
47	Conference pad (Neelgagan)						
48	File Box (File Holder Box)						
49	Short Hand Note pad small (Neelgagan)						
50	Dak Pad (Neelgagan)						
51	Pencil Carbon Paper - 210 mm x 330 mm, Blue (Munix 1200)						
52	Vehicle Log Book (3Q) Good Quality						
53	Cobra File (Neelgagan)						
54	Index file No. 90 (Neelgagan)						
IT Items							
55	CD-R (Make- Sony)						
56	CD-RW (Make- Sony)						
57	DVD-R (Make- Sony)						
58	DVD-RW (Make- Sony)						
59	Computer Pen Drive 04 GB (HP) with standard warranty						
60	Computer Pen Drive 08 GB (HP) with standard warranty						
61	Extension Board (260 Amp Cona 4 Way With Surge Spike Protection)						

62	Optical USB Mouse (HP)						
63	Optical USB Mouse (Dell)						
64	USB Key Board (HP)						
65	USB Key Board (Dell)						
66	Computer External Hard Disc 1 TB (Segate) with standard warranty						
67	Computer External Hard Disc 2 TB (Segate) with standard warranty						
68	CD/DVD Plastic Bags (solo) (Storage 20 CD's)						
69	CD/DVD Lather Bags (Storage 20 CD's)						
Pen/ Pencil Stationery Items							
70	Pen Parker - Single - BETA Premium						
71	Pen Reynolds trimax Gel 0.5mm (Gold)						
72	Reynolds 045 Pen (Ball Pen) (Black/Blue/Green/Red)(Pack of 10 Nos.)						
73	Reynolds 045 Pen Refills (Black/Blue/Green/Red)						
74	Cello Ball Pen (Butter flow) (Black/Blue/Red)						
75	Cello Ball Pen Refill (Butter flow) (Black/Blue/Green/Red)						
76	Pilot Pen (Hi-tech 0.5)(Blue, Black, Green & Red) (Pack of 10 Pens)						
77	Magic Gel Pen (Flair) (Black/Blue/Red)						
78	Uni Ball Pens (EYE Fine UB-157) (Green, Black, Blue & Red)						

79	Add Gel Achiever Pens (Black/Blue/Green/Red)						
80	Add Gel Achiever Pen Refills (Black/Blue/Green/Red)						
81	Colour Pencil Natraj						
82	Nataraj Pencil HB						
83	Eraser Apsara non dust						
84	Nataraj Sharpener						
85	Sign Pen (Luxor)						
86	Sketch Pen (Luxor) Pen Sketch pen (Set of 12 Colours Sketch Pen in 1Packet)						
87	High Lighter Pen set(Different Colours) (Pack of 5 Pens) (Faber- Castel)						
88	CD/DVD/OPH Marker pen (Luxor)						
89	Correction Pen (Whitener) (Flair)						
90	Glue Stick (Faber-Castell) 15 gms						
91	White Board Marker (2 m/m) Luxor (Red, Blue, Black, Green)						
92	Permanent Marker (1.5 m/m) Luxor (Red, Blue, Black, Green)						
93	Permanent Marker Pen Bold Fibre Tip (Luxor) (Red, Blue, Black, Green)						
94	Refillable ink for marker (50 ml) Luxor						
95	Magnetic White Board Duster (Kebica)						
96	Board Eraser - White board Tumbler (Kebica)						

97	Calculator (Citizen CT-555N)						
98	Plastic Scale 12" (Cello)						
99	Steel Scale 12" (Cello)						
100	Scale 06" Plastic (Cello)						
101	Transparent White Tape 1/2" (Cello) 65 mtrs.						
102	Transparent White Tape 1" (Cello) 65 mtrs.						
103	Transparent White Tape 2" (Cello) 65 mtrs.						
104	Brown Tape 2" (Cello) 65 mtrs.						
105	Tape Dispenser Big (Use Tape 1") (Cello)						
106	Tape Dispenser Small (Use Tape 1/2") (Cello)						
107	Binder Clips (15mm) (Brand-Infinity)						
108	Binder Clips (19mm) (Brand-Infinity)						
109	Binder Clips (25mm) (Brand-Infinity)						
110	Binder Clip (32 mm) (Brand-Infinity)						
111	Binder Clips (41mm) (Brand-Infinity)						
112	Binder Clips (51mm) (Brand-Infinity)						
113	Steel All Pin (Brand- Infinity/Bun Chin)						
114	U-Clips Plastic Coated (Gem Clip) (Bun Chin)						
115	U-Clips Stainless Steel (Bun Chin)						
116	Pin Container/ Dispenser Pin-up Magnetic - Oscar 2035 (Kebica)						

117	Economical Paper Weights - 5. Lattoo Small & Big Round(Lattoo type) (Kebica)						
118	Fancy Paper Weight – 101 (Kebica)						
119	Paper Cutter Steel with1.8 cm wide Blade push button one Touch (Kebica)						
120	Stapler Heavy Duty HD 23S17 Large Kangaro						
121	kangaro stapler HD 45						
122	kangaro stapler Hd 10-D						
123	Stapler Heavy Duty HD 23S20FL Large Kangaro						
124	Stapler Pin 23/6 Kangaro						
125	Kangaro Single Punch Machine One Hole (FB-20)						
126	Kangaro Double Punch DP-600						
127	Kangaro Double Punch (Perfo-20)						
128	Stapler Pin 24/6 Kangaro						
129	Stapler Pin No.10 Kangaro						
130	Kangaro Staples Pin 23/17-H						
131	Kangaro Paper Punch Machine (DP 800)						
132	Stamp Pad Ink (50 ml)(Kores)						
133	Stamp Pad Size 110mm x 69mm (Faber- Castell) (Blue/Black Colour)						
134	Post it Pad (3x3) (Brand- Post It)						
135	Post It Flag (1x3) (Brand -Post It)						
136	Scissors - 207 Queen (Kebica)						

137	Scissors 22.5cm (Kebica)						
138	Scissors - Prime Small (Kebica)						
139	Fevicol tubes (Pidilite) 30 gm						
140	Rubber Band 6 inch Pack of 500 Gram (Good Quality)						
141	Rubber Band 4 inch Pack of 500 Gram (Good Quality)						
142	Rubber Band 2 inch Pack of 500 Gram (Good Quality)						
143	Rubber Band 1 inch Pack of 500 Gram (Good Quality)						
144	All Out mosquito repellent Machine						
145	All Out Refill (Liquid)						
146	Plastic My Clear Button Bag (solo MC 112) (Plastic cover for keeping A-4 Size Envelope)						
147	Plastic File folder (Transparent, L-type) (Solo)						
148	Plastic File folder (Coloured, L- type) (Solo)						
149	Plastic Report file RF 101 A4 (Solo)						
150	Plastic Strip File (Solo)						
151	Dampers - Easy 2021 Medium (Kebica Brand) (for Cashier use)						
152	Decorative Toy Globes - Glass Globe (Kebica Brand)						
153	Exam Board -Clip Board - CB China TP (Kebica)						
154	Desk Organizers - Visiting Card Rack (Kebica)						

155	Treasury Tags (File Cotton Tags) (Tag for file cover 6" 8" 12" & Nylon)						
156	Gum Bottle 300 ml (Kores)						
157	Premier Facial Tissue - 200 Pulls						
158	Origami Premium Tissue paper - Klassic (1 Ply, 22 cm x 22 cm), 100 nos Carton						
159	Battery Cell (AA) Eveready						
160	Duracell AA Battery						
161	Duracell AAA Battery						
162	Battery Remote Cell (AAA) Eveready						
163	battery Duracell (9V) (use Cordless Mike)						
164	Pen Pencil Tumblers – 2059 (Kebica)						
165	Desk Accessories - Name Plate A Shape (Kebica)						
166	Mesh Product - MEG Rack 2051 (Kebica)						
167	Executive Pen Stand - 600 R (Kebica)						
168	Executive Pen Stand – 700 (Kebica)						
169	Pen Stand Officer's Choice - 240 R (Kebica)						
170	Desk Calender Plates - DCP Sheet Roll (Kebica)						
171	Visiting Card Holder (Solo BC 804) (240 Cards)						
172	Ring Binder folder Solo-2D						
173	Board Pin Brass (Thumb Pin) Steel push pin for Notice board (Bun Chin)						

174	Plastic Coated Notice Board Drawing Pin (Bun Chin)						
175	White Chalk - Non Dust (Kores)						
176	Double Sided Tapes (Premier DS Tape) (18mm x 6Y)						
Miscellaneous Items							
177	Harrison locks Medium (5 Lever with 3 Keys)						
178	Harrison locks Medium (7 Lever with 3 Keys)						
179	Collins glass cleaning liquid (500 ml)						
180	Towel Big Size (47 x 22 inch) Trident						
181	Towel Small Size (24 x 16 inch) Trident						
182	Hand Wash Dettol Liquid (225 ml)						
183	Harpic (500ml)						
184	Black Hit Spray (450 ml)						
185	Red Hit Spray (450)						
186	Room Freshener (Odonil) (150 ml)						
187	Office Wire Bell Electronic (Cona)						
188	Office wireless Bell Electronic (Cona)						
189	Poker (Stainless Steel)						
190	Plastic Carry Bag 10 Kg Capacity						
191	Plastic Sutlee Bundle (100 Mtr.)						
192	ODONIL Air Freshener Mystic Rose (75GM)						
193	Toilet Tissue Paper 4" (Cottonelle)						

Printed Paper Items							
194	Examination Answer sheet 12 pages with Instruction Letter Size 9.75"x 9.75 (Approx) (60gsm) Printing Offset, Binding Side Thread Stitch						
195	Examination Answer sheet 08 pages with Instruction Letter Size 9.75"x 9.75 (Approx) (60gsm) Printing Offset, Binding Side Thread Stitch						
196	White Envelops 9"x4 (window) Printed with AUD name & logo (as per sample)						
197	White Envelops 9"x4 (without window) Printed with AUD name & logo (as per sample)						
198	White Envelops 9"x4" (without window) Plain (as per sample)						
199	White Envelops 10"x4 ½" (window) Printed (as per sample)						
200	White Envelops 10"x4 ½" (without window) Printed with AUD name & logo (as per sample)						
201	White Envelops 11"x4.75" (without window) Printed with AUD name & logo (as per sample)						
202	White Envelops 11"x4.75 " (window) Printed with AUD name & logo (as per sample)						
203	White Envelops A4 size Laminated with Printed (as per sample)						
204	White Envelops A4 size Cloths with Printed (as per sample)						
205	White Envelops A4 size Laminated Plain (as per sample)						

206	White Envelops A3 size Laminated with Printed (as per sample)						
207	White Envelops A3 size Cloths with Printed (as per sample)						
208	Green Note Sheet Printed (as per sample)						
209	Conference Folder with AUD Logo and name Printed Cardboard (as per sample)						
210	Plain Visiting Cards 300 gsm with Printed AUD logo (as per sample) with plastic Boxes each containing 100 visiting cards						
211	Executive Leather File Folder (As Per Sample)						
212	AUD Letter Head (A4 Paper) (21cm x 29.7cm) (100gsm) make- Royal Executive Bond Bilt (As Per Sample)						
213	File Cover Printed good Quality (As Per Sample)						

UNDERTAKING (To be submitted with Technical Bid)

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed private institutions and no criminal case is pending against the said firm/ agency as on _____.

Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

Place:

Date: _____

SPECIMEN AGREEMENT

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the bidder for acknowledging that he/she has seen the terms and conditions of the agreement.

Agreement

This AGREEMENT made on this _____ day of _____
Between The Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 (hereinafter referred to as AUD).

and

M/s _____ at _____
_____ (hereinafter referred to as Contractor) on the
OTHER PART.

For supply of required Items in conformity with the requirements & specifications. Now this indenture witness that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows.

1. The contractor agrees to undertake to supply of Stationery and other items i.e. as per the requirement as agreed to in their bid letter no. _____ dated _____ at the rates quoted by him/them. The prices are inclusive of all the levies taxes like sales tax and excise duty freighted.
2. The supply of the Stationery and other items i.e. which are not in conformity with the requirements/ specifications are liable to be rejected.
3. This contract shall be effective from _____ to _____. The Tender is valid for a period of one year from the date of signing of/ opening of the tender. The contract may be extended with the same terms and conditions and rates for one more year with the consent of both the parties. The contractor shall execute the Purchase Orders (POs) placed by the concerned officer with great promptness within the given time limit and satisfaction to the University. The contractor shall agree that the penalty @ 0.5% of the value of the delayed supply with reference to the delivery date given in the Purchase Order for up to 7 days and thereafter at the rate of one percent (1.0%) of the value of the delayed supply for each week of delay or part thereof shall be imposed if he fails to

deliver the same within the specified period mentioned in purchase order to maximum extent of 5%. Moreover, penalty of 20% of P.Os shall be imposed for any substandard (inferior quality) / incomplete supply along with cancellation of work order.

4. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. Ambedkar University Delhi will be entitled to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform /fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.

5. The security deposit shall be released after two months, after successful completion of the work at the end of the contract period, including the extended period, if any.

6. That all disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Vice Chancellor, Ambedkar University Delhi or any person nominated by him .The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

7. The Security Deposit is liable to be forfeited by the Ambedkar University Delhi without any prejudice to any other rights and remedies of AUD, in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period if any.

8. That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.

That the contractor acknowledges that he has fully acquainted himself/ themselves with all the terms and conditions and he/ they shall not plead ignorance of the same.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of Registrar, Ambedkar University Delhi _____

For and on behalf of the contractor_____

WITNESS

- 1.
- 2.