

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Diamond Harbour Road, Sarisha, South 24 Parganas, West Bengal 743368

Office Phone: (03174) 245801

Tender No.... NIT/STNOD/39/DHWU/2020 dated: 04.01.2020

Supply of Stationery and other items for Office and Departments.

Sealed Tenders are invited from the reliable and nationally renowned manufacturers / companies / vendors / dealers / firms for supply of the items and works enclosed in the **Annexure –I** with specifications. University is looking for interested bidders who have experience in supplying the type of item specified in the Annexure-I. Intending bidder may download the tender documents from the University website www.dhwu.ac.in at free of cost.

Each quotation should include a Demand Draft for Rs. 2000/ (Rupees Two Thousand only) in favour of '**Diamond Harbour Women's University**' Payable at '**Sarisha**' towards EMD. Quotations without EMD will not be considered. Earnest money will be returned to unsuccessful bidders after finalization of the contract.

Last date of submission of the Tender in the University Office: 27/01/2020 up to 5:00 p.m.

Date and time of opening the Tender: ...03/02/2020... At 12 noon.

Tender will only be accepted in the University Office on all working days from 11 a.m. to 4 p.m. And in holiday you can drop the sealed envelope in the designated tender box.

Registrar

Note: For further inquiry please contact(7003570855).

1. Eligibility Criteria:

- a) Bidders shall have been in existence for not less than three years.
- b) Bidders shall be having credentials of similar nature of work.
- c) Bidders shall have experience of supplying orders for Govt. Deptt./PSU/Universities/Colleges etc. for more than 3 years and shall have PAN/TAN number, GST registration. Bidders should not be blacklisted by any Ministry/ Department of the Government of India or any PSU or Govt. of West Bengal or any University or any other organization.
- d) Bids without EMD will be summarily rejected.
- e) For non-branded items/samples need to show & submit on 03.02.2020 positively. The items no are listed below: 1,11,18,19,22,24,53,57,58,61,62,67.

The bidder must submit documents related to eligibility criteria and detailed profile of the company and article of association along with the quotation.

2. Terms and Conditions:

- 2.1. **Delivery Schedule:** The Company shall be able to deliver the required items within 30 days of the receipt of order.
- 2.2. **Warranty:** The bidder must give warranty of at least 12 months of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.
- 2.3. **Payment:** There is no provision for making advance payment to the Company/suppliers. Payment will be made after vendor submits the Job completion report signed by our inspection committee.
- 2.4. **Purchase Order:** The purchase order for the entire quantity can be placed either in one lump sum or as per the requirement through repeat order subject to availability of fund of the required items. The quantity shown is tentative and may increase or decrease.
- 2.5. The bidder should clearly indicate the availability of **service and maintenance facilities** at Sarisha, South 24 Parganas, West Bengal for the items quoted.
- 2.6. The above mentioned details particularly the GST or any other duty, if not quoted properly, the bid can be cancelled.
- 2.7. The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.
- 2.8. Diamond Harbour Women's University, Sarisha, South 24 Parganas, reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 2.9. No advance payment or payment against Pro forma invoice will be made. Payment will be made after receipt, inspection, and installation/testing.
- 2.10. All damaged or unapproved goods shall be returned at the bidder's risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.
- 2.11. On acceptance of tender, the date of delivery should be strictly adhered to otherwise the authority of the Diamond Harbour Women's University reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, the Diamond Harbour Women's University will be at liberty to make purchases through other sources.
- 2.12. Acceptance of this tender form and submission of the quote within the stipulated time would be treated as: (a) The tenderer has understood all requirements as described in the Tender document. b) Agreed to execute order to the satisfaction of Diamond Harbour Women's University.
- 2.13. **Performance Security:** The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of material/product supplied in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of "Diamond Harbour Women's University" payable at "Diamond Harbour, South 24 Parganas".
- 2.14. **No Part Bid Allowed:** Bidders have to quote all the items mentioned in tender document. No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.
- 2.15. **Inclusion of freight & insurance:** Price quoted should be inclusive of freight & insurance up to the delivery locations.
- 2.16. **Governing Laws:** This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata/Diamond Harbour shall have exclusive jurisdiction in all matters arising under the contract.
- 2.17. **Late Proposals:** Any proposal received by the University after the deadline for submission of proposals, as referred below shall not be accepted.
- 2.18. **Language of Proposal & Correspondence:** The proposal submitted by the Bidder should be in English language only.
- 2.19. **Proposal Currency:** Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, etc.
- 2.20. The Agency Shall be solely responsible for any accident / Medical / Health related Liability / compensation for the labor deployed by them.

3. Bidders must submit the following documents along with the quotations:-

- a) Copies of valid PAN along with I-T return documents, for Financial Year 2016-2017, 2017-2018 & 2018-2019 are to be enclosed with the bid.
- b) Copy of Registration Certificate for GST is to be enclosed with the bid.
- c) Copy of valid Trade License is to be enclosed with the bid.
- d) Demand Draft for EMD.
- e) Documents related to eligibility criteria.

4. IMPORTANT DATES:

- _ Last date of submission of the Tender in the University Office: 27/01/2020 up to 05.00 p.m.
- _ Date and time of opening the Tender ...03/02/2020... At 12 noon.
- _ Tender will only be accepted in the University Office on all working days from 11 a.m. to 4 p.m.

Registrar

Please arrange to supply the following articles at your earliest convenience.

SL. NO.	PARTICULARS	DESCRIPTION	QUALITY/ BRAND	QUANTITY	Total Price incl. GST & Other Taxes
1	LONG BOUND EXERCISE BOOK	NO-4	STANDERD QUALITY	10 DOZEN	
2	LONG BOUND EXERCISE BOOK	NO-6	STANDERD QUALITY	10 DOZEN	
3	LONG BOUND EXERCISE BOOK	NO-8	STANDERD QUALITY	5 DOZEN	
4	LONG BOUND EXERCISE BOOK	NO-10	STANDERD QUALITY	2 DOZEN	
5	LONG BOUND EXERCISE BOOK	NO-18	STANDERD QUALITY	1 DOZEN	
6	LONG BOUND EXERCISE BOOK	NO-20	STANDERD QUALITY	1 DOZEN	
7	BIG RULED EXERCISE BOOK	90 PAGES	STANDERD QUALITY	3 DOZEN	
8	SMALL EXERCISE BOOK	NO-6	STANDERD QUALITY	5 DOZEN	
9	PEON BOOK	NO-4	STANDERD QUALITY	3 DOZEN	
10	CAR LOG BOOK	NO-4	STANDERD QUALITY	2 DOZEN	
11	STUDENT ATTENDENCE REGISTER	NO-4	STANDERD QUALITY	10 DOZEN	
12	TEACHERS ATTENDENCE REGISTER	NO-4	STANDERD QUALITY	5 DOZEN	
13	MEETING RESOLUTION BOOK	NO-4	STANDERD QUALITY	2 DOZEN	
14	MEETING RESOLUTION BOOK	NO-6	STANDERD QUALITY	2 DOZEN	
15	STOCK REGISTER	NO-4	STANDERD QUALITY	1 DOZEN	
16	A4 PAPER		COPY POWER	150 REAMS	
17	LEGAL PAPER		COPY POWER	6 REAMS	
18	COVER FILE		STANDERD QUALITY	30 DOZEN	
19	FLAT FILE		STANDERD QUALITY	15 DOZEN	
20	PLASTIC FOLDER		STANDERD QUALITY	200 PCS	
21	CHANNEL FILE		STANDERD QUALITY	100 PCS	
22	PLASTIC ARCH FILE	31 MM	STANDERD QUALITY	3 DOZEN	
23	PLASTIC ARCH FILE	35 MM	STANDERD QUALITY	2 DOZEN	
24	CLOTH PASTING ENVELOP	16*12	STANDERD QUALITY	500 PCS	
25	CLOTH PASTING ENVELOP	18*14	STANDERD QUALITY	500 PCS	
26	CLOTH PASTING ENVELOP	14*10	STANDERD QUALITY	500 PCS	
27	FEVI GUM	200ML	PEDELITE	50 PCS	
28	FEVI STICK	15GM	FEVICOL	50 PCS	
29	STEPLER	NO-10	KANGARO	20 PCS	
30	STEPLER	NO-555	KANGARO	6 PCS	
31	STEPLER	HP45	KANGARO	3 PCS	
32	PUNCH	DP 600	KANGARO	10 PCS	
33	PUNCH	DP 800	KANGARO	3 PCS	

34	STAPLES 20 BOXES PACK	NO 10	KANGARO	5 BOX	
35	STAPLES 20 BOXES PACK	NO 24/6	KANGARO	5 BOX	
36	BINDER CLIP 12 PCS BOX	19 MM	BELL	5 DOZEN BOX	
37	BINDER CLIP 12 PCS BOX	25 MM	BELL	5 DOZEN BOX	
38	BINDER CLIP 12 PCS BOX	32 MM	BELL	5 DOZEN BOX	
39	BINDER CLIP (41 MM)	41 MM	BELL	2 DOZEN BOX	
40	PUSH PIN/BOARD PIN	30 PCS BOX	STANDERD	100 BOX	
41	TRIANGULAR GEM CLIP 100 PCS BOX	26 MM	BELL	100 BOX	
42	WHITE BOARD MARKER	BLK/BL/GR/RD	LUXER	20 BOX	
43	WHITE BOARD MARKER INK-986	BLK/BL/GR/RD	LUXER	10 BOX	
44	PERMANENT MARKER	BLK/BLUE	LUXER	2 BOX	
45	WHITENER		FABER-CASTEL	30 PCS	
46	GLOLITER MARKER PEN	5 CLR PACK	LUXER	10 PACK	
47	PHOTO PAPER	A4 SIZE	KODAK	10 PACKET	
48	CALCULATOR	OR-1600 C	OREVA	2 DOZEN	
49	STAMP PAD	100*69 MM	FABER-CASTELL	20 PCS	
50	STAMP PAD INK	100 ML	SAKET	10 PCS	
51	SCISSOR	8 INCH	STANDERD QUALITY	10 PCS	
52	SCISOR	10 INCH	STANDERD QUALITY	10 PCS	
53	WHITE BOARD DUSTER		STANDERD QUALITY	100 PCS	
54	CELLO TAPE	½ INCH	STANDERD QUALITY	10 PCS	
55	CELLO TAPE	1 INCH	STANDERD QUALITY	10 PCS	
56	CELLO TAPE	1.5 INCH	STANDERD QUALITY	10 PCS	
57	PAPER WEIGHT	PLASTIC MADE	STANDERD QUALITY	50 PCS	
58	PEN STAND	PLASTIC MADE	STANDERD QUALITY	20 PCS	
59	COLIN	500 ML		30 PCS	
60	ROOM FRESHNER	275 G	AMBI PUR	30 PCS	
61	MOP		STANDERD QUALITY	50 PCS	
62	WATER CLEANER		STANDERD QUALITY	20 PCS	
63	PADDLE DUSTBIN		STANDERD QUALITY	30 PCS	
64	PLASTIC BUCKET	STANDERD SIZE	STANDERD QUALITY	20 PCS	
65	PLASTIC BALTI	STANDERD SIZE	STANDERD QUALITY	30 PCS	
66	DUSTBIN	6L LTR	STANDERD QUALITY	20 PCS	
67	CLOTH DUSTER		STANDERD QUALITY	10 DOZEN	
68	FEVICOL	100 ML		2 DOZEN	
69	DENDRITE	100 ML		2 DOZEN	
70	STEEL BOX /TRUNK	32"	STANDERD QUALITY	15 PCS	

Suppliers / Bidders should submit the following statement in seal envelope in the letterhead of their Firm.

To
The Registrar
Diamond Harbour Women's University
Sarisha, Diamond Harbour Road, South 24 Parganas
743368.

Date:

We agree to supply the above goods/equipment/products/Works in accordance with the technical specifications using above format.

We confirm that the normal commercial warranty/guarantee ofmonths shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the tender.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of supplier/vendor

Name & Address.....

Contact No.....