



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA**

Head Office :-Chhend, Rourkela
Tender for supply of stationery

Tender Document

Tender No.:BPUT/4611

Date:25.01.2014

INSTRUCTIONS TO THE BIDDERS.

This tender is a two bid system viz., (1) Technical Bid and (2) Price Bid. The two duly filled in bids should be covered with two separate envelops and superscribed as Technical Bid and Price Bid respectively. The two envelops should be covered in a third envelop superscribed as Tender for Stationery along with complete postal address of the bidder. The tender may be submitted by dropping in the drop box kept open in the office of the Registrar or may be sent by post addressed to the Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela which should reach BPUT by the scheduled date and time. Tenders received beyond the scheduled date shall be summarily rejected. The University shall not be responsible for postal delay if any.

Last date of receipt of tender :	24.02.2014 upto 4.00 PM
Date and time of opening of Technical Bid :	24.02.2014 at 4.30 PM
Date and time of opening of Price Bid:	25.02.2014 at 4.30 PM

Estimated cost of the contract	Rs.2,50,000/-
Cost of Tender Paper	Rs.200/-
Earnest Money Deposit	Rs.2,500/-

GENERAL TERMS AND CONDITIONS

1. Bidders are advised to go through the tender document carefully before submitting the tender form. It will be presumed that the bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. **BIDS MUST BE UNCONDITIONAL.**
2. The bidder must have its own establishment having valid registration (TIN/SRIN/VAT) & up-to-date dealership/ distributorship of reputed branded items wherever applicable.
3. The bidder should have experience for the last three years in supply of these items to other institution, University, Colleges, State/Public Sectors or reputed Private Sectors. The proof of such credential should be furnished by the bidder.

4. The technical bid should be accompanied by the required amount of EMD and Tender cost in shape of DD in favour of Biju Patnaik University of Technology, Odisha payable at Rourkela.
5. Each and every page of the tender document, Technical Bid, Price Bid and the documents attached there to should be signed by the bidder.
6. The contract shall remain in force for one year which may further be extended at the pleasure of the University.
7. The dealer/distributor should have not been blacklisted by any Government or other organizations.
8. The materials as mentioned in the Price Bid are to be supplied to our Head Office, Rourkela during the contract against our requirement on monthly or as and when required basis, against necessary Purchase Orders placed in phases. The materials should be supplied as per the specification of the purchase order.
9. The price shall remain firm through out the contract period. No request for hike in price shall be entertained.
10. The rates should be inclusive of all costs/taxes. VAT, Excise, levies, transportation, loading & unloading etc.
11. The materials shall have to be delivered at our office during office hours which shall be inspected by authorised official of the University and if found defective or not upto standard, shall be replaced free of cost.
12. The bidder shall not assign or sublet the contract.
13. 100% payment shall be released within 30 days from the date of supply and acceptance of the materials at BPUT Office, Rourkela and upon submission of invoice in duplicate.
14. Any dispute shall be subject to the jurisdictions of Hon'ble High Court of Odisha.
15. Any act or effort on the part of the bidder to influence any body in the University is liable for rejection of tender.
16. The Price Bids of the technically qualified bidders only shall be opened.

17. The Price Bid of the unsuccessful bidder while evaluating the Technical Bid shall not be opened and shall be kept in the file with the signature of all Committee members with a remark **"Not opened because of disqualification in the Technical Bid"**.
18. The EMD of the unsuccessful bidders shall be returned after the successful bidder enters into contract with the University.
19. The EMD of the successful bidder shall be converted into security deposit which (carrying no interest) shall be refunded in full after successful completion of the contract period.



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TECHNICAL BID

1. Name and address of the Bidder :

2. Status of the Bidder (Manufacturer/authorized Dealer/Stockiest/Distributor /SSI Unit) :
3. Telephone No :
4. Name of Proprietor/ Managing Partner/Director :
5. Registration. No. of the Bidder :
- 6 Permanent Account No (PAN) :
7. Details of Tender Cost : DD No._____ Date _____
8. Details of EMD : DD No._____ Date _____

This is to certify that, I/We have carefully gone through all the above contents of the tender document, thereby fully understood the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:
Date: / /2014

Name of the Bidder :
Name of the Signatory :
Signature with seal :

Documents to be attached with Technical Bid:

- 1) Self-attested photocopy of PAN card
- 2) Self attested photocopy of TIN/SRIN certificate
- 3) Self attested photocopy of purchase order in support of executing such business transactions with other institutions/organizations
- 4) Signed tender document
- 5) DD amounting to Rs. 2,500/- (as EMD)
- 6) DD amounting to Rs. 200/- (as Tender cost)
- 7) Undertaking (Annexure-A)



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PRICE BID

Name and address of the Bidder

Particulars	Specification	Unit	Price (Rs.)*
Paper	A4	1 carton	
Paper	A3	1 carton	
File	Fly leaf thick	1 piece	
File	Arch file	1 piece	
File	Board file	1 piece	
File	Box file	1 piece	
Folder	L Folder	1 piece	
Stapler	Big	1 piece	
Stapler	Small	1 piece	
Stapler pin	Big	1 packet	
Stapler pin	Small	1 packet	
Tag	cotton	1 bundle	
White Board Marker		1 dozen	
Permanent Marker		1 dozen	
LCD Pointer		1 piece	
Duster		1 piece	
Highlighter		1 dozen	
Brown Tape	2"	1 dozen	
Black Tape	1"	1 dozen	
Paper cutter knife	small	1 dozen	
Gum	Camel 700 ml	1 bottle	
Sutuli	Jute	1 kg	
Counting wax		1 dozen	
Waste basket	plastic	1 piece	
Pencil		1 packet	
Eraser		1 packet	

Sharpener		1 packet	
Gems clip		1 packet	
Alpin		1 packet	
Bound Register	No 4	1 piece	
Bound Register	No.8	1 piece	
Bound Register	No.10	1 piece	
Bound Register	No.16	1 piece	
Punching Machine	Single	1 piece	
Punching Machine	Double small	1 piece	
Punching Machine	Double big	1 piece	
Paper tray	Plastic	1 piece	
Phodani		1 packet	
Envelop	White (11"X4")	100 piece	
Writing pad	Thin plane	1 dozen	
Writing pad	Spiral	1 dozen	
Pen	Cello	1 dozen	
White fluid		1 dozen	
Cartridge	HP 12A	1 piece	
Cartridge	HP 78A	1 piece	
Cartridge	CANON IR2535	1 piece	
Cartridge	XEROXWC5225	1 piece	

* To be filled in by the bidder

Place:
Date: / /2014

Name of the Bidder :
Name of the Signatory :
Signature with seal :



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UNDERTAKING

This is to certify that my/our firm/agency/company has never been blacklisted by any of the Government or other organization and no criminal case/s pending against our firm/agency/company.

Place:

Name of the Bidder :

Date: / /2014

Name of the Signatory :

Signature with seal :