

Haryana Vishwakarma Skill University, Dudhola, Palwal
Plot No. 76, HIPA Complex, Sector 18, Gurugram, Haryana
Tel. 0124-2344669

Expression of Interest for Supply of Stationery Items

Haryana Vishwakarma Skill University(HVSU), invites sealed bids under two bid systems (Technical bid and Financial Bid) from reputed firms/ agency for Supply of Stationery Items as per specifications given in the EOI. Sealed envelope should reach the HVSU, Gurugram, Haryana till **2.30 p.m. on 18.01.2018**. Bid received in due time shall be opened on **18.01.2018 at 3.30 p.m.** in the presence of intended parties/their representatives who may like to be present at that time. The financial bids will be opened at **3:30 pm on 19.01.2018**

Interested parties may download the tender documents from the website <http://hvsu.ac.in/Bids> & apply as per the terms and conditions mentioned in the EOI along with EMD in form of Demand Drafts of Rs. 25000/- as refundable EMD and Rs. 1000/- as non refundable application fee in favour of **Haryana Vishwakarma Skill University, Payable at Gurugram.**

Bids should be submitted in a two bid system (Technical Bid and Financial Bid separately) from reputed firms/ agency etc. located in Haryana and NCR at Room No. 202, 2nd floor, Haryana Institute of Public Administration (HIPA), Plot No. 76, Sector 18, Gurugram.

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**Terms and conditions For Entering into Annual Rate Contract For the
Supply Of Stationery Items**

1. **Terms and Conditions** : As given in Annexure - A
2. **Proforma Of Technical Bid** : As given in Annexure - B
3. **List of Stationery items proposed** : As given in Annexure - C
**To be covered under rate Contract
(Financial Bid)**

4. **Validity of Rate Contract** : One year from the date of entering into
Annual Rate Contract. The period of
contract can be extended on mutual
consent of both the parties

Annexure – A

A. Criteria for Supply of stationary

1. The party willing to offer rates must have 3 years minimum experience in supply of stationary (as per list attached) with annual turnover of Rs. 5 Lacs or above for F.Y. 2016-17. However startups (as per Government Rules) will be eligible if he will maintain the prescribed standards.
2. The offers of those firms who do not submit proper documents in support of their experience in this business will not be considered.
3. Preference will be given to the contractor whose service have been recognized/ appreciated by an Institute of repute.
4. Only those firms which qualify in technical bid will be eligible for financial Bid.

B. Terms and conditions.

1. Contractor shall supply items as per enclosed list along with specifications, which this University intends to purchase on a regular basis during the next one year.
2. The samples of articles wherever indicated can be seen in HVSU office during working hours and clarifications sought on any specification drawn out.
3. Only the net rates i.e inclusive of all taxes GST, VAT, Levies etc. & FOR destination should be quoted against each articles in the space provided for easy comparison. Tenders showing any taxes/Vat & discount against the rates of items will not be considered as the institute wants net rates inclusive of all taxes.
4. The rates being quoted should be valid upto June 2018 for acceptance. The supply order will not be placed in bulk rather it would be as per requirement from time to time.
5. The stationery articles will have to be supplied within 7 days from the date of the receipt of supply order and stationary articles in emergency within 2 days from the date of receipt of supply order.

6. The articles received against the supply order will be inspected/verified as per Specification, quality & quantity by the institute and only thereafter the articles will be accepted and payment will be released.

7. Late delivery penalty @ 1% shall be charged in case the items are not supplied within the stipulated period of 7 days (i.e upto 7 days from the date of receipt of the supply order) but delivered late by & upto 2 days (i.e 9 days from the date of receipt of supply order) and @ 3% if the delivery is late by another 3 to 8 days (i.e upto 17 days from the date of receipt of supply order). Thereafter, the supply order shall automatically stands cancelled and security money will be forfeited.

8. Committee also reserves the rights to accept or reject any items without assigning any reason whatsoever.

9. The quotations of the parties who do not have GST No. & PAN No. will be rejected straightway.

10.The contract term will be initially for one year and same may be extended on satisfactory performance.

11. The selected bidder will have to sign an Agreement with the Haryana Vishwakarma Skill University.

12. In support of the credential submitted by the parties, Haryana Vishwakarma Skill University reserves the right to seek information from the organizations by telephonic verification/personal visits/ in writing.

13. Sub-leasing of the stationery items after award of Contract/Agreement will not be permitted.

14. The Contractor will be required to deposit Rs.1 Lac as Performance Guarantee (PG) in the form of Fixed Deposit or bank grantee in favour of HVSU, GURUGRAM account or bank guarantee. The amount is meant for safeguarding HVSU interest against any eventuality during the period of contract. The guarantee should remain valid for a period of 60 days beyond the contract period. The same will be returned (without any interest) to the Contractor on expiry of the contract and on satisfactory performance by the Agencies.

ANNEXURE- B

TECHNICAL INFORMATION OF THE BIDDER

1. Name of the Supply Agency :
2. Office Address :
3. Mobile Number :
4. E-Mail Address :
5. Registration/ license No. :
6. GST No. :
7. Balance Sheet (2016-17) :
8. List of current offices where empanelled :
9. Eligibility (3yr Exp. Certificate):
10. EMD details
11. Application Fee details

Seal and Signature of Bidder

ANNEXURE- C
TENDERFORM FOR
ENTERING INTO ANNUAL RATE CONTRACT FOR THE SUPPLY OF
STATIONERY
(Financial Bid)
Annual Stationery Items requirement

Sr. No.	Stationery Items	Brand Name/ Specification	Cost of each item	Remarks
1.	All Pin			
2.	Pin Cushion			
3.	Attendance Register Small Size			
4.	Attendance Register Big Size			
5.	Button Folder			Best Quality
6.	Bodkin			
7.	Binding Tape Role			
8.	Board File			-do-
9.	Binder Clip			
10.	Chart Paper			Best Quality
11.	Conference Pad	As per sample		
12.	Note Pad Small	Neelgagan		
13.	Note Pad Big	Neelgagan		
14.	Cello Tape 0.5"			
15.	Cello Tape 1.0"			
16.	Cello Tape 1.5"			
17.	Cello Tape 2.0"			
18.	Correction Pen			
19.	DVD	Moserbaer		
20.	CD	Moserbaer		
21.	CD Marker Permanent			
22.	Calculator	Casio/claro		
23.	Dispatch Register			
24.	Double sided tape			
25.	DAK Pad			
26.	DMC Paper	Desmat		
27.	Drawing pin			
28.	Envelopes 9"x4" White			
29.	Envelopes 10"x12" Yellow			With lamination
30.	Envelopes 11x5			-do-
31.	Envelopes A4			-do-
32.	Envelopes A3			-do-
33.	Envelopes large size			-do-
34.	Envelopes 16"x12"			With inner cloth
35.	File Cover with university			

	name & logo			
36.	Cloth folder	As per sample		
37.	Flappers			
38.	Pen Drive 4 GB	Kingston/Sandisk		
39.	Pen Drive 8 GB	Kingston/Sandisk		
40.	Pen Drive 16 GB	Kingston/Sandisk		
41.	Pen Drive 32 GB	Kingston/Sandisk		
42.	Fevi stick (15gm)	Pidilite/ Kores		
43.	White Fluid	Camlin 15 ml.		
44.	Big Gum Bottle	Webly		
45.	Fevicol Bottle small	Fevicol		
46.	Handmade sheet			
47.	Highlighter	Luxor		
48.	Index file	Saya		
49.	L-Folder	Saya/ Worldone		
50.	Marker ink	Cello/ luxor		
51.	Note sheet Green color with printing			With 95 GSM paper
52.	Paint brush			
53.	Photo paper	Desmat		
54.	Permanent marker			
55.	Paper weight			
56.	Paper cutter	Natraj		
57.	Transparency Pen	Luxor		
58.	PUC Flag Slip	50 mm x 76 mm		
59.	Pen pilot blue	Pilot Hitechpoint		
60.	Pen pilot black	-do-		
61.	Pen pilot red	-do-		
62.	Pen pilot green	-do-		
63.	Punch machine single	Kangaroo		
64.	Punch machine double	-do-		
65.	Fax Roll			
66.	Pen 0.5	Hi tech		
67.	V7 Pen			
68.	Pencil	Natraj/ Doms		
69.	Ball pen blue	Reynolds/Cello/claro		
70.	Ball pen black	-do-		
71.	Ball pen red	-do-		
72.	Pen Gel Blue/black/red/green	-do-		
73.	Pen stand wood	Spectra 75 gms		
74.	Photo stat paper A4	J K A4 Size Weight 2.34 kg, GSM-75		
75.	Photo stat paper A3	JK A3 size		
76.	Photo stat paper Legal size	Legal Size JK		
77.	Certificate Sheet	As per sample A4 size		
78.	Paper flag color	Oddy		
79.	Noting Sheets			
80.	Gate Entry Register (300			

	pages)			
81.	Receipt register			
82.	Register (Ordinary)96 page	Classmates/Lotus		
83.	Register 160 page	-do-		
84.	Register 360 page	-do-		
85.	S. H. Note Book	Neelagagan		
86.	S.H. Pencil ordinary pencil	H.B.		
87.	Sparkle tape			
88.	Training Note Book(Ordinary)	As per sample 20 pages		
89.	Note book (Spiral)	As per sample 40 pages		
90.	Stamp pad	Ashoka/camel		
91.	Sketch pen			
92.	Slip pad	Lotus		
93.	Stapler small	Kangaroo		
94.	Stapler medium	-do-		
95.	Stapler big	-do-		
96.	Scale steel			
97.	Sharpener	10.1 mm Natraj/Doms		
98.	Eraser	-do-		
99.	Scissors medium/big	Kangaroo/claro		
100.	Stapler pin small	Kangaroo		
101.	Stapler pin medium	-do-		
102.	Stapler pin big	-do-		
103.	Thermocol sheet			
104.	Tags white			
105.	Tag Small			
106.	Tag Green			
107.	Trg Bags Leatherette			
108.	Bag Superior quality			
109.	Training folders			
110.	Transparent Folders			
111.	Training Ball Pen	(Luxor/Cello/Reynolds		
112.	Training Pilot Pen	Luxor		
113.	Cartridge work center 5024	Xerox		
114.	Cartridge HP 12A	HP		Black Color
115.	Cartridge HP 88A	HP		-do-
116.	Cartridge HP 5A	HP		-do-
117.	Cartridge HP 55A	HP		-do-
118.	Cartridge canon 925	Canon		-do-
119.	Cartridge canon 337	Canon		-do-
120.	Cartridge canon NPG 52	Canon		All color
121.	Cartridge canon NPG 57	Canon		Black Color
122.	Cartridge canon NPG 67	Canon		All color
123.	U-pin			
124.	White board marker	Camel/Reynolds		
125.	White board duster			

Seal and Signature of Bidder