

Dr Y S Parmar University of Horticulture & Forestry,
Nauni, Solan-173230(HP)
"Office of Comptroller"
(Ph: 01792 252336)

TENDER NOTICE

Sealed tenders are hereby invited as & when required basis for supply of "Stationery & Miscellaneous Items" for the year 2024-2025 valid upto 31/03/2025 on rate contract basis from interested & eligible suppliers which must reach in the office of undersigned, complete in all respect as per scheduled given here under:-

Last date for receipt of sealed tenders : 26.03.2024 upto 4.00 PM
Date of opening of tenders : 27.03.2024 at 11:30 AM

The tender received late or incomplete & without Tender Fee, Earnest Money will not be accepted. Interested parties/ firms can download detailed tender form from the University website www.yspuniversity.ac.in/tenders, superscribed as "Tender for Stationery & Miscellaneous Items". The tender must be accompanied with a Demand Draft of Rs. 3,000/- (Rupees Three thousand) only as a tender cost in the name of Comptroller payable at Nauni on State Bank of India /UCO Bank as non-refundable and Earnest Money of Rs.20,000/- (Rupees Twenty thousand) only in the shape of FDR pledged in favour of Comptroller.

The tenders (Technical Bids and Financial Bids) will be opened on 27/03/2024 at 11:30 AM in the office chamber of undersigned, in the presence of firms/authorized representatives who may wish to remain present on the day.

Tenders are to be submitted in two bids system i.e Technical Bid & Financial Bid. The Financial Bid shall be opened of the technically qualified parties/firms only after sample selection of articles.



Comptroller
Comptroller,
Dr. Y.S. Parmar University
of Horticulture and Forestry
Nauni, Solan - 173 230 (H.P.)

Technical Bid Envelopes

Tender for Stationery articles & Miscellaneous Items.

1. Technical Bid envelope contains following:
 - a) Tenders condition of tender as per Annexure 'B' should be signed by firm/parties with stamp of the firm.
 - b) GST No. & PAN No. alongwith certificate.
 - c) Proof of identification i.e voter ID card/ aadhar card etc.
 - d) Demand Draft & FDR of cost of Tender Fee as prescribed in tender.

2. Financial Bid Envelope: It shall contain format 'C' which reflected quoted rates only should be signed by contactors with stamps of firms. The financial bid shall be opened the technically qualified contractor only after samples selection of the articles.


Comptroller,
Dr. Y.S. Parmar University
of Horticulture and Forestry
Nauni, Solan - 173 230 (H.P.)

TERMS AND CONDITIONS (of the University):

1. The rate contract will remain valid upto 31.03.2025 from the date of award.
2. The supplies will have to be affected FOR destination (upto store section) including the outstations of the University located in all the districts of Himachal Pradesh). In the event of his failure to do so, a penalty of 5% will be charged on the amount paid by the Indenting Officer on this behalf.
3. The firms will have to submit one sample each, duly sealed and signed, at the time of opening of tenders. Tenders received without samples will be rejected outright (excepted where not required). These samples will however, be returned to the unsuccessful tenderer on finalization of the rate contract.
4. All item/ goods must be dispatched within fifteen days of the receipt of supply orders. The departments and outstations will assess their quarterly requirements and place the supply orders accordingly.
5. No payment will be made in advance for any supplies under this contract.
6. No tender will be considered unless and until all the documents are properly signed.
7. The payments will be released *within one month* against the physical delivery of store/supply duly supported with satisfactory inspection.
8. In case of failure of the firm to execute the ordered items or violation of the terms and conditions, the university will be at liberty to cancel the order and make distress purchase from other sources at the risk and cost of the rate contract firm. The university will also be at liberty to forfeit the Earnest Money of the firm and/or blacklist the firm from the university store purchase activities.
9. Each tender should be accompanied with a Non-refundable Tender Fee in the shape of Bank Draft for Rs.3000/- in the name of the Comptroller, UH&F, Nauni, Solan payable at Nauni on State Bank of India/ UCO Bank and an Earnest Money of Rs.20,000/- in the shape of FDR pledged in favour of Comptroller, UH&F, Nauni, Solan (HP), which shall be returned to the unsuccessful tenderer(s) after finalization of tender process.
10. The Earnest money of the successful firm will be released after three months from the date of expiry of contract or after the dated of satisfactory completion of the rate contract and receipt of certificates in this regard from the university departments/offices/outstation.
11. Any discrepancies arising out of the rate contract will be referred to the Comptroller, UH&F, Nauni who will take necessary remedial action, as deemed fit.
12. That not only the lowest rates but the quality of articles will also be criteria for approving the rates.

13. The University reserves the right to hold negotiations for rates with any or all the firms.
14. The University reserves the right to reject one or all tenders.
15. The University will be at liberty to annul the rate contract of one or all firms at any time. The decision of the Hon'ble Vice-Chancellor of the University will be final and binding on all parties.
16. All disputes relating to this rate contract shall be settled within Solan jurisdiction.
17. All taxes/GST will be paid extra applicable as per govt. rule/norms.
18. Non blacklist of firm certificate is required to be enclosed with the tender document.

TERMS AND CONDITIONS (OF THE TENDERER), IF ANY:

(The tenders containing conditions put forth by the firm which are repugnant to those of the University will be treated as non-responsive)

(Signature of the tenderers with seal)

Contact person:

Contact No.


Comptroller,
Dr. Y.S. Parmar University
of Horticulture and Forestry
Nauni, Solan - 173 230 (H.P.)

FINANCIAL BID ENVELOPE**Annexure-C**

DR Y S PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY
NAUNI, SOLAN-173230 (HP)
"OFFICE OF COMPTROLLER"
Telefax: 01792 252336
Email: comptrolleruhf@gmail.com

TENDER FORM FOR RATE CONTRACT OF STATIONERY ARTICLES AND MISCELLANEOUS ITEMS.

COST OF TENDER FORM Rs. 3000/-

(For entering into rate contract for the supply of stationery articles and Miscellaneous Items) for the year 2024-2025 (Valid upto 31.03.2025)

Last date for receipt of tender : 26.03.2024 upto 4:00 (PM)
Tenders to be opened on : 27.03.2024 at 11: 30 (AM)

Sr. No	Item with specifications	Brand/ Make	Rate per unit (in figures & words) { <u>Excluding GST</u> }	GST		Total Amount per unit {Col 4 + 6} (Rs.)
				Rate (%)	Amount	
1	2	3	4	5.	6.	7.
1.	All Pins					
2.	Bodkins (Sua) a) All steel b) Wooden handle					
3.	Ball Pens (ordinary) with print of University Logo & Name of University i.e Dr. Y S Parmar UHF, Nauni-Solan					
4.	Ball Pens (ordinary) without print					
5.	Ball Pen refills (for the pens at Serial No.4)					
6.	Ball point pen					
7.	Ball Point pen refills (for the pens at Serial No.6)					
8.	Ball Pens Gel					
9.	Ball Pens Gel refills (for the pens at Serial No.8)					
10.	Ball pen holder (with fine tip refills)					
11.	Ball pen holder refills for the pen at Sr. No. 10					
12.	Pocket pens Jotter for VVIP with print of University Logo & Name of University i.e Dr. Y S Parmar UHF, Nauni-Solan					

13.	Pocket pens Jotter ordinary					
14.	Refills Jotter (Red & Blue) for the pen at Sr. No. 13					
15.	Uniball Pen (Blue, Red, Black, Green)					
16.	Carbon paper black (20.5 x 33 cms)					
17.	Carbon paper black 41 x 33cms (big)					
18.	Cello tape transparent ½"					
19.	Cello tape transparent 1"					
20.	-do- 2"					
21.	Binding tape 2" (different colors)					
22.	-do- 3"					
23.	Paper tape ½"					
24.	U-Clips (plastic coated)					
25.	Computer paper 75 gsm (both sides perforated) 10 x 12 x 1 part					
26.	-do- 10 x 12 x 2 parts					
27.	-do- 15 x 12 x 1 part					
28.	-do- 15 x 12 x 2 parts					
29.	Drawing pins (plastic coated head)					
30.	Slip pads ruled No.33 (40 leaves) with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan					
31.	Slip pads No.11 (40 leaves) with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan					
32.	Slip pads No.22 (40 leaves) with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan					
33.	Slip pads No.44 (40 leaves) with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan					
34.	Spiral Slip pads ruled No.33 (40 leaves) with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan					
35.	Spiral Slip pads No.11 (40 leaves) with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan					
36.	Spiral Slip pads No.22 (40 leaves) with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan					

37.	Spiral Slip pads No.44 (40 leaves) with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan					
38.	File cover laminated/plain) 25cms x 35 cms. {with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan} 1. Ordinary 2. Medium 3. Executive					
39.	File board 25cms x 35 cms					
40.	Envelopes white 6"x 3"					
41.	Envelopes white 7"x 5"					
42.	Envelopes white SE6 (9" x 4")					
43.	Envelopes white 10" x 5"					
44.	Envelopes (file size) inside laminated					
45.	Envelopes white A4 size inside laminated					
46.	File laces white (long) Thick approximately 28" (quantity/no. of laces in bunch may also be mentioned)					
47.	File tags white (small) Thin approximately 7" (quantity/no. of laces in bunch may also be mentioned)					
48.	Foot rule (scale) a) Plastic b) Wooden c) steel					
49.	Fevistic tube (8 gms)					
50.	Gum pots (150 ml)					
51.	Hi-liter pens (different colors)					
52.	Lead pencil					
53.	Note sheet pad (green) 20.5cms x 33 cms					
54.	Pin cushion (plastic)					
55.	Pen stand with two socket holders					
56.	Pen stand with four socket holders					
57.	Paper roll					
58.	Paper weight (glass)					
59.	Pilot pens, (blue/black/green/red) 1. V5 2. V7					
60.	Glossy paper A4 size					

61.	Checking pencils (Red, Green, Blue & (Red & Blue)					
62.	Paper cutter					
63.	Ammonia liquid (Sample not required)					
64.	Ammonia roll (Sample not required)					
65.	Photostat paper A4 size 75gsm					
66.	Photostat paper A4 size 70gsm					
67.	Photostat paper A3 size 75gsm					
68.	Photostat paper B4 size 75gsm					
69.	Photostat paper Legal size 75gsm					
70.	Photostat paper Legal size 70gsm					
71.	Dot matrix printer Ribbon FX-105 (silk) 13 X10m (only Lipi) original					
72.	White fluid correction pen					
73.	Wooden dusters for blackboard					
74.	White Chalk (dustless)					
75.	Coloured Chalk (dustless)					
76.	Dak pad (Leather & Executive)					
77.	Rubber (Eraser)					
78.	CD-R (without cover)					
79.	CD-RW (without cover)					
80.	DVD (without cover)					
81.	DVD-RW (without cover)					
82.	CD/DVD covers					
83.	Green paper (legal size)					
84.	Ruled paper 16" x 26 1/2"					
85.	White paper 16" x 26 1/2"					
86.	Candles 9"					
87.	Sealing wax (400 gm packet)					
88.	Khaki sheet/wrapping paper 70x90cm					
89.	Butter sheet					
90.	Drawing sheet (Full roll)					
91.	Stapler machine 24/6					
92.	Stapler pins 24/6					
93.	Stapler machine No.10					
94.	Stapler pins No.10					
95.	Stapler machine Kangaro FL-12M24					
96.	Stapler Pin No-FL-12M24					
97.	Ruled Registers 2 quire 18cms x 29cms					
98.	Ruled Register 4 quire 18cms x 29 cms					
99.	Ruled Register 6 quire 18cms x 29cms					

100.	Ruled Register 8 quire 18cms x 29 cms					
101.	Ruled Register 10 quire 18cms x 29 cms					
102.	Ruled Register 10 quire green ledger paper 21 x 33.5 cms					
103.	Stamp pad					
104.	Stamp pad ink					
105.	Short hand notebook					
106.	Short hand pencil					
107.	Sketch pen					
108.	Desk diary stand (Plastic &Steel)					
109.	Transparency 75 microns					
110.	Transparency 100 microns					
111.	Transparency 175 microns					
112.	Permanent markers i) Fine Tip ii) Thick Tip					
113.	White board marker					
114.	Attendance Register 2 quire					
115.	Attendance Register 4 quire					
116.	File Folder Leather					
117.	File folders PVC (L & U Shape) a) Ordinary b) Medium c) Executive					
118.	Chart paper foolscap					
119.	Fevicol pots (200 gms)					
120.	Punch Dispenser Single					
121.	Punch Dispenser double					
122.	Color photocopy paper 75 gsm					
123.	Yellow stick pads (Post It Slips) 4"					
124.	-do- 2"x 3"					
125.	-do- 1"x 3"x 3"					
126.	Dumper					
127.	Pilot pen ink					
128.	Service books 1. With cover 2. Without cover					
MISCELENIIOUS ITEMS						
129.	Pen Drive (Original) 1. 8GB 2. 16GB 3. 32GB 4. 64GB 5. 128 GB					

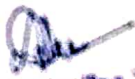
130.	Dot matrix printer cartridge Original (for Lipi 2250 printer)					
131.	Toner cartridges (Original and Compatible) HP-12A, 88A, 36A, 78A, 110A, 137A, Canon-925A, 925, TN-2365 Brother, etc.)					
132.	Refilling of Toner cartridges of Printers (for printers at Sr. No. 129, (HP, Epson, Canon , Brother) No. 12A, 88A, 36A, 78A, 925A , 925, 110A, 137A, TN-2365 ,etc.)					
133.	Antivirus (for 1 user, 3 user, 5 user, 10 user. 1. Quick heal 2. Avast 3. Norton 4. Semantec 5. MacAfee 6.					
134.	Batteries for UPS by back with value 1 KVA, 12V 7.2Ah. etc.					
135.	Cell for Wall Clock, Key board, Mouse etc. (Ordinary)					
136.	--do--Dura Cell, Like					
137.	Cell for Calculator					
Offset Printing & Binding material for Printing Section						
138.	Art Paper 15"x20" 170 GSM					
139.	Art Paper 20"x30" 170 GSM					
140.	Art Paper 23"x 36" 170 GSM					
141.	White Printing Paper 20"x25" 70 GSM					
142.	White Printing Paper 20"x30" 70 GSM					
143.	White Printing Paper 23"x36" 70 GSM					
144.	Yellow Printing Paper 20"x30" 70 GSM					
145.	Yellow Printing Paper 23"x36" 70 GSM					
146.	Ledger Printing Paper 23"x36" 70GSM					
147.	Ledger Printing Paper 20"x30" 70GSM					
148.	Executive Bond Paper 18"x23 70 GSM					
149.	Chart Sheet (Yellow, Green, Pink, White, Blue) 22"x28" 170GSM					
150.	Four Clour Ink Set (Huber Group)					

151.	Blue Ink Popular Royal Blue-HGI-10554/IPO					
152.	Green Ink Popular Vivid Green HGI-1454/IPO					
153.	Turbo Chrom Back Ink-49F20TC/5P3					
154.	Gloria Red Ink HGI-13299/IPO					
155.	Blanket Wash for Technova Printing Machine					
156.	PS Plate Gum Protection Gum for (Technova)					
157.	Ultra Font for Technova Machine					
158.	Plate Cleaner (GP) for Technova Machine					
159.	PS Plate 675mmx790mm 0.28mm for Technova Machine					
160.	PS Developer for Technova Machine					
161.	Print Enhancer (1 Litr. pack)					
162.	Stitching Wire (18,20,21,2,23,24 Nos.)					
163.	Khakhi Craft Sheet 23"x36"					
164.	Cart Board (Gatta) (24,28,32,36 ounce)					

(Signature of the tenderers with seal)

Contact person:

Contact No.


 Comptroller,
 Dr. Y.S. Parmar University
 of Horticulture and
 Forestry,
 Nauni, Solan - 173 230