

TENDER NOTICE

Sealed re-tenders are hereby invited on an as-and-when-required basis for the supply of "Stationery & Miscellaneous Items" for the period of one year from the date of notification until 31st July 2026, on a rate contract basis. Interested and eligible suppliers must ensure their tenders reach the office of the undersigned, complete in all respects, as per the schedule given below:-

Last date for receipt of sealed tenders: 06.09.2025 up to 4:00 PM

Date of opening of tenders: 08.09.2025 at 11:30 AM

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

The tenders (Technical Bids and Financial Bids) as mentioned on Annexure-A & Annexure-C will be opened on 08.09.2025 at 11:30 AM in the office chamber of the undersigned, in the presence of firms/authorized representatives who may wish to remain present on the day. Other terms and conditions of the tenders are annexed at Annexure-B.


21/8/25
Comptroller
Comptroller
Dr Y S Parmar University of
Horticulture and Forestry,
Nauni (Solan)

Annexure - A

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.
 - e) ITRs for the last three years may be enclosed with the tender form.
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 contractors only after samples selection of the articles.


21/8/15
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Annexure-B

TERMS AND CONDITIONS (of the University):

1. The rate contract will remain valid up to 31.07.2026 from the date of award.
2. The supplies will have to be delivered FOR destination (up to the store section), including the outstations of the University located in all the districts of Himachal Pradesh. In the event of failure to do so, 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 (except where not required). These samples will, however, be returned to the unsuccessful tenderer on finalization of the rate contract.
4. All items/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 the 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 purchases 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 by a non-refundable Tender Fee in the shape of a 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 favor of the Comptroller, UH&F, Nauni, Solan (HP), which shall be returned to the unsuccessful tenderer(s) after finalization of the tender process.
10. The Earnest Money of the successful firm will be released after three months from the date of expiry of the contract or after the date of satisfactory completion of the rate contract and receipt of certificates in this regard from the University departments/offices/outstations.
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. 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 government rules/norms.
18. A non-blacklist certificate of the firm is required to be enclosed with the tender document.


**Comptroller
Dr Y S Parmar University of
Horticulture and Forestry,
Nauni (Solan)**

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.)

Contact person:

Contact No.

M. Bhatia
21/8/15
Controller,
Comptroller

Dr. Y.S. Parmar University
Horticulture & Forestry
Nauni—173230, Solan, H.P.

FINANCIAL BID ENVELOPEAnnexure-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 period from the date of notification (Valid upto 31.07.2026)

Last date for receipt of tender:

05.09.2025 upto 4:00 (PM)

Tenders to be opened on:

08.09.2025 at 11: 30 (AM)

Sr. No	Item with specifications	Brand/ Make	Rate per unit (in figures & words) {Excluding GST}	GST		Total Amount per unit {Col 4 + 6} (Rs.)
				Rate (%)	Amount	
1	2	3	4	5.	6.	7.
1.	Refills for Ball Pens (ordinary) without print					
2.	Carbon paper black 41 x 33cms (big)					
3.	Spiral Slip pads No.11 (40 leaves) with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan					
4.	Spiral Note Book					
i)	15 Subject Spiral Note Book 300 Page					

ii)	2.5 Subject Spiral Note Book 160 Page					
iii)	2.33 No Spiral					
iv)	3.33 No Spiral					
5.	Paper roll (90x120 mm)					
6.	Jute Bag (Farmer Kit) with Pen and Pad					
7.	Jute Bag for training purpose simple					
8.	Executive Bag for VVIP & VIPs					
9.	Paper weight (glass)					
10.	Ammonia liquid (Sample not required)					
11.	Ammonia roll (Sample not required)					
12.	Photostat paper B4 size 75gsm					
13.	Dot matrix printer Ribbon FX-105 (silk) 13 X10m original					
14.	Khaki sheet/wrapping paper 70x90cm					
15.	Drawing sheet (Full roll)					
16.	Short hand pencil					
17.	Stamp Ink					
18.	Cell for Calculator					
19.	Art Paper 15"x20" 170 GSM					
20.	White Printing Paper 20"x25" 70 GSM					
21.	Yellow Printing Paper 20"x30" 70 GSM					
22.	Yellow Printing Paper 23"x36" 70					

	GSM					
23.	Four Clour Ink Set (Huber Group)					
24.	Blue Ink Popular Royal Blue-HGI-10554/IPO					
25.	Green Ink Popular Vivid Green HGI-1454/IPO					
26.	Turbo Chrom Back Ink-49F20TC/5P3					
27.	Gloria Red Ink HGI-13299/IPO					
28.	Blanket Wash for Technova Printing Machine					
29.	PS Plate Gum Protection Gum for (Technova)					
30.	Ultra Font for Technova Machine					
31.	Plate Cleaner (GP) for Technova Machine					
32.	PS Plate 675mmx790mm 0.28mm for Technova Machine.					
33.	PS Developer for Technova Machine					
34.	Print Enhancer (1 Litr. pack)					
35.	Stitching Wire (18, 20, 21, 2, 23, 24 Nos.)					
36.	Khakhi Craft Sheet 23'x36'					

(Signature of the tenderers with seal)

Contact person:

Contact No.