



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
G T Road By Pass, Jalandhar-144011, Punjab (India)
EABX-0181-2690301-453 Fax: 2690320, 2690932 website:www.nitj.ac.in
Email registrar@nitj.ac.in

Tender Notice No.NIT J/PUR-III/e-Tender/22/2015

Last date for submission of Online bids : 25.04. 2016 upto 05.00 p.m.
Date of opening of Online bids : 26.04.2016 at 11.00 a.m

e-Tenders are invited from the Manufacturers/Dealers/Suppliers for entering into Annual Rate Contract for the year 2016-17 for the supply of Stationary items. The detailed tender documents, terms & conditions and specification **can be downloaded** /seen at website of Institute www.nitj.ac.in or www.tenderwizard.com/NITJ.

Only e-Tender will be accepted for more details/clarifications, the bidders may contact Mr Vijay Kumar on behalf of M/S ITI Limited on Mobile no.8146699878 or email vijay@etenderwizard.com.

Registrar

THIS DOCUMENT IS FOR REFERENCE ONLY. **ONLY E-TENDER WILL BE ACCEPTED**



**DR B R AMBEDKAR NATIONAL INSTITUTE OF
TECHNOLOGY, JALANDHAR
G T Road By Pass, Jalandhar-144011, Punjab (India)**

Tel: 0181-2690301- 453 EPABX **Fax:** 2690320, 2690932 **website:** www.nitj.ac.in

E-mail: registrar@nitj.ac.in

e-Tender Notice

National Institute of Technology, Jalandhar invites tender for entering into Annual Rate Contract for the supply of Stationery Items as per details given below:

I	Downloading of e-Tender document	Start Date: 01.04.2016 at 10.00 A.M. End Date : 25.04.2016 at 05.00 P.M.
II	Date of submission of e-tender	End Date : 25.04.2016 at 05.00 P.M.
III	Physical submission of Tender fee and EMD	End Date : 25.04.2016 at 05.00 P.M.
III	Opening of Tender (online)	At 26.04.2016 upto 11:00 A.M.

Detailed Terms and Conditions are available in e-Tender document. The bid document can be downloaded from the website of www.tenderwizard.com/NITJ. Complete tender document & specification is available for reference purposes on Institute website www.nitj.ac.in. Only e-Tender will be accepted.

Registrar



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Sub; Tender No.NITJ/PUR-III/e-Tender/22/2015

List of Stationery Items & EMDs detail as under:

Sr.No.	Items	Tender Fee	Appox. purchase of Stationery items during last year	EMD	Tender Processing fees(Including ST)
1.	Purchase of Stationery Items (Annexure "A")	Rs.500/-	Rs.12 Lacs.	Rs.10,000/-	Rs. 1374/-

Note: The quantity of required Stationery Items (Annexure "A") may vary as per requirement.



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Ref. No. NITJ/Pur-III/526/15/

Dated :

Subject : Reference our Tender Notice No. NIT/PUR/-III/e-Tender/22/2015

Enclosed please find herewith the following:

1. e-Tender Notice No.NITJ/PUR/e-Tender/22/2015
2. Important Note
3. Instructions cum Terms and conditions for supply of Stationery items on ARC
4. Affidavit
5. List of Stationery items (**Annexure “A”**)

This tender from is non-transferable.

Supdt.

Dr. B R Ambedkar NIT Jalandhar



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IMPORTANT NOTE

1. All corrigenda, addenda, amendments and clarifications to Tender specification will be hosted in the website www.nitj.ac.in, and not in the newspaper, Bidders shall keep themselves updated with all such developments.
2. In case the last date of receipt/ opening of bids falls on holiday, the bids shall be receipt/opened on the following working day at same time.
3. Tenderer who have downloaded the tender document form from the institute website shall submit a declaration alongwith tender document that 1/we have downloaded the tender form from the Institute website www.nitj.ac.in and I/we have not tempered/modified the tender form in any manner. In case, if the same is found to be tempered/modified in any manner, I/we understand that my/our tender will be summarily rejected and I/we are liable to be banned from doing business with institute.
4. Tender fee of Rs.500/- (Non refundable) alongwith EMD of Rs.10,000/- in the shape of Demand Draft favoring Director NIT, Jalandhar be submitted as per date mentioned in schedule. The processing fees for Rs. 1374/- will paid through online mode only to ITI Limited New Delhi .

All those suppliers whose EMDs are already deposited with NIT,Jalandhar on account of previous rate contact, need not require to submit a fresh EMD for the purpose. However, they have to submit fresh tender fee Rs.500/- in shape of Demand draft favoring Director NIT, Jalandhar.



Dr B R Ambedkar National Institute of Technology, Jalandhar

Instructions cum Terms & conditions to the Tenderers for the Supply of Stationary items on Annual Rate Contract basis.

1. **No tender will be accepted in physical form.** The bidders shall have to submit their bids online in Electronic Format under Digital Signatures. For participation in the e-tendering process, the bidders need to register themselves on www.tenderwizard.com/NITJ. The registration and other charges are available on their website. On registration, they will be provided with a user ID and a system generated password enabling them to submit their bids online using Digital System Certificates (DSC).
2. Tenders without Digital Signatures will not be accepted by the electronic tendering system.
3. Bids will be opened online as per time given failing which no tender will be submitted.
4. Before submission of on line bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid.
5. The bidder (s) is/are required to upload the scan copy of VAT/TIN no. and PAN No.
6. Director, NIT Jalandhar will not be responsible for any delay in online submission of bids due to any reason whatsoever.
7. Bidders should submit the scanned copies of Tender fees and EMD as specified in the Tender documents on line alongwith their tender document .
8. EMD & Tender fee in the form of **Demand Draft in favoring Director , Dr B R Ambedkar NIT, payable at Jalandhar** be submitted in Physical form at the following address before opening date of bid as per given in the scheduled time **failing which your offer will be treated as invalid**. Envelop should have full address and Phone Number of the tenderer.

Annual Rate contract of Stationery items **Tender Notice No.NITJ/PUR-III/e-Tender/22/2015**

Kind Attention: Purchase Section

Submission of EMD & tender fee

Due date _____ and Time _____

Director,

Dr B R Ambedkar National Institute of Technology,

GT Road, Amritsar By Pass , Jalandhar 144001 (Punjab) (India)

9. The conditional bids shall not be considered and will be outrightly rejected.
10. The tenderers are required to upload self-attested copies of the relevant documents required as per Terms & Conditions of the tender, failing which their bids may be rejected and will not be considered.
11. Tele fax-email and other incomplete offers are liable to be summarily ignored.
12. Tender fee of Rs.500/- (Non refundable) alongwith EMD of Rs.10,000/- (refundable) in the shape of Demand Draft favoring Director NIT, Jalandhar be submitted as per date mentioned in schedule. EMD of successful bidder will be retained for the period of award of contract as a security.
13. The earnest money will be forfeited if the supplier withdraws his quotation during the period of validity period specified.
14. Rates shall be quoted FOR NIT, Jalandhar and excluding taxes. Sales tax/any other chargeable taxes must be specifically mentioned failing which no tax/duty will be allowed at the subsequent stage. It will be termed as inclusive of all taxes.
15. Any loss or damage to the items while handling transporting till such time the items are delivered and handed over to this office is the responsibility of the supplier/dealer.
16. If Samples are required for checking the quality of the material, the supplier has to submit within 2/5 days failing which the rates of item will not be considered.
17. Supplier shall quote rates strictly as mentioned brand/make by institute in the financial bid . However, where there is no mention of make/model , supplier may quote their brand as per institute's required specification (if mentioned) . If supplier change the specification or make /model at own level the bid will be liable to be rejected.
18. 100% payment will be released within 20 days after physical delivery and inspection of the material in the institute. No advance payment will be given.
19. Supply of material is required within 20 days or stipulated date as mentioned in the supply order. Being an Educational Institution time is essence of the order. Date of the delivery shall be strictly adhere to, otherwise, the Institute reserves the right not to accept the delivery in part or full. On delay in delivery, penalty will be imposed as per institute rules .
20. The approved rates of all the items shall remain firm throughout the Contract period.
21. The Rate Contract will generally be valid for a minimum period of one year, however rates for more than one year will also be considered.
22. Prices charged for the stores items supplied under Rate Contract shall under no event be higher than lowest prices at which the party sells the items of identical description to any other organization during the period of contract.

23. The supplier cannot be charge rates more than MRP if the rates found more than MRP rates at any stage the excess charged amount will be deducted out of their payment.
24. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
25. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their risk cost within the stipulated period, failing which the Annual Rate Contract with the firm may be cancelled. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.
26. The Director may modify, impose or relax any clause in the terms and conditions.
27. Any dispute arising out of this contract at any stage shall be referred to the Director NIT Jalandhar whose decision shall be final and binding upon both the parties.
28. The Director may accept a tender in part or whole of the quantity offered, reject any tender without assigning any reasons, may not accept the lowest or any tender. In case of any doubt dispute or whatever may be the decision of the Director shall be final in this regard.

JURIDICITION

The courts at Jalandhar alone will have the jurisdiction to trail any matter,dispute or reference between parties arising out of the tender/contract. It is specifically agreed that no court outside and other than Jalandhar Court shall have jurisdiction in the matter.

It is hereby certify that we have understood the instructions to tenderer and also terms & conditions attached to the tender and confirm to abide by the same.

Read & accepted

Signature of Tender(s)

(Individual / Firm / Company / Other)

(Affix stamp except individuals)

Name in full_____

Address for correspondence_____

Phone No._____ Mobile No._____

Permanent Address_____

Email Address_____

(on Company Letter Head)

AFFIDAVIT

I/We

(Name)

Manufacturers/Dealers/Suppliers (strike out which is not applicable of(Firm)
_____ do hereby solemnly affirm and declare that the
individual/firm/company is not black listed by any Government Department or an
autonomous body.

DEPONENT

DATE & TIME

THE ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our
knowledge and belief. No part of it is false and nothing has been kept concealed
therefrom.

DATE & TIME

DEPONENT

List of Stationary Items

(ANNEXURE "A")

S.No	Particular	Model/specifications mention make where require	Qty.approx.	MRP Rates (quote where mention on the item)	Quoted rates by the supplier	Remarks
1.	Attendance Register Big 2 Quire	Thick binding bilt ledger paper 17"x27"/2 approx. ledger paper 90 gsm hard binding	150 Nos			
2.	Attendance Register Small 2 Quire	17"x27/4" approx. Thick ledger paper bilt 90 gsm hard	150 nos.			
3.	Ball pen Blue	cello make fine grip	2000 nos.			
4.	Ball pen red	cello make fine grip	700 nos.			
5.	Black Board Duster	Omega no.1561	200 nos.			
6.	Carbon Paper blue	Kores Sapphire	100 pkt.			
7.	CD marker	Camlin/Luxor	100 nos.			
8.	Chalk Coloured dustless	Kores make	1000 Pkt.			
9.	Chalk White dustless	kores make	1000 Pkt.			
10.	Yellow envelop 16 x12" with cloth	Fine quality Jali Cloth Taj	1000 nos.			Sample required
11.	Clip Pin	Bell make 30mm	100 box			
12.	Cloth Khaddar		200 mtr			Sample required
13.	Cutter big	18mm blade TRIO	100 nos.			
14.	Dispatch register 4 quire	Thick binding bilt ledger paper 95 gsm hard binding 8"x13" approx.	100 nos.			Sample paper required
15.	Drawing sheet full size	Superior quality	3000 nos.			
16.	Dumper	Omega/wonder	20 nos.			
17.	Dustbin Plastic	Cello 10" solid	100 nos.			Sample required
18.	Duster cloth 2'x2'	Cotton	2000 nos			Sample required
19.	Envelop 10"x12" yellow Laminated printed	Good quality Institute Logo and name will be printed	15000 nos.			Sample required

20.	Envelop 16"x12" yellow laminated printed	Good quality Institute Logo and name will be printed	15000 nos.			Sample required
21.	Envelop 9"x4" printed	Taj Make	20000 nos.			
22.	Fevistic 8g/15g	Piddilite	200 nos.			
23.	Hard File cover laminated with printed institute name, inside hindi English printing	Superior quality 27kg card board GSM 550, Sirpur 6 ring	5000 nos.			Sample required
24.	File cover soft laminated	Superior quality, 18 kg card board without printing of Institute name	5000 nos.			-do-
25.	Flapper	Superior quality	5000 nos.			-do-
26.	Fluid white pen type	Fiber castle make	100 nos.			
27.	Glass for water plain	200 ml Superior quality	500 nos.			
28.	Gum 150 ml	Camel/Weston	300 nos.			
29.	Gum 300 ml	Camel/Weston	300 nos.			
30.	Gum 700 ml	Camel/Weston	300 nos.			
31.	Gum tube 30 ml	Camel/Weston	300 nos.			
32.	Indent Book Machinery Triplicate 100 each	First page 75GSM Size 7"x 8 1/2" approx. soft binding duly numbered	100 nos.			Sample required
33.	Indent book stationary	First page 75GSM/BILT Size 17"x 27/4" approx. soft binding duly numbered In duplicate	100 nos.			Sample required
34.	Index file big Quote for A4, & FS	Thick board	300 nos.			Sample required
35.	Jug Plastic	Standard size, Superior quality	200 nos.			
36.	Laces green 18"	Superior quality 9x24	1000 nos.			
37.	Log book for buses/Generator/Tractor with Institute name printing 100 pages Size 17"x27/2"	Bilt ledger paper 95GSM Soft cloth binding institute name printing with number 100 pages	20 nos.			
38.	Mast roll for DPL Worker	Superior quality, Ledger paper	300 nos.			Sample required

39.	Photostat Paper A4	210x297mm GSM 75 Bilt copy power	5000 ream			
40.	Paper weight	Simple	300 nos.			
41.	Pen Highlighter	Faber castle	200 nos.			
42.	Pen permanent marker	camlin	200 nos.			
43.	Pencil cell	Everyday	200 nos.			
44.	Pencil soft	Natraj/Apsara	500 nos.			
45.	Peon book 2 quire(small)	Size 17" x27/4 " approx. hard binding with printing of Institute 's Name Bilt ledger paper 90GSM	100 nos.			
46.	Photostat paper A3	GSM 75 Bilt copy power	50 ream			
47.	Photostat paper A4 coloured	D Smart	100 ream			
48.	Pilot Pen v5	Luxor	200 nos.			
49.	Pin cushion	Omega	50 nos.			
50.	Pin for paper	bell make 70gm each box	1000 box			
51.	Plastic folder L Shape	A4size	2000 box			
52.	Poker with wooden handle		50 nos.			
53.	Punching machine double	Kangaroo 280/480	100 nos.			
54.	Punching machine single	Kangaroo 5HP-20	100 nos.			
55.	Big Punching Machine	Kangaroo DP-800 No.376224	50 nos.			
56.	Receipt book a/c duplicate printed 100 pages each	First page 75 GSM 18 " x22/8" approx. duplicate 100 page hard binding duly numbered with printing of Institute Name	200 nos.			Sample required
57.	Receipt book general fee	First page 75 GSM 18x22/8 " approx. 100 pages in duplicate duly numbered with printing of	100 nos.			-do-

		institute Name hard binding				
58.	Receipt register 4 quire	Bilt ledger paper 17"x27"/2 hard binding with printing of Institute 's Name 95GSM ledger paper	100 nos.			
59.	Room spray	160 gm goodhome TTK or equivalent	200 nos.			
60.	Rubber for pencil	Natraj/Navneet	100 pc.			
61.	Ruled Register -48 pages/ 1 quire Bilt paper	Bilt paper hard board GSM 60 full scape size White ruled paper hardbinding size 17"x27"/2	150 nos.			
62.	Ruled Register -96 pages/2 quire Bilt paper	Bilt paper hard board GSM 60 full scape size White ruled paper hardbinding size 17"x27"/2	300 nos.			
63.	Ruled Register-144 page/ 3 quire Bilt paper	Bilt paper hard board GSM 60 full scape size White ruled paper hardbinding size 17"x27"/2	300 nos.			
64.	Ruled Register-192 pages/4 quire Bilt paper	Bilt paper hard board GSM 60 full scape size White ruled paper hardbinding 60 GSM Size 17"x27"/2	100 nos.			
65.	Scale 12"	Plastic	50 nos.			
66.	Sharpener	Natraj/Navneet	50 nos.			
67.	Short hand note book	160 pages Good quality	50 nos.			
68.	Slip pad big 18"x22"/8, size 18"x22"/12	100 sheet each pad Good quality	300 nos.			
69.	Stamp pad	Fiber Castel standard size	100 nos.			
70.	Stapler big	Kangaroo make HP45	100 nos.			
71.	Stapler pin big	Kangaroo 24/6-1m	500 box			
72.	Stapler pin small	Kangaroo no 10-	1000 box			

73.	Stapler small	Kangaroo make 10 EW	100 nos.			
74.	Stick file A4 size	Secure X FL203	100 nos.			
75.	Stock ledger 250 pages with printed institute name	Bilt ledger paper-95GSM 17"x27 "/2 approx. with NIT Printing,Hard binding	100 nos.			
76.	Stock ledger 440 pages with printed institute name	Bilt ledger paper-95GSM 17"x27 "/2 approx. with NIT Printing,Hard binding	100 nos.			
77.	Stock ledger 650 pages printed institute name	Bilt ledger paper-95GSM 17"x27 "/2 approx. with NIT Printing,Hard binding	10 nos.			
78.	Tag for paper white	Superior quality 7"	2000 nos.			Sample required
79.	Tape roll Brown 2"	65 meter-Wonder	150 nos.			
80.	Tape roll transparent 1"	65 meter-Wonder	150 nos.			
81.	Tape roll transparent 2"	65 meter-Wonder	150 nos.			
82.	Transparent sheet OHP	A4 D smart	200 Pkt.			
83.	White board duster	icon make	100 nos.			
84.	White Board marker	camlin make	500 nos.			
85.	Pen Stand	Omega elite	50 nos.			
86.	Office Tray(set of 4)	Omega Deluxe	50 nos.			
87.	Gel Pen Achiever(Blue)	Addgel	100 nos.			
88.	Gel Pen Achiever(Red)	Addgel	100 nos.			
89.	Page marker flag (Coloured)	Claro, quote for 3 cut	50 nos.			
90.	Conference Pad	ITC paper	50 nos.			
91.	Slip pad 18" x22"/8 size	Good quality,100 sheet each pad	100 nos.			
92.	Slip pad 18" x 22"/12 size	Good quality,100 sheet each pad	100 nos.			

93.	Sticky Pad 3" x 3"	Claro	100 nos.			
94.	Sticky Pad 2" x 2"	Claro	100 nos.			
95.	Scale Iron 12"	KTC, Heavy equivalent	50 nos.			
96.	Binder Clip 15mm,19mm,25mm,32mm, 41mm	Gorilla	100 box			
97.	Marker black small for CD	Camlin	10 nos.			
98.	Table Bell hand operated /call bell	Good quality	20 nos.			
99.	Fevicol	MR 25 gm /50gm Pidilight	100 nos.			
100.	Scissor	Full/Medium SAYA make	50 nos.			
101.	Window white envelop 9 x4" , 10 x 4 ½ " , 11 x 5"	Taj Mahal make	5000 nos.			
102.	Push Pins for Notice Board		100 pkt.			
103.	Glossy Sheets A4		50 Ream			

The above quantity mentioned is approximate and is on the basis of annual consumption of previous year 2015-16.of the institute. The required Annual Qty. may vary as per requirement.