

Ref No.: NIT-AP/CSPS/RC/Stationery/2021-22/01

DATE:01-11-2021

NOTICE INVITING RATE CONTRACT

**(FOR STATIONERY ITEMS IN THE INSTITUTE CAMPUS OF NIT
ANDHRA PRADESH, TADEPALLIGUDEM)**



National Institute of Technology- Andhra Pradesh,
Near NH no.16, Kadakatla, Tadepalligudem-534101,
West Godavari District, Andhra Pradesh.
Phone No:9492746972

<https://www.nitandhra.ac.in/main/ratecontract>

For and on behalf of Director, NIT Andhra, Tenders are invited for Supply of stationery items under Rate Contract at NIT Andhra Pradesh.

The interested Service Providers are requested to submit their Tender documents in the prescribed Tender form duly signed and stamped, in a sealed cover. **QUOTATIONS NOT SUBMITTED IN SEALED COVERS AND NOT SUPERSCRIBED THE ENQUIRY NUMBER AND DUE DATE WILL NOT BE ACCEPTED.**

1	Name of the Tender	Supply of stationery items under Rate contract at NIT Andhra Pradesh.
2	Type of Bid	Single bid system
3	Contract period	Six months. the contract may be extended for another 06 months or for a shorter period of time based on the performance of the vendor and/or institute needs.
4	Earnest Money Deposit (EMD)	Rs.10,000/- in the form of a Demand Draft from a Nationalized Bank in favour of The Director, NIT Andhra Pradesh"payable at Tadepalligudem
5	Processing fee	Rs.500/- in the form of a Demand Draft from a Nationalized Bank in favour of The Director, NIT Andhra Pradesh" payable at Tadepalligudem
6	Payment	Within 30 working days after Receipt of items along with the copies of invoice.
7.	Pre-Bid Meeting	10.11.2021 at 03.30 PM in Room No:005, Saradar Vallabhai Patel Administrative Vista.
7	Bid submission Last date	22.11.2021 at 4.00 PM in Room No:005, Saradar Vallabhai Patel Administrative Vista.
8	Date and Time for opening of bid	23.11.2021 at 03.30 PM in Room No:005, Saradar Vallabhai Patel Administrative Vista.

Postal Address:

The Director National Institute of Technology Andhra Pradesh, Near NH no.16, Kadakatla, Tadepalligudem – 534102, West Godavari Dist., Andhra Pradesh, India.

<https://www.nitandhra.ac.in/main/ratecontract>

NOTE: The bidder should enclose the signed and stamped copy of the tender document on each page towards acceptance to all the terms and conditions.

For any queries: purchase@nitandhra.ac.in

Ph:9492746972 (office timings only)

**Sd/-
I/c Registrar
NIT-Andhra Pradesh**

TERMS & CONDITIONS:

- 1) The bidding agency should be reputed and having PAN, GST registered, if applicable. The firm should be registered with the appropriate registration authority and should be in existence for not less than three years before 31.10.2021. proof of the same to be submitted.
- 2) The bidder should have adequate office/service center setup at West & East Godavari district, AndhraPradesh to supply the stationery items as specified.
- 3) The requirement of various stationery items under Rate Contract for a period of One Year is given at Annexure
- 4) After having a Rate Contract with the selected vendor/bidder, the purchase of stationery items will be made as per requirement on as and when required basis during the period of Rate Contract. The rates quoted by the firm should be valid for a period of One year from the date of award of rate contract. The Agency would be required to accept the part supply order as required from time to time by NIT Andhra Pradesh.
- 5) **Earnest Money Deposit (EMD):** An amount of Rs. 10,000/- (Rupees Ten thousand only) has to be submitted by way of Demand Draft from any Nationalized Bank along with the Bid drawn in favor of "The Director NIT Andhra Pradesh payable at Tadepalligudem.

Processing fee of Rs.500/- (Rupees five hundred only) has to be submitted by way of Demand Draft from any Nationalized Bank along with the Bid drawn in favor of "The Director NIT Andhra Pradesh payable at Tadepalligudem.

This deposit will be free of interest. The EMD submitted by the unsuccessful bidder shall be returned to the respective bidder.
- 6) The Stationery items required is of reputed brand or equivalent as approved by NIT Andhra Pradesh in terms of quality and quantity as mentioned against each item in the tender document.
- 7) The acceptance of tender will solely rest with Director, NIT Andhra Pradesh and may accept or reject the lowest or any other tender as per the eligibility criteria. No reasons will be furnished for acceptance or rejection of any tender. Canvassing in connection with tender is strictly prohibited and any canvassing will lead to make the bid of tenderer as ineligible.
- 8) Incomplete quotation schedule in any form will be rejected.
- 9) Conditional tenders shall not be accepted. This tender is non- transferable. Bid once submitted shall not be allowed for withdrawal.
- 10) Number of corrections and or alterations, if any in the tender must be specifically mentioned. All the corrections and alterations made in the tender must be duly countersigned by the authorized signatory, without which tender will not be considered.
- 11) The Unit rates in Indian Rupees should be clearly quoted for each item against each make. The agency should clearly mention for GST/taxes etc. if any. The items are required to be supplied for, NIT Andhra Pradesh, Near NH no.16, Kadakatla, Tadepalligudem-534101.

12) **No commitment to accept lowest or any tender:** NIT Andhra Pradesh shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be at its sole discretion to reject any or all offers without assigning any reason whatsoever.

13) **Submission of Tender Offers:** Tenders can be submitted either through Post or through Courier or by hand. In the event of tender received after due date and time due to any type of delay including postal delay, NIT Andhra Pradesh will not be responsible for such delay and such tenders will not be considered.

14) The tenders should be submitted sealed envelope and super scribed "Tender for stationery.

15) **Opening of Tenders/Quotation:** The offers received will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of the bid. The person attending the opening of the tender will be required to produce an authorization letter from the dealer/company/firm/agency. If the tender does not comply with our tendered specifications, shall be summarily rejected.

16) The supply of Stationery items has to be made within a period of 2-3 days from the date of issue of subsequent supply order by NIT Andhra Pradesh as per requirement from time to time. In case firm fails to supply the Stationery items in the specific time, 0.5% cost of the undelivered goods for every week as late supply will be deducted from the bill to the maximum of 10% of the cost of order after which the order may be cancelled and security deposit forfeited at the discretion of NIT Andhra Pradesh.

17) In Case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Deposit or from pending bills of defaulting firm. The office may take necessary action for blacklisting such firm, if required.

18) The Interested bidders/vendors can visit this office on any working day, to inspect the specimens before submitting the bids.

19) The Director NIT Andhra Pradesh reserves the right to reject any or all the tenders without assigning any reason thereof.

20) Incomplete or conditional tenders will not be entertained

21) Tenderer must be registered with Income tax, PAN and GST, if applicable and should be engaged in the line of supply of Stationery items for at least 3 years. (Submit reverent documents)

22) Vendor should be capable of delivery of items at NIT Andhra Pradesh premises.

23) Tenderer/Bidder should submit the following documents along with their bid.

a) Tenderer should submit the document of Income tax, PAN and GST registration, all other registrations if any.

- b) The bidder should enclose the signed and stamped copy of the tender document on each page towards acceptance to all the terms and conditions.
- c) Qualifying information.
- d) If the tenderer is an authorized dealer, Authorization Certificate is to be provided.
- e) All the firms participating in the tender must submit a list of their partners etc. along with them communication details.

25) The requirement of consumable items may vary and the firm has to supply the items during the period of contract.

26) **Payment:** 100% payment will be released within 30 days after receipt and acceptance of material. No other payment terms including advance payment will be allowed.

27) L1 will be the vendor who has quoted most economical price of the item. For administrative exigencies, NIT Andhra Pradesh, would like to minimize the number of suppliers. Hence the vendor who is L-1 for maximum items shall be given the first right to match the L1 quotation of the at least 90% of the items of the stated quality.

28) No taxes shall be payable by us unless payment of the same is specifically mentioned by the supplier in the quotation and the same is legally leviable. If no specific mentioning of tax/GST, NIT Andhra Pradesh will assume that the price/s quoted is inclusive of all taxes and levies and binding on the firm to execute the order.

29) NIT Andhra Pradesh is not bound to procure items from the selected vendor only.

Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating here on GST Registration, FAX, Email, Telephone numbers, complete /valid correspondence address etc.,

The tenderer has to quote the prices for the material/make/equivalent mentioned in the price bid. However, the tenderer shall be responsible about the quality of the material quoted in the price bid.

30) The Tenderer should have minimum turnover of Rs 3 lakh in financial year of 2020-21. The Turnover statement for the above said financial year is required.

Date:

Place:

Signature & Seal

OTHER TERMS AND CONDITIONS FOR RATE CONTRACT

- 1) The offer / contract will be awarded to the Lowest-1 firm (Item wise) as per the decision taken by the Purchase Committee depending on the quality.
- 2) It will be the responsibility of the firm to ensure that the items to be supplied as per the quality and quantity demanded within stipulated time. The material supplied if found to be other than the specified brand and inferior in quality will summarily be rejected. The Institute shall also have the power to purchase the required item from elsewhere and any excess of cost so incurred by the Institute the quotation price together with all charges and expenses incurred towards purchase shall be recovered by the Institute from the successful quotationer/firm
- 3) In case, the items are not supplied within the stipulated time, a fine of Rs.250/- (Rupees Two hundred and Fifty only) will be levied per day for the delay so caused and the same will be deducted from the payment against the bills raised. **If consignee is not received against the indent within 24 hrs. from the time of indent, institute have right to purchase the same from other sources. If such consequences repeat two times consequently or five times overall, the contract shall stand cancelled automatically and institute have right to empanel the L2 for such contract, whatsoever.**
- 4) **If the contractor supplies the items of low quality or irrelevant specifications other than indented, the consignee will be rejected by institute and clause (3) as above shall be revoked in such circumstances, as applicable.**
- 5) If any one item price quoted by more than one bidder is same, the Institute have right to negotiate with the lowest quotation[s] regarding price
- 6) The bidder should quote not less than 80% of the list of items.
- 7) The Committee reserves the right to negotiate with lowest bidder[s] to arrive at a rate of any item.
- 8) **The total purchase value even when cumulative will not exceed beyond Ten Lakhs Only in current financial year under the contract order(s) release against this case, if any.**
- 9) **The successful bidder shall submit security deposit of Rs. 10,000/-. The same will be refunded after successful fulfillment of the agreement made between the institute and successful bidder.**
- 10) **All the indents from the institute to successful bidder will be raised through e-mail only from the purchase@nitandhra.ac.in. to any mail ID as specified in the agreement.**

Date:

Place:

Signature & Seal

Qualifying information:

S. No	Details requested by NIT Andhra Pradesh	Details furnished by the firm
1)	Name of the bidder	
2)	Valid correspondence Address, Email, and contact details/Telephone numbers of bidder	
3)	Status of Ownership of the firm	a) Proprietor b) Partnership c) Registered firm d) Unregistered firm e) Body Corporate
4)	Statutory Registrations (Copies May Please be attached)	a) GST: b) PAN: c) VAT: D) Any other
5)	Earnest money Deposit (EMD) & Processing fee details;	<u>EMD:</u> DD no. _____ DD Date: _____ Bank Name: _____ <u>Processing fee:</u> DD no. _____ DD Date: _____ Bank Name: _____
6)	Bank details of the Firm (Copies May Please be attached)	

Annexure – I

Ref. No.: NIT-AP/CSPS/RC/Stationery/2021-22/01

DATE:01.11.2021

S No	Item Name	Qty	Price List item wise (Rs.)
1	A4 papers (AP copier, Reflection 70 GSM)	1 Ream	
2	Legal papers (AP copier, Reflection 70 GSM)	1 Ream	
3	A4 papers (AP copier, Reflection 75 GSM)	1 Ream	
4	Legal papers (AP copier, Reflection 75 GSM)	1 Ream	
5	A3 Papers 70 GSM	1 Ream	
6	A4 Size cloth covers	100 Nos.	
7	Legal Size cloth covers	100 Nos.	
8	Cloth Covers (11x5)	100 Nos.	
9	Cloth Covers (16x12)	100 Nos.	
10	Cloth Covers (18x14)	100 Nos.	
11	11x5 White covers	100 Nos.	
12	Legal Size Brown Covers	100 Nos.	
13	A4 Brown Covers	100 Nos.	
14	Exam Threads (1 Pack 500 threads)	1 No	
15	Stamp pad Small (Blue) Camel company	1 No	
16	Stamp pad Big (Blue) Camel company	1 No.	
17	Cello tape cutter machine (1inch tape)	1 No.	
18	Cello tape cutter machine (2inch tape)	1 No.	
19	1" Gum tape (brown) (wonder 60 meter. Length)	1 Roll	
20	2" Gum tape (brown) (wonder 60 meter. Length)	1 Roll	
21	1" Gum tape white (wonder 60 meter. Length)	1 Roll	
22	2" Gum tape white (wonder 60 meter. Length)	1 Roll	
23	Stapler machine HP45 (Big)(Kangaroo)	1 No	

24	Stapler machine (Big for small pins) (Kangaroo)	1 No	
25	Stapler machine (small) (Kangaroo)	1 No	
26	Stapler pins (Big) (Kangaroo) (1 Box contains 20 pieces)	1 Box	
27	Stapler pins (Small) (Kangaroo) (1 Box contains 20 pieces)	1 Box	
28	Pencils (Apsara) (1 Box contains 10 Nos.)	1 Box	
29	Gum bottles(small) (Camel) 150 ml	1 bottle	
30	Gum bottles(big) (Camel) 700 ml	1 bottle	
31	Tags (bundle of 10 sets)	1 bundle	
32	Sticky Flags Good Quality	1 Packet	
33	Sticky Notes Good Quality	1 Packet	
34	Add Gel Pens (Achiever) (Blue, black, Red & Green)	1 Pen	
35	Uniball Pens (Blue, black, Red & Green)	1 Pen	
36	Erasers (Apsara) 1 Box contains 20 pieces)	1 Box	
37	Sharpeners (Apsara) 1 Box contains 20 pieces)	1 Box	
38	Scribbling pads (Rule) (777) (Guptas)	1 Pad	
39	Scribbling pads (white) (777) (Guptas)	1 Pad	
40	Box files (Good quality)	1 No.	
41	Fevisticks (Big)	1 No.	
42	Fevisticks (Small)	1 No.	
43	Gem clips (Big size) (Bell company)	1 Box	
44	Gem clips (Medium size) (Bell company)	1 Box	
45	Gem clips (Small size) (Bell company)	1 Box	
46	Binding Clips (15mm size)	1 Box	
47	Binding Clips (19mm size)	1 Box	
48	Binding Clips (25mm size)	1 Box	
49	Binding Clips (32mm size)	1 Box	
50	Binding Clips (41mm size)	1 Box	

51	Binding Clips (51mm size)	1 Box	
52	White fluids (Cello)	1 No.	
53	File pads u/o (Urgent)	1 Pad	
54	No.1 Registers (Binding)	1 Register	
55	No.2 Registers (Binding)	1 Register	
56	No.3 Registers (Binding)	1 Register	
57	No.4 Registers (Binding)	1 Register	
58	No.5 Registers (Binding)	1 Register	
59	Highlighters (Camlin)	1 No.	
60	No.3 Cloth Register	1 Register	
61	Writing flanks (Wooden)	1 flank	
62	Writing flanks (Executive pad) Water proof	1 flank	
63	L-folders (Legal) (1 Packet contains 12 Nos.)	1 Packet	
64	L-folders(A4) (1 Packet contains 12 Nos.)	1 Packet	
65	Damper	1 No.	
66	Nippo Battery (Size AA) (Wall clock batteries)	1 No.	
67	Nippo Battery (Size AAA)	1 No.	
68	GP High Voltage Battery (22AE -12V) (Calling Bell Battery)	1 No.	
69	Calculator(Casio 5J 12D)	1 No.	
70	Scissor Stainless steel original (Big)	1 No.	
71	Rubber bands (100 grams)	1 Packet	
72	Rubber bands (50 grams)	1 Packet	
73	Attendance Register(200/No.2)	1 No.	
74	Tapal pads/Closed Files	1 Pad	
75	Packing thread (Plastic)	1 Kg	
76	Punching machine (single hole) (Kangaroo)	1 No.	
77	Punching machine (double hole) (Kangaroo)	1 No.	
78	Paper weight (Rubber)	1 No.	
79	Permanent markers (Camlin) (1 Box contains 10 pieces)	1 Box	

80	CD markers (Camel) one box contains 10 pieces	1 Box	
81	Contani (Best Quality) (Handle Wooden)	1 No.	
82	Long Iron Scales (one box contains 10 pieces)	1 Box	
83	Plastic Stationery Tray (Good quality)	1 No.	
84	Disposal pens (Blue/Red)	1 Box	
85	Pen Stand Wooden Model Multifunctional	1 No.	
86	Dustless Chalks Apsara White - 1 box- (50 pieces)	1 box	
87	Dustless Chalks Apsara Color - 1 box- (50 pieces)	1 box	
88	White Board Markers (Blue, Red, Black)- 1 box	1 box	
89	Dusters	1 No.	
90	Student Certificates files	1 No.	
91	Bond Papers (100 GSM)	1 Ream	
92	Legal Size Polythene Covers	1 Packet	
93	Notice Boards (2X3)	1 No.	
94	Notice Boards (3X4)	1 No.	
95	Notice Boards (4X6)	1 No.	
96	White Boards (2X3)	1 No.	
97	White Boards (3X4)	1 No.	
98	White Boards (6X4)	1 No.	
99	White Boards Duster	1 Piece	
100	Spring Files	1 No.	
101	Single Hole Punching Machine Big Size	1 No.	
102	Four Flop File Lamination	1 No	
103	Paper File (220 GSM Card bord Legal size with NIT logo and Title printing) as per sample approximate quantity 2000 pieces.	1 Piece	

Note: The unit rates quoted above should be inclusive of GST

Place:

Signature & Seal