

NOTICE INVITING RATE CONTRACT

(SUPPLY OF STATIONERY ITEMS TO NITANDHRA PRADESH  
UNDER RATE CONTRACT)



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

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

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 to NIT Andhra Pradesh under Rate contract.
2	Type of Bid	Single bid system
3	Contract period	<b>Two years.</b> Initially the contract will be for one year which may be extended for another one year or for a shorter period of time based on the performance of the vendor and/or institute needs.
4	Earnest Money Deposit (EMD)	<b>Rs.5,000/-</b> in the form of a Demand Draft from a Scheduled Bank in favour of The Director, NIT Andhra Pradesh payable at Tadepalligudem *EMD is exempted for the firms registered under MSME.
5	Processing fee	<b>Rs. 500/-</b> by way of RTGS/NEFT/DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem. <b>Account Name:</b> Director NIT Andhra Pradesh <b>A/C No:</b> 35579546371 <b>IFSC Code:</b> SBIN0016305 Submit the payment Receipt for evidence.
6	Payment	Within 30 working days after Receipt of items along with the copies of invoice.
7.	Pre-Bid Meeting	<b>27.11.2024 at 03.30 PM</b> in Room No:005, Saradar Vallabhbai Patel Administrative Vista, NIT Andhra Pradesh.
8	Bid submission Last date	<b>11.12.2024 till 5.00 PM</b>

**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/tender>

**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](mailto:purchase@nitandhra.ac.in)

**Associate Dean  
SMMD & GeM  
NIT Andhra Pradesh**

### **ELIGIBILITY CRITERIA:**

- 1) The bidder must be proprietor / firm / company having valid GST certificate.
- 2) The location / address of the bidder as per GST registration certificate should be within 500 kms of distance from NIT Andhra Pradesh.
- 3) The bidder must have a valid PAN card.
- 4) The bidder must have supplied stationery items for a value not less than **Rs. 3,00,000 /- (Rupees Three Lakhs Only)** to any educational institutions / organizations during the period 01-04-2021 to till date. To support their claims bidder should produce purchase orders and satisfactory certificates.

### **TERMS & CONDITIONS:**

- 1) The requirement of various stationery items under Rate Contract for a period of One Year is given at Annexure - I
- 2) 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 RateContract. 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.
- 3) **Earnest Money Deposit (EMD):** An amount of Rs. 5,000/- (Rupees Five 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.

- 4) 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.
- 5) The acceptance of tender will solely rest with Director, NIT Andhra Pradesh and may acceptor 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.
- 6) Incomplete quotation schedule in any form will be rejected.
- 7) Conditional tenders shall not be accepted. This tender is non- transferable. Bid once submitted shall not be allowed for withdrawal.
- 8) The rate should be quoted for each item in the Annexure - I. No overwriting is allowed in the quotation. Any overwriting or corrections may lead to the rejection of the quotation.

- 9) 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.
- 10) **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.
- 11) The tenders should be submitted in sealed envelope and super scribed as "Quotation for supply of stationery items to NIT Andhra Pradesh under rate contract".
- 12) The tender, which does not comply with our tendered specifications, shall be summarily rejected.
- 13) The supply of Stationery items has to be made within a period of 10-15 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, fine will be imposed and will be deducted from the bill. If the delay exceeds further, the order may be cancelled and security deposit forfeited at the discretion of NIT Andhra Pradesh.
- 14) 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.
- 15) The Interested bidders/vendors can visit this office on any working day, to inspect the specimens before submitting the bids.
- 16) The Director NIT Andhra Pradesh reserves the right to reject any or all the tenders without assigning any reason thereof.
- 17) Incomplete or conditional tenders will not be entertained
- 18) Vendor should be capable of delivery of items at NIT Andhra Pradesh premises.
- 19) **Tenderer/Bidder should submit the following documents along with their bid.**
  - a) Tenderer should submit the self-attested documents of 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 their communication details.
- 20) The requirement of consumable items may vary and the firm has to supply the items during the period of contract.
- 21) **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.
- 22) The total prices of each category (mentioned in Annexure-I) of all valid bids shall be

compared. The lowest bidder who stands at L1 for each category will be awarded with rate contract to respective category.

- 23) 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.
- 24) NIT Andhra Pradesh is not bound to procure items from the selected vendor only.
- 25) The tenderer has to quote the prices for the material/make/equivalent mentioned in the Annexure - I. However, the tenderer shall be responsible about the quality of the material quoted in the price bid.
- 26) All the indents from the institute to successful bidder will be raised through e-mail only from the [purchase@nitandhra.ac.in](mailto:purchase@nitandhra.ac.in) to the 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.: NITANP/SMMD/TENDER/2024-25/59

DATE:20.11.2024

**Category - I**

<b>S No</b>	<b>Item Name</b>	<b>Qty</b>	<b>Price List item wise (Rs.)</b>
1	Exam Threads (1 Pack 500 threads)	1 No	
2	Stamp pad Small (Blue) (Camlin / Faber Castell / Equivalent)	1 No	
3	Stamp pad Big (Blue / Red) (Camlin / Faber Castell / Equivalent)	1 No.	
4	Cello tape cutter machine (1inch tape)	1 No.	
5	Cello tape cutter machine (2inch tape)	1 No.	
6	1" Gum tape (brown) (wonder/Cello/Teflon) 60 meter. Length	1 Roll	
7	2" Gum tape (brown) (wonder/Cello/Teflon) 60 meter. Length	1 Roll	
8	1" Gum tape white (wonder/Cello/Teflon) 60 meter. Length	1 Roll	
9	2" Gum tape white (wonder/Cello/Teflon) 60 meter. Length	1 Roll	
10	Stapler machine HP45 (Big)(Kangaroo)	1 No	
11	Stapler machine (Big for small pins) (Kangaroo)	1 No	
12	Stapler machine (small) (Kangaroo)	1 No	
13	Stapler pins (Big) (Kangaroo) (1 Box contains 20 pieces)	1 Box	
14	Stapler pins (Small) (Kangaroo) (1 Box contains 20 pieces)	1 Box	
15	Pencils (Apasara / Nataraj / Doms) (1 Box contains 10 Nos.)	1 Box	
16	Gum bottles(small) (Camel) 150 ml	1 bottle	
17	Gum bottles(big) (Camel) 700 ml	1 bottle	
18	Tags (bundle of 10 sets)	1 bundle	
19	Sticky Flags Good Quality	1 Packet	
19	Sticky Notes Good Quality	1 Packet	
20	Add Gel Pens (Achiever) (Blue, black, Red & Green)	1 Pen	
21	Uniball Pens (Blue, black, Red & Green)	1 Pen	

22	Erasers (Apasara / Nataraj / Doms) 1 Box contains 20 pieces)	1 Box	
23	Sharpeners (Apasara / Nataraj / Doms) (1 Box contains 20 pieces)	1 Box	
24	Fevistick (25gms)	1 No.	
25	Fevisticks (8gms)	1 No.	
26	Gem clips (Big size) (Bell company / Equivalent)	1 Box	
27	Gem clips (Medium size) (Bell company / Equivalent)	1 Box	
28	Gem clips (Small size) (Bell company / Equivalent)	1 Box	
29	Binding Clips (15mm size)	1 Box	
30	Binding Clips (19mm size)	1 Box	
31	Binding Clips (25mm size)	1 Box	
32	Binding Clips (32mm size)	1 Box	
33	Binding Clips (41mm size)	1 Box	
34	Binding Clips (51mm size)	1 Box	
35	White fluids (Cello/Camlin/Reynolds)	1 No.	
36	Highlighters (Cello/Camlin/Reynolds)	1 No.	
37	Writing flanks (Wooden)	1 flank	
38	Writing flanks (Executive pad) Water proof	1 flank	
39	Damper	1 No.	
40	Battery - Size AA (Wall clock batteries) (Nippo / Duracell / Eveready)	1 No.	
41	Battery - Size AAA (Nippo / Duracell / Eveready)	1 No.	
42	GP High Voltage Battery (22AE -12V) (Calling Bell Battery)	1 No.	
43	Calculator(Casio 5J 12D)	1 No.	
44	Scissor Stainless steel original (Big)	1 No.	
45	Rubber bands (100 grams)	1 Packet	
46	Rubber bands (50 grams)	1 Packet	
47	Packing thread (Plastic)	1 Kg	
48	Punching machine (single hole) (Kangaroo)	1 No.	
49	Punching machine (double hole) (Kangaroo)	1 No.	



50	Paper weight (Rubber)	1 No.	
51	Permanent markers (Cello/ Camlin/ Reynolds) (1 Box contains 10 pieces)	1 Box	
52	CD markers (Cello/ Camlin/ Reynolds) one box contains 10 pieces	1 Box	
53	Contani (Best Quality) (Handle Wooden)	1 No.	
54	Long Iron Scales (one box contains 10 pieces)	1 Box	
55	Long Plastic Scales (One box contains 10 pieces)	1 Box	
56	Plastic Stationery Tray (Good quality)	1 No.	
57	Disposable Ball pens (Blue / Red / Black) (Flair / Linc / Elkos / Equivalent) - 1 box – 10 pens	1 Box	
58	Ball pen 0.7mm (Blue / Red / Black) (Hauser / Pentonic / Flair / Equivalent) – 1 box – 10 pens	1 Box	
59	Dustless Chalks White (Apsara / Kores / Equivalent) - 1 box- (50 pieces)	1 box	
60	Dustless Chalks Color (Apsara / Kores / Equivalent) - 1 box- (50 pieces)	1 box	
61	White Board Markers (Blue/Red/ Black) (Cello/ Camlin/ Reynolds)- 1 box contains 10 markers	1 box	
62	Dusters	1 No.	
63	White Boards Duster	1 Piece	
64	Single Hole Punching Machine HDP 1320	1 No.	
65	Push pins for cork board (Pack of 50 pcs)	1 Pack	
66	Magnet buttons for white board (Pack of 10 pcs)	1 Pack	

**Category – II**

<b>S No</b>	<b>Item Name</b>	<b>Qty</b>	<b>Price List item wise (Rs.)</b>
1	A4 papers (AP copier, Reflection 75 GSM)	1 Ream	
2	Legal papers ( AP copier, Reflection 75 GSM)	1 Ream	
3	A3 Papers 70 GSM	1 Ream	
4	A4 Size cloth covers	100 Nos.	
5	Legal Size cloth covers	100 Nos.	
6	Cloth Covers (11x5)	100 Nos.	
7	Cloth Covers (16x12)	100 Nos.	
8	Cloth Covers (18x14)	100 Nos.	
9	11x5 White covers	100 Nos.	
10	Legal Size Brown Covers	100 Nos.	
11	A4 Brown Covers	100 Nos.	
12	Scribbling pads (Rule) (777) (Guptas)	1 Pad	
13	Scribbling pads (white) (777) (Guptas)	1 Pad	
14	Box files (Good quality PVC)	1 No.	
15	File pads u/o (Urgent)	1 Pad	
16	No.1 Registers (Binding)	1 Register	
17	No.2 Registers (Binding)	1 Register	
18	No.3 Registers (Binding)	1 Register	
19	No.4 Registers (Binding)	1 Register	
20	No.5 Registers (Binding)	1 Register	
21	No.3 Cloth Register	1 Register	
22	L-folders (Legal) (1 Packet contains 12 Nos.)	1 Packet	
23	L-folders(A4) (1 Packet contains 12 Nos.)	1 Packet	
24	Attendance Register(100 Pages)	1 No.	
25	Tapal pads/Closed Files	1 Pad	
26	Single leaf Button Files	1 No.	

27	Bond Papers (100 GSM)	1 Ream	
28	Legal Size Polythene Covers	1 Packet	
29	Spring Files	1 No.	
30	Four Flop File Lamination	1 No	
31	Paper File with lamination and both side printing (300 GSM Art board 10 x 15 size with NIT logo and Title printing) as per sample approximate quantity 2000 pieces.	1 Piece	
32	Graph sheets A4 size (Pack of 100 sheets)	1 Pack	
33	Semi log Graph sheets (Pack of 100 sheets)	1 Pack	

**NOTE:**

1. The bidder may participate in one or both categories mentioned above. However, all the goods under the respective category must be quoted in the financial bid.
2. The partially quoted categories will be considered as invalid. Hence, the bid shall be treated unresponsive, if both the categories are considered as invalid.
3. The total prices of each category of all valid bids shall be compared. The lowest bidder who stands at L1 for each category will be awarded with rate contract to respective category.
4. The unit rates quoted should be inclusive of GST and any other statutory Central / State Govt. taxes along with transport charges to NIT Andhra Pradesh.
5. There shall be no demand for volume of order if rate contract is awarded.
6. Rate quoted should be valid for the agreement period from the date of signing of the agreement.

**Signature of the Authorized Signatory**

**Name:**

**Designation:**

**Tel./Mobile No.:**

**E-mail ID:**

**Date:**

**Seal of the Firm:**