



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(A Central University, Government of India)
Established by an Act of the Parliament in 2008

Visakhapatnam Campus - Gandhigram - Visakhapatnam - 530005
Phone: 0891-2578360 Fax: 0891-2577754

IMUV/2024/2016-2017/Stationery/LT-1

May 12, 2016

To

Sir,

Sub. : Tender Enquiry for Concluding Annual Rate Contract for Two years for procurement of Stationery and General items.

I am directed to invite you to submit sealed Tenders quoting your competitive rates against Annual Rate Contracts for a period of two years for procurement of stationery and general items as per the detailed out in the Schedule of the limited tender enquiry from reputed local stationery suppliers. The Bid security of **Rs.3,000/-** (Rupees three thousand only) in the form of DD may please be drawn in favour of "Indian Maritime University, Visakhapatnam Campus".

1. Rate contract for supply of items shall be on the basis of tender enquiry and governed by the terms and conditions set out in the tender enquiry at **Annexure I**.
2. Tenders received through e-mail or Fax shall not be accepted under any circumstances. Tenders submitted in the prescribed format given in the Tender Enquiry shall only be considered. Tenders submitted without accompanying the EMD shall be rejected summarily.
3. Tender contained in a sealed envelope addressed to the Director, Indian Maritime University, Gandhigram, Visakhapatnam-530005 should reach latest by **1500 hours** on **1st June 2016**. The tender will be opened on the same date at **1530 hours** in the presence of tenderers who wish to be present to witness the tender opening.
4. The IMU, Visakhapatnam Campus reserves the right to accept or reject any or all tender without assigning any reasons thereof.

For & on behalf of Indian Maritime University
Visakhapatnam Campus

Head (Pers. & Trg.)

Enclosure. : Annexure I containing six pages of tender enquiry

Head Quarters

**Indian Maritime University, East Coast Road, Uthandi, Chennai - 600119
Tamilnadu, India, Telephone: +91 (44) 24530343, Fax: +91 (44) 25430342**

Rate Contract for procurement of stationery and general items

Annexure I

Indian Maritime University Visakhapatnam Campus

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LIST OF ITEMS

Sl. no.	Stationery Items	Brand	Unit	Rate per Unit	
				In figures	In Words
1.	A-4 laser printer papers 75gsm	JK red	packet		
2.	A-3 laser printer papers 75gsm	JK red	Packet		
3.	A-4 Colour papers	ColorsPrint	Packet		
4.	Box files (steel clips)	Jyothi	Nos		
5.	Brown tape	Wonder	Nos		
6.	Cello tape	Wonder	Nos		
7.	Chalk pieces (white)	Kores	Box		
8.	Chalk pieces (colour)	Kores	Box		
9.	Dusters	Daytone	Nos		
10.	Dusters (Graphics) magnetic duster	Kores	Nos		
11.	Drawing sheets		Sheets		
12.	Drawing pins (Notice Board)	Scholar	Box		
13.	Erasers	Natraj	Nos		
14.	Eco Plaster Files		Nos		
15.	A4 cloth envelopes covers with printing	Aswani	Nos		
16.	A3 cloth envelopes covers with printing	Aswani	Nos		
17.	Flat files	Jyothi	Nos		
18.	Gum Bottles (Big) 700 ml	Camlin	Nos		
19.	Gum Bottles (Small) 150 ml	Camlin	Nos		
20.	High Lighters	Cello	Nos		
21.	Graph sheets	Jyothi	Packet		
22.	Ink Bottles	Camlin	Nos		
23.	Metal Clips (Big) 32mm	Bambalio	Packet		
24.	Metal clips (small) 19mm	Bambalio	Packet		
25.	O H P sheets	Garware	Packet		
26.	Punching machine (big)	Kangaroo	Nos		
27.	Punching machine (small)	Kangaroo	Nos		
28.	Pencils	Apsara	Box		
29.	Pencils Knife	Zenith	Nos		
30.	Permanent Markers	Cello	Nos		
31.	Plastic "L" folders	Diamond	Nos		
32.	Plastic Scales	Omega	Nos		
33.	Rule Register 100 pages	Jyothi	Nos		
34.	Rule Register 200 pages	Jyothi	Nos		
35.	Rule Register 400 pages	Jyothi	Nos		
36.	Rubber Bands (small)	Niyo	Packet		
37.	Rubber Bands (big)	Niyo	Packet		

Signature of the bidder and seal of the firm

Rate Contract for procurement of stationery and general items

38.	Stapler (small)	Kangaroo	Nos		
39.	Stapler pins (small)	Kangaroo	Box		
40.	Stapler (big)	Kangaroo	Nos		
41.	Stapler pins (big)	Kangaroo	Box		
42.	Scribbling pad (big)	Jyothi	Nos		
43.	Scribbling pad (medium)	Jyothi	Nos		
44.	Scissors	Gorilla	Nos		
45.	Stamp pad	Daytone	Nos		
46.	Stamp pad Ink (blue)	Daytone	Nos		
47.	Stick on pads	Bambalio	Nos		
48.	White board markers	Cello	Packet		
49.	Urgent / Ordinary Pads	Tulasi	Nos		
50.	File fastener		Nos		
51.	Whitener ink	Kores	Nos		
52.	Glue stick 8g	Camlin	Nos		
53.	Dusting cloth		Nos		
54.	Battery for clock & label printer		Nos		
55.	Whitener Correction pens	Cello	Nos		
56.	Gem clips	Bell	Box		
57.	Single punch machine (big size)	Kangaroo	Nos		

- Note : 1. The rates of above items 1-57 shall be submitted on the above given format.
2. The Prices / Rates against all items should be quoted inclusive of taxes.
3. Selected firm / agency should deliver the items at site at free of cost.

SIGNATURE OF TENDERING FIRM WITH SEAL

NAME OF THE AUTHORIZED SIGNATORY :
(IN BLOCK LETTERS)

CAPACITY / POSITION IN COMPANY :
IN WHICH TENDER IS SIGNED

COMPLETE POSTAL ADDRESS OF COMPANY :

PIN CODE :

TELEPHONE Nos. : LANDLINE & MOBILE

PAN NUMBER

SALES TAX REGISTRATION NUMBER

Signature of the bidder and seal of the firm

IMPORTANT INFORMATION

1. **PERIOD OF CONTRACT:** Two years rate contract (initially one year and extendable on satisfactory supply of stationery and general items).
2. **FIRM & FIXED RATES :** Prices should be quoted on a firm and fixed price basis. Request for enhancement of rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices shall be rejected straight away without any consideration.
3. **TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms and conditions shall be rejected at the discretion of the IMU.
4. **EARNEST MONEY :** An amount of **Rs.3,000/-** only towards EMD has to be submitted by way of Demand Draft in favour of Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam, along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of IMUV. EMD is refundable without any interest to the firm or supplier of successful bidder on expiry / termination of rate contract and the EMD of the unsuccessful bidder will be returned after the placing of purchase order with the successful bidder.
5. **PRESCRIBED FORMS: Tenders of firms received in the format prescribed in this tender document shall only be considered.** Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Fax/Email/Letterhead/Quotations will not be accepted and ignored straightaway.
6. **LATE / DELAYED TENDERS :** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.
7. **IMUV RIGHTS :** Indian Maritime University, Visakhapatnam Campus (IMUV) reserves the right to reject any tender / all tenders in full or part thereof without assigning any reasons.
8. **EVALUATION OF BID :** Financial bid evaluation will be made on the weighted average based on annual quantity requirement of the items.

Signature of the bidder and seal of the firm

Rate Contract for procurement of stationery and general items

GENERAL INSTRUCTIONS

1. The Annual Rate Contract (i.e., for two years) concluded as a result of this Tender enquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. Tenderers are requested to quote their prices on a firm and fixed basis only for the entire period of the Rate Contract i.e., Two years. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
3. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc., will be treated as vague offers and rejected accordingly.
4. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN No., and Sales Tax Registration No., with their tender.
5. Tenders received without EMD amount by way of DD will not be considered at all.
6. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in IMUV will stand automatically extended upto 1500 hours of the next working day.
7. Late / delayed tenders received in IMUV due to any reason whatsoever will not be accepted under any circumstances.
8. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the letter. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tender opening process.
9. The tenders should be submitted in double cover. The first cover should contain DD towards EMD, trade license etc. The second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices. Both the covers, first and second cover should be put in a bigger cover and this outer cover should be sealed. Both the covers shall be opened simultaneously on the original tender opening date itself. **The sealed tender envelope should be superscribed as under: "TENDER FOR SUPPLY OF STATIONERY AND GENERAL ITEMS".**
10. The sealed tender should be addressed to The Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530 005.

Signature of the bidder and seal of the firm

TERMS AND CONDITIONS

1. The Rate Contract shall be valid for a period of **two years** from the date of awarding the contract. The Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual supply order may be placed from time to time against the basis of such rate contract. The order may also be placed every six months. No guarantee can be given as to the minimum or actual services usage.
2. EMD will be returned to the unsuccessful bidder after award of the Rate Contract to successful bidder.
3. The EMD of the successful bidder will be retained as security deposit for the period of rate contract of two years. In case of bidder fails to supply the items within acceptable time after placing of order, the security deposit will be forfeited.
4. IMUV reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any such firm that may be the most economical to it or suitable to its requirements.
5. In the event of any disputes arising out of the execution of Rate Contract / Supply Orders, the matter will be referred to the Director, Indian Maritime University, Visakhapatnam Campus, Visakhapatnam and his decision shall be binding to both the parties.
6. Intending Tenderers will have to furnish a copy of their PAN no. and Sales Tax Registration number (proof to be attached).
7. Authorized Signatory / Signing of Tender :

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
 - a) A 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
 - b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
8. The tenderers should sign at each page of the tender.
9. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
10. **Delivery period** : Within one week of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.
11. **Payment terms** : Payment shall be released on satisfactory receipt of the bill following the supply of stores as ordered. Advance payment will not be made under any circumstances.

Signature of the bidder and seal of the firm

Rate Contract for procurement of stationery and general items

12. **Dispatch Instructions** : Stores are required to be delivered at Indian Maritime University, Gandhigram, Visakhapatnam-530005 on free delivery without any extra charges to the consignee's premises.
13. The supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.
14. **GUARANTEE / WARRANTY** :
The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained / mentioned in the Tender enquiry. The supplier shall guarantee that the said goods / stores articles would continue to conform to the description and quality aforesaid for a period of twenty four months, if during the aforesaid period of twenty four months the said stores/goods/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods / stores / articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on / an application made thereof by the supplier and in such an event, the above mentioned warranty period shall apply to the goods / stores / articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.
15. The decision of IMUV shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.
16. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.
17. The IMUV reserves the right to reject any or all the tenders without assigning any reasons.

Signature of the bidder and seal of the firm