

RUHS COLLEGE OF MEDICAL SCIENCES, JAIPUR

KUMBHA MARG, SECTOR-11, PRATAP NAGAR, JAIPUR-302033

Tender form

FOR THE ANNUAL AGREEMENT FOR SUPPLY OF STATIONERY MATERIAL

Name & Address of the firm to whom sold

M/S

.....

.....

Telephone

Fax No.

Note: - TENDER FORM IS NOT TRANSFERABLE

Tender Doc. Price Rs. 500/- (Rs. Five Hundred only)

Signature of Tenderer with seal

RUHS COLLEGE OF MEDICAL SCIENCES, JAIPUR

KUMBHA MARG, SECTOR-11, PRATAP NAGAR, JAIPUR-302033

TERMS & CONDITIONS

FOR THE ANNUAL AGREEMENT FOR SUPPLY

OF STATIONERY MATERIAL

Total Est. Cost Rs. 2,00,000.00

Note: - Please read the Terms & conditions carefully.

Signature of Tenderer with seal

RUHS COLLEGE OF MEDICAL SCIENCES, JAIPUR

Tender-Form

Tender form for annual contract of

FOR THE ANNUAL AGREEMENT FOR SUPPLY OF STATIONERY MATERIAL

Tender form No. :

Date :

1. Name and postal address of the firm :
Submitting
.....
.....
Mob. Ph.
2. Address : Principal, RUHS College of Medical Sciences, Jaipur
Kumbha Marg, Sector-11, Pratap Nagar, Jaipur-
3. Reference : No:RUHS CMS/Store/2017-18/2313 Dated 03-06-2017
4. The tender fee amounting to Rs.500/- has been deposited vide Demand Draft No.
Dated
5. We agree to abide by the all the conditions mentioned in Tender Notice No. RUHS CMS/Store/2017-18 Dated issued by Principal, RUHS CMS, Jaipur also condition of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of the acceptance of the terms mentioned therein).
6. The rates for the supply of the following items are as under and the quantity to be supplied noted against each:-

S.No.	Name of the article with Specification	Rate	Quantity	Net Price
1	2	3	4	5

“As per enclosed Part -B”

7. Goods/services will be delivered within a period of fifteen days from the date of receipt of order to the firm.
8. The rates quoted above are valid upto one year. The period can be extended with mutual agreement for further twelve months.
9. Bank Draft / Bankers Cheque No. drawn on (Name of the Bank).....
Cash receipt No..... dated for Rs. as earnest money is enclosed herewith.
10. The Sales Tax Registration Number and VAT Clearance Certificate are submitted herewith
11. Declaration of manufacture/Dealer, etc., is also enclosed.
12. PAN No.

Signature of Tenderer with seal

RUHS COLLEGE OF MEDICAL SCIENCES, JAIPUR

Special Terms & Conditions for Supply of Stationery Material

1. Sealed bids, duly subscribed “Bid for Supply of Stationery Material” to be opened on 27-06-2017 at 03.00 pm and addressed to the Principal, RUHS College of Medical Sciences, Jaipur may be sent by post so as to reach on 27-06-2017 by 02.00 P.M. or deposited in the tender box kept in the office not later than 27-06-2017 by 02.00 P.M. **Tender received after stipulated date/time shall not be entertained.** The tender will be opened on the same date at 03.00 P.M. in the office of MO/IC Store, RUHS CMS, Jaipur in presence of bidders or their representatives who may like to be present. In the event of the specified date for submission of tender falls in/is subsequently declared a holiday or closed day for this office the tender will be received up to the appointed time 02.00 P.M. on the next working day of this office and will be opened on the same day at 03.00 P.M.
2. EMD of Rs. 4000.00 in form of D.D. drawn in favour of **Principal, RUHS College of Medical Sciences, Jaipur** should be accompanied with sealed tender. **Tender without EMD will not be considered** except if the firm is exempted (a certified copy of certificate of order vide which firm is exempted from furnishing EMD should be furnished along with the tender otherwise tender will not to be considered). EMD of unsuccessful bidders will be returned only after the award of the contract.
3. In case any firm is already providing the examination stationary items to any other University/department of central/state Government, details thereof may also be furnished along with the bids. Details registration with DGS & D, NSIC or any other Govt. agency/department may also be furnished along with the bid.
4. Firm should quote their unconditional rates strictly as per the enclosed list of items. Cutting/overwriting, if any, should be countersigned. Each page of the tender should be duly stamped and signed by the authorized signatory.
5. Other terms and conditions :-
 - A. The RUHS College of Medical Sciences, Jaipur requires the stationery material for its use. These items are generally purchased on quarterly basis. However, in urgent cases, the suppliers may be asked for immediate supply of certain items.
 - B. Tender should be forwarded in the letter head of the firms which should contain TIN No. /STN, Phone No. and other details of the firm.
 - C. The stationery/general/printed items should be delivered at store section in RUHS CMS. The expenses for sending the stationery/general/ printed items to this office store will be borne by the concerned firm only.
 - D. The rate quoted should be valid for one year extendable by another one year on the basis of satisfactory performance & mutual consent.
 - E. The firm should be in a position to supply stationery/general/ printed items above on short notice as and when needed.

Signature of Tenderer with seal

- F. The quantity of the items may be increased or decreased time to time in accordance with the requirement of this office.
 - G. The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to call in emergent case. The mobile number may also be given.
 - H. Any firm found to be supplying duplicate products will be summarily blacklisted/debarred.
6. Evaluation of the bids will be done separately for each item. If felt necessary, at the time of evaluation of the tenders, the sample of quoted items may be called from the bidders.
 7. Successful bidder(s) will have to deposit security @ 5% of the contract value Rs. 2,00,000.00 in the form of demand draft/FDR in favour of Principal, RUHS College of Medical Sciences, Jaipur and will have to execute an agreement on non-judicial stamp paper of Rs. 500/-. EMD of the successful bidder will be adjusted towards the security. Security will be forfeited if the firm breaches any of the terms or conditions of the contract, besides it may be considered for blacklisting/debarring.
 8. In normal circumstances, stationery/general/printed items should be supplied strictly as per the schedule mentioned in the supply order. However in urgent cases, items will have to be supplied immediately. In case of delay, clause of liquidity damage will be applicable as per condition of GF&AR. In case of delay beyond equal period of delivery period, this office will purchase the concerned item from any other agency at the risk and cost of approved supplier.
 9. Income Tax, as applicable, will be recoverable at source from tenderer's bill.
 10. Payments will be made against bills presented soon after receipt of material in good and satisfactory conditions and after verification of the material supplied conforming to the quality & specifications noted against each stationery/general/printed items.
 11. Each bidder will have to certify that all the terms and condition are acceptable to him and will have to put his sign. with seal on each page of tender document as token of acceptance.
 12. The Principal, RUHS College of Medical Sciences, Jaipur reserves the rights to accept or reject any tender in full or in part without assigning any reason there of. The decision of the Principal, RUHS College of Medical Sciences, Jaipur in this regard shall be final and binding on the firm.
 13. Other terms & conditions of GF&AR will be treated as part of general terms & conditions of this tender.
 14. Bidder will also submit the samples of various items with technical bid.

Signature of Tenderer with seal

Name of the firm :

Address :

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Phone No. :

Mobile No. :

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Signature of Tenderer with seal

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LIST OF STATIONERY ITEMS

S. No	Item Specification (Branded items will be preferred) (Unit is nos. Where not specified)	Unit/Nos.	Make	Quoted Rate Per Unit.	Rate of TAX/ VAT
1.	All pin (Pkt)	Per Pkt.			
2.	Allout/Mortein Machine	Per Nos.			
3.	Allout/Mortein Riffle	Per Nos.			
4.	Ball Pen Refill (Reynolds / Cello/Branded Company) (Blue, Black, Red & Green)	Per Pen			
5.	Baste (Cloth) Red & Yellow for office use	Per 100			
6.	Baygon/Hit Mosquito spray	Per Nos.			
7.	Bill Register (200 Page)	Per Registrar			
8.	Binder Clip 19mm	Per Pkt.			
9.	Binder Clip 25 mm	Per Pkt.			
10.	Binder Clip 50 mm	Per Pkt.			
11.	Bond Paper A-4(in reams) JK/Xeror/trident	Per Rim			
12.	Bucket Plastic 16 Ltr. (Cello/Branded Company)	Per Nos.			
13.	C.D. RW (Sony/Branded Company)	Pkt. (100 Per Nos.)			
14.	C.D. Spindale (Sony/Branded Company)100 PC	Per Pkt.			
15.	Calculator (Casio/Orpat Branded Company)	Per Nos.			
16.	CD/DVD Cover	Per Pkt.			
17.	Cello tap 1 Inch	Per Nos.			
18.	Cello tap 1/2"	Per Nos.			
19.	Cello tap 2 Inch	Per Nos.			
20.	Cello Tape Dispenser 1/2" Inch	Per Nos.			
21.	Chapri	Per Kg.			
22.	Cheque Register (200 Page)	Per			
23.	Cord Less Bell Long Range with Remote	Per Nos.			
24.	Cup Plate Set (Bone China) Per Pkt.-6 Nos.	Per Pkt.			
25.	Cup Set (Bone China) Per Pkt.-6 Nos.	Per Pkt.			
26.	D.V.D.(R.W) (Sony/Branded company)	Pkt. (100			
27.	Dak Pad, Neelgagan brand /Branded Company	Per Nos.			
28.	Dispatch Register (100 Page) Good Binding	Per			
29.	Dispatch Register (250 Page) Good Binding	Per Registrar			
30.	Dispatch Register (500Page) Good Binding	Per Registrar			
31.	Dust Bin with Cover (Medium, Small size)	Per Piece			
32.	Duster	Per Nos.			
33.	Envelope Khakhi 14 x 8 inch 100 GSM star	Per 100			
34.	Envelope white GSM Post card size12X8	Per 100			
35.	ERASER, Apsara/Natraj/Camlin/Branded Company (Pkt. Of 20 pieces,) (in pkt.)	Per Pkt.			
36.	Fevicol tube (50 GM)	Per Nos.			
37.	Fevistick 15 Gram	Per Nos.			
38.	File lace Bundle of 100 lace	Per Bundle			
39.	File Movement Register	Per Nos.			
40.	File pad	Per Nos.			
41.	File Tray , Kebica/Prince /Branded Company	Per Nos.			
42.	FVC Bill Pad (100 in Sheet)	Per Pad			
43.	GEM CLIP 26 mm (Pkt of 100 pieces) (In pkt) (U-Pin)	Per Pkt.			

Signature of Tenderer with seal

S. No	Item Specification (Branded items will be preferred) (Unit is nos. Where not specified)	Unit/Nos.	Make	Quoted Rate Per Unit.	Rate of TAX/ VAT
44.	Green Paper Rim A-4 Size (for Marksheet) 100 GSM	Per Rim			
45.	GUM BOTTLE BIG 700ml (Branded Company)	Per Nos.			
46.	GUM BOTTLE SMALL 150ml (Branded Company)	Per Nos.			
47.	HI-LIGHTER pik pens, pkt of 5 pieces, (IN Pkt) (Branded company)	Per Pkt.			
48.	Index File (Kobra/Branded Company)	Per Nos.			
49.	Envelope Khakhi Window 10 x 6 1/2 inch	Per 100			
50.	LEAD PENCIL-HB Apsara/Natraj/Camlin/Branded Company (Pkt. Of 10 pieces.) (in pkt.)	Per Pkt.			
51.	Ledger Register (200 Page)	Per Registrar			
52.	NOTE BOOK SPIRAL Ruled, A8size(5.5'x8.5') 80GSM Neelgagam/Swastik/KB Brand/Branded Company, 40 Sheets in a book	Per Book			
53.	OHP Permanent Marker (Branded Company)	Per Nos.			
54.	Packing tape (Brown) 3"	Per Nos.			
55.	Packing tape (Brown) 1 Inch	Per Nos.			
56.	Packing tape (Brown) 2 Inch	Per Nos.			
57.	PAPER CUTTER Medium size	Per Nos.			
58.	Paper weight (glass) standard size	Per Nos.			
59.	Pay post register (100 Page)	Per Registrar			
60.	Pen –Add Gel/camline/cello/raynold/Branded Company PG 500(Blue, Black & Red) (C	Per Nos.			
61.	Pencil Sharpener (Apsara / Natraj/Camlin/Branded Company) pkt of 20 pieces.	Per Pkt.			
62.	Peon Book (100 Page)	Per Nos.			
63.	Photo copy paper (A-4 size) 70 GSM mill packed (in reams) JK/Xerox/ Branded Company	Per Rim			
64.	Photo copy paper (F-S size) 70 GSM mill packed reams JK/Xerox/ Branded Company	Per Rim			
65.	Plastic folder, A4 size Neelgagan brand/Branded Company, one side transparent and other side non-transparent with pocket in other side.	Per Nos.			
66.	Plastic sutali	Per Kg.			
67.	Pocker steel axial made	Per Nos.			
68.	Punching machine (Big) Kangaroo	Per Nos.			
69.	Punching machine (Small) Kangaroo	Per Nos.			
70.	Receipt Register (100 Page) Good Binding	Per Registrar			
71.	Receipt Register (250 Page) Good Binding	Per Registrar			
72.	Remote/AC Cell (AA size) Branded company	Per Pkt.			
73.	Remote/AC Cell (AAA size) Branded company	Per Pkt.			
74.	Room Spray (Branded Company)	Per Nos.			
75.	Rubber Band (400 Gm) Small & Big	Per Kg.			
76.	Scale Plastic 12" (Branded Company)	Per Nos.			
77.	Scissors of steel for office use Scotch Branded Company (Plastic handle)	Per Nos.			
78.	Scissors of brass for office use Branded Company (Heavy Duty)	Per Nos.			
79.	Self Stick Repositionable Notes yellow, 100 sheets, 3" x 3"	Per Note 100 Sheet			
80.	Self Stick Repositionable Notes, 100 sheets, 1" x 3" multi-coloured	Per Note 100 Sheet			

Signature of Tenderer with seal

S. No	Item Specification (Branded items will be preferred) (Unit is nos. Where not specified)	Unit/Nos.	Make	Quoted Rate Per Unit.	Rate of TAX/ VAT
81.	Shop liquid hand wash (Dettol/Branded Company) (ML)	Per Nos.			
82.	Slip Pad, 25 pages in each pad 80 GSM	Per Nos.			
83.	Soap (hand wash small size) (50 Gram) Lifeboy/Dettol	Per Pkt. of 50 soap			
84.	Sponge kebica/Branded Company	Per Nos.			
85.	Spring File (Kobra/Branded Company)	Per Nos.			
86.	Staff Attendance Register (200 Page)	Per Registrar			
87.	Stamp Pad (Blue &Red)	Per Nos.			
88.	Stapler 24/6, Kangaroo/Branded Company	Per Nos.			
89.	Stapler Big Handle (Kangaroo/other equal Branded Company)	Per Nos.			
90.	Stapler Max-10, Kangaroo/Branded Company	Per Nos.			
91.	Stapler pin for 24/6 Kangaroo/Branded Company (Box of 20 Pkts) (in Boxes)	Per Box			
92.	Stapler pin for max 10 Kangaroo/Branded Company (Box of 20 Pkts) (in Boxes)	Per Box			
93.	Steel Scale 12" (Branded Company)	Per Nos.			
94.	Stock Registrar 500 pages	Per Nos.			
95.	Sutali Jute 3 Ply	Per Kg			
96.	Table Glass All size 5mm	Per Sqr Ft.			
97.	Table Glass All size 10 mm	Per Sqr Ft.			
98.	Tea Serving Trey (Small/Medium/Big)	Per Piece			
99.	Tea Thermus (Milton/Branded Company) 1.5 Ltr.	Per Piece			
100.	Towel Big 30 x 60 (Branded Company)	Per Nos.			
101.	Towel Napkin (Branded Company)	Per Nos.			
102.	Towel Small 27 x 54 (Branded Company)	Per Nos.			
103.	Wall Clock Branded Company	Per Nos.			
104.	Water Bottle (Cello/Milton/Branded Company) 1.5 Ltr.	Per Piece			
105.	Water Glass (Borosil/cello/Branded Company)	Per Pkt.			
106.	Water Jug. 2 Ltr. Plastic (Branded company)	Per Nos.			
107.	White board Marker (Branded Company)	Per Nos.			
108.	White Fluid 15 ML, diluter, Kores/Branded Company (In sets)	Per Nos.			
109.	White Fluid PEN, 6ML, KORES/Branded Company	Per Pen			
110.	Writing top 2 X 1.5, atelic sheet 12mm	Per Nos.			

Note:- You must have to fill the make in appropriate Colum otherwise your rate of the quoted items will not be entertained.

Signature of Tenderer with seal