

Tender Fee - (1180.00)

निविदा प्रपत्र



**G. B. PANT INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**Pauri (Garhwal) - 246194 (UTTARAKHAND)**  
**(AN AUTONOMOUS INSTITUTE OF GOVT. OF UTTARAKHAND)**

Ref. No.: 167/कु.ता./2024

Date: 22/02/2024

"Please carefully go through this document and ensure compliance. Non-compliance of any one of the condition may make your offer invalid."

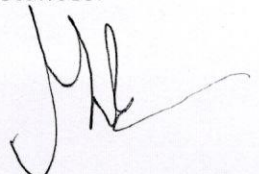
Tender's Reference No.....		
1.	Application for the Supply	
2.	Name of the Venderer	
	Address	
3.	Telephone No.	
4.	Cost of Office Stationery and Cartridges	10,00,000.00 (दस लाख)
5.	Earnest Money	3%
	(a) Earnest Money Amount	30,000.00 (तीस हजार)
	(b) FDR/TDR/CDR No.& Date	
6.	Status of the applicant (Whether manufacturer/authorized Indian stockiest/dealer)	
7.	Manufacturing license No.& date	
8.	G.S.T Registration No. & date	
9.	Income Tax PAN No.	
10.	ISO/ISI award letter No. (in case it is awarded to the firm)	
11.	Please certify that you are not blacklisted by any Department of Central/State Govt./G.B.Pant Engg.College, Pauri or any Organization	
12.	Details of Clients (to be enclosed)	
13.	Tender will received by hand/By Post	
14.	Please inclose the technical specification of with cost	

PLEASE ATTECH THE FOLLOWING DOCUMENTS :-

1. Earnest Money (FDR/TDR/CDR)
2. G.S.T registration certificate/PAN copy
3. Term & condition duly signed by the tenderer

## GENERAL TERMS & CONDITION

- 1- Sealed tenders are invited by the Director G.B. Pant Institute of Engineering & Technology supply of " Office Stationery and Cartridges"
- 2- The last date for tender by hand submission is 15.03.2024 UP to 11:00 AM and will be opened on the same day at 11:30 AM. The tender received after the due date and time will not be accepted.
- 3- Sealed Tender are to be submitted in single bid pattern Financial Bid in sealed covers distinctly marked accordingly, which should be duly subscribed Office Stationery and Cartridges with tender Notice reference No, Description, Due and time.
- 4- Rates quoted must be F.O.R. G.B. Pant Institute of Engineering & Technology, Pauri Garhwal. The rates must include packing, forwarding and transit insurance charges. The same should be insured against theft, loss, damage and/or breakage during transit by the supplier before dispatch is made. The responsibility in this respect will be of the supplying firm and not of the college.
- 5- Supply of the goods is acceptable on bill basis only.
- 6- Payment shall be made from the date of receipt of goods in proper/satisfactory/working condition.
- 7- Tender documents must be submitted consisting of notice inviting tender, tender form, general terms & condition of supply, schedule of quantities duly filled, completed & signed by the tenderer.
- 8- The tender should be submitted along with an FDR/TDR/CDR as Earnest Money in favour of Principal, G.B. Pant Engineering College, payable at Pauri. Tender without proper earnest money shall not be considered. No cheque shall be accepted. Earnest Money deposited earlier, if any, shall not be considered. The FDR should be drawn from the account of tendering firm; otherwise, the same shall be rejected. FDR/TDR/CDR issued in personal name shall not be accepted.
- 9- Bid Security will be liable to be forfeited, if the tenderer withdraws or amends/impairs or derogates from the tender in any respect within the period of validity of his tender.
- 10- The Earnest Money Demanded (EMD), so deposited with tender.
- 11- Supply of ordered material should be/is required to be completed within stipulated date/time from the date of issue of purchase order, failing which the College reserves the right to forfeit the earnest money and cancel the order. Part supply shall not be accepted normally. However, in genuine cases, permission may be granted.
- 12- The supplier should quoted clearly in figure and in words the rate and amount tendered by him. The amount of each item should be worked out and requisite totals given including all charges F.O.R. destination.
- 13- Trade/GST or any other charges on the material, which has not been mentioned while quoting their rates, shall not be paid by the College under any circumstances.



- 14- A tenderer shall not submit more than one tender for the same set of schedules.
- 15- The tenderer shall, at all times, assure the purchaser, at not cost the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the good or any part thereof, with respect to the goods quoted by the supplier in his offer.
- 16- The tenderer so submitted shall be governed by the laws of India and be interpreted in accordance with such laws.
- 17- In case of any dispute arising in process of the tender the matter shall be referred to the sole arbitrator who in such cases shall be the Principal G.B. Pant Institute of Engineering & Technology, Pauri and whose verdict shall be binding on both the parties.
- 18- The tenderer must supply the goods/items according to the specification given I the tender and as per sketch attached the tender.
- 19- The acceptance of a tender will be rest with the College who does not bind itself to accept the lowest tender and reserves itself the authority to reject or partially accept, any or all the tenders received without assigning any reason.
- 20- The College reserves the right to place order for the scheduled quantity and/or part thereof.
- 21- Tenders are likely to be rejected in case the same are not conforming to the laid down term and conditions.
- 22- T he tenders may submit the tender by hand in the office or Registrar.
- 23- The validity of rates shall be one year from the date of opening of Tender.
- 24- Free replacement will be made against defective/damaged supplies by the firm/supplier at their own cost & risk.
- 25- Suppliers will be strictly as per specification as specified in the purchase order.
- 26- In case the due date is declared holiday, the tender shall be opened on the next working day at the same time.
- 27- The tenderer must ensure the all the entries are made by one person, using same ink and without any cutting and overwriting. If there is any cutting, it should be countersigned.
- 28- It is essential to complete the supply of goods within 15 days of date of purchase order.
- 29- The Quantity could be carried depending upon the actual requirement, however this variation should not be varied + 10%
- 30- Performance Guarantee to successful bidder applicable Rate 5% .

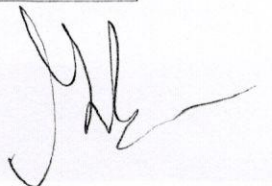


Registrar

Registrar  
G.B.Pant Inst.of Engg.& Tech.  
Ghurdauri, Pauri Garhwal  
(Uttarakhand)-246194

Stationery List

क्र०सं०	सामग्री का नाम	मात्रा
01	Ball Pen Blue	01
02	Ball Pen Red	01
03	Magnetic Duster	01
04	White Board Marker Black	01
05	White Board Marker Blue	01
06	White Board Marker Black Ink	01
07	White Board Marker Blue Ink	01
08	Photostat Rim A4 Century (75 gsm)	01
09	Scale Plastic 12"	01
10	Cello Tape 1"	01
11	Duster Clothe (Gandhi Ashram)	01
12	Register 144 Pages	01
13	Staff Attendance Register	01
14	Tag Bunch Small	01
15	Envelope File Size	01
16	Glue Stick	01
17	Stapler Pin Small	01
18	Stapler Pin Big	01
19	Gel Pen Blue	01
20	All Pin	01
21	Cello Tape 2"	01
22	Correction Pen	01
23	Dispatch Register	01
24	Dustbin Plastic	01
25	Eraser	01
26	Sharpener	01
27	File Bound	01
28	File Trey	01
29	File Flag	01
30	File Folder	01
31	File Rapper	01
32	Gum Bottle 700ml	01
33	H.B. Pencil	01
34	Highlighter	01
35	Note Pad	01
36	OHP Pen/Marker	01



37	Packing Tape	01
38	Paper Cuter	01
39	Pilot Pen	01
40	Register 96 Pages	01
41	Register 144 Pages	01
42	Register 192 Pages	01
43	Register 240 Pages	01
44	Stamp Pad Big	01
45	Stapler Small	01
46	Stapler Big	01
47	Stock Book 06 Coir	01
48	Scissor	01
49	Envelope A4 Size	01
50	Envelope A3 Size	01
51	Note Sheet Green	01
52	File Cover	01
53	Student Attendance Register	01
54	HP Laserjet 1020 Plus	01
55	HP Laserjet 1160	01
56	HP Laserjet DN1606 DN	01
57	HP Deskjet 2515	01
58	HP Laserjet MFP-128FN	01
59	HP Laserjet 1020	01
60	HP Laserjet 1005	01
61	HP Laserjet MFP M72630	01
62	HP Laserjet PRO MEF 126NW	01
63	HP 1108 Laserjet	01
64	Photostat Rim A3 Size	01
65	Permanent Marker	01

  
Registrar

Registrar  
G.B.Pant Inst.of Engg.& Tech.  
Ghurdauri, Pauri Garhwal  
(Uttarakhand)-246194