

GUJARAT VIDYAPITH
STATIONERY DEPARTMENT, MUKHYA KARYALAY, GUJARAT VIDYAPITH,
ASHRAM ROAD, AHMEDABAD-14
STATIONERY ITEM LIST

SR.	PARTICULARS	QUANTITY	QUOTE THE PRICE WITH PARTICULAR BRAND NAME	RATE PER UNIT
1	U PIN STEEL 26 MM U PIN STEEL 35 MM U PIN STEEL 50 MM	1 PACKET 1 PACKET 1 PACKET		
2	TAKNI, T-PIN	1 PACKET		
3	LOCK - MEDIUM SIZE 7 LEVERS	PER NOS.		
4	BINDER CLIP 15 MM BINDER CLIP 19 MM BINDER CLIP 25 MM	1 PACKET		
5	DORI CON-COTTON NO.-950	1 PACKET		
6	COLOR FLAG POST IN PAD 1.5 x 2 COLOR FLAG POST IN PAD 3 x 2 COLOR FLAG POST IN PAD 3 x 5	1 PACKET		
7	CELLO TAP TRANSPARENT 1 INCH CELLO TAPE BROWN 2 INCH	PER NOS. PER NOS.		
8	RUBBER BAND 40 GRAMS MIX			
9	SCALE 12 INCH STEEL SCALE 24 INCH STEEL SCALE 12 INCH PLASTIC	PER NOS. PER NOS.		
10	CLIP CONTAINER PLASTIC	PER NOS.		
11	PAPER CUTTER 9 MM PLASTIC	PER NOS.		
12	CORRECTION PEN 7 ML	PER NOS.		

13	PENCIL	1 PACKET		
14	PENCIL SHARPENER	1 PACKET		
15	PENCIL ERASER (RUBBER)	1 PACKET		
16	STAPLER NO. 10	PER NOS.		
17	STAPLER PIN NO. 10	1 PACKET		
18	STAPLER NO. 45	PER NOS.		
19	STAPLER PIN NO. 3-1 MM	1 PACKET		
20	PEON BOOK 200 PAGE	PER NOS.		
21	VEHICLE LOG BOOK 100 PAGE	PER NOS.		
22	STENO SHORTHAND BOOK 100 PAGE	PER NOS.		
23	RULED REGISTER 1 QUIRE RULED REGISTER 2 QUIRE RULED REGISTER 3 QUIRE RULED REGISTER 4 QUIRE RULED REGISTER 5 QUIRE LEDGER PAPER RULED REGISTER 3 QUIRE LEDGER PAPER RULED REGISTER 4 QUIRE LEDGER PAPER RULED REGISTER 5 QUIRE RULED INWORD REGISTER 3 QUIRE RULED OUT WORD REGISTER 3 QUIRE RULED STOCK REGISTER 2 QUIRE	PER NOS.		
24	PUNCHING MACHINE NO. 480 PUNCHING MACHINE NO. 600	PER NOS.		
25	PAPER WEIGHT GLASS PAPER WEIGHT STEEL	PER NOS.		
26	DESK TRAY PLASTIC NO. 505 DESK TRAY PLASTIC NO. 1743	PER NOS.		
27	DESK REFILL	PER NOS.		

28	GUM BOTTLE 300 ML GUM TUBE SMALL	PER NOS.		
29	DUSTBIN MEDIUM SIZE PLASTIC	PER NOS.		
30	CLIP BOARD A-4 SIZE WOODEN CLIP BOARD A-4 SIZE ACRELIC	PER NOS.		
31	CARBON PAPER BLUE A-4 SIZE	1 PACKET		
32	BABY COVER WHITE 4" X 3" COVER WHITE PLAIN COVER 7" X 4" COVER WHITE PLAIN COVER 7.5" X 5.5" COVER WHITE PLAIN COVER 9.5" X 4.5" COVER WHITE PLAIN COVER 11" X 5" COVER POLYNET COVER GREEN 9.5"X4.5" COVER POLYNET COVER GREEN 11" X 5" COVER POLYNET COVER GREEN 10" X 8" COVER POLYNET COVER GREEN 12"X10" COVER POLYNET COVER GREEN 15"X11"	PER NOS.		
33	PAPER A-4 SIZE 70 GSM PAPER A-4 SIZE 75 GSM PAPER A-4 SIZE COLOR PAPER PAPER F/S SIZE 70 GSM PAPER F/S SIZE 75 GSM LEDGER PAPER 90 GSM (F/S)	1 PACKET		
34	BOARD PORTFOLIO SINGLE BOARD PORTFOLIO FOUR FLAPS	PER NOS.		
35	BOX FILE PER NOS. COLLEGE FILE COMPUTER FILE SPRING FILE LACE FILE	PER NOS.		
36	SCISSORS (KATAR) 170 MM	PER NOS.		

37	BLANK CD BLANK CD RW BLANK DVD BLANK DVD RW	PER NOS.		
38	FILE LACE WHITE (TAG) 24 INCH FILE LACE RED (TAG) 8 INCH	1 PACKET		
39	PAPER BLANK F/S SIZE 200 PAPER LOOSE IN PACKET PAPER RULED F/S SIZE 200 PAPER LOOSE IN PACKET			
40	PUSH PIN PLASTIC 48 PIN IN BOX PUSH PIN PLASTIC 24 PIN IN BOX	1 BOX		
41	WHITE BOARD MARKERS-GREEN/RED/BLACK/BLUE	PER NOS.		
42	WOODEN DUSTER FOR BLACKBOARD PLASTIC DUSTER FOR BLACKBOARD MAGNETIC DUSTER FOR WHITEBOARD	PER NOS.		
43	CHALK STICK BOX COLOR CHALK STICK BOX WHITE DUSTLESS CHALK STICK BOX WHITE DUSTLESS CHALK STICK BOX COLOR	PER BOX		

**REGISTRAR
GUJARAT VIDYAPITH**

TERMS AND CONDITIONS

THE TERMS AND CONDITIONS OF THE CONTRACT ARE AS INDICATED BELOW :

1. The invitation is open to all manufacturers, their suppliers and general order suppliers, who are having at least 03 years of experience in supply of stationery items/other items to the Ministries/Department of the Central Government, Universities and also NCCF & Kendriya Bhandar. The bidder should be located in the Ahmedabad Gujarat.
2. Rates mentioned in the quotation, if accepted, shall remain same as rate contract for a period of one year and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.
3. The firm, whose rates are found to be the lowest & if the item is not of a popular brand then he may be required to supply sample of such items. If sample of the lowest quoted firm is not satisfactory, contract may be awarded to the firm supplying the items of requisite quality at the next higher rate.
4. The sample deposited shall remain in the custody of this office during the contract period.
5. Gujarat Vidyapith Office will not accept any duplicate/substandard items not matching with the sample. If the supplier is not able to supply the items as per sample, appropriate action will be taken against the firm.
6. The firm, should be in a position to supply of Stationery items on short notice and also as and when needed. The firm should be able to provide these items on holidays - Saturday/Sunday also.
7. All items have to be supplied to Gujarat Vidyapith Main Office or All other Departments as per requirements. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost.
8. The firm should be registered with the Government for the purpose of GST/VAT/States Tax etc. and the copy of certificate should be attached with the bid documents.
9. Rate should be quoted in the prescribed Formate. The rates should be inclusive of all taxes. (Excise Duty, Freight, Transportation, Packing, Forwarding, Handling, (GST/VAT/CST etc.)
10. The competent authority in the Gujarat Vidyapith reserves the right to amend any the terms and conditions contained in the Tender Documents or reject any or all applications (offers) or not to award the contract to the lowest bidder without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final and binding.
11. Duly constituted committee shall open and evaluate the bids. The bidder(s) with the lowest quote shall be chosen on the basis of total bid price received. However, the lowest bidder(s) has to match the price of other technically responsive bidders for the items for which his/their rate are higher.
12. After expiry of the contract, Gujarat Vidyapith may extend the contract for the period decided by the competent authority.
13. In case of repeated failure to supply the items indented by the Gujarat Vidyapith within the stipulated time, the items will be procured from the open market and difference of the cost, if any, will be recovered from performance security or from the pending bills, the firm shall also be barred from participating in any future Tenders of the Gujarat Vidyapith.
14. The items as per the approved specifications should be supplied within three days (72 hours) after receipt of the purchase/supply order, failing which a penalty will be imposed (equal to 1 % of indent cast per day of delay, if the delay, if the delay is attributable to the supplier).
15. The Stationery items are generally purchased on monthly/quarterly basis. However, the procurement of the above items would be purely 'on need' basis without any guarantee for any minimum quantity. Hence, Gujarat Vidyapith shall not be liable to take any or all items included in the Rate Contract(s) with L 1 bidder(s) during the validity.
16. In case, the supplier is found in breach of any condition(s) of the contract at any stage or services of the supplier is found not to the satisfaction of the Gujarat Vidyapith, the contract may be terminated.
17. The decision of the Gujarat Vidyapith shall be final and binding in the regard.
18. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Ahmedabad.
19. Your Tender send us in sealed envelope and mention on the top of the envelope price list of the stationery also attached tender and send us to : The Registrar, Prakashan Vibhag, Gujarat Vidyapith, Ashram Road, Ahmedabad-14.

Registrar
(Gujarat Vidyapith)

GUJARAT VIDYAPITH
NR. INCOMETAX OFFICE, ASHRAM ROAD, AHMEDABAD - 380014
TECHNICAL BID

Details of the Tenderer

Name of the Tender																				

Firm type																				
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(Like proprietorship / Partnership / Company / others)

Address

Contact No :

+Land line No.																				
Fax No.																				
Mobile No.																				
Email address																				

PAN No. _____ GST No. _____

- Please attach the copy of the GST No with the tender.

Client’s List (Please attach separate sheet showing the client list of Universities / Govt. & semi Govt. offices name and addresses of the department where supply the prescribe the tender item with evidence (P.O / certificate of experience)

Sr. No.	Name of Uni/ Govt. & semi Govt office	Year of Supply	Name of equipment	cost of equipment

Signature of the tenderer/agency
Name of the tenderer/agency

Seal of the tenderer/agency

Place: