



**VIKRAMA SIMHAPURI UNIVERSITY
NELLORE -524 320, ANDHRA PRADESH**

No: VSU/e-TENDER No.4 /Stationery on Rate contract/ 2018-19 Dated:23.11.2018

e-TENDER DOCUMENT

**ANNUAL RATE CONTRACT FOR A PERIOD OF TWO YEAR FOR THE
SUPPLY OF STATIONERY
TO
VIKRAMA SIMHAPURI UNIVERSITY, NELLORE**

Date of downloading of Tender Form with Document	:	23.11.2018 @ 12Noon
Last date of down loading of Tender Document	:	08.12.2018
Date &Time for submission of Tender Document	:	08.12.2018 at 3:00PM
Date & Time for opening of Tender Document & Technical Bid	:	13.12.2018 at 11:00AM
Date & Time for opening of Financial Bid	:	Only those bidders, who have qualify in Technical Bid (i.e., whose bids found “Technical Responsive’.) on 08.12.2018 at 03:00PM .



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NOTICE INVITING e-TENDER

Notice Inviting Tender for **supply of stationery articles on Annual Rate Contract** to Vikrama Simhapuri University, Kakatur, SPSR Nellore are invited under Two Bid system (Part –I Earnest Money and Technical Bid & Part –II Financial Bid) from prominent manufacturers & Whole-sellers on **Annual Rate contract basis, for a period of two years** from the date of commencement of award. If the performance is found satisfactory, the contract would be extendable further for a period as may be agreed by both the parties through <http://www.eprocurement.gov.in> or <https://tender.eprocurement.gov.in>. **Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.**

Detailed description and Terms & Conditions of Tender Document may be seen and downloaded from VSU, Nellore website www.simhapuriuniv.ac.in or <https://tender.apecurement.gov.in> from **23-11-2018 to 08-12-2018** on paying cost of Tender Document (i.e.,Rs.1500/-(Non Refundable) in the form of DD, drawn from any nationalized bank in favour of “**Registrar, Vikrama Simhapuri University, Nellore**” payable at Nellore. Last date of submission of tenders is **13-12-2018** at 3:00PM either through Post or directly in the office of the undersigned.

REGISTRAR

Vikrama Simhapuri University
KAKUTUR, SPSR Nellore -524 320



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SCHEDULE OF TENDER

Vikrama Simhapuri University, Nellore -524 320 invites Online (e-Tendering) tenders under **“TWO BIDS (TECHNICAL & FINANCE) SYSTEMS”** for **“Supply of stationery articles on Annual Rate Contract** to Vikrama Simhapuri University, Kakuturu, SPSR Nellore, Andhra Pradesh”.

1.	Department Name	Vikrama Simhapuri University, Kakatur, SPSR Nellore
2.	Tender Subject	Supply of stationery articles on Annual Rate Contract
3.	Tender Type	Open
4.	Cost of Tender Document	Rs.1500/-(Rupees one thousand five hundred only) Non-Refundable
5	EMD Amount (INR)	E.M.D @ 5% on total value of quoted price by way of DD drawn in favour of the “Registrar, Vikrama Simhapuri University payable at Nellore is to be enclosed”. Without E.M.D. the quotation will not be considered. In respect of successful bidder it will be returned after the submission of Security Deposit to VSU, Nellore and The Security Deposit amount will be returned only after the successful completion of warranty period. Any other dues outstanding shall also be recovered from the Security Deposit. In the case of unsuccessful Bidders, the EMD shall be refunded within 30 days of award of contract to successful bidder /bidders.
6.	EMD payable	Demand Draft Drawn in favour of Registrar, Vikrama Simhapuri University, Nellore ” payable at Nellore
7.	Bid Document Downloading Start Date	23-11-2018
8.	Bid Document Downloading End Date	08-12-2018
9.	Last Date & Time for Receipt of Bids	13-12-2018 at 3.00PM
10.	Bid Validity Period	90 days



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11.	Price Bid Opening Date and Time (Financial Bid Stage)	Only those bidders, who have qualify in Technical Bid (i.e., whose bids found “Technical Responsive”.) on 13-12-2018 at 03:00PM
12.	Tender Inviting / Opening authority	Registrar, Vikrama Simhapuri University
13.	Address/E-mail id	vsuregistrar1@gmail.com
14.	Contact Details/Telephone, Fax:	The Assistant Registrar, Vikrama Simhapuri University, Kakatur, Nellore Ph:6301099850
15.	<u>Eligibility Criterion</u>	The Tenderer should possess all requisite licenses, registrations etc., as per R&B regulations and A.P. state Govt., and the same should be obtained invariably before transacting business with Vikrama Simhapuri University. The tenderer should inform Vikrama Simhapuri University, the correct address from where the supplies are going to be made to Vikrama Simhapuri University. The tenderer should possess an experience certificate and other Certificates like Registration of Firm if applicable, GST registration, Latest Income Tax Assessment order, Agmark Registration Certificate if applicable should be enclosed invariably along with the tender schedule. In case of non-submission of these certificates, the Vikrama Simhapuri University authorities reserve the right to take any appropriate action including the cancellation of tender of the respective tenderer. In this regard the decision of the Tender Opening Authority/Registrar, Vikrama Simhapuri University is final and binding on the tenderers without any recourse.
16.	<u>Payment of Transaction fee</u>	It is mandatory for all participant bidders to electronically pay EMD online by utilizing the “payment Gateway” Service on E-Procurement platform” The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking/NEFT payment modes through ICICI Bank, HDFC and / or Axis Bank payment gateways to facilitate the transaction. This is in compliance as per G.O.Ms. 058 dated 08.05.2016. A GST of 18% + Bank Charges on



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		<p>the transaction amount payable to A.P.T.S, Hyderabad shall be applicable. In addition to this, bidders can also pay the EMD through download of PDF format of RTGS challan for respective payment gateway and pay the EMD through their Parent Bank account. Once the EMD is received by the EProcurement application, Bidders can automatically continue with their Bid submission online.</p> <p>1. <u>Corpus Fund</u>: As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) <u>with a cap of Rs.10,000</u> (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, from successful bidders on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favor of Managing Director, A.P.T.S, HYDERABAD.</p> <p><u>NOTE:</u></p> <p>There shall not be any charge towards e-Procurement fund in case of works, goods and services with ECV less than and up to Rs. 10 lakhs</p>
17.	Transaction Fee	0.03% of ECV + 14.50% service tax Rs. 2075/- Payable to A.P.T.S , Hyderabad (ON LINE)
18.	General Terms and Conditions	AS PUBLISHED IN THE NOTICE INVITING TENDER



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PROCEDURE FOR BID SUBMISSION ON E-PROCUREMENT PLATFORM (E-TENDERING)

The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at www.e-procurement.gov.in by following the procedure given below. The bidder would be required to register on the e-procurement market place <http://www.eprocurement.gov.in> or <https://tender.eprocurement.gov.in> and submit their bids online. **Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.** The bidders shall submit their eligibility and qualification details, Technical Bid, Financial Bid etc., in the online standard formats displayed in e-Procurement website. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement website. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

1. Registration with e-Procurement Platform

For any help, registration and online bid submission bidders or technical support on e-procurement, bidders may contact M/s. VUPADHI Techno Services, Pvt, Ltd. Over phone or in person or their helpdesk at:

e-Procurement help desk
M/s. VUPADHI TECHNO SERVICES PVT. LTD
1st floor, Ramky Grandiose,
Sy. No : 136/2&4, Gachibowli,
Hyderabad – 500 032
Phone Nos: 9140 – 39999700, 39999701
Fax 9140-39999702
Email id: contact@vupadhi.com



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2. Digital Certificate Authentication

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by Digital Certificate of the bidder will not be accepted on the e-Procurement platform. For obtaining Digital Signature Certificate, you may please Contact:

Andhra Pradesh Technology Services Limited

BRKR Bhavan, B-Block

Tankbund Road , Hyderabad-500022

Phone: +91-40-23220305

Fax: +91-40-23228057

(OR)

You may please Contact Registration Authorities of any Certifying Authorities in India. The list of CAs are available by clicking the link <https://tender.ap.eprocurement.gov.in>.

3. Submission of Hard Copies

After submission of bid online, the bidders are requested to submit the originals of DD towards EMD bid processing fee to the Tender Inviting Authority “**Registrar, Vikrama Simhapuri University, Kakatur, SPSR Nellore -524 320**” before opening of the Price Bid and other uploaded documents at the time of concluding agreement. The bidder shall invariably furnish the original DD to the tender inviting authority before opening Price Bid either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. The University shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for black listing, forfeiture of the EMD cancellation of work and criminal prosecution.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as a proof of Hardcopies submission to avoid any discrepancy. The bidder has to attach the required documents after uploading the same as required by Tender Inviting Authority in its tender conditions.



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4. Payment of Transaction Fee

It is mandatory for all participant bidders to electronically pay EMD online by utilizing the “payment Gateway” Service on E-Procurement platform” The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking/NEFT payment modes through ICICI Bank, HDFC and / or Axis Bank payment gateways to facilitate the transaction. This is in compliance as per G.O.Ms. 058 dated 08.05.2016. A GST of 18% + Bank Charges on the transaction amount payable to A.P.T.S, Hyderabad shall be applicable. In addition to this, bidders can also pay the EMD through download of PDF format of RTGS challan for respective payment gateway and pay the EMD through their Parent Bank account. Once the EMD is received by the EProcurement application, Bidders can automatically continue with their Bid submission online.

5. Corpus Fund

As per GO MS No.4 User departments shall collect 0.04% of ECV (Estimated Contract Value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, from successful bidders on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favour of **Managing Director, APTS**. There shall not be any charge towards e-Procurement fund incase of works, goods and services with ECV less than and up to Rs. 10 lakhs.

6. Tender Document

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification, if any, from the Tender Inviting Authority “**Registrar, Vikrama Simhapuri University, Kakutur, SPSR Nellore 524320**”. Any offline bid submission clause in the tender document could be neglected.

The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to- time basis in the e-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.



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7. Bid Submission Acknowledgement

The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Government of AP and M/s APTS is not responsible for incomplete bid submission by users.

For obtaining Digital Signature Certificate, you may please Contact:

Andhra Pradesh Technology Services Limited

BRKR Bhavan, B-Block

3rd Floor, R & B Building

M.G. Road, Labbipet

Vijayawada – 500 010

Tel: 0866-2479417; 2489417

(OR)

You may please Contact Registration Authorities of any Certifying Authorities in India. The list of CAs are available by clicking the link <https://tender.ap.eprocurement.gov.in>.

8. Hard Copies

- i) Attested copies of all original hard copies of the uploaded scanned copies of D.D/towards EMD by participating bidders must submit along with sample of the product / commodity to the Tender Inviting Authority before scheduled date and time of the opening of the Technical Bid , otherwise the tender will be rejected on online.
- ii) All the bidders shall invariably upload the scanned copies of DD in e-Procurement system and this will be the primary requirement to consider the bid responsive.
- iii) The University shall carry out the technical evaluation solely based on the uploaded certificates/documents, DD towards EMD in the e-Procurement system and open the Price Bids of the responsive bidders after evaluation of Technical Bids and results of the samples.
- iv) The University will notify the successful bidder for submission of original hardcopies of all the uploaded documents DD_towards EMD/_prior to entering into agreement.



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- v) The successful bidder shall invariably furnish the original DD towards EMD, Certificates/Documents of the uploaded scan copies to the Tender Inviting Authority “**Registrar, Vikrama Simhapuri University, Kakatur, SPSR Nellore 524320**” before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The University will not take any responsibility for any delay in receipt/non-receipt of original DD towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinity of the DD towards EMD and all other certificates/documents uploaded by the bidder in e-Procurement system. In support of the qualification criteria before concluding the agreement.
9. The G.O. Ms. No. 174 –I & CAD dated: 1-9-2008 Deactivation of Bidders If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD_towards EMD_within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the University shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.
10. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.



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e-TENDER DOCUMENT

for “**Supply of stationery articles on Annual Rate contract basis, for a period of 2 Years** to Vikrama Simhapuri University, Kakuturu, SPSR Nellore, Andhra Pradesh”.

Cost of Tender Document: Rs.1500/-(Rupees one thousand five hundred only) Non-Refundable

(To be submitted in the form of Demand Draft from any Nationalized bank in favour of “*Registrar, Vikrama Simhapuri University, Nellore*”; Those who have downloaded tender must accompany the cost of Tender Document DD as mentioned above along with their Technical Bid document envelop failing which their bids shall be out rightly rejected).

IMPORTANT DATES

Uploading of Tender Document	:	23-11-2018
Date of downloading of Tender Document	:	23-11-2018
Last date of submission of Tender Document	:	13-12-2018
Last date & time for Submission of Tender Document	:	13-12-2018 up to 3:00PM
Date & Time for opening of Technical Bid	:	13-12-2018 at 11:00AM at the VSU Office, Kakutur, SPSR Nellore, Andhra Pradesh, India- 524 320
Date & Time for opening of Financial Bid	:	Only those bidders, who have qualify in Technical Bid (i.e., whose bids found “Technical Responsive”.) on 13.12.2018 at 03:00PM .



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NOTICE INVITING TENDER

Stationery articles on Annual Rate contract basis, for a period of 2 Years to Vikrama Simhapuri University, Kakatur, SPSR Nellore-524 320

1. Tenders are invited under two bid system (**Part-I Earnest Money and Technical Bid & Part-II Financial Bid**) from prominent manufacturers & whole-sellers.
2. The cost of Tender Document is **Rs.1500/- (Rupees one thousand five hundred only)** (Non refundable). The Tender Document can be downloaded from e-procurement. In this case it is necessary for the Tender to pay the cost in the form of Demand Draft drawn in favour of “**Registrar, Vikrama Simhapuri University, Nellore**”, payable at Nellore **and is kept in separate envelop in the Technical Bid Envelop. The reference of the DD is to be superscribed on the main envelop of Technical Bid.**
3. The amount of Earnest Money Deposit (EMD) is @ 5% on total value of quoted price by way of DD drawn in favour of the “**Registrar, Vikrama Simhapuri University payable at Nellore**” is to be enclosed. Without E.M.D. the e-tender will not be considered. In respect of successful bidder it will be returned after the submission of Security Deposit to VSU, Nellore. This Earnest money deposit is compulsory and equal to all the prospective bidders, whether they are bidding for minimum 60% items or all the items as per the recruitment list given in chapter-7 of this Tender Enquiry Document by any bidder want to participate in this Tender. The bidder is required to deposit earnest money along with their Technical Bid document in Technical bid Envelop.
4. The hard copies of the e-tender have to send / submit at the Vikrama Simhapuri University Office, Kakatur, SPSR Nellore **on or before 13.12.2018 at 3:00PM.**
5. The Technical bid will be opened **on 13.12.2018 at 11:00AM** by a Committee constituted by the competent authority of VSU, Nellore. **The date and time for opening of financial bids of the technically qualified tenderers shall be communicated later as per convenience of this office.**
6. The Authority reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the tender will not be entertained.
7. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderers. If any tenderer approaches for EMD, it will be forfeited at the discretion of the competent authority of VSU, Nellore. The offer is should remain valid for a minimum period of 90 days. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidders /bidders.



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8. Vikrama Simhapuri University, Kakatur, SPSR Nellore, reserves the full rights to increase/decrease the quantity of items in the tender as per requirement.
9. Any dispute is subject to the jurisdiction of Nellore, Andhra Pradesh.
10. The tender Document has been divided into the following chapter:-

- Chapter-1** : General Instructions to Bidders
- Chapter-2** : Terms and Conditions of Contract
- Chapter-3** : Schedule of Requirements
- Chapter-4** : Technical Bid
- Chapter-5** : Check List
- Chapter-6** : Contract Form
- Chapter-7** : Financial Bid
(to be utilized by the bidders for quoting their prices and price bid should be kept in separate sealed envelope superscripted as Financial Bid for stationary items)



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CHAPTER I - GENERAL INSTRUCTIONS TO BIDDERS

The Tenders must fulfill the following specifications/conditions:

1. The Tenderer should have its own bank Account, PAN, GST registration and other Tax Number, Payment will be made electronically only.
2. The Tenderer should be a reputed supplier having at least three years dealing experience with the government departments. Certificate in token of proof of experience, of the concerned department should be enclosed for ready reference.
3. The Tenderers are also required to submit sample of each supply of stationery articles other than the specified make for which rates have been quoted (only Technically Qualified bidders are required to submit samples along with their quoted items nos. and their firms name without indicating any prices before opening of financial bid to store department for inspection).
4. The rates are to be quoted on for-Destination basis only. However, their breakup is necessary.
5. The offer of Tenderers quoting rates as per specifications laid down in Financial Bid (Chapter-7) for less than 75% items shall not be entertained.
6. The tenders should submit self-attested copies of the Income Tax returns for the last three years (i.e. for 2015-2016, 2016-2017,2017-2018).
7. The Tenderer should give an affidavit duly nationalized on stamp paper worth Rs.50/- in clear and un-ambiguous language that it has never been black listed/ no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.



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CHAPTER 2 - TERMS AND CONDITIONS

1. If the Earnest Money Deposit (EMD) is not submitted, the tender shall not be considered for acceptance and shall be rejected. The EMD submitted against other tenders cannot be adjusted or considered for this tender. No interest is payable for EMD and security deposit.
2. The Tenderers are required to demonstrate the quoted model of the equipment during the Technical Evaluation, if required, either at VSU (or) at the place nearer to the University failing which their tenders/offer shall be rejected.
3. Tenderer submitting tenders would be considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
4. Any action on the part of the Tenderer to influence anybody in the said institute will be taken as an offence, and they will not be allowed to participate in the tender enquiry and their offer will not be considered.
5. The Tenderers must quote the best option as per our specification. The offer submitted as option-a, option-b or c will not be considered and offers submitted in the form of multiple offers will be summarily rejected. The technical specifications of the equipment acceptance or rejection is depending on the technical committee at the time of tender opening and negotiation time. The suitable technical.
6. The Registrar on behalf of the university does not bind himself to accept the lowest or any other tenders, and reserves to himself the right to wave off any formalities thereof or reject any or all the tenders received without assigning any reasons thereof.

2.1. ELEGIBILITY / EVALUATION CRITERIA

The tender must fulfill the following specifications (all documentary proofs self-attested and stamped (seal), are required to be submitted along with the technical bid):

1. The tender should have its own Bank account, PAN, GST registration and other tax number. Self attested Photostat of all should be enclosed.
2. The Tender should be a reputed & financially sound in supply and installation of **Stationery articles** supplier having minimum experience of three years and expertise in supplies to Central Government Institutes/Ministries /Departments/Public Sector & undertakings etc. Proof of experience in the form of copy of certificates obtained from Govt. Dept. etc., should be enclosed. Copy of income tax returns for the last three years may also be enclosed with technical bid.
3. The tender should have an annual turnover of not less than **Rs.20 Lakhs** Copy of relevant stipulated proof may also be enclosed with Technical bid.
4. The tender should submit a certificate, along with its Technical Bid, indicating that their representatives will have to submit and place



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the sample of supply of **Stationery articles** in the stores room for inspection with clear marking of Agency/Firm name to VSU, Nellore (Without indicating prices on submitted sample items), when they (Tenderer) get the official intimation from VSU, Nellore that their firm found “Technical Responsive” and the rates for each supply and installation Computer of **Stationery articles** have been quoted in the Financial Bid (Chapter 7) accordingly. The tenderer should also enclose a duly stamped signed copy of the terms & conditions of the tender documents with Technical bid conveying acceptance thereof.

5. The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items or minimum 75% of items as per the specifications laid down in financial bid (chapter-7). The offer of tenderers quoting rates for less than 75% items shall not be entertained.
6. The Technical Responsive bidders Financial Bid shall only be opened and L-1 bidder shall be decided on the basis of each item wise lowest rate quoted by any of the bidder and the bidder, who have quoted maximum number of items in L-1 rate shall be given opportunity by the competent authority of VSU, Nellore and ask him in writing to match L-1 price of other items quoted by him in comparison of other bidders, where his quote has not found L-1.
7. **The EMD @ 5% is refundable (without interest), should be necessarily accompanied with the technical bid in the form of Demand Draft drawn from any nationalized bank in favour of “Registrar, Vikrama Simhapuri University, Nellore, failing which tender shall be declared un-responsive. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidders within 30 days of award of contract to the successful bidder/bidders.**
8. **Successful Tenderer shall be required to pay security deposit of 5% on CIP or Free on Road (FOR) value inclusive of the taxes by way of Demand Draft within 15 days from the date of placement of purchase orders and shall execute an agreement for faithful and satisfactory performance of contract. Specimen copy of the agreement is enclosed. The Security Deposit amount will be returned only after the successful completion of warranty period.**
9. **If the Successful Tenderer fails to lodge security deposit within the period of 15 days as specified above, such failure shall constitute a breach of terms and conditions of the tender and the Earnest Money deposited by him shall be withheld in addition to recovery of any loss sustained by the Institute.**
10. **The tenderer shall forfeit the Security Deposit for any non-performance of the equipment or default during warranty period.**
11. The tenderer should give an affidavit duly notarized on stamp paper worth Rs.50/-, Therein clearly and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Government Institute/Ministries/Departments/PSU with whom, it had contract for



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supply of **Stationery articles.**, during last five years nor has been penalized by such organization on account of poor/spurious quality.

12. Details regarding quality, brand, specification etc. have been given against each item in the financial Bid (Chapter-7). Rates should strictly be quoted accordingly. Item where brand has not been indicated, rates should be quoted for best available/good quality product conforming to prescribed prevailing standards.
13. In his own interest the tenderer is advised to submit the desired papers/documents with their technical bid as per the specifications indicated in chapter -5(Checklist) failing which their bids shall be declared un-responsive.

2.2. OTHER ESSENTIAL TERMS & CONDITIONS

1. The Selected Tenderer would be required to arrange supply as per the dispatch Instructions / purchase cum supply order during the working hours of the institute. Since the rates are to be quoted on destination basis, no other charges whatsoever are payable extra.
2. The selected Tenderer Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contracted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to VSU, Nellore.
3. Bills in triplicate for the items supplied by the firm(s), should be raised for payment. Payment shall be released after deducting **TDS as per Income Tax Rules** and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quantity of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be replaced immediately, for which no extra payment shall be made by Vikrama Simhapuri University, Nellore.
4. Vikrama Simhapuri University, Nellore shall be the sole authority to cancel or amend the order, as per requirement,
5. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of GST or other applicable taxes deposited to Tax authorities by the firm for recent period, just before the submission of bills must also be enclosed for reference of VSU, Nellore authorities.



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6. The tendering firm/Agency/Company shall be bound by the details furnished by him/her to the Vikrama Simhapuri University, Nellore while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage the document furnished by him /her is found to be false or the quality of the articles or rates are found of poor quality/different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
7. The Selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (ies) without prior written consent of the Vikrama Simhapuri University, Nellore. If it is found that the firm has given sub-contract for supply of **Stationery articles** on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
8. The conditional/incomplete bids not be considered and shall be declared unresponsive.
9. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form (Chapter-7) only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
10. The tender documents should be sealed and clearly super-scribed with the words “Tender for the supply of **Stationery articles** to Vikrama Simhapuri University, Nellore “.
11. If a tendering Firm/Agency/company decides to withdraw from the bidding before the financial bids are opened the Vikrama Simhapuri University, Nellore shall have the authority to forfeit **the EMD @ 5%** on total value of quoted price has deposited with the technical bid.
12. Vikrama Simhapuri University, Nellore shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidders in the course of their performing the duties to this office in connection with purchase order /supply order for **Stationery articles**. The Competent Authority of Vikrama Simhapuri University, Nellore reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the VSU, Nellore.
13. The tender should be sent / submitted to the O/o the Registrar, Vikrama Simhapuri University, Kakatur, SPSR Nellore – 524 320 the closing time and date for acceptance of tenders shall be **3:00PM on/before by 13-12-2018**. No tender received later the stipulated date & Time or from other modes/ place shall be entertained & shall be declared un –responsive.
14. The tenders will be opened **on 13-12-2018** in office room of the Designated officer at Vikrama Simhapuri University, Nellore **at 11:00AM** in the presence of such tendering firm/Agency/company or their authorized



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representatives (only one representative from each company shall be allowed) who wish to be present/witness at the time of opening of bids.

- 15. Vikrama Simhapuri University, Nellore reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise to any other firm(s) in emergency/unavoidable situation.
- 16. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- 17. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the **Stationery articles** are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs. If subsequently it is found that the firm has supplied **Stationery articles**. at higher rates to the Vikrama Simhapuri University, Nellore, the excess amount shall be recovered from the performance Security and /or from the pending bills of the firm along with a penalty of Rs.1,000/-(Rupees One Thousand only) on firm on such occasion and shall be doubled on subsequent occasions.
- 18. The tendering Firm/Agency/Company should have its own Bank Account Number, PAN number, GST registration number. Self-attested copy of the same should be enclosed. The bank name and account number should be intimated to The Registrar, VSU, Nellore to which all payments for supply of **Stationery articles** will be made through ECS transfer in case of the successful bidder.
- 19. Any complementary scheme offered by the manufacturer shall be provided to Vikrama Simhapuri University, Nellore – with no additional cost.

(Authorized Signatory)

All Terms and Conditions Read & Signed by me

Signature

Name of Tender.....

Rubber Stamp.....



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CHAPTER 3 - SCHEDULE OF REQUIREMENT

1. The items mentioned in the Financial Bid (Capter-7) will be required by this office. The demand for these items will be given to the tendering Firm/Agency/Company by way of Dispatch Instructions /Purchase cum Supply Order to Vikrama Simhapuri University, Kakatur, SPSR Nellore.
2. The supply order may be given for single or bulk items and agency will have to supply them immediately but not later than the period as stipulated at the destination location (place) as stated in the Dispatch Instructions/Purchase cum Supply Order.
3. The item will be supplied at the destination location (Place) as stated in the Dispatch Instructions/Purchase cum supply order.
4. Vikrama Simhapuri University, Nellore shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.



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CHAPTER 4 - TECHNICAL BID

- 1 For the supply **Stationery articles** on Annual Rate Contract for a period of two years to Vikrama Simhapuri University, Kakatur, SPSR Nellore-524 320

- 2 Name of the supplier : _____
Company/Firm/Agency
- 3 Name of Proprietor/Director of the : _____
company/Firm/Agency
- 4 Full Address of Reg. Office (A : _____
copy of Company/Firm/Agency
registration must be enclosed) _____

- Telephone Nos. : _____

- Fax Nos. : _____

- E-mail ID : _____

- 5 Details of Banker of the Firm with : _____
full address _____

- Telephone Nos. Banker : _____

- Fax Nos. of Banker : _____

- E-mail Id of Banker : _____

- 6 Bank Ac/s No. of firm for ECS : _____
payments
- 7 PAN, GST Registration No. of the : _____
firm (Enclosed a copy of the same)
- 8 Details of cost of Tender : _____

- 9 Details of EMD : _____

- 10 Un-Priced duly signed stamped list of : _____
items(for minimum 75% items or for
all the items mentioned in financial bid
(Chapter-7),Bidder interested to be
participated under this tender must be



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accompanied a list of those items with
**Technical Bid without indicating
price)**

11. Financial turnover of the tendering company/Firm Agency for the last three financial years:

(Attach separate sheet if space provided insufficient)

Financial Year	Amount (Rs.Lacs)	Remarks, if any
2015-2016		
2016-2017		
2017-2018		

12. Give details of major contracts handled by the tendering Company/Firm/Agency for the last three years in the following format (enclose the self-attested copies): (if the space provided is insufficient, a separate sheet may be attached)

S.No.	Details of client along with address, telephone numbers and fax numbers	Amount of Contract (Rs.in Lakh)	Duration of contract	
			From	To
1				
2				

(Signature of authorized person)

Date: _____ Full Name: _____

Place: _____ Seal: _____



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CERTIFICATE

1. I, _____ Son / Daughter / Wife of
Shri _____ Proprietor / Director / authorized
signatory of the agency /Firm, mentioned above, is competent to sign this declaration
and execute this tender document;
2. I have carefully read and understood all the terms and
conditions of the tender and undertake to abide by them;
3. I, do hereby certified that the representative of our firm
shall be place the samples of **Stationery articles**, quoted by our firm (without
indicating price, clear marking of firm/agency name in each of item) to Vikrama
Simhapuri University, Nellore-524 320 (A.P.) on the receiving of official intimation
from competent Authority of VSU, Nellore regarding the “Technical Responsiveness
of our firm for this Tender”.
4. The rates of each **Stationery articles**, those samples
kept at VSU, Nellore have already been quoted in the Financial Bid kept in Financial
Bid envelop.
5. The information/documents furnished along with the
above application are true and authentic to the best of my Knowledge and belief. I/we
am/are well aware of the fact that furnishing of any false information/fabricated
document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.
6. I, do hereby declare that the our firm has neither been
blacklisted/no criminal case pending against him (attach an affidavit duly notarized on
stamp paper worth of Rs.50/-) stating that no criminal /Black listing case is pending
against the firm) by any of the Government Institute/Ministries/Departments/PSUs
with which the firm had contracted for **Stationery articles** during the last five years
nor has been penalized by such offices/organizations for supply of poor/spurious
Stationery articles.

(Signature of authorized person)

Date: _____ Full Name: _____

Place: _____ Seal: _____



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CHAPTER 5 CHECK LIST

**LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL
BID AND FINANCIAL BID**

5.1. DOCUMENTS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID

1. **The cost of Tender Document** enclosed in the form of Demand Draft of **Rs.1,500/- (One thousand five hundred only) (Non-Refundable)** from any nationalized Bank in favour of “**Registrar, Vikrama Simhapuri University, Nellore**” payable at Nellore and must accompanied with Technical Bid if the tender document downloaded from the website.
2. **EMD @ 5% on total value of quoted price** in the form of Demand Draft from any nationalized bank in favour of “Registrar, Vikrama Simhapuri University, Nellore”, payable at Nellore and must accompanied with Technical Bid.
3. Technical bid form duly filled, signed & stamped.
4. Un-priced duly signed stamped list of items (for those all items or minimum 75% items bidder interested to participated under this tender must be accompanied with technical bid without indicating price) is must be kept in Technical bid envelop.
5. Tender document each page duly signed stamped and page numbering done.
6. Proof of Office Address.(Form No.4)
7. Proof of Bank Account Number.
8. Attested copy of PAN,GST Registration number etc.;
9. Self –attested copies of the IT returns for last 3 years;
10. A certificate, with technical bid, indicating that their representative will have to submit and place the sample of **Stationery articles.**, in the store room for inspection with clear marking agency/Firm name to VSU, Nellore (without indicating prices on submitted sample items), when they (Tenderer) get the official intimation from VSU, Nellore that their firm found” Technical Responsive”.
11. The rates quoted items (all items or minimum 60% items) shall have quoted in the format given in financial Bid envelop separately.



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12. Attested copy of three year experience certificate obtained from Govt. Dept./PSU.
13. An affidavit duly Notarized on stamp paper worth of Rs.50/- in clear and un-ambiguous language that the Tenderer has never been black listed/no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply must be accompanied with Technical Bid Envelop.

5.2. DOCUMENTS REQUIRED TO BE SUBMITTED WITH FINANCIAL BID

1. The tendering Firm/Agency/Company may quote their rates for all the items or minimum 60% of items as per the list and specification laid down in Financial Bid (Chapter-7), failing which their bids shall be out rightly rejected. Financial Bid must be kept in separate sealed super-scribed envelop **“Financial Bid for Stationery articles”**.
2. The Tender should be submitted under Two Bid System. The interested Firms/agencies are advised to submit two separate envelopes super-scribing **“Stationery articles.,** and **“Financial Bid for Stationery articles.,”** Both sealed envelopes should be kept in third bigger sealed envelope super-scribe with the words **“Tender for supply of Stationery articles”**.



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CHAPTER 6 - CONTRACT FORM

(To be made on Rs.100.00 Non-judicial Stamp/E Stamp Paper)

DRAFT AGREEMENT FORMAT

This agreement is made at Nellore on the _____ day of Two thousand Sixteen -between _____ acting through Sri _____, Vikrama Simhapuri University, Nellore (hereinafter called “**client**” which expression shall, unless repugnant to the context or successors, legal representatives and assigns) of the **First part.**

Second Part

M/s _____, having its registered office at _____ (herein after called the “Agency” which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part.**

WHEREAS the “Client” is desirous to engage the “Agency” for providing **Stationery articles.**, for Vikrama Simhapuri University, Nellore-524 320 (A.P as per the terms and conditions stated below:-

1. The selected Agency Services would be required to **supply of Stationery articles.**, on regular basis to on all working days **between 10:00AM to 5:00PM** No separate charges for delivery of goods would be paid by this office.
2. Bills in triplicate for items supplied by the selected Agency should be raised for payment. Payment shall be released after deducting TDS as per IncomeTax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected agency immediately for which no extra payment shall be made.
3. The Agency shall be bound by the details furnished by him/her to the VSU, Nellore while submitting the tender or at subsequent stage. Upon selection of the Agency, if at any stage, the documents furnished by him/her is found to be false or



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- the quality of the articles or rates are found of poor quality/different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be forfeited.
4. The Selected Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the VSU, Nellore. If it is found that the firm has given sub-contract for supply of **Stationery articles** on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
 5. Vikrama Simhapuri University, Nellore, shall not be responsible for any financial loss or other damaged injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply of **Stationery articles**
 6. The Competent Authority of VSU, Nellore reserves the Right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of VSU, Nellore.
 7. Any complementary scheme offered by the manufacturer shall be provided to the VSU, Nellore with no additional cost.

THIS AGREEMENT will take effect from _____day
 _____of _____Two
 Thousand Eighteen.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto set their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Nellore in the presence of the witness:

For and on behalf of the “Agency”

For and on behalf of the “Registrar”,
VSU, Nellore

Signature of the authorized official Name of the official Stamp/Seal of the “Agency” SIGNED, SEALED AND DELIVERED By the said _____Name on behalf of the “Agency” in presence of Witness: _____ Name: _____ Address: _____	Signature of the authorized officer Name of the Officer By the said _____Name on behalf of the “Registrar, VSU, Nellore” in _____presence of Witness: _____ Name: _____ Address: _____
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CHAPTER 7 - FINANCIAL BID

e-Tender/ for supply of _____ to Vikrama Simhapuri University, Kakatur, SPSR Nellore—524 320. The price bid should be kept in separate sealed envelope superscripting “Financial Bid for “VSU/e-Tender No.5 /Stationery on Rate Contract for a period of two years/2018-19”

*VSU, NELLORE authorities reserve the full rights to increase/decrease the quantity of items in the time of award of tender as per its actual requirement. The quantities mentioned below in this tender against each item are only indicative/tentative nature.

NOTE: All the rates should be quoted strictly in accordance with the following table:-

S.No	Name of the items	Company of the product at present	Annual Quantity (increased /decreased)	Unit Price without Tax Rs.	GST	Total Unit Cost of Item (F.O.R. destination) inclusive All Rs.
A	B	C	D	E	F	G
1	A4 Papers (white)	B 2 B Copier	350 Reams			
2	A4 paper (white)	JK Excel Bond	80Reams			
3	Legal papers	"	50 Reams			
4	Legal (F/S) paper	"	80Reams			
5	A3 Papers	"	5 reams			
6	A4 Size Brown Covers	ESI Laminated envelops	500Nos			
7	A4 Size Cloth covers	Best Quality	1600 Nos			
8	Bell pins	Nikel plated Bell pins	5 Pkts			
9	Colour Papers (Green and pink)	Expert	2 Reams			
10	Calling bells	Citizen 555	10 Nos			
11	Computer Cleaning Clothe		5 pkts			



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		Best Quality				
12	Calculators	CASIO / citizen -Original	30 Nos			
13	CD Markers (Green, Blue, Black, Red)	Camlin /Cello	60 Nos Each 15			
14	Carbon Papers	Best Quality	3 boxes			
15	Dustbins	Mittu	25 Nos			
16	Display files	HUAJIE	10 Nos			
17	Damper	Any other Best Quality	50 Nos			
18	Erasers	Apsara	500 Nos			
19	Envelop covers (brown 6X4)	ESI laminated envelops	2500 Nos			
20	Envelop covers (brown 11X4)		3500 Nos			
21	Envelop covers (brown 9X4)		6000 Nos			
22	Executive Bond Papers	JK Excel Bond	2 Reams			
23	File pads (Urgent /Ordinary file pads)	Any other Best Quality	2600 Nos			
24	Flags strips (Hengaxian)(Small)	Best Quality than the "Info"company	50 Nos			
25	Flags strips (BIG)	"	25 Pkts			
26	File Folders	Venu Royal Delux	25 Nos			
27	Fevi Stick	Kores clear glue sticks	135 Nos			
28	GumTubes	Best Quality	275 Nos			
29	Gum Bottles (150 ml)	Camlin	50 Nos			
30	Highlighter pens	Camlin	25 Nos			
31	Jump Clips	Gold Seal	10 Boxes			



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32	L-Folders (A4 Size)	SOLO	250 Nos			
33	L-Folders (Legal)	"	50 Nos			
34	Legal Brown Covers	ESI laminated envelopes	1000 Nos			
35	Legal Cloth covers	Best Quality	1100 Nos			
36	Long Binding Note Books 200 pages (Ruled /Un Ruled)	Bharath Maha Long/ Delux Long note books	100 Nos			
37	Long Binding Note Books 100 Pages (Ruled /Un Ruled)	"	150 Nos			
38	Account books - 270 pages	-	10 Nos			
39	Naphthallene Balls (1 Kg Packets)	Best Quality	10 Pkts			
40	Punching Machine (Single)	Kangaro	25 Nos			
41	Plastic rope	Durga	100Nos			
42	Pens (Blue)	Bitco / Labdhi premier/ Balaji	1040 Nos			
43	Pens (Red)	"	260 Nos			
44	Pens (Black)	"	110 Nos			
45	Pencils	Apsara Regal Gold	1000 Nos			
46	Plastic Scales	Camlin	10 Nos			
47	Paper weight	Best Quality	25 Nos			
48	Rubber bands (Medium Size)	Best Quality	10 Nos			
49	Rubber bands (Big)		10 Nos			
50	Rubber Stamp Pad ink (100 ml)	Camlin	5 Bottles			



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51	Staplers (Big size-45)	Kangaroo -HP-45	15 Nos			
52	Staplers (small size-10)	Kangaroo	10 Nos (Big boxes)			
53	Stapler pins (Big-45)	"	5 Nos (Big boxes)			
54	Stapler Pins (Small Size-10)	"	5 Nos (Big boxes)			
55	Scales (Iron)	Camlin	45 Nos			
56	Scribbling pads	Surya	250 Nos			
57	Stamp Pads	Camlin/Ashoka	35 Nos			
58	Sharpners	Faber Castle	250 Nos			
59	Scissors (Big)	Rocket	25 Nos			
60	Scissors (Medium)		25 Nos			
61	Tape (Blue) / (Green) – 2”	Original Arihant Wonder 555	25 Nos			
62	Tape (Brown) – 2”	"	20 Nos			
63	Tape (White) – 2”	"	60 Nos			
64	Cell tape small White - 1”	-	10 Nos			
65	Tags (Big bundles)	Best Quality	75 Nos			
66	Tapala Files	Delux	50 Nos			
67	Transparent sheets	Best Quality	50			
68	Uni Ball Pens (Pink)	Uniball eye fine	25 Nos			
69	Uni Ball pens (Green)	"	45 Nos			
70	Uni Ball / Add GelPens (Blue)	"	25 Nos			
71	Uni Ball pens (Black)	"	25 Nos			



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72	Uni Ball Pens (Red)	"	15 Nos			
73	Writing pads (medium size)	Royal	50 Nos			
74	White fluid / correction pens	Camlin Cover it	50 Nos			
75	Box files	Good Quality	25 Nos			
76	Paper Cutters (Big)	Camlin	10 Nos			
77	Paper Cutters (Small)		10 Nos			
78	Colour Chalk pieces	Kores	50 Boxes			
79	White chalk pieces	"	100 Boxes			
80	Nada tape roll	-	15 Nos			
81	Twin Thread	-	25 Nos			
82	Polythene covers	FS size	150 Nos			
83	Fevi Quick	10/-	20 Nos			
84	Colour charts	-	20 Nos			
85	Pen cells	Nippo	25 Nos			
86	Double Gum tapes	-	25 Nos			
87	Binder clips	Metal	30 Nos			
88	Staff Attendance Registers	-	20 Nos			

Sd/- Prof. A. Durga Prasad Rao
REGISTRAR

//t.c.f.b.o.//

ASSISTANT REGISTRAR



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ANNEXURE-1

FORMAT OF EXPERIENCE CERTIFICATE

Project Name	Name of the Employer	Description of Work	Contract No.	Value of Contract (Rs. in Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed

*Attach certificate (s) of payments.

**Immediately preceding the financial year in which bids are received.

ANNEXURE-2

DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 3 (THREE) YEARS

Name of the Agency.....

1	2	3	4	5	6	7
Contract No. /Supply No.	Name of Organization	Description Contract/ Supply	No. of Items Supplied	Value	Year of contract	Continuing (YES/NO)

From:-M/s.....
.....
.....

To
The Registrar
Vikrama Simhapuri University
Kakatur ,SPSR Nellore-524 320



VIKRAMA SIMHAPURI UNIVERSITY
NELLORE -524 320, ANDHRA PRADESH

No: VSU/e-TENDER No.4 /Stationery on Rate contract/ 2018-19 Dated:23.11.2018

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/Director authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that none of the proprietor/partner/Directors of the organization was or is proprietor or partner or director of any organization with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Registrar, Vikrama Simhapuri University, Kakuturu, SPSR Nellore immediately after we are informed but in any case not later 15 days, if any Agency in which proprietor/Partners/Directors are proprietor or partner or Director of such a Agency which is banned /suspended in future during the currency of the contract with you.

Yours faithfully,

Address:

Date:

Place:

Seal of the Agency