



THE UNIVERSITY OF BURDWAN

Established by virtue of West Bengal Act XXIX of 1959

Email:fo@buruniv.ac.in Website: www.buruniv.ac.in

Ref. No. B.U./Fin/ Secretariat /Stationery goods supply Empanelment tender/2021/369
Date : 09.10.2021

Tender for Empanelment

The University of Burdwan(B.U.) desires to empanel vendors for supply of different print/stationery items. For this purpose vendors are invited for Empanelment with The University of Burdwan .

Relevant documents may be downloaded from the University website www.buruniv.ac.in and the same after filled up must be submitted in a sealed envelope addressed to the Finance Officer, The University of Burdwan , Burdwan, West Bengal.

Bidders must comply with the Terms and Conditions as mentioned in the Annexure(s) of the Tender Documents. Note: For any sorts of query, please contact the undersigned at finance@buruniv.ac.in

Last date of receiving tender document up to 15.11.2021 12:00 hrs.

Finance Officer



1.The University of Burdwan, Burdwan invites open offer of interest for stationery items and Supply of Printed matter on prescribed Format from reputed vendors. For printed matters necessary format may be collected from Registrar Department, Controller of Examination Department & Finance Department. This empanelment will be valid initially upto one year from the date of final approval of empanelled suppliers list and it may be further extendable with written request from the vendors/suppliers, at the sole discretion of the University. Interested vendors/ suppliers may submit the applications along with one copy each of the requisite documents to Finance Officer , The University of Burdwan , Rajbati, Burdwan, West Bengal. Last Date for Submission of Applications: 15.11.2021 12:00 hrs.

2. Instructions for applicants detailed terms and conditions, application proforma are as follows:

Instructions for applicants:

2.1. Incomplete and conditional applications will not be considered.

2.2. At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.

2.3. The received application(s) after the due date and time will not be considered.

2.4 Vendors must have valid up to date I.T., GST (for small traders an undertaking of non applicability is required), establishment in an around Burdwan Municipality/City. The Vendor shall have to attach his Permanent Account Number (PAN), Adhaar Card, GST registration copy, Trade license copy along with the Technical Bid.

3. The empanelment for supply of stationery items will be governed by the following "Terms and Conditions".

3.1. General

3.1.1. The authority of The University of Burdwan reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.

3.1.2. The University of Burdwan does not bind to place the purchase order to the approved vendor.

3.3 Time-frame for supply

3.3.1. 3 days (maximum)

3.3.2. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the Finance Officer/Controller of Examination explaining the same and seeking an additional required time to supply the same, at least seven (07) working days before the supply due date.

3.4 Evaluation of Quotation: The University will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vendor.

3.5 The Bids should be submitted in two-bid system. One envelope should contain Technical Bid and the other envelope should contain Price Bid. Price bids of the Technically Qualified bidders only will be opened.



3.6 Two separate and sealed envelopes (by clearly mentioning technical proposal & financial proposal with name of the intended bidder at envelop top) will be dropped in the earmarked Tender Box placed in the secretariat of Finance Officer.

The bidder must visit the site and gather a clear idea about for submitting the quotation.

3.7 The Technical Bid should contain duly filled in and signed **Part I** of the Tender, (and other supporting documents as mentioned in the Part I.

3.8 The firm should be having sufficient experience and expertise in the relevant field with sound financial standing. The firm who is declared as L-1 must have the lowest rates at least in 50% of the total items for which the tender have been called for.

4. Conditions for cancellations of the released purchase orders

4.1. If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the Registrar/Finance Officer/Controller of Examinations/Departmental Heads regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 2% of the value of the order not fulfilled, per week, upto seven weeks.

4.2. Thereafter, the University reserves the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side.

4.3. The decision of accepting supply of cancelled titles is at the sole discretion of the University and the decision of the competent authority of the Institute shall be final in this regard.

5.Quantity as stated in the-Tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons. Mere quoting lowest rates will not amount to commitment for award of contract.

6.At any stage if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice and security money would be forfeited.

7.Supply should be strictly in accordance to the quality, specifications, dimensions etc. as would be specified in the supply order. In case of any variation with respect to the nature/dimensions or quality of the order, supply would be liable to be rejected and no loss/expenditure incurred by the firm on this account will be payable by the Planning Commission. The firm will be required to provide the exact replacement as per supply order.

8.The firm would be required to deliver the goods at their cost within the premises/stores of the University of Burdwan located at, Burdwan.

9.No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of the contract.

10.The quotation may be dropped in the tender box kept at the Golden Jubilee Building, The University of Burdwan, Burdwan on or before 15.11.2021 12:00 hrs. The sealed envelope containing the quotation should be superscripted "Tender/quotation for supply of Stationery items".

11.Contract can be extended on the basis of satisfactory performance by the firm.In case of any dispute, the decision of the Head of the Department of the The University of Burdwan shall be final.



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12.The University of Burdwan reserves the right to accept or reject any or all quotation (s) without assigning any reason(s) thereof.

13.hese terms & conditions are not exhaustive but general in nature. The University of Burdwan shall have the right to clarify any clause or part thereof of the terms & conditions and that will be final & binding.

14.Payment:

Payment of the bills presented will normally be arranged within 10 working days from the date of presentation of the bill. However, the supplier shall make no claim from the Bank in respect of interest or damages in case the payment is delayed for any reasons. The payment has to be through NEFT system for which supplier should give requisite details of bank name, address, account No. and IFSC No. etc.

15.The Tender document is available on University website (www.buruniv.ac.in) and can be downloaded free of cost.

16.Any incomplete bid shall be rejected.



Part I

| Sl.No. | Category | Sub-Category | Sub-Category Description |
|--------|-----------------------|-----------------------|--|
| 1 | Certificates | Certificates | PAN Card of the Bidder |
| | | | GST Registration Certificate, if any(not mandatory) |
| | | | Name of Owner/Director/CEO/Partner/Proprietor/Chairman of Cooperative Stores/Manager of Cooperative Stores |
| 2 | Company Details | Company Details 1 | Trade Licence |
| 4 | Financial Information | Payment Certificate 1 | Income Tax Returns submitted for the last Financial year |



PART II

| Sl. No. | List Of Stationery Items for printed matter) | Rate per Unit without taxes(INR) - a | Quantity -b | Total = a*b =c | GST(18%), if applicable - c*0.18 = d | Total including all taxes(INR) = c +d |
|---------|--|--------------------------------------|-------------|----------------|--------------------------------------|---------------------------------------|
| 1 | A4 Size Paper 75 GSM /per ream | | 1 | | | |
| 2 | Legal Size Paper 75 GSM/ per ream | | 1 | | | |
| 3 | Rubber Band(Big) | | 1 | | | |
| 4 | Rubber Band(Small) | | 1 | | | |
| 5 | My Clear Bag Button Type Folder (Solo) | | 1 | | | |
| 6 | Marker Pen –Faber Castell (Red / Black / Blue) | | 1 | | | |
| 7 | Hilghter Pen Faber Castell (Yellow / Pink) | | 1 | | | |
| 8 | Pen (Red) Use and throw | | 1 | | | |
| 9 | Pen (Blue/Black/Green) Use and throw | | 1 | | | |
| 10 | Fevi Gum | | 1 | | | |
| 11 | Fevi Stick | | 1 | | | |
| 12 | Gems Clip Steel (100 nos in a box) | | 1 | | | |
| 13 | Stamp Pad Faber Castell(Black) | | 1 | | | |
| 14 | Stamp Pad Faber Castell(Blue) | | 1 | | | |
| 15 | Stamp Pad Faber Castell(Red) | | 1 | | | |
| 16 | Stamp Pad ink Faber Castell(Small) | | 1 | | | |
| 17 | Pencil (HB) | | 1 | | | |
| 18 | Rubber | | 1 | | | |
| 19 | Sharpner | | 1 | | | |
| 20 | Scale 30 cm (plastic) | | 1 | | | |



| | | | | | | |
|----|---|--|---|--|--|--|
| 21 | Easer Correction Fluid Faber Castell | | 1 | | | |
| 22 | Brown Tape(2 ") | | 1 | | | |
| 23 | Cello Tape-Roll 2" Wonder (White) | | 1 | | | |
| 24 | Stapler (Kangaroo 10 – different Colour) | | 1 | | | |
| 25 | Stapler Pin (For Kangaroo 10) | | 1 | | | |
| 26 | Stapler (For Kangaroo 24/6) | | 1 | | | |
| 27 | Stapler Pin (For Kangaroo 24/6 – different Colour) | | 1 | | | |
| 28 | Paper Punching Machine (Kangaroo 600) | | 1 | | | |
| 29 | Scissor (Kangaroo) for Moderation | | 1 | | | |
| 30 | Arch File(Name and address of B.U. with coloured B.U. LOGO) | | 1 | | | |
| 31 | Cover File (Name and address of B.U. with coloured B.U. LOGO) | | 1 | | | |
| 32 | Outer Cloth lined Envelop Brown (12"X7") | | 1 | | | |
| 33 | Student Identity Card [Plastic, PVC Rectangular Plastic ID Card,Colour: multicolor,Finish: Glossy,Material: Plastic, PVC,Printing Type: Digital printing] as per sample provided by the University | | 1 | | | |
| 34 | Employee Identity Card [Plastic, PVC Rectangular Plastic ID Card,Colour: multicolor,Finish: Glossy,Material: Plastic, | | 1 | | | |



| | | | | | | |
|----|---|--|---|--|--|--|
| | PVC,Printing Type: Digital printing] as per sample provided by the University | | | | | |
| 35 | Paper Punching Machine (Kangaroo 280) | | 1 | | | |
| 36 | Printed Register of different size - University Name & logo | | 1 | | | |
| 37 | Printed Peon Book - University Name & logo | | 1 | | | |
| 38 | Board Pin | | 1 | | | |
| 39 | Printed Visitor slip - University Name & logo | | 1 | | | |
| 40 | Channel File | | 1 | | | |
| 41 | Temporary marker pen & Eraser duster for white board | | 1 | | | |
| 42 | Printed Personal File(Plastic) | | 1 | | | |
| 43 | Stationery knife | | 1 | | | |
| 44 | correction fluid pen (white) | | 1 | | | |
| 45 | Bleaching powder- Bengal Chemical (500 Gms container) | | 1 | | | |
| 46 | Bleaching powder- Aditya Birla White bleaching powder, 25 Kg HDPE Bag, Grade 1 | | 1 | | | |
| 47 | Black Phenyle- Bengal Chemical (5 ltr Jar) | | 1 | | | |
| 48 | Black Phenyle- Bengal Chemical (450ml bottle) | | 1 | | | |
| | White Phenyle- Bengal Chemical (450ml bottle) | | 1 | | | |
| 49 | Naphthalene- Bengal | | 1 | | | |



| | | | | | |
|----|---|--|---|--|--|
| | Chemical (200 gms box) | | | | |
| 50 | Harpic (500 ml bottle) | | 1 | | |
| 51 | Lizol (500 ml bottle) | | 1 | | |
| 52 | Lever Arch file (75mm) | | 1 | | |
| 53 | Iron Bucket(10L) | | 1 | | |
| 54 | Register (100pages) (rexine bound) | | 1 | | |
| 55 | Register (200pages) (rexine bound) | | 1 | | |
| 56 | Register(600pages) (rexine bound) | | 1 | | |
| 57 | Register(400pages) (rexine bound) | | 1 | | |
| 58 | Cloth Duster(24/24) | | 1 | | |
| 59 | Cloth Duster(36/36) | | 1 | | |
| 60 | Brown paper(100GSM) (44 " x 29 ") | | 1 | | |
| 61 | Waste Paper Basket (plastic , 8 ") | | 1 | | |
| 62 | Cello Tape Transparent(1 inch) | | 1 | | |
| 63 | Triangular Clips(Electro plated improved quality)26mm | | 1 | | |
| 64 | Brown Envelope 11"x 5"(100gsm) | | 1 | | |
| 65 | Brown Envelope 9"x 4"(100gsm) | | 1 | | |
| 67 | Brown Envelope 6"x 4"(100gsm) | | 1 | | |
| 68 | Envelope 15"x 11.5"(100gsm) | | 1 | | |
| 69 | Envelope inside cloth line 12.5 x 15"(100gsm) | | 1 | | |
| 70 | Confidential outer Envelop (12"X7") | | 1 | | |
| 71 | Confidential inner Envelop (10"X4") | | 1 | | |
| 72 | Envelop Cloth & Paper size (12"X07") | | 1 | | |
| 73 | Envelop Cloth & Paper | | 1 | | |



| | | | | | | |
|----|---|--|---|--|--|--|
| | size (12"X07") | | | | | |
| 74 | Envelop Cloth & Paper size (14"X10") | | 1 | | | |
| 75 | Envelop Cloth & Paper size (16"X12") | | 1 | | | |
| 74 | Cover file with flap (Name and address of B.U. with coloured B.U. LOGO) | | 1 | | | |
| 75 | Cobra File(Name and address of B.U. with coloured B.U. LOGO) | | 1 | | | |
| | | | 1 | | | |
| | | | 1 | | | |
| 76 | Sutli thread 5 ply | | 1 | | | |
| 77 | Sutli thread 3 ply | | 1 | | | |
| 78 | File tag 6 inch length | | 1 | | | |
| 79 | Borer (plastic handle) | | 1 | | | |
| 80 | Fool Jharu (Best Quality) | | 1 | | | |
| 81 | Jhul Jharu (Best Quality) | | 1 | | | |
| 82 | Broom Stick jharu (Best Quality) | | 1 | | | |
| 83 | Box file (plastic) | | 1 | | | |
| 84 | Life Buoy Soap (125 gm) | | 1 | | | |
| 85 | Stamp Pad Ink (Blue , 60 ml Bottle) | | 1 | | | |



PART III

ACCEPTANCE BY THE TENDERER

To,

The Registrar

Burdwan University

I/We agree to have read and furnish/abide by GENERAL AND SPECIFIC TERMS AND CONDITIONS mentioned in the Tender document or such portions thereof as you may specify in the Acceptance of Tender at the prices given in the said schedule in accordance with the above condition and the General and special conditions governing the Contract enclosed hereto on receipt of order for the same. This registration shall not bind B.U. to give any priority or preference in the issue of any tenders / enquiries and placements of purchase orders. This registration shall be used for Limited Tender Enquiry & Rate contracting the firms by B.U.

I/We agree that the payment will be made after delivery, acceptance and installation is acceptable.

I/We agree to hold this offer open until 90 days and shall be bound by a communication of acceptance dispatched within the period specified above.

I/We agree to all the terms and conditions of the Tender, I agree that all the information given above are true to my knowledge any false information given therein shall render me disqualified and my contract may be terminated on account of that.

Address:

Telephone:

Email :

whatsApp :

Signature with seal

Name ____



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Dates & Information:

| Sl.No | Activities | Date & Time |
|-------|--|---|
| 1 | Date of uploading the tender in the website of B.U. : https://www.buruniv.ac.in | 09.10.2021 |
| 2 | Tender Drop Box located at Golden Jubilee Building | Golden Jubilee Building, The University of Burdwan, Secretariat Section of Finance Officer |
| 3 | Bid Submission Start Date | 26.10.2021 |
| 4 | Bid Submission Closing Date | 15.11.2021 12:00 hrs. |
| 5 | Bid Opening Date(probable)– Technical Bid | 15.11.2021 13:00 hrs. |
| 6 | Date of opening of Financial Bid(probable)– | 15.11.2021 14:00 hrs. |
| 7 | Pre bid meeting date at Bardhaman | 07.11.2021 (at 13 hrs. at the Chamber of Account Officer/Trust Officer at Rajbati |

Finance Officer