



Ref. No. B.U./Fin/ Secretariat /Stationery goods supply Empanelment tender/2022/225 Date : 09.06.22

Tender for Empanelment

The University of Burdwan(B.U.) desires to empanel vendor(s)/trader(s) for supply of different stationery & office consumables items for the financial year 2022-23. 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 **08.07.2022** 12:00 hrs.

বর্ধমান বিশ্ববিদ্যালয় (B.U.) 2022-23 আর্থিক বছরের জন্য বিভিন্ন স্টেশনারি ও অফিসের ভোগ্য সামগ্রী সরবরাহের জন্য বিক্রেতা/ব্যবসায়ীকে তালিকাভুক্ত করতে চায়। এই উদ্দেশ্যে বিক্রেতাদের বর্ধমান বিশ্ববিদ্যালয়ের সাথে এমপ্যানেলমেন্টের জন্য আমন্ত্রণ জানানো হয়েছে। প্রাসঙ্গিক নথিগুলি বিশ্ববিদ্যালয়ের ওয়েবসাইট www.buruniv.ac.in থেকে ডাউনলোড করা যেতে পারে এবং পূরণ করার পরে তা অবশ্যই অর্থ আধিকারিককে সম্বোধন করা একটি সিল করা খামে জমা দিতে হবে। বর্ধমান বিশ্ববিদ্যালয়, বর্ধমান, পশ্চিমবঙ্গ। দরপত্র দাতাদের অবশ্যই দরপত্র নথির সংযোজন(গুলি) এ উল্লিখিত শর্তাবলী মেনে চলতে হবে। দ্রষ্টব্য: যেকোনো ধরনের প্রশ্নের জন্য, অনুগ্রহ করে নিম্নস্বাক্ষরকারীর সাথে যোগাযোগ করুন

Finance Officer



1.The University of Burdwan, Burdwan invites proposal for supply of stationery & office consumables items 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 for the financial year 2022-23 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 office of Finance Officer , 2nd Floor, Golden Jubilee Building, The University of Burdwan , West Bengal. Last Date for Submission of Applications: 08.07.2022 upto 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 vendor/trader 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 GST exemption undertaking is required), establishment in an around Burdwan Municipality/City. The vendor(s)/trader(s) shall have to attach his Permanent Account Number (PAN), Adhaar Card, GST registration copy(if any), Trade license copy along with the Technical Bid.

3. The empanelment for supply of stationery & office consumables 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 only.

3.3 Time-frame for supply

3.3.1. 7 days (maximum)

3.3.2. In case there is a delay that is unforeseen in supply, the concerned empanelled vendor should send a communication to the Registrar/Finance Officer/Controller of Examination explaining the same and seeking an additional required time to supply the same.

3.4 Evaluation of Quotation: The University will prepare a comprehensive list of itemwise lowest bid(s) & list of empanelled 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 vender.

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 Annexure I ,II & III of the Tender.
- 3.8 The firm should be having sufficient experience and expertise in the relevant field with sound financial standing.
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 regarding delay or its (their) inability to supply the ordered title(s), then the name of the vendor(s) from the list of empanelment will stand cancelled.
- 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. To enable a level playing field for small traders rationing in order placement will be followed where possible provided the empanelled vendor/trader is ready to match lowest quoted rate and agree to supply item(s) at that lowest rate for that particular item
- 6.The firm would be required to deliver the goods at their cost within the premises/stores of the University of Burdwan located at, Burdwan.
- 7.Any request/claim for any hike in the approved rates would be entertained in the event of rise prices across national level subject to approval of University authority
- 8.The quotation may be dropped in the tender box kept at the Golden Jubilee Building, The University of Burdwan, Burdwan on or before 08.07.2022 upto 12:00 hrs. The sealed envelope containing the quotation should be superscripted "Tender/quotation for supply of stationery & office consumables items".
9. In case of any dispute, the decision of the decision of University authority shall be final.
- 10.The University of Burdwan reserves the right to accept or reject any or all quotation (s) without assigning any reason(s) thereof.
- 11.These 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.
- 12.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.
- 13.The Tender document is available on University website (www.buruniv.ac.in) and can be downloaded free of cost.
- 15.Any incomplete bid shall be rejected.



Annexure I

Sl.No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate, if any(not mandatory) GST Exemption (PART III) undertaking of turnover less than to Rs 40 lakh.
			Name of Owner/Director/CEO/Partner/Proprietor/Chairman of Cooperative Stores/Manager of Cooperative Stores
2	Company Details	Company Details 1	Trade Licence/Bank account details / Income Tax Returns submitted for the last Financial year(Any one)



Annexure II

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 and receipt of goods signed by concerned Section/Department is acceptable.

I/We agree to hold this offer open for the F.Y. 2022-23 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 ____



Annexure III

DECLARATION CUM UNDERTAKING FOR PERSONS UNREGISTERED UNDER GST

Date: -

I/We _____ (name of Person) do hereby declare that I/we am/are not liable to obtain registration as normal tax-payer or as a casual/non-resident taxable person in accordance with section 22 or 24(ii)/(v) respectively of the Central Goods and Services Tax Act, 2017. Further I/we also declare that whenever I/we become liable to get registered under GST, I/we would obtain registration and inform you/us accordingly and thereafter issue all the invoices as per relevant provisions of the GST law.

Signature

Name : -

Designation : -

Name of the Company / Firm:-



Annexure IV

Sl. No.	List of Stationary and Office Consumables items	Make/Model/Specifications	Rate per Unit without taxes(INR)
1	A4 Size Paper 75 GSM /per ream		1
2	Legal Size Paper 75 GSM/ per ream		1
3	Rubber Band(Big) /kg		1
4	Rubber Band(Small) /kg		1
5	My Clear Bag Button Type Folder (Solo) /pc		1
6	Marker Pen –Faber Castell (Red / Black / Blue)		1
7	Hilighter 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) /pc		1
18	Rubber /pc		1
19	Sharpner /pc		1
20	Scale 30 cm (plastic) /pc		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) / box		1
26	Stapler (For Kangaroo 24/6)		1
27	Stapler Pin (For Kangaroo 24/6 – different Colour) /box		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, PVC,Printing Type: Digital printing] as per sample provided by the University		1
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 Itr Jar)		1
48	Black Phenyle- Bengal Chemical (450ml bottle)		1
49	White Phenyle- Bengal Chemical (450ml bottle)		1



50	Naphthalene- Bengal Chemical (200 gms box)		1
51	Harpic (500 ml bottle)		1
52	Lizol (500 ml bottle)		1
53	Lever Arch file (75mm)		1
54	Iron Bucket(10L)		1
55	Register (100pages) (rexine bound)		1
56	Register (200pages) (rexine bound)		1
57	Register(600pages) (rexine bound)		1
58	Register(400pages) (rexine bound)		1
59	Cloth Duster(24/24)		1
60	Cloth Duster(36/36)		1
61	Brown paper(100GSM) (44 " x 29 ")		1
62	Waste Paper Basket (plastic , 8 ")		1
63	Cello Tape Transparent(1 inch)		1
64	Triangular Clips(Electro plated improved quality)26mm		1
65	Brown Envelope 11"x 5"(100gsm)		1
67	Brown Envelope 9"x 4"(100gsm)		1
68	Brown Envelope 6"x 4"(100gsm)		1
69	Envelope 15"x 11.5"(100gsm)		1
70	Envelope inside cloth line 12.5 x 15"(100gsm)		1
71	Confidential outer Envelop (12"X7")		1
72	Confidential inner Envelop (10"X4")		1
73	Envelop Cloth & Paper size (12"X07")		1
74	Envelop Cloth & Paper size (12"X07")		1
75	Envelop Cloth & Paper size (14"X10")		1
74	Envelop Cloth & Paper size (16"X12")		1
75	Cover file with flap (Name and address of B.U. with coloured B.U. LOGO)		1
76	Cobra File(Name and address of B.U. with coloured B.U. LOGO)		1
77	Sutli thread 5 ply		1
78	Sutli thread 3 ply		1
79	File tag 6 inch length		1
80	Borer (plastic handle)		1
81	Fool Jharu (Best Quality)		1
82	Jhul Jharu (Best Quality)		1
83	Broom Stick jharu (Best Quality)		1
84	Box file (plastic)		1
85	Life Buoy Soap (125 gm)		1



THE UNIVERSITY OF BURDWAN

Established by virtue of West Bengal Act XXIX of 1959

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

86	Stamp Pad Ink (Blue , 60 ml Bottle)		1
87	Dish washing powder 1 kg Pkt		1

Signature of the Supplier: _____

Name of the Supplier: _____

Capacity in which signing: _____

Full address of the Supplier with Seal/Stamps



Dates & Information:

Sl.No	Activities	Date & Time
1	Date of uploading the tender in the website of B.U. : https://www.buruniv.ac.in	14.06.2022
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	14.06.2022 12:00 hrs.
4	Bid Submission Closing Date	08.07.2022 12:00 hrs.
5	Bid Opening Date(probable)– Technical Bid	11.08.2022 13:00 hrs.
6	Date of opening of Financial Bid(probable)–	11.08.2022 14:00 hrs.
7	Pre bid meeting date at Bardhaman	24.06.2022 (at 13 hrs. at the Chamber of Account Officer 1 at Golden Jubilee Building

Finance Officer