

**Haryana Vishwakarma Skill University, Dudhola, Palwal**  
Plot No. 76, HIPA Complex, Sector 18, Gurugram, Haryana  
Tel. 0124-2344669

**Expression of Interest for Supply of Stationery Items**

**Haryana Vishwakarma Skill University(HVSU)**, invites sealed bids under two bid systems (Technical bid and Financial Bid) from reputed firms/ agency for Supply of Stationery Items as per specifications given in the EOI. Sealed envelope should reach the HVSU, Gurugram, Haryana till **2.30 p.m. on 19.02.2018**. Bid received in due time shall be opened on **19.02.2018 at 3.30 p.m.** in the presence of intended parties/their representatives who may like to be present at that time. The financial bids will be opened at **3:30 pm on 22.02.2018**

Interested parties may download the tender documents from the website <http://hvsu.ac.in/Bids> & apply as per the terms and conditions mentioned in the EOI along with EMD in form of Demand Drafts of Rs. 10000/- as refundable EMD and Rs. 1000/- as non refundable application fee in favour of **Haryana Vishwakarma Skill University, Payable at Gurugram.**

Bids should be submitted in a two bid system (Technical Bid and Financial Bid separately) from reputed firms/ agency etc. located in Haryana and NCR at Room No. 202, 2<sup>nd</sup> floor, Haryana Institute of Public Administration (HIPA), Plot No. 76, Sector 18, Gurugram.

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**Terms and conditions For Entering into Annual Rate Contract For the  
Supply Of Stationery Items**

1. **Terms and Conditions** : As given in Annexure - A
2. **Proforma Of Technical Bid** : As given in Annexure - B
3. **List of Stationery items proposed** : As given in Annexure - C  
**To be covered under rate Contract  
(Financial Bid)**
  
4. **Validity of Rate Contract** : One year from the date of entering into  
Annual Rate Contract. The period of  
contract can be extended on mutual  
consent of both the parties

## **Annexure – A**

### **A. Criteria for Supply of stationary**

1. The party willing to offer rates must have 3 years minimum experience in supply of stationary (as per list attached) with annual turnover of Rs. 5 Lacs or above for F.Y. 2016-17. However startups (as per Government Rules) will be eligible if he will maintain the prescribed standards.
2. The offers of those firms who do not submit proper documents in support of their experience in this business will not be considered.
3. Preference will be given to the contractor whose service have been recognized/ appreciated by an Institute of repute.
4. Only those firms which qualify in technical bid will be eligible for financial Bid.

### **B. Terms and conditions.**

1. Contractor shall supply items as per enclosed list along with specifications, which this University intends to purchase on a regular basis during the next one year.
2. The samples of articles wherever indicated can be seen in HVSU office during working hours and clarifications sought on any specification drawn out.
3. Only the net rates i.e inclusive of all taxes GST, VAT, Levies etc. & FOR destination should be quoted against each articles in the space provided for easy comparison. Tenders showing any taxes/Vat & discount against the rates of items will not be considered as the institute wants net rates inclusive of all taxes.
4. The rates being quoted should be valid upto June 2018 for acceptance. The supply order will not be placed in bulk rather it would be as per requirement from time to time.
5. The stationery articles will have to be supplied within 7 days from the date of the receipt of supply order and stationary articles in emergency within 2 days from the date of receipt of supply order.

6. The articles received against the supply order will be inspected/verified as per Specification, quality & quantity by the institute and only thereafter the articles will be accepted and payment will be released.

7. Late delivery penalty @ 1% shall be charged in case the items are not supplied within the stipulated period of 7 days (i.e upto 7 days from the date of receipt of the supply order) but delivered late by & upto 2 days (i.e 9 days from the date of receipt of supply order) and @ 3% if the delivery is late by another 3 to 8 days ( i.e upto 17 days from the date of receipt of supply order). Thereafter, the supply order shall automatically stands cancelled and security money will be forfeited.

8. Committee also reserves the rights to accept or reject any items without assigning any reason whatsoever.

9. The quotations of the parties who do not have GST No. & PAN No. will be rejected straightway.

10.The contract term will be initially for one year and same may be extended on satisfactory performance.

11. The selected bidder will have to sign an Agreement with the Haryana Vishwakarma Skill University.

12. In support of the credential submitted by the parties, Haryana Vishwakarma Skill University reserves the right to seek information from the organizations by telephonic verification/personal visits/ in writing.

13. Sub-leasing of the stationery items after award of Contract/Agreement will not be permitted.

14. The Contractor will be required to deposit Rs.25000/- as Performance Guarantee (PG) in the form of Fixed Deposit or bank grantee in favour of HVSU, GURUGRAM account or bank guarantee. The amount is meant for safeguarding HVSU interest against any eventuality during the period of contract. The guarantee should remain valid for a period of 60 days beyond the contract period. The same will be returned (without any interest) to the Contractor on expiry of the contract and on satisfactory performance by the Agencies.

## **ANNEXURE- B**

### **TECHNICAL INFORMATION OF THE BIDDER**

1. Name of the Supply Agency :
2. Office Address :
3. Mobile Number :
4. E-Mail Address :
5. Registration/ license No. :
6. GST No. :
7. Balance Sheet (2016-17) :
8. List of current offices where empanelled :
9. Eligibility (3yr Exp. Certificate):
10. EMD details
11. Application Fee details

**Seal and Signature of Bidder**

**ANNEXURE- C**  
**TENDERFORM FOR**  
**ENTERING INTO ANNUAL RATE CONTRACT FOR THE SUPPLY OF**  
**STATIONERY**  
**(Financial Bid)**

**Annual Stationery Items requirement**

Sr. No.	Stationery Items	Brand Name/ Specification	Cost of each item
1.	All Pin		
2.	Pin Cushion		
3.	Attendance Register Small Size		
4.	Attendance Register Big Size		
5.	Button Folder (Best Quality)		
6.	Bodkin		
7.	Binding Tape Role		
8.	Board File (Best Quality)		
9.	Binder Clip		
10.	Chart Paper (Best Quality)		
11.	Conference Pad	As per sample	
12.	Note Pad Small	Neelgagan	
13.	Note Pad Big	Neelgagan	
14.	Cello Tape 0.5"		
15.	Cello Tape 1.0"		
16.	Cello Tape 1.5"		
17.	Cello Tape 2.0"		
18.	Correction Pen		
19.	DVD	Moserbaer	
20.	CD	Moserbaer	
21.	CD Marker Permanent		
22.	Calculator	Casio/claro	
23.	Dispatch Register		
24.	Double sided tape		
25.	DAK Pad		
26.	DMC Paper	Desmat	
27.	Drawing pin		
28.	Envelopes 9"x4" White		
29.	Envelopes 10"x12" Yellow (With lamination)		
30.	Envelopes 11x5 (With lamination)		
31.	Envelopes A4 (With lamination)		
32.	Envelopes A3 (With lamination)		
33.	Envelopes large size (With lamination)		
34.	Envelopes 16"x12" (With inner cloth)		
35.	File Cover with university name & logo		
36.	Cloth folder	As per sample	
37.	Flappers		
38.	Pen Drive 4 GB	Kingston/Sandisk	
39.	Pen Drive 8 GB	Kingston/Sandisk	

40.	Pen Drive 16 GB	Kingston/Sandisk	
41.	Pen Drive 32 GB	Kingston/Sandisk	
42.	Fevi stick (15gm)	Pidilite/ Kores	
43.	White Fluid	Camlin 15 ml.	
44.	Big Gum Bottle	Webly	
45.	Fevicol Bottle small	Fevicol	
46.	Handmade sheet		
47.	Highlighter	Luxor	
48.	Index file	Saya	
49.	L-Folder	Saya/ Worldone	
50.	Marker ink	Cello/ luxor	
51.	Note sheet Green color with printing (With 95 GSM paper)		
52.	Paint brush		
53.	Photo paper	Desmat	
54.	Permanent marker		
55.	Paper weight		
56.	Paper cutter	Natraj	
57.	Transparency Pen	Luxor	
58.	PUC Flag Slip	50 mm x 76 mm	
59.	Pen pilot blue	Pilot Hitechpoint	
60.	Pen pilot black	-do-	
61.	Pen pilot red	-do-	
62.	Pen pilot green	-do-	
63.	Punch machine single	Kangaroo	
64.	Punch machine double	-do-	
65.	Fax Roll		
66.	Pen 0.5	Hi tech	
67.	V7 Pen		
68.	Pencil	Natraj/ Doms	
69.	Ball pen blue	Reynolds/Cello/claro	
70.	Ball pen black	-do-	
71.	Ball pen red	-do-	
72.	Pen Gel Blue/black/red/green	-do-	
73.	Pen stand wood	Spectra 75 gms	
74.	Photo stat paper A4	J K A4 Size Weight 2.34 kg, GSM-75	
75.	Photo stat paper A3	JK A3 size	
76.	Photo stat paper Legal size	Legal Size JK	
77.	Certificate Sheet	As per sample A4 size	
78.	Paper flag color	Oddy	
79.	Noting Sheets		
80.	Gate Entry Register (300 pages)		
81.	Receipt register		
82.	Register (Ordinary)96 page	Classmates/Lotus	
83.	Register 160 page	-do-	
84.	Register 360 page	-do-	
85.	S. H. Note Book	Neelagagan	
86.	S.H. Pencil ordinary pencil	H.B.	

87.	Sparkle tape		
88.	Training Note Book(Ordinary)	As per sample 20 pages	
89.	Note book (Spiral)	As per sample 40 pages	
90.	Stamp pad	Ashoka/camel	
91.	Sketch pen		
92.	Slip pad	Lotus	
93.	Stapler small	Kangaroo	
94.	Stapler medium	-do-	
95.	Stapler big	-do-	
96.	Scale steel		
97.	Sharpener	10.1 mm Natraj/Doms	
98.	Eraser	-do-	
99.	Scissors medium/big	Kangaroo/claro	
100.	Stapler pin small	Kangaroo	
101.	Stapler pin medium	-do-	
102.	Stapler pin big	-do-	
103.	Thermocol sheet		
104.	Tags white		
105.	Tag Small		
106.	Tag Green		
107.	Trg Bags Leatherette		
108.	Bag Superior quality		
109.	Training folders		
110.	Transparent Folders		
111.	Training Ball Pen	(Luxor/Cello/Reynolds	
112.	Training Pilot Pen	Luxor	
113.	Cartridge work center 5024	Xerox	
114.	Cartridge HP 12A(Black Color)	HP	
115.	Cartridge HP 88A(Black Color)	HP	
116.	Cartridge HP 5A(Black Color)	HP	
117.	Cartridge HP 55A(Black Color)	HP	
118.	Cartridge canon 925(Black Color)	Canon	
119.	Cartridge canon 337(Black Color)	Canon	
120.	Cartridge canon NPG 52(All color)	Canon	
121.	Cartridge canon NPG 57(Black Color)	Canon	
122.	Cartridge canon NPG 67(All color)	Canon	
123.	U-pin		
124.	White board marker	Camel/Reynolds	
125.	White board duster		

**Seal and Signature of Bidder**