



Office of the Principal
RANGAPARA COLLEGE, RANGAPARA

ৰঙাপৰা মহাবিদ্যালয়, ৰঙাপৰা

(Affiliated to Gauhati University, UGC Recognised under 2(f) & 12 (B)
P.O.- Rangapara, Dist - Sonitpur 784 505

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Ref: RC/NIT/2020/33

Date: 24-10- 2020

NOTICE INVITING TENDER

FOR SUPPLY OF STATIONERY AND OFFICE CONSUMABLES

Sealed quotations affixing non-refundable court fee stamp of Rs.8.25 (Rupees Eight and paise twenty five) only are invited in two bid system from the Manufacturer/Authorized dealer/Distributor/ Vendor having at least three years experience for supplying **STATIONERY & OFFICE CONSUMABLE** items on prescribed form up to the dates mentioned for the supply of Stationery items to the **Principal & Secretary, Rangapara College, Rangapara, Sonitpur, Assam-784505.**

The details of the tender are given below:

Date of publication of tender notification on official website and other Social Media Group	24/10/2020
Sale of tender document commence from	02/11/2020
Last date for Sale of tender document	03/11/2020, 1:00 pm
Last date for receipt of duly filled in tenders	03/11/2020, 2:00 pm
Date and Time of the opening Technical Bids	03/11/2020, 3:00 pm
Date and Time of the opening Financial Bids	03/11/2020, 4:00 pm

Tender Paper can be also downloaded from the official websites www.rangaparacollege.com which should be accompanied by the requisite Tender cost of **Rs. 1000/-** in the form of demand draft drawn in favour of **Principal, Rangapara College** payable at Rangapara.


(Dr. Ranjan Kalita)
Principal
Rangapara College
Principal
Rangapara College



TENDER PAPER

1) TENDERER'S ELIGIBILITY AND QUALIFICATIONS: Sealed quotations are invited from the eligible Manufacturer/Authorized dealer/Distributor/ Vendor at least three years experience of supplying **Stationery & Office Consumable Items**.

2) EARNEST MONEY DEPOSIT: Tenderer shall furnish along with their tender, an Earnest Money deposit for **Rs. 10,000/- (Rupees Ten Thousand Only)** in the form of Demand draft drawn in favour of the **Principal, Rangapara College** payable at Rangapara. Failure of the tenderer to furnish required earnest money deposit along with their tender will result in rejection of their tender. The EMD of unsuccessful bidders will be returned as promptly as possible after the expiry of the period of tender validity without interest. Advance stamp receipt for refund of EMD should be enclosed with the tender documents.

a) Earnest money in any other form of Cash or Cheque shall not be accepted. EMD of unsuccessful Tender shall be refunded on their application only after an intimation of rejection of their tender is sent to them or on expiry of the validity period whichever is earlier.

b) No pages shall be removed from or replaced in the tender. The tenderer shall have to sign each page of the Tender document at the time of submission of the tender.

3) PRICE SCHEDULE AND PAYMENT TERMS

a) Tenderers should quote rate of discount for each Item in **Annexure-III**. If quotation is not made for a particular item of Stationery the same should be filled up with the words **"Not Quoted"**. The **Tender Evaluation Committee** is not bound to accept the lowest bid or any tender and also reserves the right of rejecting all or any of the tender without assigning any reason.

b) The Rates should be quoted for single unit price.

4) TERMS OF DELIVERY: All the Items should be delivered **free of cost** at the Office of the Principal, Rangapara College, Rangapara, Sonitpur (Assam)

5) DELIVERY PERIOD:

a) The Items should be supplied within **7 (seven) working days** and in from the date of purchase order.

b) The delivery shall be through Parcel/Courier/in person on the risk and responsibility of the firm. No postage, Insurance or any other charges whatsoever extra shall be paid.

6. PENALTY CLAUSE: (For delays) If the supplier fails to supply the Items as per purchase order within the time period specified in the contract, the purchaser shall deduct from contract price/EMD a sum equivalent to 0.5% of the price of delayed items for each week of delay or part thereof until actual delivery up to a maximum of 10 (ten) percent. Once the maximum is reached, the purchaser may consider as termination of the contract.

7. Tenderer should submit the tender in two separate sealed envelopes as detailed below

Envelope No. 1 (Documents): The first envelope clearly marked as **Envelope No 1 (Technical Bid)** shall contain the following documents:

- a) D.D.s for the amount of the Earnest Money (Rs. 10000/-) & Tender fee. (Rs. 1000/-)
- b) Copy of PAN Card
- c) ITR for the FY 2018-19, 2019-20 enclosed
- d) GST Registration and Clearance Certificate must be attached.
- e) Attach Experience Certificate of last three years in the supply of proposed product and should have supplied to Govt. Offices/Colleges/Universities.
- f) Authorization certificate from principal company.
- g) Proprietary certificate from principal company (if any).
- h) Declaration regarding capability for the supply of Stationery & Office Consumables
- i) Items to be supplied as per **Annexure III** (without mentioning the rate)

Envelope No. 2: This envelope shall be considered to open for those tenderers whose **Envelope 1** are found acceptable to the Tender Evaluation Committee. **The qualified tenderer must be**

present at the time of opening of **Financial Bids (Envelope-2)** and must exhibit the samples of each item for which they have quoted the rate before the Committee for acceptance in terms of quality. Price Bids of the tenderers absent on the day of its opening or price quoted for the items without exhibiting the samples before the Committee shall not be considered for final evaluation.

9. Acceptance of Tender:

01. Acceptance of tender may be communicated to the supplier by Email or by Telephone or otherwise by the Principal, Rangapara College
02. The right of not accepting the lowest offer is reserved with the Tender Evaluation Committee, Rangapara College.

10. Selection Procedure:

- i. Both quality and Price will be taken into account while selecting items for purchase.**
- ii. Although selection as per procedure is on lowest quoted basis from technically qualified vendors. Vendors qualified for less than 50(Fifty) items may not be accepted for placing order, instead attempt may be made to get the said item/s supplied by the selected vendors, starting from the next lowest quoted firm willing to supply the said items as per the make quoted by them but in the rate quoted by the LQ vendor or as per make price of the lowest quoted vendor.
- iii. A conference if required shall be called by the Tender Evaluation Committee of Rangapara College to negotiate or ascertain the financial offer given by the tenderer in comparison with the sub clauses mentioned above and the tenderer shall be informed well in advance regarding the date, time and venue of the conference.
- iv. The right to accept or reject any or all the tenders without assigning any reason is reserved with the Rangapara College Authority.

11. PRICE BID (IMPORTANT POINTS TO BE NOTED)

- I. The tenderer must quote rate for the items against the Brand name mentioned. In no case items supplied other than the Brand name mentioned shall be accepted.
- II. The tenderer shall have to mention the existing M.R.P. of the item as on last date of the receiving of this tender.
- III. The qualified tenderer must be present at the time of opening of Financial Bids (Envelope-II) and must exhibit the samples of each item for which they have quoted the rate before the Committee for acceptance in terms of quality.
- IV. Price Bids of the tenderers found absent on the day of its opening or price quoted for the items without exhibiting the samples before the Committee shall not be considered for final evaluation.
- V. Samples supplied by the Tenderer and accepted will be kept in the office of the Principal, Rangapara College
- VI. The exact quantity required may vary at the time of placing of purchase Order.

12. TERMS AND CONDITIONS FOR SUBMISSION OF TENDER

- (i) Sealed Tenders are invited under Two Bid system (Technical and Price Bid) for purchase of Stationery items.
- (ii) will be accepted only from manufacturers for branded items. If they are not in a position to quote, they may authorize only one exclusive agent, who may quote along with authorization. Authorized Agent Tendering for the supply should attach authorization from the manufacturers to ensure prompt supply, failing which the quotation will be summarily rejected.
- (iii) The details of items are given at **Annexure III**.
Overwriting and corrections should be attested properly. The bid should be complete in all respects and should be duly signed. Incomplete and unsigned bids will not be considered at all.
- (iv) List of other organizations where similar supplies have been made & having a rate contracts, documentary evidence may please be attached.
- (v) Price offered shall be valid for a period up **One Year** and for **free delivery** at Rangapara College.
- (vi) Discounts offered shall be indicated clearly on the manufactures price lists.
- (vii) Special discount / prices, if any, applicable to the Educational Institutions aided by the govt. of Assam should be quoted separately.
- (viii) Statutory increases like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence,

(ix) Please mention the Catalogue No., Part No., and Model No. & Make wherever required and also GST failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the GST.

(x) Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from the list of suppliers.

(xi) Replacement: Damages/ Broken / Inferior quality articles should be replaced by proper ones at the cost of the suppliers.

(xii) No Advance Payment will be made for indigenous purchase. No part payment will be made. Payment will be made on completion of the full supply.

13. DISTRIBUTORSHIP CERTIFICATE

- a) Sole selling Agents/Distributors of a particular make should submit a Certificate from their Principals to the effect that they are the authorized Agents of the Manufacturers and that they are authorized to supply to the Rangapara College, Rangapara
- b) The Stationery Items being quoted should be of Original Manufacturer and no non-standard item should be quoted. Make of the items to be quoted should be clearly mentioned in the Technical offer as per requirement given in the Tender Document.
- c) The items and rates should be quoted only of the particular make as mentioned in the tender document.
- d) Acceptance of this tender form and submission of the quote within the stipulated time would be treated as:
- e) The tenderer has understood all requirements as described in the Tender document.
- f) Agreeing to execute order to the satisfaction Rangapara College authorized representatives within the stipulated time.
- g) Rangapara College Authority will not be liable for any obligation until such time has communicated to the successful bidder of its decision to release the Purchase Order.
- h) Bidders shall note that Rangapara College will not entertain any correspondence or queries on the status of the offers received against this Tender Invitation.
- i) Tenders from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.
- j) The price quoted shall remain valid for at least **One Year**.
- k) In the event of the order being placed against the tenders and if the tenderer fails to supply any items according to the terms and conditions of acceptance of tender or fails to replace any items rejected by the authorized Officer or by any person on his behalf within such time as may be stipulated, the authorized Officer shall be entitled to purchase such items from any other source and at such price in his sole discretion as think fit & following action may be taken against the supplier as deem fit:
- l) The offer of the defaulting contractor will not be considered.
- m) The defaulting contractor will be penalized to the extent of the difference in the rates or 10% of the value of the earlier order, whichever is higher.
- n) If the defaulting contractor fails to pay the penalty he will be permanently de-listed from the list of approved contractors and the E. M. D. shall be forfeited.
- o) Tenderers are advised to see the items physically in the General Branch for the quality required for Rangapara College.
- p) All disputes arising in connection with the execution the orders will be subject to the jurisdiction of the courts in Tezpur.
- q) Rangapara College is not bound to accept the lowest quotation and reserves the right to reject or partly accept any or all quotations received without assigning any reason.



RC/NIT/2020/33 Dtd. 24-10-2020

ANNEXURE-I

TENDER FOR SUPPLY OF STATIONERY ITEMS

1. Name and address of the Vendor/
Firm/Agency/ Company
2. Address with Contact No
3.
4. Registration No and Date:
5. Name, Designation, Address
and Telephone No. of
Authorized Signatory _____

6. Please specify as to whether tenderer is sole proprietor/ Partnership firm/Private or Limited company.
7. Name, Address and Telephone No of Directors/partners.
8. Name & Address of the Banker:
Details of Bid Security/Earnest
Money Deposit:
(a) Amount with details :
(b) Demand Draft No :
(c) Date of Issue :
(d) Name of issuing Bank :
Any other information :

Declaration by the Bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

(Signature of the Bidder)

Name and Address
(with Seal)



CHECK LIST	
Copy of PAN Card enclosed	YES/NO
ITR for the FY 2018-19 & 2019-20 enclosed	YES/NO
GST Registration Certificate	YES/NO
Month/Year of Incorporation with proof	YES/NO
Experience certificate of last three years in the supply of proposed product from Govt. Office/ Colleges/Universities.	YES/NO
Declaration regarding capability for the supply of Stationery & Consumables Ite	YES/NO
Duly filled, signed and sealed Annexure I, II and III	YES/NO
Full details of ownership and name of Directors/Owner(S)	YES/NO
Whether self attested copies of all documents attached.	YES/NO
Whether every page of tender document signed and sealed	YES/NO
Details of EMD (Rs. 10000/-)	YES/NO
D.D for Rs. 1000/- being the cost of tender form	YES/NO
Rate as per list along with discount	YES/NO

Signature of the Bidder with
Seal

Name:

Address :

**List of Stationery Items**

Sl No.	Name of Particulars/ Items	Brand/ Make	Rate of the items (inclusive of all taxes)			Remarks
			Unit	M.R.P	Quoted Rate	
1	Alpin	King/ equivalent quality				
2	Alpin T Pin 50 gm Packet	Nice/ equivalent quality				
3	Adhasive Tape 65 Mtr.(Brown) 2"	Fuji/ equivalent quality				
4	Adhasive Tape 65 Mtr.(Transparent) 2"	Fuji/ equivalent quality				
5	Black Tape	Nichibhan/ equivalent quality				
6	Auto Clip File	Ambassador/ equivalent quality				
7	Box File (Dak File Big)	Oxford/ equivalent quality				
8	Bucket Plastic 14 Ltrs.	Marco/ equivalent quality				
9	Bucket Plastic 20 Ltrs	Marco/ equivalent quality				
10	Bleaching Powder (per kg)	Suraksha/ equivalent quality				
11	Ball Pen Black/Red/Blue	Rotomac/Maxwrite/ equivalent quality				
12	Ball Pen Refill (Red/Blue/Black)	Cello/ equivalent quality				
13	Battery (1.5v)	Eveready				
14	Battery (9v)	Eveready				
15	Battery (AA)	Eveready				
16	Battery (AAA)	Eveready				
17	Binder Clip	Best Quality				
18	Calculator (10 digit)	Orpat/ equivalent quality				
19	Calculator (12 digit)	Orpat/ equivalent quality				
20	Calling Bell (Spring)	Best Quality				
21	Coconut Jaru	Best Quality				
22	Clip Board	Best Quality				
23	CD Marker	Best Quality				
24	Ceilling broom	Best Quality				
25	Carbon Paper KORES 1000 SAPPHIRE of Size 210 mm x 330 mm	Kores				

26	Citronala	Best Quality				
27	Cover File Four F lap	Ambassador/ equivalent quality				
28	Dustbin Plastic (Padel Bin)	Brite/Cello/ equivalent quality				
29	Coir Door Mat 38"X18" big size	Best Quality				
30	Coir Door Mat small size 24"X16"	Best Quality				
31	Plastic Waste paper Basket	Marco/ equivalent quality				
32	Doormate	Best Quality				
33	Drinking Glass	VIP				
34	Dustbin(20 Ltrs) Plastic	Marco				
35	Date Stump Revolving	Best Quality				
36	Envelope 9"x4"	Best Quality				
37	Envelope whi te 10"x4 ½"	Best Quality				
38	Envelope 12"x5' '	Best Quality				
39	Envelope 12"x6' '	Best Quality				
40	Envelope 8"X10"	Best Quality				
41	Envelope 12"10"	Best Quality				
42	Envelope 14"X10"	Best Quality				
43	Envelope 16"X12"	Best Quality				
44	Eraser	Natraj/Apsara				
45	Cash Book Register (10 Nos)	Commander				
46	Cloth pasted envelope 17"x12	Best quality				
47	Cloth pasted envelope 14"x12"	Best quality				
48	Cloth pasted envelope 12"X5.5"	Best quality				

49	Cloth pasted envelope 12"X7.5"	Best quality				
50	Cloth pasted envelope 12.5"X9.5"	Best quality				
59	Cloth pasted envelope 16"X12"	Best quality				
60	Cloth pasted envelope 8.5" X12.5"	Best quality				
61	Envelope Laminated 10"X12"	Best Quality				
62	Envelope Laminated 8"X10"	Best Quality				
63	Envelope Laminated 14"X10" 51.	Best Quality				
64	Envelope Laminated 12"X6"	Best Quality				
65	Envelope 14" X 12"	Best Quality				
66	Envelope 9 X 4	Best Quality				
67	F C Paper(Dista Paper)	Best Quality				
68	Fax Roll	Best Quality				
69	File Cover with Board	Best Quality				
70	File Tray	Top Quality				
73	Flat Clip File(Class mate/Ambassador DX)	Best Quality				
74	Full Jaru Long size	Best Quality				
75	Gum bottle 100 ml	Kores				
77	Gum stick 8gm.	Kores				
78	Gurder 500gm	Best Quality				
79	Glass Tumbler	Best Quality				
80	Hand wash(apprx.250)	Dettol				
82	Harpic Liquid 500 ml	Harpic/ equivalent quality				
83	Index File: I- Big, II-Medium, III-Small-	Kangaroo				
84	Flex Banner Printing	Per Sqr. feet				
85	Key Ring	Best Quality				
86	Kyocera TK-4109(Xerox toner)	Best Quality				
88	Ledger Register (22 Nos)	Commander/ equivalent quality				

90	Naphthalene Ball: Big size(per Kg)	Best Quality				
91	Lock & Key 30mm	Godrej/Naylex/ equivalent quality				
92	Lock & Key 50mm	Godrej/ Naylex/equivalent quality				
93	Lock & Key 80mm	Naylex/ equivalent quality				
94	Marker Pen(big size) black/blue	Cello/ equivalent quality				
95	Marker Pen(small size) black/blue	Cello/ equivalent quality				
98	Mug (Plastic)	Brite/ equivalent quality				
100	Neptholine Balls	Best quality				
101	Note Pad (80-100 pages)	Best quality				
102	Odonil (Big sige)/ Air Freshner	Odonil/ Airwick/ equivalent quality				
103	Office Attendance Register Book	Best Quality				
104	Paper weight	Best quality				
105	Pencil sharpner	Natraj/ HB				
106	Peon Book (80-100 pages)	Best quality				
107	Phenyl Black (5 Ltr. Jar)	Cross/ equivalent quality				
108	Phenyl White (5 Ltr. Jar)	Cross/ equivalent quality				
109	Plastic Box (size- 10"X6.5"X2.5)	Best quality				
110	Plastic Chair	Neelkamal/ equivalent quality				
111	Plastic Container (Medium size)	Best quality				
112	Plastic Drum (100 Ltrs)	Best quality				
113	Plastic Scale	Oxford/ Natraj/ equivalent quality				
114	Poly Coated File cover	Best quality				
115	Push Pin	Best Quality				
116	Punching Machine (double hole)	Kangaroo				
117	Punching Machine (single hole)	Kangaroo				
118	Pink Paper	Best Quality				
119	Register Book (General Binding): No.- 8,10, 12,16,18,20,30	Progressive/ equivalent quality				

120	Register Book (Rexin Binding): No.-8,10, 12,16,18,20,26,30	Edulight paper/ equivalent quality				
121	Register Book Leather Binding (Elite): Edulight Paper No. 8,10, 12,16,18,20,26,30	Edulight paper/ equivalent quality				
122	Razor (blade changeable)	Gellet/ equivalent quality				
123	Room Freshner (approx. 160ml)	English Leather/ equivalent quality				
125	Edulight paper (Rim)	Best Quality				
126	Staple Pin Max 10	Kangaroo				
127	Staple Pin 24/6	Kangaroo				
128	Scissor Plastic Handle 9"	Kangaroo				
129	Scissor Plastic Handle 8"	Kangaroo				
130	Staple Machine Max 10	Kangaroo				
131	Staple Machine 24/6	Kangaroo				
132	Staple Machine Jumbo	Kangaroo				
134	Staple Machine HD-1217	Kangaroo				
135	Stamp Pad Big (Plastic cover)	Kores				
136	Stamp Pad Ink Kores 60 ml	Kores				
137	Sealing Wax Grepex (1 packet containing 12 pc.)	Grepex/ equivalent quality				
143	Scale Plastic 12"	Kores				
144	Tag Long	Best Quality				
146	Toilet brush (both sides)	JSR(expert)/ equivalent quality				
147	Towel: 61x45cm DCM/Bombay Dying	DCM/Bombay Dying/ equivalent quality				
149	Towel: 130x75cm DCM/Bombay Dying	DCM/Bombay Dying/ equivalent quality				
150	Towel DCM/Bombay Dying 112X53 cm	DCM/Bombay Dying/ equivalent quality				
151	Towel DCM/Bombay Dying 45X11 cm.	DCM/Bombay Dying/ equivalent quality				
152	Detergent Powder 500 gm	Tide/ Rim				
153	Voucher Pasting File	Best Quality				
154	Markin Cloth	Best Quality				
155	Photostat Paper CENTURY A4	My Choice/JK/Century/equiv				

		alent quality				
156	Photostat Paper CENTURY L/S	My Choice/ JK/Century/ equivalent quality				
157	Executive Bond Paper (Royal)	Best Quality				
158	Sutly (Per Kg)	Best Quality				
159	Mosquito repellent with Machine	Good Night Advance/ equivalent quality				
160	Needle Medium	Best Quality				
161	Type Ribbon Cotton	Best Quality				
162	Plastic Folder L. Open	Best Quality				
163	Peon Book No. 6	Best Quality				
164	Stick File, Transparent	Best Quality				
165	Dot Matrix 10x12 part 170 & 60 GSM	Brahmaputra				
166	Dot Matrix 10x12 part II 70 & 60 GSM	Brahmaputra				
167	Dot Matrix 10x12 part III 70 & 60 GSM	Brahmaputra				
168	Cartridge Ribbon 24 pin (Inked ribbon print Head High densi ty fabri c)	Best Quality				
169	Staple Pin size: - (1) 23/6, (2) 23/8, (3) 23/10, (4) 23/13, (5)23/15, (6) 23/17	Best Quality				
170	Marking sticker Flag size: 3"x4"	Best Quality				
171	Sticky Pad size: 2"x3"	Best Quality				


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