



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(A Central University, Government of India)
Established by an Act of the Parliament in 2008

Visakhapatnam Campus - Gandhigram - Visakhapatnam - 530005
Phone: 0891-2578360 Fax: 0891-2577754

IMUV/2024/2018-2019/Stationery/RC

June 28, 2018

Sub: Quotation for concluding Annual Rate Contract for procurement of Stationery and General items from reputed local vendors.

I am directed to invite you to submit sealed Quotations quoting your competitive rates against Annual Rate Contract for procurement of stationery and general items as per the details mentioned in the Schedule of the limited tender enquiry from reputed local stationery suppliers.

1. Rate contract for supply of items shall be on the basis of the terms and conditions set out in **Annexure I**. The rates quoted by the bidder shall be valid for a period of 90 days from the date of opening of the quotation.
2. Quotations received through e-mail or Fax shall not be accepted under any circumstances. Quotations submitted in the prescribed format given in the Enquiry shall only be considered.
3. Quotations contained in a sealed envelope addressed to the Director, Indian Maritime University, Gandhigram, Visakhapatnam-530005 should reach latest by on **19th July 2018**. The sealed cover should contain the prescribed tender form duly filled in and signed along with the quoted prices. **The sealed tender envelope should be superscribed as under: "QUOTATION FOR SUPPLY OF STATIONERY AND GENERAL ITEMS"**.
4. The IMU, Visakhapatnam Campus reserves the right to accept or reject any or all quotations without assigning any reasons thereof.

For & on behalf of Indian Maritime University
Visakhapatnam Campus

Head (Personnel & Training)

Enclosure. : Annexure I

Head Quarters

Indian Maritime University, East Coast Road, Uthandi, Chennai - 600119
Tamilnadu, India, Telephone: +91 (44) 24530343, Fax: +91 (44) 25430342

Rate Contract for procurement of Stationery & General items

Annexure I

**Indian Maritime University
Visakhapatnam Campus**

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LIST OF ITEMS

Sl.no.	Stationery items	Brand	Unit	Rate per unit		Rate with tax
				Rate	Tax	
1.	A-4 laser printer papers 75gsm	JK red	packet			
2.	A-3 laser printer papers 75gsm	JK red	Packet			
3.	A-4 Colour papers	ColorsPrint	Packet			
4.	Box files (steel clips)	Jyothi or equivalent	Nos			
5.	Battery clock - AA / AAA	Eveready	Nos			
6.	Battery 9A	Duracell	Nos			
7.	Brown tape	Wonder	Nos			
8.	Cello tape (small size) 1"x40mtrs	Wonder	Nos			
9.	Chalk pieces (white)	Kores	Box			
10.	Chalk pieces (colour)	Kores	Box			
11.	Printing & supply of C.D. Mailer "Handle with Care" covers		Nos			
12.	Whitener Correction Pen	Cello	Nos			
13.	Cello tape (Big size) 2"x40 mtrs	Wonder	Nos			
14.	Cello Tape Transparent 5cm	Wonder	Nos			
15.	Dusters (Ordinary)	Daytone	Nos			
16.	Dusters (Graphics) magnetic duster	Kores	Nos			
17.	Drawing sheets (engineering)		500 Sheets			
18.	Drawing pins (Notice Board)	Scholar	Box			
19.	Dusting cloth (yellow)		Nos			
20.	Pencil Erasers	Natraj	Nos			
21.	Eco Plaster Files		Nos			
22.	Printing & supply of envelopes (10x4)		Nos			
23.	Printing & supply of envelopes (11x5)		Nos			
24.	Printing & supply of A4 cloth envelopes covers	Aswani	Nos			
25.	Printing & supply of A3 cloth envelopes covers	Aswani	Nos			
26.	Printing & supply of Flat files	Jyothi or equivalent	Nos			
27.	Gum Bottles (Big) 300 ml	Camlin	Nos			
28.	Gum Bottles (Small) 150 ml	Camlin	Nos			
29.	Gluestick 8g	Camlin	Nos			
30.	Gem clips	Bell	Nos			
31.	Graph sheets	Jyoti or equivalent	Pkt			
32.	High Lighters (all colours)	Cello	Nos			

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33.	Ink Bottle (Blue)	Camlin	Nos			
34.	Ink Bottle (Black)	Camlin	Nos			
35.	Metal Clips (Big) 32mm	Bambalio	Packet			
36.	Metal clips (small) 19mm	Bambalio	Packet			
37.	O H P sheets	Garware	Packet			
38.	Punching machine (big)	Kangaroo DP600	Nos			
39.	Punching machine (small)	Kangaroo DP480	Nos			
40.	Pencils	Apsara	Box			
41.	Pencils Knife	Zenith	Nos			
42.	Permanent Markers	Cello	Nos			
43.	Plastic "L" folders	Diamond or Sun	Nos			
44.	Plastic Scales	Omega	Nos			
45.	Punching Machine single hole	Kangaroo	Nos			
46.	Ruled Register 100 pages	Jyothi or equivalent	Nos			
47.	Ruled Register 200 pages	Jyothi or equivalent	Nos			
48.	Ruled Register 400 pages	Jyothi or equivalent	Nos			
49.	Rubber Bands (small) (each packet consists of 50 nos.)	Niyo	Packet			
50.	Stapler (small)	Kangaroo	Nos			
51.	Stapler pins (small)	Kangaroo	Box			
52.	Stapler (big)	Kangaroo HP45	Nos			
53.	Stapler pins (big)	Kangaroo	Box			
54.	Scribbling pad (big)	Jyothi or equivalent	Nos			
55.	Scribbling pad (medium)	Jyothi or equivalent	Nos			
56.	Scissors	Kangaroo	Nos			
57.	Stamp pad	Fabre Castle	Nos			
58.	Stamp pad Ink (blue)	Camel 25ml	Nos			
59.	Stick on pads size 3x3	Bambalio	Nos			
60.	White board markers	Cello	Packet			
61.	Tags (each 100 nos.)		Bundl e			
62.	Cotton twine		Bundl e			
63.	Urgent / Ordinary Pads	Tulasi	Nos			
64.	Vehicle log book		Nos			
65.	White Board Markers	Cello / Luxor	Nos			
66.	Whitener ink	Kores	Nos			

Note : 1. The rates of above items 1-66 shall be submitted on the above given format.

2. The samples of the above items need to be produced if desired by the tenderer as required by the Indian Maritime University, Visakhapatnam campus. In case the

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samples produced before issue of purchase order and the receipt of the items are not as per the samples shown, the same needs to be replaced as per the requirement of IMUV.

3. Selected firm / agency should deliver the items at site at free of cost.

4. The quoted items should be against the mentioned Brand only otherwise the quote shall not be considered.

SIGNATURE OF TENDERING FIRM WITH SEAL

NAME OF THE AUTHORIZED SIGNATORY :
(IN BLOCK LETTERS)

CAPACITY / POSITION IN COMPANY :
IN WHICH TENDER IS SIGNED

COMPLETE POSTAL ADDRESS OF COMPANY :

PIN CODE :

TELEPHONE Nos. : LANDLINE & MOBILE

PAN NUMBER

GST NUMBER

Signature of the bidder and seal of the firm

Rate Contract for procurement of Stationery & General items

IMPORTANT INFORMATION

1. **PERIOD OF CONTRACT:** Two years rate contract (initially one year and extendable on satisfactory supply of stationery and general items).
2. **FIRM & FIXED RATES :** Prices should be quoted on a firm and fixed price basis. Request for enhancement of rates shall not be considered under any circumstances. Quotations with variable prices or seeking provision for enhancement of prices shall be rejected straight away without any consideration.
3. **TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms and conditions shall be rejected at the discretion of the IMU.
4. **PRESCRIBED FORMS: Quotations of firms received in the format prescribed in this tender document shall only be considered.** Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. ***Fax / Email Quotations will not be accepted and ignored straightaway.***
5. **LATE / DELAYED QUOTATIONS :** Quotations received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.
6. **IMUV RIGHTS :** Indian Maritime University, Visakhapatnam Campus (IMUV) reserves the right to reject any quotation / all quotations in full or part thereof without assigning any reasons.
7. **EVALUATION OF BID :** Financial bid evaluation will be made on the weighted average based on annual quantity requirement of the items.

Signature of the bidder and seal of the firm

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GENERAL INSTRUCTIONS

1. The Annual Rate Contract concluded as a result of this enquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. Tenderers are requested to quote their prices on a firm and fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
3. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc., will be treated as vague offers and rejected accordingly.
4. **Tenderers are requested to enclose a copy of their valid certificate of PAN No., and GST No., with their quotation.**
5. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in IMUV will stand automatically extended upto 1700 hours of the next working day.
6. Late / delayed quotation received in IMUV due to any reason whatsoever will not be accepted under any circumstances.
7. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the quotation. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the quotation. Representatives of firms who have not submitted the quotation or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the quotation opening process.
8. The sealed cover should contain the prescribed tender form duly filled in and signed along with the quoted prices. **The sealed tender envelope should be superscribed as under: "QUOTATION FOR SUPPLY OF STATIONERY AND GENERAL ITEMS".**
9. The sealed tender should be addressed to The Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530 005.

Signature of the bidder and seal of the firm

Rate Contract for procurement of Stationery & General items

TERMS AND CONDITIONS

1. The Rate Contract shall be valid for the full period of the Rate Contract from the date of awarding the contract. The Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual supply order may be placed from time to time against the basis of such rate contract. The order may also be placed every six months. No guarantee can be given as to the minimum or actual services usage.
2. IMUV reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any such firm that may be the most economical to it or suitable to its requirements.
3. In the event of any disputes arising out of the execution of Rate Contract / Supply Orders, the matter will be referred to the Director, Indian Maritime University, Visakhapatnam Campus, Visakhapatnam and his decision shall be binding to both the parties.
4. Intending Tenderers will have to furnish a copy of their PAN no. and GST number (proof to be attached).
5. Authorized Signatory / Signing of Tender :

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
 - a) A 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
 - b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
6. **The tenderers should sign at each page of the tender.**
7. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
8. **Delivery period :** Within one week of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.
9. **Payment terms :** Payment shall be released on satisfactory receipt of the bill following the supply of stores as ordered. Advance payment will not be made under any circumstances.

Signature of the bidder and seal of the firm

Rate Contract for procurement of Stationery & General items

10. **Dispatch Instructions** : Stores are required to be delivered at Indian Maritime University, Gandhigram, Visakhapatnam-530005 on free delivery without any extra charges to the consignee's premises.
11. The supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.
12. **GUARANTEE / WARRANTY :**
The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained / mentioned in the Tender enquiry. The supplier shall guarantee that the said goods / stores articles would continue to conform to the description and quality aforesaid for a period of twenty four months, if during the aforesaid period of twenty four months the said stores/goods/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods / stores / articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on / an application made thereof by the supplier and in such an event, the above mentioned warranty period shall apply to the goods / stores / articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.
13. The decision of IMUV shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.
14. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.
15. The IMUV reserves the right to reject any or all the tenders without assigning any reasons.

Signature of the bidder and seal of the firm