

# ENGINEERING COLLEGE, AJMER

## TENDER DOCUMENT



Name of work : - Stationary Supply  
Tender Cost : - Rs. 500  
Estimated Value of Tender : - Rs. 5.00 Lac  
Earnest Money : - Rs. 2% of tender cost (Rs. 10,000/-)

### Schedule for invitation of tender:

a.	Tender Document Uploading on website	:	02 <sup>th</sup> December, 2019
b.	Last date and time for receipt of bids	:	16 <sup>th</sup> December, 2019 at 12:30 PM
c.	Technical Bid Opening Date and time	:	16 <sup>st</sup> December, 2019 at 03:00 PM
d.	Financial Bid Opening Data and time	:	After selected technical Bid

Name & Address of Bidder : - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of Completion : - Rate contract for the supply year 2019- 20 &  
2020-21

N. I.T. No. : - ECA/ /

PAN No. of Bidder :-

GST No. of Bidder :-

Shop License No. :-

## **ENGINEERING COLLEGE, AJMER**

NH-8, Barliya Circle, Ajmer (Rajasthan) Pin code: Tel:+91-0145-2971024,23

E-Mail:[principal@ecajmer.ac.in](mailto:principal@ecajmer.ac.in), [principal.eca@rajasthan.gov.in](mailto:principal.eca@rajasthan.gov.in)

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### **Notice Inviting E-Tender**

Competitive e-tenders in the prescribed form are invited from authorized suppliers/manufacturers for the “**Stationary Supply**” so as to submit through State Public Procurement Portal (SPPP) on or before 16/12/2019 at 12.30 PM. The tender will be opened at 16.12.2019 at 02.30 PM.

**The E.M.D. may be deposited by DD favour of The Principal, Govt. Engineering College, Ajmer payable at Ajmer, without which no tender shall be considered. Cheques are not accepted as earnest money. No interest is payable on the earnest money. The College authority reserves the right of not to accept the lowest or any tender without assigning any reason thereof. The tender details & schedule can be collect from the office of the undersigned on all working days or it can be down loaded from the College website.[www.ecajmer.ac.in](http://www.ecajmer.ac.in). One copy of the Tender document and Addendum, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same upload.**

**The Vendor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rupees Ten thousands only in the form of an Account Payee Demand Draft from a commercial bank, in favor of “Principal, Govt. Engineering College, Ajmer”, payable at Ajmer along with the Tender document.**

**The Bid document shall be download and upload on website <http://www.eproc.rajasthan.gov.in> and after uploaded, original copy of tender documents addressed to The Principal, Engineering College, Ajmer, Badliya Chouraha, Near Nareli Jain Temple, N.H. 8, Ajmer, Rajasthan-305025 and sent by speed post along with Tender fee Rs. 500/- and e-procurement fee Rs. 500/- in the name of M.D. R.I.S.L. Jaipur so as to reach the office before the date and time as mentioned above.**

## **DETAILED TERMS & CONDITIONS**

1. The **Stationery Supply** Procurement will follow the two bid system through e-procurement.

(A) Must have documents as mentioned below.

- a. Required earnest money.
- b. Original or Duly attested copy of GST certificate (up to last quarter of date of opening tender)
- c. Duly attested copy of GST registration certificate.
- d. Declaration regarding bonafide manufacturer / whole seller / sales distributor / authorized dealer / sole selling agent.
- e. In case the firm does not support its offer with adequate documents or only states "as per tender specifications". This will not be sufficient for the purpose and such offers may be rejected and the financial bid of such tenderers will not be opened in any case and the tender submitted by the firm will be treated as rejected.
- f. Firm offering standard make must also submit copy of certificate from manufacturer / distributor of being an authorized dealer or agent or disturb.

### **PLEASE NOTE:**

- Without earnest money in proper form and documents as mentioned at S. No. (a) To (f) as above your offer will not be opened.

### **B. Financial Bid (BoQ):**

- (a) The rates should be quoted in prescribed Performa in Indian National Rupee (INR) only. The same must be signed & sealed.
- (b) All commercial / trade terms and conditions should be mentioned clearly.

3. Each page of terms and conditions of tender should be signed with seal by the bidder.

4. Conditional tender will not be accepted.

5. Crimping testing shall have to be carried out by the successful bidder and connectivity shall have to be demonstrated for all nodes. The Successful bidder shall also have to offer a warranty for the duration of three years and it shall be his duty to ensure the smooth running of the Network at all times.

6. Free Training for the handling and use of equipment's is to be provided at the college site before payments.

7. The supply will be accepted only on College working days in College working hours.

8. College will not be responsible for any postal delay.

9. **THE RATES QUOTED SHOULD BE F.O.R EC, AJMER** inclusive of all charges e.g. packing, forwarding local taxes, railway freight, transit insurance, for outside firms and free delivery at college stores in the case of local firms.

10. The goods should be supplied & work must be completed within 15 days.

11. Incomplete tenders are liable to rejection, the undersigned reserves the right to reject and accept any or all tenders in part or full without assigning any reason thereof.

12. In case the due date is declared holiday, the tender will be received and opened on the next working day.

13. Detailed specifications and "make-model" of each item should be clearly given supported by the illustrated pamphlets/literature wherever necessary. Quotations without specifying the make & model and other specification may be rejected. The payment will be made after the goods have been

received, opened, checked, installed and found to be in order up to our entire satisfaction. The accessories include/required in the equipment should also be clearly mentioned.

14. Loss or damage in transit will be borne by the supplier. The supplier may, if he so desires get the goods insured at his own cost or may include such charges as part of cost of item/equipment.
15. The payment for the ordered items will be made after the articles have been received and found in order. Normally payment shall be made through a crossed cheque of the receipt, installation & testing etc. of all items.
16. Your rates should be valid at least for six months from the last date of receipt of quotations / tender.
17. In case of any legal dispute arise, the area of jurisdiction shall be Ajmer only, (not elsewhere) for all legal proceedings for either of party-The college or contractor/supplier.
18. The rates must be quoted items-wise in the Performa given partial tender will not be considered.
19. The Quotations should preferably be sent duly typed.
20. (a) The Penalty Clause is as under:-  
Should the tenderer fails to deliver the goods within the period specified in the tender/ purchase order. A Penalty equal to the percentage of the value of stores which the tenderer has failed to supply for period of delay as stated below shall be recovered from the supplier:-
  - i. Delay up to one fourth period of prescribed delivery 2.5%
  - ii. Delay exceeding one fourth but not exceeding half of the prescribed delivery period 5%
  - iii. Delay exceeding half but not exceeding three fourth of the prescribed period 7.5%
  - iv. Delay exceeding three fourth of the prescribed delivery period 10%The Purchase officer reserves the right to allow an extension in supply time of goods at his own discretion.
- (b) In case of failure to supply the goods within the prescribed time and in accordance with the specifications given in the Quotations/Tenders, the college shall be free to cancel the order and make purchase from the next higher tenders or from the open market as the case may be. In that case the loss sustained by the college, same shall be recover from the earnest money/or any other pending claim of the supplier without prejudice to its general right to affect recovery from the supplier.

**22. ONLY ONE RATE SHOULD BE QUOTED FOR EACH ITEM, OTHERWISE YOUR TENDER WILL NOT BE CONSIDERED FOR THAT SPECIFIED ITEM AND WILL BE REJECTED.**

Equipments List with Details Specification, technical bid and financial bid in BoQ upload.

23. The tender/quotation received after the expiry of the specified date as mentioned will not be entertained.
24. Safety and security shall be the responsibility of the supplier/ contractor/ firm The college shall not be liable for any loss in term of money or life.
25. After receipt of full supply in good serviceable condition and replacement/ fitting work completed and receipt of bill, the payment will be arranged on bill basis within 15 days.
26. Stores required as FOR destination and installation /replacement/ fitting works at site i.e. Principal, Engineering College, Ajmer as per specification mentioned.
27. The sample of items/equipments will be approved by the college authority failing which order will be cancelled.
28. Pre dispatch inspection (PDI) will be carried out by college authority and the expenses for PDI will be borne by supplier/firm/contractor failing which order will be cancelled.
29. Successful bidder will have to confirm the acceptance of order and agreement as per purchase order within 10 days from the issue of this order.
30. If any terms & conditions not mentioned above tender follow as per GF&AR, SPPP and RPPR rules Govt. of Rajasthan.

**Seal & Signature of Bidder with date**

# ENGINEERING COLLEGE, AJMER

## Name of E-Tender for Stationary Supply

### TECHNICAL BID

1. Earnest Money deposited by DD No. ...., Bank Name ..... Amount ...../- in favor of Principal, Govt. Engineering College, Ajmer.
2. Sales Tax/GST clearance certificate, dated ..... (copy enclosed)
3. Declaration regarding bonafide manufacturer / whole seller / sales distributor / authorized dealer / sole selling agent (Copy Enclosed).
4. Registration certificate under shop act.
5. TIN No. of Firm .....
6. PAN No. ....
7. GST No. ....
8. Work Experience .....
9. Rate Quoted in only BoQ.
10. List of Stationary Supply (Supplied top standard bands/ ISI marked mentioned brands/ Marka also)

Sr.No.	Items Name	Quantity
1	All Pin 55 GM	100 Nos.
2	ADD Gel Achiver Pen Blue	100 Nos.
3	ADD Gel Achiver Pen Black	10 Nos.
4	ADD Gel Achiver Pen Red	30 Nos.
5	ADD Gel Achiver Pen Green	70 Nos.
6	ADD Gel Pen Hi Tech Double Cooler	20 Nos.
7	All Out Set	10 Nos.
8	All Out Liked	30 Nos.
9	Ashoka Stamp Pad	60 Nos.
10	Brown Tap Roll 1.5 Inch	300 Nos.
11	Brown Tape 2 Inch	200 Nos.
12	Box File	100 Nos.
13	Black Board Duster	300 Nos.
14	Basta	200 Nos.
15	CD Marker Pen	200 Nos.
16	Cello Tap 1 Inch	300 Nos.
17	Cello Tap 2 Inch	300 Nos.
18	Calculator(12 digit)	40 Nos.
19	Carbon Pad Blue Packet	20 Pkt.
20	Chalk Apsara Dustless	500 Nos.
21	CD Cover Plastic	100 Nos.
22	CD Box (Big)	20 Nos.
23	CD-R	100 Nos.
24	Dustbin Medum	100 Nos.
25	D V D	200 Nos.
26	Duster Black board	300 Nos.
27	Duster cloth pcs	400 Nos.

28	Drawing Sheet	500 Nos.
29	Dispatch Register 240 pages	40 Nos.
30	Dead Stock Register 240 pages	20 Nos.
31	Daytone Stamp Pad Ink 100 ML	40 Nos.
32	Drawing Pin	60 Nos.
33	DAK Pad	60 Nos.
34	Envelop 12'' x 6''	2000 Nos.
35	Envelop 9'' x 4''	3000 Nos.
36	Envelop 11'' x 5''	2000 Nos.
37	Envelope A-4 Size	2000 Nos.
38	Envelope Full Size (12''x16'')	1000 Nos.
39	Fevi stick Big (22 gm)	200 Nos.
40	File less	100 Nos.
41	File pad (35 x25)	1500 Nos.
42	File Tag	100 Nos.
43	Gum Bottle 300gm	60 Nos.
44	Gum Bottle 750gm	50 Nos.
45	High Lighter Pen	150 Nos.
46	Hit	10 Nos.
47	JK/Binble/Equ. Photo Paper Green Rim A/4 70 GSM	600 Nos.
48	JK/Bindle/Equ. Photo Paper Green Rim FS 70 GSM	100 Nos.
49	JK/Bindle/Equ. Photo Paper Red Rim A/4 75 GSM	10 Nos.
50	L Folder A/4	500 Nos.
51	Magnetic Duster	100 Nos.
52	Paper Tray Plastic	50 Nos.
53	Punchless Long Clip File A/4	100 Nos.
54	Punchless Long Clip File FS	40 Nos.
55	Paper Weight Steel	200 Nos.
56	Paper Cutter 18 MM	70 Nos.
57	Ball Pen Blue	1500 Nos.
58	Pen Stand	10 Nos.
69	Pen drive (4GB) Kingston/Equ.	40 Nos.
60	Pen drive (8GB) Kingston/ Equ.	30 Nos.
61	Pen drive (16GB) Kingston/ Equ.	20 Nos.
62	Pen drive (32GB) Kingston/ Equ.	15 Nos.
63	Pencil (Natraj or Equ.)	100 Pkt.
64	Permanent Marker	100 Nos.
65	Pin Cushion Magnate 700 pins 26 mm	30 Nos.
66	Plastic File Folder A/4	200 Nos.
67	Punch DP-280 Kangaroo/ Equ.	10 Nos.
68	Punch DP-600 Kangaroo/ Equ.	6 Nos.
69	Punch DP-700 Kangaroo/ Equ.	6 Nos.
70	Premium Room	12 Nos.
71	Photo Color Paper Rim	20 Nos.
72	Pilot Pen Hi Tech 0.5 Blue	50 Nos.
73	Plastic Scale	12 Nos.
74	Register 40 Pages Navrang	30 Nos.
75	Reji Cloth (Exam Copies Peking) 1.10 mtr. Panna	600 mtr.
76	Register Book Issue For Student 320 Page B-115	5 Nos.

77	Register Book Issue For Student 160 Page	7 Nos.
78	Receipt Register 240 Pages	30 Nos.
79	Register Superior 260 Pages	200 Nos.
80	Register Superior 150 Pages	200 Nos.
81	Chapdi	10 kg.
82	Plastic Dore	7 kg.
83	Dhaga Gatta	70 Nos.
84	Register Superior 100 Pages	150 Nos.
85	Register Superior 70 Pages	200 Nos.
86	Rubber (Natraj or equ.)	500 Nos.
87	Sharpner (Natraj or equ.)	200 Nos.
88	Slip Pad No.1	100 Nos.
89	Slip Pad No.2	200 Nos.
90	Slip Pad Conf.	300 Nos.
91	Stapler HP-10 Large Kangaroo/Equ.	70 Nos.
92	Stapler HP-45 Kangaroo/Equ.	30 Nos.
93	Stapler Pin 24/6	150 Nos.
94	Stapler Pin 10 1M	300 Nos.
95	Steel Scale (12" length)	30 Nos.
96	Sticker Paper Big (Packet)	20 Pkt.
97	Sticker Paper Small Four Colour	60 Nos.
98	Staff Attendance Register 13 Name	200 Nos.
99	Staff Attendance Register 65 Name	12 Nos.
100	Scissor OT-SC06 162mm 6.25 Inch	24 Nos.
101	Scissor OT-SC238 230mm 9 Inch	24Nos.
102	U Pin (Triangular 35mm)	80 Nos.
103	White Board Marker Pen	300 Nos.
104	White Board Marker Pen Ink(15 ml)	50 Nos.
105	Pipe Paper	20 Pkt.
106	Carry Bag Plastic	600 Nos.
107	Ball Pen Red	500 Nos.
108	Ball Pen Black	300 Nos.
109	Pilot Pen Hi Tech 0.5 Blue	50 Nos.

**Your's faithfully**

**Seal and Signature** \_\_\_\_\_

**Name of the Tenderer** \_\_\_\_\_

**M/s** \_\_\_\_\_

# ENGINEERING COLLEGE, AJMER

## Name of E-Tender for Stationary Supply

### FINANCIAL BID/BOQ

Note: Following is the indicative list of minimum items required as Stationary for Supply Engineering College, Ajmer.

A) For: Engineering College Ajmer:

Sr.No.	Items Name	Quantity	Name of Make /Brand	GST	Rate with including GST
1	All Pin 55 GM	100 Nos.			
2	ADD Gel Achiver Pen Blue	100 Nos.			
3	ADD Gel Achiver Pen Black	10 Nos.			
4	ADD Gel Achiver Pen Red	30 Nos.			
5	ADD Gel Achiver Pen Green	70 Nos.			
6	ADD Gel Pen Hi Tech Double Cooler	20 Nos.			
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36	Envelop 11'' x 5''	2000 Nos.			
37	Envelope A-4 Size	2000 Nos.			
38	Envelope Full Size (12''x16'')	1000 Nos.			
39	Fevi stick Big (22 gm)	200 Nos.			
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41	File pad (35 x25)	1500 Nos.			
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106	Carry Bag Plastic	600 Nos.			
107	Ball Pen Red	500 Nos.			
108	Ball Pen Black	300 Nos.			
109	Pilot Pen Hi Tech 0.5 Blue	50 Nos.			

**Note:-**

- a) Quantity can be increased and decreased as per requirement.
- b) The price quoted must include 1 year Onsite warrantee/services.
- c) If required separate sheet should be used for more details.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide-by the conditions or to carry on the contract to the entire satisfaction of the ECA, Ajmer and will be liable to the penalties mentioned in the terms and conditions.

Seal and Signature \_\_\_\_\_  
Name of the Tenderers \_\_\_\_\_  
M/s \_\_\_\_\_