



GOVT. GIRLS POLYTECHNIC

Byron Bazar, Raipur-492 001, C.G.

शासकीय कन्या पॉलीटेक्निक

बैरन बाजार, रायपुर – 492 001, छ.ग.

Web Site:- <http://gGPRaipur.ac.in> E Mail:- principal.gGPRaipur@gmail.com FAX: 0771-2424778 Phone.:- 0771-2423045

TENDER NOTICE – 01 / 2017-18

**TENDER FORM FOR SUPPLY OF STATIONERY & DRWAING
ITEMS**

(For the year 2017-2018)



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TENDER NOTICE – 1

Notice Inviting Tender (NIT) for the Supply of Stationery items

Tender No.: GGPR/ Stores / Tender-1 / Stationary / 2017 / 682 Date: 24-07-17

Government Girls Polytechnic, Raipur invites sealed tenders from stationery marts/suppliers for supplying, stationery items. Tender document can be obtained from the office during the office working hours other than public holiday, on payment by cash or by DD of Rs. 500/- in favour of, Government Girls Polytechnic, Raipur payable at Raipur. Tender document can also be downloaded from institute website www.ggpraipur.ac.in. If downloaded from the website tender fee of Rupees Five Hundred in form of demand draft payable to Principal, Government Girls Polytechnic, Raipur should be enclosed at the time of submission of the tender.

Tender form price	Rs. 500.00 (Rupees Five Hundred Only)
Date for sale of tender document	27-07-2017, From 11.00 A.M. 29-08-2017 up to 12.00 PM
Last date for Sale of Tender Document	29-08-2017 up to 5:00 PM
Last date for Submission of Sealed Tender	29-08-2017 up to 2:00 PM
Date of opening the Tenders received	29-8-2017 at 3.00 PM


Principal
Govt. Girls Polytechnic
Raipur, C.G.
PRINCIPAL
Govt. Girls Polytechnic,
RAIPUR. (C G)

Tender Document

1. Tender Letter No. GGPR / Tender / Stores / Stationary / 2017 / Raipur, Date : 24.07.2017
2. Cost of the Tender Form - Rs 500/- by Cash or DD, Non-refundable
Sale of Tender Document from 27.07.2017 / 11.00 AM
up to 29.08.2017 / 12.00 PM
3. Date of Submission - On or before 29-08-2017 / 2:00 PM on

In case, if the last date is declared to be a holiday, the tender may be submitted up to 2:00 PM of the immediate next working day.

4. The Tenders shall be opened at 4.00 PM of the last day of submission *i.e.* 18-08-2017 at Government Girls Polytechnic, Raipur. The authorized representatives of the tenderer may participate.
5. Tender shall remain valid for a period of one year.
6. Scope of Supply
Supply of stationery items stated at ANNEXURE - II.
7. Essential qualifications of the Bidder

The bidder must have valid PAN and TIN of Income Tax and Commercial Tax respectively, with the copies of IT return for the last three year as per Annexure I.

8. Preparation of the Bid

The tender would be submitted in three parts in separate sealed envelops which shall contain

ENVELOP NO. - 1. EMD - A DD of Rs 12,000/- in favour of Principal, Government Girls Polytechnic, Raipur payable at Raipur

ENVELOP NO. - 2. All the relevant documents regarding the essential qualifications of the Bidder as per **ANNEXURE-I** (Essential qualification of the Bidder), and

ENVELOP NO. - 3. The Prices on the prescribed Format **ANNEXURE- II.** (Price Bid) The quoted prices would be inclusive of all taxes duties and any other charges.

- All the three envelops should be kept in one single, bigger envelop, duly sealed and submitted to the office of the Principal, Government Girls Polytechnic, Raipur.
- Envelop No. 03 will be considered for opening after the contents of envelop 1 and 2 are found satisfactory.
- Tender submitted by fax or e-mail would not be accepted.
- All the pages of the Tender-document including annexure I shall be duly signed.
- Rates quoted should be written legible in words & Figures. If any difference is observed the rates given in words shall be taken as correct.
- The bidder would bear all costs associated with the preparation and submission of tender,


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including costs of any sample if all attached with the tender. This office would in no case be responsible for refund of, or be liable for, such costs.

- The bidder is expected to carefully examine all instructions, forms, terms and specifications in the tender document.
- The bid must be in line with specifications and conditions required for the tender. It should be valid for one year from the date of opening of bids.
- Overwriting should be avoided. Overwriting, erasures and other changes should bear the dated initials of the person signing the tender.
- Failure to furnish complete information required by the tender document or submission of bid not substantially may result in rendering the tender ineligible for award of the supply.
- This tender form is non-transferable and must be submitted by the purchaser on the prescribed form sold as a part of the Tender Document
- Deduction of taxes at the source would be made by this office as and when required by law.
- Samples of the stationery items shall be furnished as and when required.
- The rate shall be quoted on the basis of the "Unit" applicable to the respective item (ie. standard unit)
- Relevant brochures etc. ,if any, may be enclosed if desired.

9. **Earnest Money Deposit (EMD)**

EMD in the form of an Account Payee Demand Draft or Banker's Cheque payable in favour of The Principal, Government Girls Polytechnic, Raipur is required to be submitted along with the bid/tender. EMD of the unsuccessful bidders will be returned to them at the earliest. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

10. **Payment Terms**

- i. 100% on the completion of supply, and acceptance of various tendered items as per the delivery schedule given by the institute, from time to time.
- ii. No advance payments shall be made.
- iii. No partial payments against the partial supplies of the materials shall be made.
- iv. No payment will be made for the damaged or rejected items.

11. **Delivery**

The delivery shall be made within 30-Days after the confirmation of the Purchase Order and supply shall be given, at Government Girls Polytechnic, Raipur on FOR basis.

12. **Other Terms & Conditions**

- a. A prospective bidder requiring any clarification regarding the tender document may notify this office in writing at the address indicated at the cover of the tender document. The


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office would respond in writing to any request for clarification of the tender document provided that it is received not later than seven days prior to the last date prescribed for submission of tenders. However, the office shall not be responsible for any delays.

- b. The Supplier shall not directly or indirectly transfer, assign or sublet the order or any part of it.
- c. The institute reserves the right to accept / reject tender either in whole or in part, without assigning any reasons there of, whatsoever.
- d. The tenderers should quote their rates strictly adhering to terms and conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / deviational Tenders may be rejected without making any reference to the tenderers.
- e. No tenderer will be allowed to withdraw his Tender during the validity period.
- f. Canvassing in any form for the acceptance of tender would disqualify the tenderer.
- g. It will be the responsibility of the supplier for safe supply of the material required for full and good conditions at user's point. This office will not pay any amount for transit and insurance of the material.
- h. The undersigned reserves the right to cancel the tender in full or part thereof, if needed.
- i. In case of any dispute, it is subjected to the jurisdiction of district of Raipur, Chhattisgarh.



Handwritten signature and date: 24/09/12

LETTER OF SUBMISSION OF TENDER FROM THE BIDDER

(To be printed on bidder's letterhead)

"Supply of stationery items at Government Girls PolytechnicRaipur"

1. Name of the Firm :
2. Complete Postal Address :
 - a.
 - b.
3. Telephone No: :
Email :
4. Earnest Money Deposit details:
5. Are you a manufacturer/distributor/dealer/supplier/ Reseller ? If so attach the authority letter(s) in support of your claim.
6. Year of starting of the Firm with Registration Number & Date
7. PAN (Attach copy)
8. TIN No. (Attach copy)
9. GST Registration (Attach copy)
10. Income tax return for the last three financial years

DECLARATIONS:

- (ii) I / We have examined the Scope of supply, Specifications and the Terms and Conditions relating to the Tender for the said supply after having obtained the Tender document invited by you.
- (iii) I / We hereby offer to execute the supply order in strict accordance with the Tender Document at the item rates quoted by me / us is in all respects, as per the Specifications Scope of supply described in the Tender Document and the other Terms and Conditions.



Handwritten signature and date: 24/09/12

- (iii) I / We agree to pay all Government (Central and State of CG) Taxes such as GST, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
- (iiiv) The rates quoted by me / us are firm and shall not be changeable subject to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
- (iv) If this tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the tender.

Names of the persons authorized to be present at the time of opening of the tender

- i. _____
- ii. _____

Place:

Yours faithfully,

Date:

Name and Address of the Tenderer

(Signature of the Tenderer)



PRICE - BID

Sl. No.	Item and Specification	Unit	Rate (Inclusive of All Taxes / Charges)
1	College Note Book - Ruled, 184 page a) 172- Page, Size 27.2 x 16.7cm b) 172- Pages, Size 31.4 x 19.4cm (Classmate / Equivalent Superior quality)	Each	
2	White Drawing Sheet Size – 22" X 20" (Imperial size)	Grouse	
3	Drawing Board clip Omega / Equivalent Superior quality made of chrome plated steel	Each	
4	Drawing Board – Made of seasoned pine wood with strong batons at the back – Size- 810mm X 580 mmX15mm (Omega / Roorkee / Equivalent superior quality)	Each	
5	Mini Drafter – made of steel Rods aluminium casted thick clamp and plates large size riveted, powder coated frame with unbreakable scale and with canvas cover (Omega / Camlin / Equivalent superior quality)	Each	
6	Scientific Calculator – 10 digit – LCD display – Arithmetic Function Calculations, Double Parenthesis Calculations – Mixed Arithmetic Calculations – Trigonometric Functions – Statistical, Exponential & Logarithmic Function Memory/Register Function etc. (CASIO / SHARP / Equivalent superior quality)	Each	
7	Non Dust Superior Eraser (Classmate / Apsara / Equivalent superior quality)	Packet	
8	Plastic Scale – 30 cm, thick 2.7 mm (Classmate / Camlin / Equivalent superior quality)	Each	
9	Notice Board Pin Plastic Head (Thumb-Press)	Per Box/Packet	
10	Drawing Pencil - 2H, H, HB (Classmate / Apsara / Equivalent superior quality)	Packet (10-Nos.)	
11	Plastic Coated File Cover with spring Clip	Per 100 pcs	



	(Premium Quality) with college Mono printed on it		
12	Drawing Instrument Box (Classmate / Camlin / Equivalent superior quality)	Each	
13	White Duplicating Paper (Thick) (3-Ekka Ballarpur/ Orient / Equivalent superior quality)	Ream	
14	Ruled Paper Full Scape (Thick) 32 x 40 480 sheets 60 GSM Superior Quality	Ream (480-Sheets)	
15	Carbon Paper Black , 210 x 333 mm (Kores / Sapphire / Kangaroo / Equivalent Superior Quality)	Per Pkt (100-Pieces)	
16	Carbon Paper A-3 Size a) Black b) Blue (Kores / Sapphire / Kangaroo / Equivalent Superior Quality)	Per Pkt (100pieces)	
17	Photo Copying Paper a) Size-A/4, 75 GSM b) Size A/3, 75 GSM (ORIENT / JK / Bilt / Equivalent Quality)	Per Pkt. (500 Sheets)	
18	Brown Paper Size 90 x 15	Per 100 Sheet	
19	Ruled Register a) Size 8" x 13"/ 72-page/ Full Size With Corners b) Size 8" x 13"/ 144 page/ Full Size With Corners c) Size 8" x 13"/ 216 page/ Full Size With Corners d) Size 8" x 13"/ 288 page/ Full Size With Corners e) Size 8" x 13"/ 360 page/ Full Size With Corners (Classmate / Equivalent superior quality)	Each	
20	a) Gum Bottle Superior - 700 ml b) Gum Bottle Superior - 150 ml c) Glue Stick 15 gm	Each	
21	Office Alpin – T-Type Head – Round Head (King / Lion / Deli / Equivalent Quality)	Per 100gm Packet	
22	Chrome plated U-Pin a) U pin - Small, Steel / Chrome plated b) U pin - Big, Steel / Chrome plated	Per Box/Packet	
23	PVR coated U-Pin a) U pin – Small / PVR coated b) U pin – Big / PVR coated	Per Box/Packet	
24	Binder Clip a) Binder Clip 12 mm	Per Box/Packet	


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	b) Binder Clip 18 mm c) Binder Clip 24 mm d) Binder Clip 32 mm		
25	Box File with indexing & separator Alkon / Equivalent superior quality	Per 10 Pieces	
26	File cover Ordinary PVC coated with college Logo & Name	Per 100 Pieces	
27	Plastic Stick file	Per 100 Pieces	
28	Stock Register, extra super Cloth/Cover binding a) 200 page b) 300 page c) c. 400 page	Each	
29	Writing Pad / Note Pad Size 21 x 14.7 cm. / 100-Pages	Per Packet	
30	Student Attendance Register / 80 Pages	Each	
31	Stapler Machine a) No. 10 b) No. 24/6	Each	
32	Stapler Pin a) No.10 b) No. 24/6	Each	
33	Ball Pen with Jotter Refill - Blue (Classmate / Cello / Equivalent superior quality)	Packet (10-Nos.)	
34	Roller Pen Ink Color : Blue / Black, Ball Size:0.7mm (Classmate / Cello / Equivalent superior quality)	Packet (10-Nos.)	
35	Gel Pen (Blue / Black / Green / Red) (Classmate / Cello / Equivalent superior quality)	Packet (10-Nos.)	
36	Marker Pen (Permanent) – Green/ Black / Red / Blue / Green Faber Castle / Camlin / Equivalent superior quality	Each	
37	White Board Marker Pen (Permanent) – Green/ Black / Red / Blue / Green Faber Castle / Camlin / Equivalent superior quality	Each	
38	Highlighter – Green/ Yellow / Orange / Blue / Pink Faber Castle / Camlin / Equivalent superior quality	Per Set	
39	Sketch Pen Faber Castle / Camlin / Equivalent superior quality	Per Set	
40	White correcting Fluid	Each	
41	Correction Pen Faber Castle / Camlin / Kores / Equivalent superior quality	Each	



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42	Cello Tape a) 1" / 30 meter b) 1" / 65 meter c) 1.5" / 30 meter d) 1.5" / 65 meter	Each	
43	Paper cutter a) Blade Width - 9mm b) Blade Width - 18mm	Per Packet	
44	Posted slip 1.5 x 2	Per Packet	
45	Posted slip – 4 Colour (Min. 50 slip)	Per Packet	
46	File tag extra superior quality	Per – 50 Nos.	
47	Stamp Pad (a) Medium size 110 x 70 mm (b) Big size 15.5 x 9.6 cm	Each	
48	File Pad (a) with Corner (b) without corner	Per – 50 Nos.	
49	Dak-Pad (Four Fold)	Each	
50	White Envelop, 80 GSM: (a) Size 9"x4" (b) Size 3"x7"	Per Packet (100 Piece)	
51	Yellow Envelop - Plastic Laminated (Inside) a) 14' x 11' b) 11' X 5' c) 12' x 6' d) 16' x 12'	Per Packet (100 Piece)	
52	Non-dust Chalk a) Colour b) White	Each Box (144 Pieces)	
53	Notice Board Pin a) Steel Head b) Plastic Head	100 Pieces	
54	Stamp Pad ink 50/100 ml	Each	
55	Duster: a) Wooden body b) Plastic / Fibre body	Each	
56	Duster for white board (Plastic / Fibre body)	Each	
57	Steno notebook, 160-Pages	Each	
58	Scissors - Metallic (Steel / Brass) a) Small – 9" b) Big – 10"	Each	
59	Rubber band – 1"/2"/3"	Per Packet 250 Gm	
60	Graph paper	Per 100	


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	50 x 70 cm	Sheets	
61	Plastic Clip-File (Thick Plastic) Alkon / Equivalent superior quality	Each Packet (10-Nos.)	
62	L-Folder Alkon / Equivalent superior quality	Each Packet (10-Nos.)	
63	Table-Glass - Rounded or Grinded Edge / 10-mm thickness a) 5'X 3' b) 4'X 3'	Each	
64	Spiral Writing Pad Ruled / 32-Pages (Appx.) (Classmate / Equivalent superior quality)	Each Packet (10-Nos.)	
65	Table-Glass (Rounded or Grinded Edge / 06-mm thickness) c) 5'X 3' d) 4'X 3'	Each	
66	Paper Shredder Electrically Operated (~ 230 V ac Mains)	Each	
67	Fibre - Glass Paper Tray - 3 Tray with Separator & Stand	Each	
68	Executive Pen Stand Superior Quality	Each	

Date : _____

Place : _____

Signature
(Name and Address of the Bidder)

