



# गुरु घासीदास विष्वविद्यालय, बिलासपुर (छ.ग)

**Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)**

(A Central University established by the Central Universities Act 2009 No 25 of 2009)

(“A++” Grade Accredited by NAAC)

Phone 07752-260401, 260381, Web site [www.new.ggu.ac.in](http://www.new.ggu.ac.in) Email id: storesectionggv2021@gmail.com

Ref No.: 09/Stationary/Store/GGV/LTE/2024

Dated: 06/11/2024

## **LIMITED TENDER ENQUIRY**

**(Under GFR 162 (i) of 2017)**

**Subject:- Limited tender enquiry for the supply of Stationary items at Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)**

Sealed quotations are invited from the manufacturers/ suppliers/dealers having valid registration in related category with Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.). The competitive rates with specifications as mentioned in this tender (Schedule 1) should be submitted by the firm. Bidder must carefully peruse the general terms and conditions of the tender on the CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in) and university website [www.new.ggu.ac.in](http://www.new.ggu.ac.in).

Mode of Submission will be Offline under **Three Bid System** as under:

A. **EMD** of Rs. 75,000/- in the favor of Registrar, GGV (in form of DD & FDR)

(MSME registered vendors/bidders/firm are exempted from EMD Deposit)

B. **Technical Bid** (All documents other than financial bid)

C. **Financial Bid-Annexure-II** (Financial Bid should be submitted in both PEN DRIVE & Hard Copy).

The sealed quotations with specifications and offer price (in three separate sealed envelopes put in a cover envelope) addressed to “OSD (Store), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur Pin-495009”, must reach on or before **26/11/2024 at 3 PM** only through speed/registered post/courier. The tender will be opened on same day at **04:00 PM**. University is not responsible for any delay in receiving the tender etc. GGV reserves all the right to accept/reject any or all tender without assigning any reason in favor of the University.

**Note: The tender document can be downloaded from the websites [www.new.ggu.ac.in](http://www.new.ggu.ac.in) or <https://eprocure.gov.in/epublish/app> “Corrigendum, if any, would appear only on the above web sites and not be published anywhere else”.**

**Registrar (Acting)**

## LIMITED TENDER ENQUIRY (LTE)

Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) intend to procure Stationary Items through Limited Tender Inquiry (LTE) and invites tenders from the registered vendors in accordance with the terms and conditions details in the bid documents.

### Important Dates

Event	Dates	Time
Last date for submission of sealed tender	26/11/2024	3.00 PM
Opening of Technical Bid	26/11/2024	4:00 PM
Financial Bid	To be opened after technical evaluation	

Please send your sealed bid only by Registered/Speed Post/Courier service to the following address.

OSD (Store),

Store Section, Admin Building, GGV

Bilaspur, (C.G.)

Pin: 495009

**Note:** **PACKAGING OF TENDER DOCUMENTS MUST INCLUDE THE FOLLOWING:**

**Sealed Envelope – I (EMD)**

**Sealed Envelope – II (ENTITLED TECHNICAL BID):** All bid related technical documents must be seal and signed as requested

**Sealed Envelope – III (ENTITLED FINANCIAL BID):** Signed hard copy and soft copy (in pen drive) of financial bids as per Annexure -III in excel in a pen drive

**Above sealed envelopes (I, II & III) should be packed in one large envelop**

## **GENERAL TERMS AND CONDITIONS OF THE SUPPLY**

1. The sealed quotation superscripted on the envelope as "**Quotation for supply of Stationary items for GGV**" should reach to the Store Section of GGV.

### **2. Eligibility Criteria**

- Bidder must have turnover of at least 25 lakhs per annum for last three financial year.
- Bidder must have cumulative order of supply of stationary items of total 10 lakh or above in last 3 years in any Government Organization/Autonomous bodies (ie. FY 2021-22, FY2022-23,2023-24).
- Bidder must have a valid Shop Registration Certificate & GST Registration Certificate.
- Bidder must submit sample of the items on or before tender closing date. (If failed to do so, committee can reject his or her bid in technical evaluation.)
- Bidder will only be eligible to bid for the items for which they have submitted the sample.
- Whether the firm has been blacklisted, debarred from any organization or any case for faulty supply has been registered against the firm (Kindly give an undertaking as above on 100/- non-judiciary stamp paper)

3. **Price/rate:** The Vendor are required to quote the rate per unit and GST on each item against the items mentioned in the table under the financial bid.

4. The Bidder may visit the University for any Query related to specifications.

5. The Bidders are required to put the seal and signature of the firm in each and every page of this LTE document and submit along with the bid.

6. The bidders must not alter/add/delete any alphabet/word/sentence mentioned in this document otherwise the same will be treated as tampering of the document and the bid may be rejected/cancelled at any stage of bidding/ supply.

7. University has all the rights reserved to alter the quantity mentioned in this LTE as per the requirement of the user Department. The quantity may increase or decrease and also the items may be added or deleted for which the rates shall be governed by rate quoted in the financial bid by the bidder.

8. **Validity of the offered Rate:** The quoted rate should be valid for a minimum period of 90 days from the date of opening of the financial bid of the tender.

9. **Delivery period:** The items, ordered will have to be delivered and in the Store Section at GGV, maximum within 30 days from the issue of the Purchase Order to the successful bidder.

### **10. Mode of Submission: Offline under Three Bid System;**

A. EMD

B. Technical Bid (All documents other than Financial Bid)

C. Financial Bid Containing price bid in specified format.

- 11. Liquidated Damages (LD):** Any delay in supplying the ordered equipment/instrument from the stipulated date of delivery will attract LD, which will be applicable at the rate of 0.5% per week and limited to 10% maximum. The authority reserves the right to cancel the purchase order when LD accumulates to 10%.
- 12. Payment:** Bidder should not ask for advance or part payment prior to supply. Payment to the firm shall be made, only after the complete supply of Stationary, to the satisfaction of the Store Section, GGV.
- 13. GST etc:** GST & Other charges must be clearly mentioned along with the quoted offer, whether to be paid extra or not. GGV shall pay the same as per prevailing government rules, if mentioned in the price bid. No taxes shall be paid if not mentioned in the bid and any correspondence in this regard shall be not entertained after the price bids are opened.
- 14. Unsealed quotations:** Quotation must be sealed properly. Unsealed envelopes/ offers are liable to be rejected by GGV.
- 15. Offer after due date:** GGV shall not be responsible for late postal delivery and any offer received after the due date shall be summarily rejected by GGV. Your Sealed offer must reach on or before the scheduled due date only by the speed/registered/ courier post.
- 16. The selection of vendor** Item wise L1 (lowest price quoted in financial Bid) method will be used to award the bid (for technically qualified bidder).
- 17.** GGV has all the rights reserved to accept / reject any /all the items and not to procure any/all the Items without assigning any reason(s) thereof in favor of the University.
- 18.** Any firm which is not registered with GGV and wish to participate in this tender, then the firm should get registered under the relevant category before the last date of submission of the bid. Any bid received from the firm who is not having a valid /live registration with GGV in the relevant clause, will be auto rejected and no correspondence in this regard shall be entertained by the University. For detail of the vendor registration process, kindly visit to the university portal [www.new.ggu.ac.in](http://www.new.ggu.ac.in) or contact Assistant Registrar Store for any related information. E-Mail: [storeselectinggv2021@gmail.com](mailto:storeselectinggv2021@gmail.com) Phone No. 07752- 260381
- 19. Arbitration:** Any dispute arising out of this agreement shall be settled through mutual discussion and consultations among the parties. In case the parties would not come under fruitful conclusion on the disputes, the matter shall be referred to the Sole Arbitrator by either party. The Sole Arbitrator shall be the representative nominated by the Vice Chancellor of Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.). The decision of the sole arbitrator shall be final and binding upon the parties to the disputes.

20. In case of any ambiguity /anything not contained in this document, GGV reserves the right to take discretionary decision without assigning any reason thereof and it will be binding on concerned/all bidders. The University also reserves the right to cancel/reject any bid due to any reason including human error in calculation incurred during process. The GGV shall be free to cancel the whole or part of tender without assigning any reason.
21. **Court Jurisdiction:** The University shall not be bound to give justification for any aspect of the selection process and the decision of the university shall be final and binding on all without any right of appeal. Further, in case of any dispute, any suite or legal proceedings against the university, the jurisdiction shall be restricted to the courts at Bilaspur, Chhattisgarh.

Dated:.....

Signature of Tenderer.....

Name.....

Designation.....

Firm's seal.....

## **SCHEDULE - I**

### **Technical Eligibility Criteria**

<b><u>S. No.</u></b>	<b><u>Criteria</u></b>
<b>1.</b>	C.A. Certified Turnover certificate (min. avg. annual turnover of 25 Lakhs in last 3 F.Y.)
<b>2.</b>	Min. supply of Rs. 10 Lakhs or above in last 3 F.Y. in Government Institute (With Work Order attached for verification purpose)
<b>3.</b>	Valid shop Registration
<b>4.</b>	GST Registration
<b>5.</b>	PAN Card
<b>6.</b>	Bank Account Details
<b>7.</b>	Undertaking of whether the firm has been blacklisted, debarred from any institute or details of any criminal case registered against the firm should be given on 100/- non-judiciary stamp paper.
<b>8.</b>	List of items for which sample has been submitted.

### **Schedule - II : List and Specification of items**

<b>S.No.</b>	<b>Item</b>	<b>Make</b>
1	Photocopy Paper (75 GSM) (Packets)	JK Copier
2	File Pad (Corner with cloths) (Nos)	
3	File Cover (With Lobo Printed)	
4	Stapler Big (Nos) HP-45(24/6)	Kangaro
5	Stapler Small (Nos) No. 10 (Regular)	Kangaro
6	Stapler Pin Big (Nos) HP-45(24/6)	Kangaro
7	Stapler Pin Small (Nos) No. 10	Kangaro
8	Big Scissors (Stainless steel/Rust Free (Nos)	Kangaro
9	Stamp pad Medium size (Nos)	Camlin, Kores, Artline or equivalent
10	Stamp ped ink (Nos)	Camlin, Kores, Artline or equivalent
11	White Chalk dustless (packets) (144 pc. Per packet)	Camlin, Kores, Artline or equivalent
12	Colour Chalk dustless(packets) (144 pc. Per Packet)	Camlin, Kores, Artline or equivalent
13	Wood base Duster (Number)	
14	White Board Marker	Luxor, Camlin, Cello, or Equivalent
15	White Board Duster	
16	Whitener Pen (Nos)	Luxor, Camlin, or Equivalent
17	Transparent Tape small (2 inch) (Nos) (40 mt. length)	Worldone or equivalent
18	Brown Tape (3 inch)(Nos) (40 mt. length)	Worldone or equivalent
19	Permanent Marker (Nos)	Luxor, Camlin, Cello, or Equivalent
20	Punching Machine Small dp 52 (Nos)	Kangaro
21	Punching Machine Big dp 600 (Nos)	Kangaro
22	Highliter Pen (Nos)	Faber Castell, Kores, or equivalent
23	Fevicol (200 gram)	Pidilite
24	Water Spunj (Nos)	
25	Pen (Red & Blue)	Flair (Ezee click) or equivalent
26	Tonner 166A	Compatible
27	Envelope Size 9x4 (With Printing) (80 GSM)	
28	Register 84 Page (Nos)	
28	Rubber Band	
29	Sketch Pen (Black & Blue)	Luxor, Camlin, Cello, or Equivalent
30	White Board Ink 100 ml (Luxor/Equivalent) (Nos)	Luxor, Camlin, Cello, or Equivalent
31	Permanent Marker Ink ml (Nos)	Luxor, Camlin, or Equivalent
32	Latatha Kapda (500 Meter)	
33	T-Pin (Box)	
34	Transparent Tape small (1 inch) (Nos)	Worldone or equivalent
35	Chapd (K.G.)	
36	Fevicol (100 gram)	Pidilite



## **Annexure I**

### **TECHNICAL INFORMATION OF THE TENDERER**

<b>S.No</b>	<b>Desired Details</b> <i>Attach all the documents in support(as applicable)</i>	<b>Furnish details</b>	<b>Page Number in the tender Document</b>
1.	Name of the Firm		
2.	Registered Office addressTelephone No- Mobile No- E-mail id		
3.	Address for Correspondence		
4.	Details of Contact person (Name, designation, address etc.) Telephone No/Mobile No - E-mail		

Dated:.....

Signature of Tenderer.....

Name.....

Designation.....

Firm's seal.....

### **Annexure II (Financial Bid)**

<b>S.No.</b>	<b>Items</b>	<b>Approx. Qty</b>	<b>Make Provided by the Bidder</b>	<b>GST (in %)</b>	<b>Rate Per Unit</b>
1	Photocopy Paper (75 GSM) (Packets)				
2	File Pad (Corner with cloths) (Nos)				
3	File Cover (With Lobo Printed)				
4	Stapler Big (Nos) HP-45(24/6)				
5	Stapler Small (Nos) No. 10 (Regular)				
6	Stapler Pin Big (Nos) HP-45(24/6)				
7	Stapler Pin Small (Nos) No. 10				
8	Big Scissors (Stainless steel/Rust Free (Nos)				
9	Stamp pad Medium size (Nos)				
10	Stamp ped ink (Nos)				
11	White Chalk dustless (packets) (144 pc. Per packet)				
12	Colour Chalk dustless(packets) (144 pc. Per Packet)				
13	Wood base Duster (Number)				
14	White Board Marker				
15	White Board Duster				
16	Whitener Pen (Nos)				
17	Transparent Tape small (2 inch) (Nos) (40 mt. length)				
18	Brown Tape (3 inch)(Nos) (40 mt. length)				
19	Permanent Marker (Nos)				
20	Punching Machine Small dp 52 (Nos)				
21	Punching Machine Big dp 600 (Nos)				
22	Highliter Pen (Nos)				
23	Fevicol (200 gram)				
24	Water Spunj (Nos)				
25	Pen (Red & Blue)				
26	Tonner 166A				
27	Envelope Size 9x4				
28	Register 84 Page (Nos)				
28	Rubber Band				
29	Sketch Pen (Black & Blue)				
30	White Board Ink 100 ml (Luxor/Equivalent) (Nos)				
31	Permanent Marker Ink ml (Nos)				
32	Latatha Kapda (500 Meter)				
33	T-Pin (Box)				
34	Transparent Tape small (1 inch) (Nos)				
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36	Fevicol (100 gram)				