

# OFFICE OF CLUSTER UNIVERSITY SRINAGAR

(Gogji Bagh, Srinagar)

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## **TENDER NOTICE**

In order to frame the rate contract in respect of the stationery and other items for the financial year 2019-20, sealed tenders affixed with revenue stamp worth Rs.5/- are invited from the registered and reputed dealers dealing with these items. The specification of the items along with the terms and conditions can be obtained from the office of the Cluster University Srinagar on any working day or downloaded from the University website ([www.cusrinagar.edu.in](http://www.cusrinagar.edu.in)) against the cash payment of RS.100/- .The tenders shall be accompanied with CDR of RS.10,000/- pledged to Registrar, Cluster University Srinagar without which no offer shall be entertained. The tenders shall be received in the office of the Cluster University Srinagar up to 23 March-2019 till 4.00 P.M and will be opened on next working day at 2:00 P.M in presence of the tenderers who wish to be present.

The purchasing committee reserves the right to reject any or all tenders without assigning any reason thereof.

Sd/

Registrar

NO:-CUS/Acctts/2019/682

Dated:-09 -03-2019

Cluster University Srinagar

Copy to the:-

### **Details and Specification of the items**

S. NO.	Name of the item	Specification	Rate offered per item(including taxes)
1	Blue/Black/Green pens	V-5 (Pilot)	
2	Blue/Black/Green pens	V-7 (Pilot)	
3	Blue/Black/Green pens	V-10 (Pilot)	
4	Dispatch Register		
5	Cash Books (Four Coir)		
6	Stock Registers (12 coir)		
7	Receipt Registers (08 coir)		
8	Dispatch Registers (08 coir)		
9	Blank Registers (300/400 Pages separately)		
10	Photostat Paper (Spectra) 75 GSM	A-4	
11	Photostat Paper (Spectra) 75 GSM	F.S.	
12	Photostat Paper (Spectra) 75 GSM	A-3	
13	Slip Pads		
14	Paper Pins		
15	Pens ordinary (Blue/red)		
16	Staplers Big size (Kangaroo)		
17	Stapler Small size(Kangaroo)		
18	Stapler pins (24x6)		
19	Stapler pins (No. 10)		
20	Tape dispenser		
21	Steel scales 12 inch		
22	Pencil HB		
23	Sharpener		
24	Eraser		
25	Judicial Paper (Book)		
26	Permanent Marker		
27	Highlighter		
28	Tags (Bunch)	Big Size	
29	Tags (Bunch)	Small Size	
30	Stamp Pads		
31	File Flaps		
32	Awl (Steel)		
33	Calculator (14 digit)		
34	Scissors		
35	Flags (Multi colour)		
36	Log books		

37	Peon Book		
38	Duster Cloth		
39	Glue sticks		
40	Correction fluid pens		
41	Pencil Cells		
42	Paper Weight		
43	Cello Tape Rolls		
44	Paper Punches		
45	Carbon Kores		
46	Dak Pad		
47	Bond Paper		
48	Writing Marker Pens		
49	Sticky Notes		
50	U Clips		
51	Binder Clips (Big/Small)		
52	T- Pins		
53	Plastic File Folder		

## **Terms and Conditions:-**

1. The tender document shall be available against cash payment of Rs 100/= from the office of U/s or can be downloaded from Cluster University Srinagar's website [cusrinagar.edu.in](http://cusrinagar.edu.in)
2. The tenders should be submitted in a properly sealed envelope according to the directions given in the tender notice.
3. The tenderer should explicitly mention the address of his Concern with telephone and mobile contact numbers and also the postal address with PIN Code.
4. The rates should not, under any circumstances be over written and the rates should be entered in words as well as in figures and duly covered with transparent tape. Tenders should be filled in with ink.
5. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make of the items to be supplied. In case of any doubt as to the meaning of any portion of these conditions or of the specifications etc. he shall obtain clarification before submission of tenders.
6. The successful tenderer shall not assign or sub-let his job or any part thereof to any other agency.
7. The supplies shall be strictly in conformity with the specifications.
8. If the goods supplied are other than those of the approved quality, make or brand/size, the purchasing officer shall out rightly reject such goods.
9. The rejected articles shall be lifted back by the supplier within 07 days from the date of information of rejection at his own risk & cost. The University shall in no case be responsible for any loss, shortage, damage that may occur to the rejected goods while on the premises.
10. The supplier shall be responsible for the proper packing so as to avoid any damage under normal conditions of transport e.g. rail, road or air and delivery of the material in good condition to the consignee at the destination. In the event of any loss, damage, breakages or any shortage, the supplier shall be liable to make good such loss and shortage found at the checking/inspection of materials by the consignee. No extra cost on such account shall be admissible.
11. The contract of supply can be terminated at any time if the supplies are not made to the satisfaction of the University and within the stipulated time.
12. The tenderer should sign tender documents on each page at the bottom in token of the acceptance of all the terms and conditions of the tender and the agreement.
13. The tender received without earnest money of Rs. 10,000/= shall be rejected. The earnest money should be only in the forms of CDR pledged to the Chief Accounts Officer Srinagar. Cheques/Cash/Money Order shall not be accepted.
14. In case the approved suppliers fail to supply the goods of the prescribed specifications or deliver the goods within the specified period, the University shall reject the supply order with and initiate action towards blacklisting the supplier.
15. The material shall be delivered FOR destination (A.S. College Campus Srinagar) in perfect condition. The supplier, if he so desires, may insure the goods against damage by fire,

flood, exposure to weather or otherwise unforeseen events. The insurance charges shall have to be borne by the supplier.

16. The payment due shall be payable by the purchasing officer only when the entire quantity ordered for has been delivered, inspected and finally accepted by the experts of the University.
17. The contracts shall be subject to the jurisdiction of the courts falling in the jurisdiction of the Cluster University Srinagar.
18. The bank charges, if any shall have to be borne by the suppliers.
19. The successful tenderer has to make an agreement with this office that the dealer shall be bound to supply the items as per rates approved in respect of the various for the one year from the date issuance of the rate contract failing which the CDR shall be forfeited and shall be blacklisted for future.
20. The University reserves the right to confirm the rates quoted from any relevant sources.

The purchase committee reserves the right to reject any or all tenders without assigning any reason thereof.