

Dr. B. R. Ambedkar University Delhi

NOTICE INVITING TENDER
FOR
SUPPLY OF STATIONERY AND OTHER ITEMS
TO Dr B. R. AMBEDKAR UNIVERSITY DELHI
ON RATE CONTRACT BASIS

1. **Annexure I : Schedule of Requirement**
2. **Annexure II : Technical Bid**
3. **Annexure III : Financial Bid**
4. **Annexure IV : Undertaking**
5. **Annexure V : Contract Agreement**

Dr B. R. Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi-110 006
Contact No: 011-23863655
Email: aradmin@aud.ac.in

Schedule of Tender

Tender enquiry Number	AUD/1-10 (150)/2018/ Stationery RC/	
Date/ time of release of tender through e-procurement solution	06.11.2018	4.00 PM
Last Date/ time of submission of queries/ observations, if any for clarification through e-mail to aradmin@aud.ac.in	13.11.2018	10.00 AM
Date/ time of pre-bid meeting at Administration Division, AUD Kashmere Gate campus, Delhi-110006	13.11.2018	3.00 PM
Start date/ time of submission of online bid	06.11.2018	4.00 PM
Last date/ time of downloading bid document	27.11.2018	4.00 PM
Last date/ time of submission of online bid	27.11.2018	4.00 PM
Date/ time of opening of Technical bid	27.11.2018	4.30 PM
Date/ time of opening of Financial bid	Will be notified later	



To,

Subject: Notice Inviting E-Tender for supply of Stationery and other items to Dr B. R. Ambedkar University Delhi on rate contract basis

The Dr.B. R. Ambedkar University Delhi (AUD) invites bids through E-Tenders from competent & reputed manufacturers/ authorized distributors/ dealers for supply of Stationery and other items on rate contract basis on the terms and conditions enumerated in the tender document. Only Firms/ Agencies having experience of working in Government Organizations/ Public Sector Undertakings/ reputed Private Organizations are eligible to participate in the E-tender process.

Last Date of submission of tender: 27.11.2018 at 4:00 PM

Date of Opening of Technical Bids: 27.11.2018 at 4:30 PM

Bidders should read the tender document carefully and comply strictly with the conditions, while submitting their bids. Clarifications, if any, may be sought from AUD Admin Division on Telephone No 23863655. Tender can be submitted online on website 'govtprocurement.delhi.gov.in'. Manual bids will not be accepted under any circumstances.

Deputy Registrar (Admin)

Terms & Conditions

1. Parties:

The parties to the contract are the Tendering Firm/ Agency and Dr B. R. Ambedkar University Delhi (AUD).

2. Contractor:

The term Contractor shall mean Company, Firm, Agency or the Individual to whom the Contract is awarded and shall include its/ his/ her/ its heirs, legal representative, assigns and successors. Successful Bidder is referred to as "Contractor" in this tender document.

3. Scope of Work:

Supply of stationery and other items on rate contract basis at AUD Kashmere Gate, Karampura, Lodhi Road or any other campus as described in Annexure I.

4. Location:

The items shall be supplied at Kashmere Gate, Karampura, Lodhi Road and any other future campuses of Dr B. R. Ambedkar University Delhi. The Bidders, in their own interest, are advised to inspect these campuses at their own cost before submitting tenders.

5. Eligibility Criteria:

(i) The manufacturers/ authorized distributors/ authorized resellers, who have an annual turnover of more than Rs. 5,00,000 (Rupees five lakh only) during each of the last three years (2015-16, 2016-17 and 2017-18) shall only be eligible.

(ii) The Firm should be located in Delhi NCR.

(iii) The Bidder should have successfully executed at least three supply orders of similar nature to Central/ State Government Departments/ Organizations/ reputed Educational Institutions in the last three years. Copies of these supply orders should be uploaded with the Technical Bid.

(iv) The Bidder shall not have been blacklisted by any Department /Ministry of the Govt. of India/ State Govt. / PSUs/ reputed Educational Institutions.

(v) The Bidder should have PAN No. and GST No. and should upload legible attested copies these documents with Technical Bid.

6. Validity of Bids:

The bids shall be valid for a minimum period of 90 days, computed from the date of opening of Financial Bid. The validity may be further extended for a further period of three months by mutual consent.

7. General Conditions:

(i) Both Technical and Financial Bid are to be submitted concurrently duly digitally signed on the Delhi Government's Public Procurement Portal '**govtprocurement.delhi.gov.in**'.

(ii) The online bids (complete in all respect) must be uploaded online in two documents; (**Technical bid** and **Financial bid**) as per Annexure II and Annexure III respectively on the prescribed tender format in PDF form.

(iii) The Bidders shall have a valid digital signature certificate for participation in the online tender process. The cost of digital signatures, if any, will be borne by respective Bidders.

(iv) All other documents as per requirement of Technical Bid shall be uploaded online through portal website '**govtprocurement.delhi.gov.in**'. The Bidder shall bear all costs associated with the preparation of his/ her/ its tender document including cost of any clarifications, required by AUD.

(v) When deemed necessary, AUD may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. AUD may, if so required, ask the Bidder to give presentation for the purpose of clarification on the tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidder.

(vi) AUD will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

(vii) A tender determined as not substantially responsive will be rejected by AUD and may not subsequently be made responsive by the Bidder by rectifying the non-conformity.

(viii) AUD may waive off any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Bidders. The decision of AUD in this regard will however be final and binding.

(ix) Bidder shall not be permitted to withdraw his/ her/ its offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the

aforesaid amount of Earnest Money and Security Deposit, will be forfeited by the University. Besides this, the Bidder will also liable to be debarred/ blacklisted from participating in the tendering process of AUD in future or fined.

(x) Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by AUD.

(xi) Tender containing any condition leading to unknown/ indefinite liability is liable to be summarily rejected.

(xii) Any modification/ corrigendum issued with regard to this tender document shall be uploaded on 'govtprocurement.delhi.gov.in' website only. Bidders are, therefore, requested to visit the website regularly till the last stipulated date of submission of the tender for ascertaining any modification/ corrigendum issued in this regard.

(xiii) The tender bid and copies of certificates uploaded by the Bidder in pdf form should be duly signed at the given places, together with initials on every page by the authorized person of the Bidder. Initial/ signature will indicate the acceptance of the tender document by the Bidder.

8. Bid Security/ Earnest Money Deposit (EMD):

(i) The original hard copy of Earnest Money Deposit (EMD) of Rs. 5000/- , in the form of Demand Draft/ Banker's Cheque in favour of "**Registrar, Ambedkar University Delhi**" payable at Delhi is required to be submitted by the bidder to AUD.

(ii) EMD shall be submitted in a sealed envelope super scribed "**Tender for supply of Stationery and other items to Dr B. R. Ambedkar University Delhi on rate contract basis**", on or before the closing date and time of e-submission of online bids to The Registrar, Dr B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006, or put in the tender box in Room No. 6 of Kashmere Gate campus, failing which the bids will not be considered.

(iii) A bid received without Bid security (EMD) shall be rejected as non-responsive at the bid opening stage and returned to the Bidder unopened.

(iv) The Bid security of the unsuccessful Bidder will be discharged/ returned to them without any interest after finalization and award of the contract.

(v) The bid security may be forfeited:

- a) If a Bidder withdraws his/ her/ its bid during the period of bid validity specified in the bid document;
- b) In the case of successful Bidder, if the Bidder fails to sign the contract or furnish the Security deposit within the time specified in the document.

9. Technical Bid :

The Bidder will upload the technical bid in the format given in **Annexure II** along with the following documents:

- (i) A copy of Demand Draft/ Bankers Cheque as EMD of Rs. 5000/-, drawn in favour of **Registrar, Ambedkar University Delhi**.
- (ii) Technical Bid duly filled in the prescribed format specified at Annexure II of this tender document. Bidders are required to sign on every page of Technical Bid and upload the same online.
- (iii) Copy of three supply orders of similar nature in Central/ State Government Departments/ PSUs/ Educational Institutions/ Private Organisations of repute in the last three years.
- (iv) Copy of GST Registration Certificate.
- (v) Copy of PAN allotted by Income Tax Department.
- (vi) Copies of audited accounts statement issued by CA mentioning details of turnover **or** Copies of Income Tax Return filed for the last three financial years.
- (vii) Undertaking certificate for not being blacklisted as per Annexure IV.

10. Financial Bid :

- (i) The Financial Bid should be uploaded in the format as per **Annexure III**. The Financial bid Form shall contain only price details (including payment Terms and conditions) as per Annexure III.
- (ii) The consolidated price quoted shall be firm and final and payable for the goods supplied at AUD campuses. Rates shall be valid for the entire duration of the contract.
- (iii) No payments other than the amount shown as consolidated price shall be made by this University. The only deviation to the preceding statement could be the levies revised upward or introduced by State or Central Government after the

submission of the tender by the bidder, in which case the Bidder shall produce documentary evidence.

(iv) A Bidder can submit financial bid for any number of items. However care should be taken to submit prices for accounting units mentioned against each item.

(v) If there is a discrepancy in rates between figures and words, the amount given in words will prevail.

(vi) All taxes and levies shall be included in quoted price and will be borne by the Bidder only. No other charges such as packing, forwarding, cartage, insurance, loading and unloading, entry tax, demo, etc. will be allowed.

11. Criteria for Evaluation of Tenders:

(i) Online bids (complete in all respect) received along with draft of EMD (physically) will be opened as per stipulated time and date indicated in Notice Inviting Tender of the tender document in presence of Bidder/ authorised representative of Bidder, if available at Dr B. R. Ambedkar University Delhi, Kashmere Gate, Delhi 110006. Bid received without EMD will be rejected straightaway.

(ii) The evaluation of bids will be done by a Tender Evaluation Committee (TEC) first on the basis of technical information furnished in form as per **Annexure II** which is an eliminatory round and then on the basis of commercial information furnished in form as per **Annexure III**.

(iii) The criteria prescribed in respect of specifications of items, years of operation in the business, experience of similar class of work completed etc will first be scrutinized and the Bidder's eligibility for the work will be determined.

(iv) As a part of the process to evaluate the technical bids, Tender Evaluation Committee may also ask the Bidders to make a presentation before it. Bidder may also be asked to produce a sample of each item for inspection at the time of evaluation of bids.

(v) After evaluating the technical bids and on acceptance, then only financial bids will be opened.

(vi) L1 bidder for each item would be decided separately at the time of opening of financial bids. AUD will award work to the Bidder whose bid has been found to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be competent to perform the

contract satisfactorily. AUD shall however not bind itself to accept the lowest or any tender bid, wholly or in part.

(vii) At the time of opening of Financial Bids, the price of each Bidder shall be read out on the spot. However, it shall be noted that the final Financial Bid prices would be arrived at after detailed scrutiny/ correction of arithmetical errors in the Financial Bid, if any.

(viii) It must be kept in view that no decision will be given by the Tender Evaluation Committee. Any inferences drawn during the meeting of this Committee by the Bidders or their representatives will be their own view and the University will not abide by the same.

(ix) Work shall be allotted on the basis of bid value of individual items.

12. Security Deposit (SD):

(i) SD of Rs 25000/- will have to be deposited within 21 days on receipt of notification of award to ensure due performance of the contract.

(ii) SD shall be in the form of Demand Draft/ Banker's Cheque/ FDR/ Bank Guarantee payable to **Registrar, Ambedkar University Delhi**.

(iii) The SD should remain valid for a period of ninety days beyond the date of completion of all contractual obligations by the Contractor including warranty obligation, if any. EMD will be refunded to the successful Bidder on receipt of security deposit.

(iv) SD will be released after all contractual obligations by the Contractor are over. This can be withheld or forfeited in full or in part in case the work is not executed satisfactorily within the stipulated period.

13. Standards

(i) The goods supplied under this contract shall conform to the standards prescribed/ specifications mentioned there against the goods in the financial bid.

(ii) The bidder should supply full specification of the goods such as weight, dimensions, unit, length, colour/ shade, make/ brand etc. offered in the tender. No change shall be permitted after opening of bids.

14. Rejection of incomplete and conditional tenders:

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates for any individual item will result in rejection of bid for that particular item.

15. No withdrawal after submission of bids:

Bidder shall not be permitted to withdraw his/ her/ its offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Security Deposit, will be forfeited by the University. Besides this, the Bidder may also be liable to be debarred/ blacklisted from participating in the tendering process of AUD in future and/or suitable penalty may be levied.

16. Non acceptance of the tenders received after the last date:

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

17. Time Schedule for Completing of work:

AUD shall issue supply order s as and when items are required. The supply must be completed within 21 (twenty one) days from date of issue of the supply order.

18. Inspection, Testing and Quality Control:

(i) The items (wherever applicable) shall be supplied in original packing from the manufacturer, clearly indicating quality, batch No., name of company, manufacturing date & Price. The supply shall be completed as prescribed in Supply Order.

(ii) Nominated representative(s) of AUD will inspect and/or test the ordered items to confirm their conformity to the contract specifications at no extra cost to the AUD.

(iii) The University shall be the final authority to reject full or any part of the supply, which is not conforming to the specifications and other terms and conditions.

19. Period of contract:

Contract shall be valid for a period of one year. However, on mutual agreement, AUD reserves the right to extend the contract for one more year at a time, on the same prices, terms and conditions.

20. Warranty:

(i) The Contractor **will provide manufacturer's warranty**, from the date of completion of supply of the items.

(ii) If the Contractor, having been notified, fails to respond to take action to replace the defect(s) within 72 working hours, AUD may proceed to take such remedial action(s) as deemed fit by it, at the risk and expense of the Contractor and without prejudice to other contractual rights and remedies, which the AUD may have against the Contractor, including forfeiture of the performance security/ bank guarantee.

21. Agreement:

The successful Bidder shall sign the agreement given at Annexure V on a stamp paper of the appropriate denomination and submit the same to the Registrar, Dr B. R. Ambedkar University Delhi within 21 days of the receipt of notification of award of contract.

22. Penalty: In the event of the Contractor failing to:

- a. Observe or perform any of the conditions of the tender/ supply order as set out herein; or
- b. Execute the order in good condition to the satisfaction of AUD or by the time fixed by AUD; or
- c. Supply original stationery and other items, as listed in this tender;

(i) It shall be lawful for AUD, without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a penalty of 0.5% of the value of individual item(s) per day subject to a maximum of 10% of the total value of the order, if the Contractor fails to deliver any or all the items within the time period(s) specified in the contract. Once the maximum is reached, the supply order for that item shall automatically expire.

(ii) Supply of non-original/ similar looking items and/ or items in damaged condition shall not be accepted. Penalty upto 25% of the value of the supply order shall also be imposed if supply of original stationery and other items is not made in specified quality/ specifications and good condition. In addition, the contract may be cancelled and Contractor blacklisted.

(iii) In case of failure of Contractor to supply the stationery and other items in good quality after the 10% penalty period is over, the same items will be obtained from open market and the loss to AUD on account of such purchases(s) shall be recovered from the Contractor's Security Deposit/ Earnest Money or bills payable. The Contractor shall have no right to dispute with such procedure.

23. AUD's Rights:

(i) AUD reserves the right to accept/ reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.

(ii) AUD also reserves the right to modify and/ or relax, any terms & conditions of this tender document before last date of submission of tenders to safeguard its interest.

(iii) Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvass / influence AUD for furtherance of his/ her interest, the Bidder's quotation will be cancelled forthwith. The decision of AUD in this regard will be final.

(iv) AUD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage, in case of any change in requirement.

(v) AUD reserves the right to award the work to more than one Bidder.

(vi) AUD reserves the right to blacklist a Bidder for a suitable period in case the Bidder fails to honour its bid after award of work without sufficient grounds.

(vii) All the items, for which financial bids are submitted, **should be genuine and of the specified branded company**. If the material supplied is found to be of non genuine/ substandard quality, the same will be returned/ replaced at the cost of the Bidder and the AUD will not be responsible for any loss to the concerned Bidder for such supply.

(viii) The tender document is valid for a period of six months from the date of issue. If supply order is not issued within this period, the process will have to start afresh.

24. Mode of Payment:

(i) Payment shall be made through NEFT/ RTGS transfer only and TDS as applicable will be deducted, after satisfactory supply of the said items.

(ii) AUD shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes as applicable and recovery of penalties.

(iii) No advance payment will be made in any case.

25. Subletting of Work:

The Contractor shall not assign or sublet the work or any part of it to any other person or party.

26. Statutory Obligations:

(i) All statutory obligations under various laws from time to time shall be borne by Contractor for which no extra payment shall be made at any time during the contractual period.

(ii) The Contractor shall at all times indemnify and keep indemnified the AUD and its staff and students from and against all third party claims whatsoever (including time and shall not be limited to property loss and damages, personal accidents, injury or death of persons or servants or agents of the Contractor) and the Contractor shall at his own cost and initiative at all time, maintain all liabilities under Workman's Compensation Act, Fatal Accident Act, Personal Injuries, Insurance Act and/or any other relevant labour legislation, which is in force from time to time.

27. Right to Call upon Information Regarding Status of work:

AUD has the right to call upon information regarding status of work at any point of time.

28. Termination of the Contract:

(i) AUD may terminate the contract without any notice in case the Contractor commits a breach of any of the terms of the contract. AUD's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor. In such case, AUD at its discretion may blacklist the Contractor.

(ii) The Contract in normal conditions can be terminated by either party, i.e., AUD or the Contractor, after giving two month's notice to the other party, extendable by mutual agreement till alternate arrangements are made.

29. Other terms and conditions:

(i) Bids through Telex/Tele fax/E-Mail etc. shall not be accepted.

(ii) No unsolicited correspondence shall be entertained.

(iii) Any offer containing incorrect statement and incomplete information will be summarily rejected.

(iv) The Bidder will be bound by the details furnished by him / her/ it to the AUD, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her/ it liable for legal action besides termination of contract.

30. Force Majeure:

(i) For purpose of this Clause, “Force Majeure” means an event beyond the control of the Contractor and not involving the Contractor’s fault or negligence and not foreseeable. Such events may include, but are not limited, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

(ii) If a Force Majeure situation arises, the Contractor shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Contractor shall continue to perform its obligations under the Supply order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

31. Arbitration:

(i) If dispute or difference of any kind shall arise between AUD and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultation.

(ii) However, if the parties fail to resolve their dispute or difference by such mutual consultation, all disputes or differences whatsoever arising between the parties relating to the contract shall be settled by arbitration in accordance with the rules of arbitration of Indian Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Delhi. The Vice-Chancellor, Dr B. R. Ambedkar University, will make the appointment of Arbitrator on behalf of the University.

32. Legal Jurisdiction:

The contract shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

Sl. No	Details of the item	Accounting Unit
1	Dustbin Plastic Small 10 Ltr Into Box Pedestal (Cello/Milton)	Nos.
2	Dustbin Swing Large (80Ltr) (Cello/Milton)	Nos.
3	Dustbin Small without Cover 10 Ltr (Cello/Milton)	Nos.
4	Office Water Jug 2 Ltr (Cello/Milton)	Nos.
5	Plastic Office Paper Tray Single (plastic net) Size 15.5 x 11"(Kebica-2030)	Nos.
6	Plastic Office Paper Tray 3-Tier (Solo)	Nos.
7	Water Glass (Tumbler) No.10-C (Yera)	Nos.
8	Water Glass (Borosil) 295 ml	Nos.
9	Water Cut Glass 250 ml (Yera)	Nos.
10	Cloths Duster White (Size 24"x24")	Nos.
11	Cloths Duster Yellow (Size 18"x24")	Nos.
12	Tea Coaster Plastic (Melamine)	Pkt of 6 Pieces
13	Tea Coaster Plastic (Desire)	Pkt of 6 Pieces
14	Sutly Ordinary Jute (Good Quality) Per Kg.	Kg
15	Sutly Plastic (Good Quality) Per Kg.	Kg
16	A4 Photocopy Paper (JK Copier, Red) (75 GSM)	Ream of 500 Sheets
17	A4 Photocopy Paper (HP) (75 GSM)	Ream of 500 Sheets
18	A4 Photocopy Paper (Bilt Copy Power) (75 GSM)	Ream of 500 Sheets
19	A3 Photocopy Paper (JK Copier, Red) (75 GSM)	Ream of 500 Sheets
20	A3 Photocopy Paper (Bilt Copy Power) (75 GSM)	Ream of 500 Sheets
21	Full Scape Photocopy Paper, 75 GSM (JK Copier, Red) (F/S)	Ream of 500 Sheets
22	Full Scape Photocopy Paper, 75 GSM (Bilt Copy Power) (F/S)	Ream of 500 Sheets
23	A4 Colour Paper (75 GSM) (different 4 colour) Ruchira Tarang (Pink, Yellow, Green, Light Blue)	Ream of 500 Sheets
24	Register (01 quire) 96 Page (Neelgagan)	Nos.
25	Register (02 quire) 192 Page (Neelgagan)	Nos.
26	Register (02 quire) 192 Page (Swastic)	Nos.
27	Register (03 quire) 288 Page (Neelgagan)	Nos.
28	Register (03 quire) 288 Page (Swastic)	Nos.
29	Register (04 quire) 384 Page (Neelgagan)	Nos.
30	Register (05 quire) 480 Page (Neelgagan)	Nos.
31	Register (06 quire) 576 Page (Neelgagan)	Nos.
32	Attendance Register,100 Pages (Neelgagan)	Nos.
33	A4 High Glossy Paper (Photo paper) 210 GSM (Desmat / Kodak)	Pkt of 20 Sheets
34	Slip Note Pads (Neelgagan No.33)	Nos.
35	Spiral Note book (Neelgagan No.66)	Nos.
36	Spiral Note book (Neelgagan No.99)	Nos.
37	Acknowledgement Book (Peon Book) size 15.5 cm x 19.5 cm (Neelgagan)	Nos.

38	Dispatch Register Q5 (R-B) (ABD)	Nos.
39	Stock Register Q5 (R-B) (ABD)	Nos.
40	Assets Register Q5 (R-B) (as per GFR 2017 Format) (ABD)	Nos.
41	Consumable Register Q5 (R-B) (ABD)	Nos.
42	Letter Receipt Register Q5 (R-B) (ABD)	Nos.
43	Assistant Dairy Register (ABD)	Nos.
44	Register File movement Q8 (ABD)	Nos.
45	Register Section Dairy Q6 (ABD)	Nos.
46	Green Note Sheet 80 GSM (Each Pad 100 pages) Neelgagan	Pad
47	Green Note Sheet 80 GSM (Each Pad 100 pages) ABD	Pad
48	Cobra File (Spring File No.888) (Neelgagan)	Nos.
49	Cobra File (Plastic Coated) (Neelgagan)	Nos.
50	Index File No.35 (Neelgagan)	Nos.
51	Index File No.100 (Neelgagan)	Nos.
52	Dak Pad (Neelgagan)	Nos.
53	File Board (51 No.) Neelgagan	Nos.
54	File Board (51 No.) (Swastic)	Nos.
55	Conference Pad 20 Page, 14.00 cm x 22.00 cm (Neelgagan)	Nos.
56	Pencil Carbon Paper (210 mm x 330 mm) (Kores - Multycopy)	Pkt of 100 Sheets
57	Plastic Magazine File Holder No. FS 201 (Solo)	Nos.
58	Acrylic Writing Desk Table Top (size 21" x 15") Transparent (Kebica)	Nos.
59	CD-R (Make-Sony) with Jewel Case	Nos.
60	CD-R (Make-HP) with Jewel Case	Nos.
61	CD-RW (Make-Sony) with Jewel Case	Nos.
62	CD-RW (Make-HP) with Jewel Case	Nos.
63	DVD-R (Make-Sony) with Jewel Case	Nos.
64	DVD-R (Make-HP) with Jewel Case	Nos.
65	DVD-RW (Make-Sony) with Jewel Case	Nos.
66	USB Pen Drive 04 GB (HP/Sony/Kingston)	Nos.
67	USB Pen Drive 08 GB (HP/Sony/Kingston)	Nos.
68	USB Pen Drive 16 GB (HP/Sony/Kingston)	Nos.
69	USB Pen Drive 32 GB (HP/Sony/Kingston)	Nos.
70	Extension Board (White) 6 AMP Four-Way (Havells)	Nos.
71	Extension Board (White) 16 AMP Four-Way (Havells)	Nos.
72	Uni Ball Pen Micro (EYE UB-150)	Nos.
73	Uni Ball Pen Fine (EYE UB-157)	Nos.
74	Add Gel Achiever Pen	Nos.
75	Add Gel Achiever Refill (GR-20)	Nos.
76	Cello Ball Pen (Butter Flow)	Nos.
77	Cello Ball Pen Refill (Butter Flow)	Nos.
78	Cello Gel Pen (Sprinter Gel)	Nos.
79	Cello Gel Pen Refill (Sprinter Gel)	Nos.
80	Ball Pen (Cello Techno Tip)	Nos.
81	Refill Pen (Cello Techno Tip)	Nos.
82	Pilot Pen (Hi-Tech 0.5)	Nos.
83	Pilot Pen (Hi-Tec Point V7)	Nos.
84	Luxor Sign Pen (No.921)	Nos.
85	Reynolds 045 Pen (Ball Pen)	Pkt of 10 Pieces
86	Refill Reynolds 045 Pen (Black/Blue/Green/Red)	Nos.
87	Glue Stick 15 gm (Faber-Castell / Fevistik)	Nos.

88	Fevi Gum Tube 18 ml (Pidilite)	Nos.
89	Correction Pen 7 ml (Whitener) (Faber- Castell / Camlin)	Nos.
90	Correction Tape 5 mm X 6 Mtrs. (Oddy)	Nos.
91	Sketch pens (Luxer 920)	Pkt of 12 Pieces
92	OHP Marker Pen (1x5)(Luxor)	Pkt of 5 Pieces
93	High Lighter Pen (Different Colours) (Faber-Castell) (Pkt of 5 pens)	Pkt of 5 Pieces
94	Sharpener (Pack of 20) Nataraj / Apsara	Pkt of 20 Pieces
95	Eraser Non-Dust (Pack of 20) Nataraj / Apsara)	Pkt of 20 Pieces
96	Pencil HB 621 (Pack of 10) Nataraj / Apsara)	Pkt of 10 Pieces
97	White Board Duster Magnetic (Oddy)	Nos.
98	White Board Duster Magnetic (Ikon)	Nos.
99	Board Magnets, 30 mm (Push Pin Magnets)	Nos.
100	Permanent Marker (1222) (Luxar)	Pkt of 10 Pieces
101	White Board Marker 2 m/m (Red, Blue, Black, Green) (Luxor-1223)	Pkt of 10 Pieces
102	Whiteboard Marker Ink, 15 ml (Blue/Black) (Luxor)	Nos.
103	Calculator (Citizen CT-555N)	Nos.
104	Calculator (CASIO-MJ-120D)	Nos.
105	Plastic Scale 12" Faber-Castell / Kebica-Deluxe	Nos.
106	Steel Scale 12" Faber-Castell / Kebica-Deluxe	Nos.
107	Transparent White Tape 1/2", 65 mtr. Cello / Wonder	Nos.
108	Transparent White Tape 1", 65 mtr. Cello / Wonder	Nos.
109	Transparent White Tape 2", 65 mtr. Cello / Wonder	Nos.
110	Brown Tape 2" 65 mtrs. Cello / Wonder	Nos.
111	Tape Dispenser Big (For Tape 1") (Omega)	Nos.
112	Binder Clips (15mm) (Make-Best)	Pkt of 12 Pieces
113	Binder Clips (19mm) (Make-Best)	Pkt of 12 Pieces
114	Binder Clips (25mm) (Make-Best)	Pkt of 12 Pieces
115	Binder Clips (32 mm) (Make-Best)	Pkt of 12 Pieces
116	Binder Clips (41mm) (Make-Best)	Pkt of 12 Pieces
117	Binder Clips (51mm) (Make-Best)	Pkt of 12 Pieces
118	Stapler Heavy Duty HD 23S17 Large (Kangaro)	Nos.
119	Stapler HD 45 (kangaro)	Nos.
120	Stapler HP 45 (kangaro)	Nos.
121	Stapler HD-10-D (kangaro)	Nos.
122	Stapler HD-10 (kangaro)	Nos.
123	Stapler Heavy Duty HD 23S20FL Large (Kangaro)	Nos.
124	Stapler Pin 23/6 (Kangaro)	Pkt of 1000 Staples
125	Stapler Pin 24/6 (Kangaro)	Pkt of 1000 Staples
126	Stapler Pin No.10 (Kangaro)	Pkt of 1000 Staples
127	Staples Pin 23/17-H (Kangaro)	Pkt of 1000 Staples
128	Paper Punch Machine (DP 800) (Kangaro)	Nos.
129	Single Punch Machine One Hole (SHP-20) (Kangaro)	Nos.
130	Double Punch DP-600 (Kangaro)	Nos.
131	Double Punch (Perfo-20) (Kangaro)	Nos.
132	Heavy Duty Staple Remover, SR-300 (Kangaro)	Nos.
133	Steel All Pin 50 gms Omax / Bell	Pkt of 50 gms
134	U-Clips/Gem Clip Plastic Coated (Globe)	Nos.
135	Pin Container/ Dispenser Pin-up Magnetic - Oscar 2035 Kebica /Kores	Nos.
136	Stamp Pad (Size 110 mm x 69 mm) (Blue/Black) (Faber-	Nos.

	Castell /Kores	
137	Stamp Pad Ink (50 ml) Blue/Black (Kores)	Nos.
138	Post it Pad (Stick Note Pad) (3x3) (Brand- Oddy)	Pkt of 100 Sheets
139	Post It Flag (3 Colours)(1x3) (Brand- Oddy)	Pkt of 150 Sheets
140	Post it Flag Mini Plastic (Brand- Oddy)	Pkt of 100 Sheets
141	Visiting Card Holder, (480 Cards) (Solo-BC 808)	Nos.
142	Fevicol Tubes 22 gm (Pidilite / Camel)	Nos.
143	Rubber Band 6 inch Pack of 500 Gram (High Density Nylon)	Kg
144	Rubber Band 4 inch Pack of 500 Gram (High Density Nylon)	Kg
145	Rubber Band 2 inch Pack of 500 Gram (High Density Nylon)	Kg
146	Rubber Band 1 inch Pack of 500 Gram (High Density Nylon)	Kg
147	Scissors - 207 Queen (16 cm) (Kebica)	Nos.
148	Scissors - 207 (16 cm) (Kangaro)	Nos.
149	Kangaro MUNIX Scissors 178 mm Steel (RED) GL-2170	Nos.
150	Mosquito Repellent Machine (All Out /Good Night)	Nos.
151	Liquid Vaporizer Refill (45 Night) (All Out / Good Night)	Nos.
152	Plastic My Clear Button Bag (Plastic cover for keeping A-4 Size Envelope) (Solo MC-112)	Nos.
153	Plastic File Folder (Transparent, L- type) (Solo LF-101)	Nos.
154	Plastic File Folder (Transparent, L- type) (Solo CH-101)	Nos.
155	Ring Binder Folder (Solo 2D RB-412)	Nos.
156	Plastic Report File RF 101 A4 (Solo)	Nos.
157	Plastic Strip File (Solo)	Nos.
158	Dampers – with cap (for Cashier use) (Kebica)	Nos.
159	Note Book Long (Soft Cover Register) 200 Pages	Nos.
160	Paper Weight-Glass round-fancy (Kebica)	Nos.
161	Treasury Tags (Cotton Tags) (Tag for File Cover) (6") (Per Bunch of 50 Tags)	Bunch of 50 Tags
162	Gum Bottle 300 ml Kores / National	Nos.
163	Name Plate (on table) A-Type (Kebica, (9"x2. 6")	Nos.
164	AA Battery (Duracell)	Nos.
165	AAA Battery (Duracell)	Nos.
166	Cell AA (Eveready Red)	Nos.
167	Cell AAA (Eveready Red)	Nos.
168	Pen Pencil Tumblers – 2059 (Kebica)	Nos.
169	Pen Stand Holder-Tumbler Multi Purpose (Oddy)	Nos.
170	Drawing Pin, Plastic Coated for Notice Board (Globe)	Pkt of 50 Pcs
171	Brass Drawing Pin, for notice board (Globe)	Pkt of 100 Pcs
172	Double Sided Tapes (Premier DS Tape) (18mm x 6Y)	Nos.
173	Paper Cutter Big (Kebica)	Nos.
174	Paper Cutters (Ikon)	Nos.
175	White Envelops 9"x4" (window) Printed with AUD name & logo (as per sample)	Nos.
176	White Envelops 9"x4" (without window) Printed with AUD name & logo (as per sample)	Nos.
177	White Envelops 10"x4 ½" (without window) Plain (as per sample)	Nos.
178	White Envelops 10"x4 ½" (window) Printed with AUD name & logo (as per sample)	Nos.
179	White Envelops 10"x4 ½" (without window) Printed with AUD name & logo (as per sample)	Nos.
180	White Envelops 11"x5" (without window) Printed with AUD name & logo (as per sample)	Nos.

181	White Envelops A4 size Laminated with Printed (as per sample)	Nos.
182	Yellow Envelops A4 size Cloths/Jali with Printed (as per sample)	Nos.
183	Yellow Envelops A3 size Cloths/Jali with Printed (as per sample)	Nos.
184	White Envelops A3 size Laminated with Printed (as per sample)	Nos.
185	Green Note Pad, 100 Sheet Printed (80 GSM) (as per sample)	Pad
186	Printed AUD Letter Head (A4 Paper, 21cm x 29.7cm, (100 gsm) make- JK Excel Bond (As Per Sample)	Pkt of 100 Sheets
187	Printed AUD Letter Head (A4 Paper, 21cm x 29.7cm, (100 gsm) make- Bilt Royal Executive Bond Paper	Pkt of 100 Sheets
189	File Cover Printed, 350 GSM (As Per Sample)	Nos.
190	Locks Nav-Tal 5 Levers	Nos.
191	Locks Nav-Tal 7 Levers	Nos.
192	Locks Harrison (SC-6000)	Nos.
193	Locks Harrison, 7-T	Nos.
194	Towel Big, 450 GSM, Size 30 x 60 (Bombay Dyeing Tulip / Trident	Nos.
195	Towel Small / Hand Towel (Good Quality)	Nos.
196	Skincare Liquid Hand wash 225 ml Dettol / Lifebuoy / Santoor	Nos.
198	Mosquito Killer Spray, 400 ml (Hit Black / Baygon / Mortien	Nos.
199	Spray, 400 ml (Hit Red)	Nos.
200	Room Freshener Spray, 150 ml (Odonil)	Nos.
201	Room Freshener Spray, 125 ml (Premier)	Nos.
202	Office Cordless Bell Electronic (Cona)	Nos.
203	Table Lamp/Desk Light (Silver and Synthetic) Philips 69221/14/86	Nos.
204	Poker/ Sua Stainless Steel	Nos.
205	Face Tissues Box (Wintex) (Sheets of 200)	Pkt
206	Hand Tissue/Napkin (Wintex) (Qty 50 Pieces)	Pkt
207	Door Mat Jute, Size 3x2, (Natural Coco Coir Doormat)	Nos.
208	Door Mat Plastic/PVC, Size 3x2 (Dura tuff)	Nos.
209	Wall Clock Ajanta 12" Round (Golden Colour)	Nos.

Place : Signature of the Proprietor/ Authorized Signatory

Date : Rubber Seal indicating complete address

Annexure –II

Technical Bid

1. Name & Postal address of Bidder:

Telephones Nos.:

Fax Nos.

E-mail:

Mobile Nos.:

2. Name & address of Owners/ Partners/ Directors :

3. Nature of Firm/ Agency (Sole/ Partnership/ otherwise) :

4. GST Registration No. (Upload copy):

5. PAN No. (Upload copy):

6. Details of the turnover for the last three financial years **(indicate year-wise and upload audited document)** :

(i) FY 2015-16 -

(ii) FY 2016-17 -

(iii) FY 2017-18 -

7. Upload Supply order s/ Completion certificates as per details given in tender in support of experience for having undertaken a similar work in the last three years.

8. Has your organization been placed in defaulter category by any Govt. Department/ PSU/ Private organisation? If not, please upload a certificate as per Annexure IV to this effect.

9. Are you related in any way with any staff member of AUD : Yes/ No.

Check list

S. No	Check List of Documents/ Undertakings	Yes/ No	Remarks (Give reasons if answer is No)
1.	Is the demand draft/ banker's cheque towards EMD, submitted to AUD?		
2.	Is copy of demand draft/ banker's cheque towards EMD, uploaded?		
3.	Is copy of GST No. certificate uploaded?		
4.	Is copy of PAN No. certificate uploaded?		
5.	Are details of the turnover for the last three financial years in the form of audited accounts statement/ ITR uploaded?		
6.	Are copies of supply order s in support of experience for having undertaken three similar works in the last three years uploaded?		
7.	Is undertaking certifying that the Firm is not black listed signed as per Annexure IV and uploaded?		
8.	Have all uploaded documents been duly signed on each page ?		

Place :

Signature of the Proprietor/ Authorized Signatory

Date :

Rubber Seal indicating complete address

Annexure-III**Financial Bid**

I/ We hereby agree, subject to acceptance of this tender by AUD, to supply following items in accordance with the specifications, terms and conditions of the contract as stated in the tender document at the rates and prices given below:

Sl. No.	Details of the item	Accounting Unit	Rate per item (Rs.)	GST (Rs.), if any	Total (4+5) (Rs. In Figures)
01	02	03	04	05	06
1	Dustbin Plastic Small 10 Ltr Into Box Pedestal (Cello/Milton)	Nos.			
2	Dustbin Swing Large (80Ltr) (Cello/Milton)	Nos.			
3	Dustbin Small without Cover 10 Ltr (Cello/Milton)	Nos.			
4	Office Water Jug 2 Ltr (Cello/Milton)	Nos.			
5	Plastic Office Paper Tray Single (plastic net) Size 15.5 x 11"(Kebica-2030)	Nos.			
6	Plastic Office Paper Tray 3-Tier (Solo)	Nos.			
7	Water Glass (Tumbler) No.10-C (Yera)	Nos.			
8	Water Glass (Borosil) 295 ml	Nos.			
9	Water Cut Glass 250 ml (Yera)	Nos.			

10	Cloths Duster White (Size 24"x24")	Nos.			
11	Cloths Duster Yellow (Size 18"x24")	Nos.			
12	Tea Coaster Plastic (Melamine)	Pkt of 6 Pieces			
13	Tea Coaster Plastic (Desire)	Pkt of 6 Pieces			
14	Sutly Ordinary Jute (Good Quality) Per Kg.	Kg			
15	Sutly Plastic (Good Quality) Per Kg.	Kg			
16	A4 Photocopy Paper (JK Copier, Red) (75 GSM)	Ream of 500 Sheets			
17	A4 Photocopy Paper (HP) (75 GSM)	Ream of 500 Sheets			
18	A4 Photocopy Paper (Bilt Copy Power) (75 GSM)	Ream of 500 Sheets			
19	A3 Photocopy Paper (JK Copier, Red) (75 GSM)	Ream of 500 Sheets			
20	A3 Photocopy Paper (Bilt Copy Power) (75 GSM)	Ream of 500 Sheets			
21	Full Scape Photocopy Paper, 75 GSM (JK Copier, Red) (F/S)	Ream of 500 Sheets			
22	Full Scape Photocopy Paper, 75 GSM (Bilt Copy Power) (F/S)	Ream of 500 Sheets			
23	A4 Colour Paper (75 GSM) (different 4 colour) Ruchira Tarang (Pink, Yellow, Green, Light Blue)	Ream of 500 Sheets			
24	Register (01 quire) 96 Page (Neelgagan)	Nos.			
25	Register (02 quire) 192 Page	Nos.			

	(Neelgagan)				
26	Register (02 quire) 192 Page (Swastic)	Nos.			
27	Register (03 quire) 288 Page (Neelgagan)	Nos.			
28	Register (03 quire) 288 Page (Swastic)	Nos.			
29	Register (04 quire) 384 Page (Neelgagan)	Nos.			
30	Register (05 quire) 480 Page (Neelgagan)	Nos.			
31	Register (06 quire) 576 Page (Neelgagan)	Nos.			
32	Attendance Register, 100 Pages (Neelgagan)	Nos.			
33	A4 High Glossy Paper (Photo paper) 210 GSM (Desmat / Kodak)	Pkt of 20 Sheets			
34	Slip Note Pads (Neelgagan No.33)	Nos.			
35	Spiral Note book (Neelgagan No.66)	Nos.			
36	Spiral Note book (Neelgagan No.99)	Nos.			
37	Acknowledgement Book (Peon Book) size 15.5 cm x 19.5 cm (Neelgagan)	Nos.			
38	Dispatch Register Q5 (R-B) (ABD)	Nos.			
39	Stock Register Q5 (R-B) (ABD)	Nos.			
40	Assets Register Q5 (R-B) (as per GFR 2017 Format) (ABD)	Nos.			

41	Consumable Register Q5 (R-B) (ABD)	Nos.			
42	Letter Receipt Register Q5 (R-B) (ABD)	Nos.			
43	Assistant Dairy Register (ABD)	Nos.			
44	Register File movement Q8 (ABD)	Nos.			
45	Register Section Dairy Q6 (ABD)	Nos.			
46	Green Note Sheet 80 GSM (Each Pad 100 pages) Neelgagan	Pad			
47	Green Note Sheet 80 GSM (Each Pad 100 pages) ABD	Pad			
48	Cobra File (Spring File No.888) (Neelgagan)	Nos.			
49	Cobra File (Plastic Coated) (Neelgagan)	Nos.			
50	Index File No.35 (Neelgagan)	Nos.			
51	Index File No.100 (Neelgagan)	Nos.			
52	Dak Pad (Neelgagan)	Nos.			
53	File Board (51 No.) Neelgagan	Nos.			
54	File Board (51 No.) (Swastic)	Nos.			
55	Conference Pad 20 Page, 14.00 cm x 22.00 cm (Neelgagan)	Nos.			
56	Pencil Carbon Paper (210 mm x 330 mm) (Kores - Multycopy)	Pkt of 100 Sheets			
57	Plastic Magazine File Holder No. FS 201 (Solo)	Nos.			
58	Acrylic Writing Desk Table Top (size 21" x 15") Transparent (Kebica)	Nos.			
59	CD-R (Make-Sony) with Jewel	Nos.			

	Case				
60	CD-R (Make-HP) with Jewel Case	Nos.			
61	CD-RW (Make-Sony) with Jewel Case	Nos.			
62	CD-RW (Make-HP) with Jewel Case	Nos.			
63	DVD-R (Make-Sony) with Jewel Case	Nos.			
64	DVD-R (Make-HP) with Jewel Case	Nos.			
65	DVD-RW (Make-Sony) with Jewel Case	Nos.			
66	USB Pen Drive 04 GB (HP/Sony/Kingston)	Nos.			
67	USB Pen Drive 08 GB (HP/Sony/Kingston)	Nos.			
68	USB Pen Drive 16 GB (HP/Sony/Kingston)	Nos.			
69	USB Pen Drive 32 GB (HP/Sony/Kingston)	Nos.			
70	Extension Board (White) 6 AMP Four-Way (Havells)	Nos.			
71	Extension Board (White) 16 AMP Four-Way (Havells)	Nos.			
72	Uni Ball Pen Micro (EYE UB-150)	Nos.			
73	Uni Ball Pen Fine (EYE UB-157)	Nos.			
74	Add Gel Achiever Pen	Nos.			
75	Add Gel Achiever Refill (GR-20)	Nos.			
76	Cello Ball Pen (Butter Flow)	Nos.			
77	Cello Ball Pen Refill (Butter Flow)	Nos.			
78	Cello Gel Pen (Sprinter Gel)	Nos.			

79	Cello Gel Pen Refill (Sprinter Gel)	Nos.			
80	Ball Pen (Cello Techno Tip)	Nos.			
81	Refill Pen (Cello Techno Tip)	Nos.			
82	Pilot Pen (Hi-Tech 0.5)	Nos.			
83	Pilot Pen (Hi-Tec Point V7)	Nos.			
84	Luxor Sign Pen (No.921)	Nos.			
85	Reynolds 045 Pen (Ball Pen)	Pkt of 10 Pieces			
86	Refill Reynolds 045 Pen (Black/Blue/Green/Red)	Nos.			
87	Glue Stick 15 gm (Faber-Castell / Fevistik)	Nos.			
88	Fevi Gum Tube 18 ml (Pidilite)	Nos.			
89	Correction Pen 7 ml (Whitener) (Faber- Castell / Camlin)	Nos.			
90	Correction Tape 5 mm X 6 Mtrs. (Oddy)	Nos.			
91	Sketch pens (Luxer 920)	Pkt of 12 Pieces			
92	OHP Marker Pen (1x5)(Luxor)	Pkt of 5 Pieces			
93	High Lighter Pen (Different Colours) (Faber-Castell) (Pkt of 5 pens)	Pkt of 5 Pieces			
94	Sharpener (Pack of 20) Nataraj / Apsara	Pkt of 20 Pieces			
95	Eraser Non-Dust (Pack of 20) Nataraj / Apsara)	Pkt of 20 Pieces			
96	Pencil HB 621 (Pack of 10) Nataraj / Apsara)	Pkt of 10 Pieces			
97	White Board Duster Magnetic	Nos.			

	(Oddy)				
98	White Board Duster Magnetic (Ikon)	Nos.			
99	Board Magnets, 30 mm (Push Pin Magnets)	Nos.			
100	Permanent Marker (1222) (Luxar)	Pkt of 10 Pieces			
101	White Board Marker 2 m/m (Red, Blue, Black, Green) (Luxor-1223)	Pkt of 10 Pieces			
102	Whiteboard Marker Ink, 15 ml (Blue/Black) (Luxor)	Nos.			
103	Calculator (Citizen CT-555N)	Nos.			
104	Calculator (CASIO-MJ-120D)	Nos.			
105	Plastic Scale 12" Faber-Castell / Kebica-Deluxe	Nos.			
106	Steel Scale 12" Faber-Castell / Kebica-Deluxe	Nos.			
107	Transparent White Tape 1/2", 65 mtr. Cello / Wonder	Nos.			
108	Transparent White Tape 1", 65 mtr. Cello / Wonder	Nos.			
109	Transparent White Tape 2", 65 mtr. Cello / Wonder	Nos.			
110	Brown Tape 2" 65 mtrs. Cello / Wonder	Nos.			
111	Tape Dispenser Big (For Tape 1") (Omega)	Nos.			
112	Binder Clips (15mm) (Make-Best)	Pkt of 12 Pieces			
113	Binder Clips (19mm) (Make-Best)	Pkt of 12 Pieces			
114	Binder Clips (25mm) (Make-Best)	Pkt of 12			

		Pieces			
115	Binder Clips (32 mm) (Make-Best)	Pkt of 12 Pieces			
116	Binder Clips (41mm) (Make-Best)	Pkt of 12 Pieces			
117	Binder Clips (51mm) (Make-Best)	Pkt of 12 Pieces			
118	Stapler Heavy Duty HD 23S17 Large (Kangaro)	Nos.			
119	Stapler HD 45 (kangaro)	Nos.			
120	Stapler HP 45 (kangaro)	Nos.			
121	Stapler HD-10-D (kangaro)	Nos.			
122	Stapler HD-10 (kangaro)	Nos.			
123	Stapler Heavy Duty HD 23S20FL Large (Kangaro)	Nos.			
124	Stapler Pin 23/6 (Kangaro)	Pkt of 1000 Staples			
125	Stapler Pin 24/6 (Kangaro)	Pkt of 1000 Staples			
126	Stapler Pin No.10 (Kangaro)	Pkt of 1000 Staples			
127	Staples Pin 23/17-H (Kangaro)	Pkt of 1000 Staples			
128	Paper Punch Machine (DP 800) (Kangaro)	Nos.			
129	Single Punch Machine One Hole (SHP-20) (Kangaro)	Nos.			
130	Double Punch DP-600 (Kangaro)	Nos.			
131	Double Punch (Perfo-20) (Kangaro)	Nos.			
132	Heavy Duty Staple Remover,	Nos.			

	SR-300 (Kangaro)				
133	Steel All Pin 50 gms Omax / Bell	Pkt of 50 gms			
134	U-Clips/Gem Clip Plastic Coated (Globe)	Nos.			
135	Pin Container/ Dispenser Pin-up Magnetic - Oscar 2035 Kebica /Kores	Nos.			
136	Stamp Pad (Size 110 mm x 69 mm) (Blue/Black) (Faber- Castell /Kores	Nos.			
137	Stamp Pad Ink (50 ml) Blue/Black (Kores)	Nos.			
138	Post it Pad (Stick Note Pad) (3x3) (Brand- Oddy)	Pkt of 100 Sheets			
139	Post It Flag (3 Colours)(1x3) (Brand- Oddy)	Pkt of 150 Sheets			
140	Post it Flag Mini Plastic (Brand- Oddy)	Pkt of 100 Sheets			
141	Visiting Card Holder, (480 Cards) (Solo-BC 808)	Nos.			
142	Fevicol Tubes 22 gm (Pidilite / Camel	Nos.			
143	Rubber Band 6 inch Pack of 500 Gram (High Density Nylon)	Kg			
144	Rubber Band 4 inch Pack of 500 Gram (High Density Nylon)	Kg			
145	Rubber Band 2 inch Pack of 500 Gram (High Density Nylon)	Kg			
146	Rubber Band 1 inch Pack of 500 Gram (High Density Nylon)	Kg			
147	Scissors - 207 Queen (16 cm) (Kebica)	Nos.			

148	Scissors - 207 (16 cm) (Kangaro)	Nos.			
149	Kangaro MUNIX Scissors 178 mm Steel (RED) GL-2170	Nos.			
150	Mosquito Repellent Machine (All Out /Good Night)	Nos.			
151	Liquid Vaporizer Refill (45 Night) (All Out / Good Night)	Nos.			
152	Plastic My Clear Button Bag (Plastic cover for keeping A-4 Size Envelope) (Solo MC-112)	Nos.			
153	Plastic File Folder (Transparent, L- type) (Solo LF-101)	Nos.			
154	Plastic File Folder (Transparent, L- type) (Solo CH-101)	Nos.			
155	Ring Binder Folder (Solo 2D RB-412)	Nos.			
156	Plastic Report File RF 101 A4 (Solo)	Nos.			
157	Plastic Strip File (Solo)	Nos.			
158	Dampers – with cap (for Cashier use) (Kebica)	Nos.			
159	Note Book Long (Soft Cover Register) 200 Pages	Nos.			
160	Paper Weight-Glass round-fancy (Kebica)	Nos.			
161	Treasury Tags (Cotton Tags) (Tag for File Cover) (6”) (Per Bunch of 50 Tags)	Bunch of 50 Tags			
162	Gum Bottle 300 ml Kores / National	Nos.			
163	Name Plate (on table) A-Type (Kebica, (9”x2. 6”)	Nos.			
164	AA Battery (Duracell)	Nos.			

165	AAA Battery (Duracell)	Nos.			
166	Cell AA (Eveready Red)	Nos.			
167	Cell AAA (Eveready Red)	Nos.			
168	Pen Pencil Tumblers – 2059 (Kebica)	Nos.			
169	Pen Stand Holder-Tumbler Multi Purpose (Oddy)	Nos.			
170	Drawing Pin, Plastic Coated for Notice Board (Globe)	Pkt of 50 Pcs			
171	Brass Drawing Pin, for notice board (Globe)	Pkt of 100 Pcs			
172	Double Sided Tapes (Premier DS Tape) (18mm x 6Y)	Nos.			
173	Paper Cutter Big (Kebica)	Nos.			
174	Paper Cutters (Ikon)	Nos.			
175	White Envelops 9"x4" (window) Printed with AUD name & logo (as per sample)	Nos.			
176	White Envelops 9"x4" (without window) Printed with AUD name & logo (as per sample)	Nos.			
177	White Envelops 10"x4 ½" (without window) Plain (as per sample)	Nos.			
178	White Envelops 10"x4 ½" (window) Printed with AUD name & logo (as per sample)	Nos.			
179	White Envelops 10"x4 ½" (without window) Printed with AUD name & logo (as per sample)	Nos.			
180	White Envelops 11"x5" (without window) Printed with AUD name & logo (as per sample)	Nos.			

181	White Envelops A4 size Laminated with Printed (as per sample)	Nos.			
182	Yellow Envelops A4 size Cloths/Jali with Printed (as per sample)	Nos.			
183	Yellow Envelops A3 size Cloths/Jali with Printed (as per sample)	Nos.			
184	White Envelops A3 size Laminated with Printed (as per sample)	Nos.			
185	Green Note Pad, 100 Sheet Printed (80 GSM) (as per sample)	Pad			
186	Printed AUD Letter Head (A4 Paper, 21cm x 29.7cm, (100 gsm) make- JK Excel Bond (As Per Sample)	Pkt of 100 Sheets			
187	Printed AUD Letter Head (A4 Paper, 21cm x 29.7cm, (100 gsm) make- Bilt Royal Executive Bond Paper	Pkt of 100 Sheets			
189	File Cover Printed, 350 GSM (As Per Sample)	Nos.			
190	Locks Nav-Tal 5 Levers	Nos.			
191	Locks Nav-Tal 7 Levers	Nos.			
192	Locks Harrison (SC-6000)	Nos.			
193	Locks Harrison, 7-T	Nos.			
194	Towel Big, 450 GSM, Size 30 x 60 (Bombay Dyeing Tulip / Trident	Nos.			
195	Towel Small / Hand Towel (Good Quality)	Nos.			

196	Skincare Liquid Hand wash 225 ml Dettol / Lifebuoy / Santoor	Nos.			
198	Mosquito Killer Spray, 400 ml (Hit Black / Baygon / Mortien	Nos.			
199	Spray, 400 ml (Hit Red)	Nos.			
200	Room Freshener Spray, 150 ml (Odonil)	Nos.			
201	Room Freshener Spray, 125 ml (Premier)	Nos.			
202	Office Cordless Bell Electronic (Cona)	Nos.			
203	Table Lamp/Desk Light (Silver and Synthetic) Philips 69221/14/86	Nos.			
204	Poker/ Sua Stainless Steel	Nos.			
205	Face Tissues Box (Wintex) (Sheets of 200)	Pkt			
206	Hand Tissue/Napkin (Wintex) (Qty 50 Pieces)	Pkt			
207	Door Mat Jute, Size 3x2, (Natural Coco Coir Doormat)	Nos.			
208	Door Mat Plastic/PVC, Size 3x2 (Dura tuff)	Nos.			
209	Wall Clock Ajanta 12" Round (Golden Colour)	Nos.			

Note: The quoted rates shall include all taxes, duties, GST, cartage, insurance, custom duty etc. as applicable and no extra shall be payable on this account. Vague offers such as custom duty extra, cartage extra, tax extra etc shall not be accepted. Any extra taxes, duties, levies not written in the above table but written separately at any other place in the bid document shall not be considered and the Bidder shall bear it.

Signature of the Bidder :

Name & Designation of the Signatory:

Name of the Firm/ Agency :

Seal of Firm/ Agency :

Annexure IV

UNDERTAKING

It is certified that my Firm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed educational institutions and no criminal case is pending against the said Firm/ Agency/ Company as on _____.

Signature of the Bidder _____

Name of the Signatory _____

Name of the Firm/ Agency _____

Seal of the Firm/ Agency _____

Place: _____

Date: _____

Agreement to be signed for Rate Contract

<Stamp paper of requisite amount>

Rate contract of stationery and other items

This agreement is made on _____ 2018 between the Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 hereinafter referred to as "AUD", and M/s _____, a registered company with registered office at _____, hereinafter referred to as "Contractor",

and both the parties as mentioned above set forth and agree to abide by the following terms of this agreement.

WHEREAS the contractor has tendered for providing rate contract of stationery and other items to the AUD as per the terms and conditions mentioned in the tender document. Whereas such tender has been accepted and the contractor has deposited with the Tendering Authority the sum of Rs. _____ (Rupees _____ only) as security deposit for the fulfilment of this Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows:

1. The contractor has accepted the contract on the terms and conditions set out in the tender notice No. _____ dated _____, which shall hold good during period of this agreement.
2. Upon breach by the contractor of any of the conditions of the agreement, the Tendering Authority may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the AUD to claim damages for antecedent breaches thereof on the part of the contractor and also to reasonable compensation for the loss occasioned by the failure of the contractor to fulfill the agreement as certified in

writing by the Tendering Authority which certificate shall be conclusive evidence of the amount of such compensation payable by the contractor to the AUD.

3. Upon the determination of this agreement whether by effluxion of time or otherwise, the said deposit shall after the expiration of two months from the date of such determination be returned to the contractor but without interest and after deducting there from any sum due by the contractor to the Government under the terms and conditions of this agreement.

4. This agreement shall remain in force until the expiry of 12 months from the date of entering into the contract but the Tendering Authority may cancel the contract at any time upon giving one month's notice in writing without compensating the contractor.

5. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the AUD to the contractor as hereinafter mentioned the contractor hereby covenants with the AUD to provide the Services and to remedy defects therein conformity in all respects with the provisions of the Contract.

6. The Tendering Authority hereby covenants to pay the Contractor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

7. If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the tender, the Tendering Authority shall be entitled to render services from else other organization after giving due notice to the Contractor on the amount and at the risk of the Contractor without cancelling the contract in respect of the consignment not yet due for delivery, or to cancel the contract.

8. In the event of action to be taken, the contractor shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month and year first before written.

Signed:

For and on behalf of
Dr B. R. Ambedkar University Delhi

Authorised Signatory

Witness1 _____

Witness 2 _____

For and on behalf of

Witness 1 _____

M/s _____
Authorised Signatory

Witness 2 _____