



**UNIVERSITY OF CALICUT**  
**(Purchase Division)**

51379/PURCHASE-ASST-B1/2014/Admn/01

Calicut University P.O

21.04.2018

**NOTICE INVITING TENDER**

The Registrar, University of Calicut, invites online tender for the purchase of **Stationery items** to Administration Store Pareekshabhavan Store and School of Distance Education **on rate contract basis** for a period of one year. Tender documents and tender schedule may be downloaded free of cost from the Website **www.etenders.kerala.gov.in**.

The bidder shall remit Rs. 2688/- as cost of tender and Rs. 15,700/- as Earnest Money Deposit to take part in the tender. The rate quoted should be inclusive of taxes and all other charges.

**Detailed technical specifications (including catalogues and other details if any) should be uploaded under the heading Other Important Documents.**

Successful bidder shall furnish a Performance Security equivalent to 5% of the quoted price for satisfactory fulfillment of the contract. The EMD and Performance Security are returnable. Performance security will be returned only after the expiry of the warranty period of the equipment supplied

Tender Notice no.	No.51379/PURCHASE-ASST-B1/2014/Admn/01 Dated 21.04.2018
<b>Pre Bid meeting Date</b>	<b>02.05.2018 11.00 AM</b>
<b>Last date for submission of bid online</b>	<b>22.05.2018 05:00 PM</b>
<b>Last date for submission of Samples of the items (Technical Bid)</b>	<b>24.05.2018 05:00 PM</b>
Bid opening date	26.05.2018 12:00 PM

All bid/tender documents are to be submitted online only and in the designated cover(s)/envelope(s) on the website. Tenders/Bids shall be accepted only through online mode on the website and no manual submission of the same shall be entertained. Late tenders will not be accepted.

**Specimen/Samples of the items should be submitted along with the Hard copies of the Documents before the stipulated date and the tenders having no samples/specimen will be rejected**

Further details can be had from the Deputy Registrar, Purchase Division, University of Calicut, Calicut University (P.O), Malappuram, Pin.673 635, Kerala, during working hours. (0494 – 2407130, 2407160).

**General Stationery-Items and Specification**

Sl.No.	Item No	Item	Unit	Requirement for one year (Approx)
1	1	Automatic Numbering machine Max/Gestetner	Nos.	35
2	2	Brown packing paper 115 x 90 cm, 60 GSM in reams	Reams	34
3	3	Butter paper (tracing paper) 90 GSM Branded good quality	Packets	200
4	4	Calculator, 12 Digit, Dual Power, Branded, <b>3 Year Warranty</b>	Nos.	75
5	5	CD 700 MB Branded good quality	Nos.	50
6	6	Cello tape (Big size) Width 1", Length 350mtr, Good quality	Nos.	90
7	7	Brown packing tape Big size, width 2", Length 350 mtr	Nos	90
8	8	Chalk- White (Sparrow)	Packets	200
9	9	Calico/Rexin for binding	Rolls	30
10	10	Duster	Nos.	20
11	11	Fancy paper in Reams	Reams	20
12	12	Fax Roll (210 mm x 30 metres) Branded good quality	Nos.	10
13	13	Fevicol SH - 250gm bottles for binding	Nos.	100
14	14	File board with print "University of Calicut" (35.5cm x 24cm) Good quality, Stiff and Uniform thickness	Nos.	12,500
15	15	Flag pin 26mm in packets (100 gms) steel type	Packets	150
16	16	Gem clip 26cm packets of 100 numbers steel type	Packets	1300
17	17	Graph paper (28.5cm x 22.5 cm) 60 gsm in packets of 100 sheets	Packets	100
18	18	Jute Twine (Country Twine) <b>5 ply</b> , 100 gms ball	Balls	20750
19	19	Marker Pen Chisel Type Red Black Blue Green Good quality	Nos.	700
20	20	Mill Board - 14oz, 30cm x 22 cm Bundle of 100 sheets	Bundles	1310
21	21	No. 10 cotton thread in numbers 400 mtr	Nos.	50
22	22	No. 2 thread for binding in numbers 400 mtr	Nos.	200
23	23	Numbering Machine Ink - Red colour of 30 ml bottle (Branded good quality)	Bottles	210
24	24	Numbering Machine Ink - Red colour of 50 ml bottle (Branded good quality)	Bottles	50
25	25	Office paste - Bottles of 300 ml (Branded good quality)	Bottles	650
26	26	Office paste - Bottles of 700 ml (Branded good quality)	Bottles	400
27	27	Office tag - 8" x 1" (Red & white thread) in bunches of 50 Nos. Each	Bundles	500
28	28	Office tag - 6" x 1" (Red & white thread) in bunches of 50 Nos. Each	Bundles	500

29	29	PA Adhesive Binding Paste in plastic containers of 35/50 Kg	Kg	1500
30	30	Paper Highlighter	Nos.	30
31	31	Pencil (HB) branded good quality Fluorescent type	Packets	20
32	32	Pencil Carbon Paper 21cm x 33cm packets of 100 sheets	Packets	140
33	33	Plastic Twine	Ball	100
34	34	Permenant Marker	Nos	25
35	35	Poster colour -Black in bottles, Good quality	Bottles	100
36	36	Prompt 25mm x 75mm (Tri colour) Branded Good quality	Packets	220
37	37	Rubber band (Big size)Nylon, Fluorescent Type	Kg	57
38	38	Rubber band (Medium size)Nylon, Fluorescent Type	Kg	30
39	39	Ruled Register 100 pages (Serially numbered) Paper size 33.5 cmx22 cm 60GSM Good quality White paper	Nos.	2250
40	40	Ruled Register 200 pages (Serially numbered) Paper size 33.5 cmx22 cm 60GSM Good quality White paper	Nos.	1100
41	41	Ruled Register 300 pages (Serially numbered) Paper size 33.5 cmx22 cm 60GSM Good quality White paper	Nos.	500
42	42	Ruled Register 50 pages (Serially numbered) Paper size 33.5 cmx22 cm 60GSM Good quality White paper	Nos.	150
43	43	Sealing wax - Packets of 400 gms each, Thick sticks	Packets	1575
44	44	Self-adhesive address slip branded good quality-A4 ST 12, 100mm x 44mm 160 GSM	Sheets	12,500
45	45	Sewing thread in boxes	Boxes	50
46	46	Single Punch 7" (Branded good quality)	Nos.	225
47	47	Sketch Pen- Single normal dia. 12.5cm length, Branded Good quality	Nos.	250
48	48	Stamp pad (Medium size)- Purple (Branded good quality)	Nos.	250
49	49	Stamp pad Ink - Purple, bottles of 50ml	Bottles	160
50	50	Stapler No. 10 (Branded good quality)	Nos.	500
51	51	Staples No. 10 Packets of 1000 Nos. (Branded, Good quality)	Packets	3000
52	52	Straw Board 24oz, 78.5 cm x 66cm	Bundles	50
53	53	Waste Bin - Small, Branded, Good quality, Virgin moulded	Nos.	20
54	54	White twine (English Twine) 100 gms ball	Balls	6000
55	55	Whitener Pen Type 8 ml (Branded good quality)	Nos.	150
56	56	White board Marker	Nos	100

### Terms & Conditions

1. Special conditions, if any, printed on the sheets of the tender or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the University.
2. The University of Calicut reserves the right to conclude more than one rate contract for the same item.

3. The University of Calicut as well as the supplier may withdraw the rate contract by serving notice to each other with a notice period of thirty days.
4. The University of Calicut, if it feels so, can re-negotiate the price with the rate contract holders.
5. In case of emergency, the University may purchase the same item through ad-hoc contract with a new supplier.
6. The University is entitled to place supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms & conditions of this rate contract.
7. If the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract, and the rate contract will be amended accordingly.
8. The final acceptance of the tender/quotation rests entirely with the University of Calicut who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted them.

**General Conditions:**

1. No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned above. Tenders not stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.
2. The tenders will be opened on the appointed day and time in the office of the undersigned.
3. If any tenderer withdraws from his tender before the expiry of the period fixed keeping the rates firm for acceptance, the earnest money if any, deposited by him forfeited to University or such action taken against him as University think fit.
4. The final acceptance of the tenders rests entirely with the University who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
5. Communication of acceptance of the tender normally constitute a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para below
6. (a) The successful tenderer shall before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to 5 percent of the value of the contract as security for the satisfactory fulfillment of the contract less the amount of money deposited by him along with his tender. The amount of security may be deposited in the manner prescribed in Store Purchase Manual (Revised Edition 2013) Government of Kerala. Letters of guarantee in the prescribed form for the amount of security from an

approved bank will be considered enough at the discretion of the University. If the successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to the University and contract arranged elsewhere at the defaulter's risk and any loss incurred by University on account of the Purchase will be recovered from the defaulters who will however not be entitled to any gain accruing thereby. If the defaulting Firm is a registered firm their registration is liable to be cancelled. (b) In cases where a successful tenderer, after having made partial supplies fails to fulfill the contracts in full, all, or any of the materials not supplied may at the discretion of the Purchasing Officer, be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any caused to the University shall thereby together with such sums as may be fixed by the University towards damages be recovered from the defaulting tenderer. (c) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.

7. No interest will be paid on earnest money deposited.
8. The security deposit shall, subject to the conditions specified herein, be returned to the contractor within three months after the expiration of the contract, but in the event of any dispute arising between the Department concerned and the contractor, the Department shall be entitled to deduct out of the deposits or the balance thereof until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from University to the contractor. In all cases deposit will be released only after the expiry of the guarantee period.
9. (a) All payments to the contractors will be made by Purchasing Officer in due course: (i) either by Departmental cheques payable at the Kerala Government Treasuries or (ii) by cheques or drafts on the Reserve Bank of India /State Bank of India (at any of their Principal Branches in India) (iii) in the case of supplies from abroad by drafts as may be arranged between the contracting parties. (b) All incidental expenses incurred by the University for making payments outside the district in which the claim arises shall be borne by the contractor.
10. Bank charges incurred in connection with payment against documents through Bank will be to the account of the contractor. The firms will produce stamped pre receipted invoices in all cases where payments (advance/final/for the release of railway receipts/shipping documents) are made through banks.
11. The contractor shall not assign or make over the contract of the benefits or burdens thereof to any other person or body corporate. The contractor shall not under let or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the Purchasing Officer who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the contractor or the subcontractor upon such rescission. Provided always that if such consent be given at any time the contractor shall not be relieved from any obligation, duty or responsibility under this contract.
12. In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his

creditors for the settlement of his debts, carries on his business of the contract under inspection on behalf of or his creditors, or in case any receiving order or orders for the which under any clause or clauses of this contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits, the contract shall, thereupon, after notice given by the Purchasing Officer to the Contractor be determined and the University may complete the contract in such time and manner and by such persons as the University shall think fit. But such determination of the contract shall be without non prejudice to any right or remedy of the University against the contractor or his sureties in respect of any breach of contract therefore committed by the contractor. All expenses and damages caused to University by any branch of contract by the contractor shall be paid by the contractor to University, and may be recovered from him under the provisions of the Revenue Recovery Act in force in state.

13. a) In case the contractor fails to supply and deliver any of the said articles and things within the time provided for delivery of the same, or in case the contractor commits any breach of any of the covenants, stipulations and agreements here in contained, and on his part to be observed and performed, then and in any such case, it shall be lawful for University (if they shall think fit to do so) to arrange for the purchase of the said articles and things from elsewhere or on behalf of the University by an order in writing under the hand of the Purchasing Officer put an end to this contract and in case the University shall have incurred, sustained or been put to any costs, damages or expenses by reason of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses of other moneys shall then or any time during the continuance of this contract be payable by the contractor to the University under and by virtue of this contract, it shall be lawful for the University from and out of any moneys for the time being payable or owing to the contractor from the University under by virtue of this contract or otherwise to pay and reimburse to the University all such costs, damages and expenses they may have sustained, incurred or been put to by reason of the purchase, made else where or by reason of this contract having been so put an end to as aforesaid and also all such difference in price compensation, loss costs, damages, expenses and other money shall for the time being be payable by the contractor aforesaid. b) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court with in whose jurisdiction the purchasing officer voluntarily resides.
14. Every notice hereby required or authorized to be given may be either given to the contractor personally or left at his residence or last known place of abode or business, or maybe handed over to his agent personally, e-mailed or may be addressed to the contractor by post at his usual or last known place of abode or business and if so addressed and posted , shall be deemed to have been served on the contractor on the date on which, in the ordinary course of post, a letter so addressed and posted/e-mailed would reach his place of abode or business.
15. The tenderer shall undertake to supply materials according to the standard sample and /or specifications.
16. No representation for enhancement of rates will be considered.
17. Any attempt on the part of the tenderers or their agents to influence the Department/stores Purchase Department in their favour by personal canvassing with the officers concerned will disqualify the tenderers.

18. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the Contractor under the existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
19. Special Conditions, if any of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

**Online Payment modes:** The tender document fees can be paid in the following manner through e-Payment:

**i. State Bank of India Internet Banking:** If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document amount.

**ii. National Electronic Fund Transfer (NEFT):** If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT payment otherwise payment would result in failure in e- Procurement system.

**As NEFT payment status confirmation is not received by e-Procurement system on a real time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues. NEFT payment should be done according to following guidelines:**

**i. Single transaction for remitting Tender document fee and EMD:** Bidder should ensure that tender document fees and EMD are remitted as one single transaction.

**ii. Account number as per Remittance Form only:** Account no. entered during NEFT remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by e- Procurement system for that particular tender. Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT remittance.

**iii. Only NEFT Remittance Allowed:** RTGS payments, Account to Account transfers, State Bank Group Transfers (GRPT) or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT transaction only irrespective of the amount and specially instruct the banks not to convert the payment type to RTGS or GRPT.

**iv. Amount as per Remittance form:** Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.

**v. UTR Number:** Bidders should ensure that the remittance confirmation (UTR number) received after NEFT transfer should be updated as it is, in the eProcurement system for tracking the

payment.

**vi. One Remittance Form per Bidder and per Bid:** The remittance form provided by eProcurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. **The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening**

**REGISTRAR  
UNIVERSITY OF CALICUT  
MALAPPURAM, KERALA STATE**

**Signature Not Verified**

Digitally signed by Dr Abdul Majeed T A  
Date: 2018.04.23 15:06:20 IST  
Location: Kerala

