

कॉलेज ऑफ वोकेशनल स्टडीज  
(दिल्ली विश्वविद्यालय)

त्रिवेणी शेख सराय फेस-II, नई दिल्ली-110017

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संदर्भ संख्या

Ref. No. CVS/2019/570

दिनांक

Dated

10.05.2019

**E-TENDER**

**FOR**

**Supply of Stationary Items**

DATE & TIME OF ISSUE OF TENDER DOCUMENT (downloaded from website)	13.05.2019 From 6.00 P.M.
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	03.06.2019 up to 11.00 A.M.
DATE & TIME FOR OPENING OF TENDER DOCUMENT - (TECHNICAL/FINANCIAL BID)	04.06.2019 at 11.00 A.M.

The e-tender shall be accepted under Two Bid System. The interested Service Providers are advised to submit Technical & Financial bids through e-portal of e-procurement website ([www.eprocure.gov.in](http://www.eprocure.gov.in))

Principal

**TENDER DOCUMENT**  
**For**  
**Supply of Stationary Items**

**CONTENTS OF TENDER DOCUMENT**

S. NO.	DESCRIPTION OF CONTENTS
01	Notice
02	Terms & Conditions (General)
03	Technical Bid
04	Performa for Company Profile
05	Performa for Financial Bid

Note: 1. Tender document for viewing can be downloaded from the website [www.cvs.edu.in](http://www.cvs.edu.in)

1. The e-Tender Form can be filled up from the [www.eprocure.gov.in](http://www.eprocure.gov.in) website.
2. Earnest Money Deposit : Rs. 2,000/- in form of DD favoring "Principal, CVS".

**NOTICE**

E-Tenders are invited for supply of stationary items in college of vocational studies, sheikh Sarai, Triveni, Phase – II, new delhi-110017 as per the specifications, terms and conditions mentioned in the tender document.

### **TERMS AND CONDITIONS (GENERAL)**

1. The tenderer must submit the technical and financial bid as per the rules.
2. The Tenderer firm/Agency/Company should have office in Delhi .
3. The tenderer should send EMD to the college in a sealed envelope in form of DD before the closing date.
4. The College reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
5. The College reserves the right to relax, amend, with draw any of the terms and conditions contained in this tender document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
6. The Bids received incomplete and / or filed after the due date shall be summarily rejected.
7. The tenderer shall quote all price including all statutory taxes, duties.
8. Transport charges will be borne by the contractor..
9. Upload only relevant documents.
10. Tender without EMD shall be rejected. The EMD of the unsuccessful bidder shall be returned after finalization of the tender.
11. The rates quoted should be valid for a period of 12 months from the date of opening of tender, which may be extended, at the discretion of the Competent Authority.
12. All the documents mentioned in the Technical Bid must be self attested.
13. The successful bidder shall have to supply the items within 15 days from the date of issue the supply order, failing which EMD shall be forfeited.
14. For any change in tender documents (Corrigendum) kindly visit College Website regularly.
15. Tenderer must submit Price bid (financial Bid) in prescribed format.

### **TECHNICAL BID**

1. Profile of the firm in brief with address.
2. GST registration.
3. Last two years GST/ITR.
4. The tenderer firm should have a valid registration ID.
5. The tenderer firm should have submit an undertaking with the Technical bid to the effect that he has not been black listed form any department/ college/ university or any other firm.
6. The tenderer should have an experience of at least two years.
7. Performance Certificate/ copy of supply order from any Govt. office/institution/ agency for supplying the stationery in at least two departments in the last two years.

**PERFORMA OF COMPANY PROFILE**

Sr. No.	Particulars	
1	Name of the Firm/Agency	
2	Address of the Firm	
3	Mobile No.	
4	Name of the Tenderer	
5	Registration of the Firm	
6	Name, Designation and Mobile No. of the person authorized to deal with the Board	
8	Permanent Account Number under Income Tax	
12	Experience	
13	Annual turnover	
14	Black List (Yes/No)	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:

Date:

Signature and Seal of the Tenderer.

**PRICE BID**  
**(Stationery Items)**

Sr. No.	Name of the Item	Size	Model	Quantity required	Basic price per unit	GST(%)	Total Unit price (Rs.)
1.	Photo Paper state	A-4 size 80 GSM	JK COPIER/ Century/ Spectra	100 Rims			
2.	Note Sheet (green)	95 GSM	Neelgagan/ ABD	50 Pads			
3.	File Flag	15mm*76 mm	3M, Oddy	50 Pkt			
4.	Stapler Pin	10-1M	Kangaroo	100 Nos.			
5.	Stapler Pin	24/6	Kangaroo	50 Nos.			
6.	Ball Pen	045	Reynolds/ Cello	100 Nos.			
7.	Officers Pen Green		Uniball	25 Nos.			
8.	Glue Stick	15 gm.	Kores/ Fevicol	100 Nos.			
9.	White Fluid Pen		Kores	20 Nos.			
10.	File Board		Neelgagan/ Pooja	2000 Nos.			
11.	Spiral Note Pad		Neelgagan/ Pooja	100 Pads			
12.	Eraser (non- dust)		Doms/Natr aj/Apsara	100 Nos.			
13.	Calculator		Citizen	20 Nos.			
14.	Permanent Marker		Stic /Reynolds/	100 Nos.			
15.	Stamp pad		Kores/Caml in	30 Nos.			
16.	Register	4-quire	Neelgagan/ shipra/swas tik	50 Nos.			

17.	Answer Sheet	4 pages		30000 Nos.			
18.	Punching Machine	Single Hole	Kangaro/Max/Rapid	20 Nos.			
19.	Punching Machine (Double Hole)	Double Hole(No. 280/800)	Kangaro/Max/Rapid	20 Nos.			
20.	Scissors (Stainless Steel)	16cms	Kebica/Saya/SPI	10 Nos.			
21.	Gum Bottle	750 MI.	Camlin/Hansa/ <i>National</i>	200 Nos.			
22.	Fevicol Tube	100 gm	Kores/Fevicol	100 Nos.			
23.	Box File		Neelgagan/shipra/swastik	50 Nos.			
24.	White Board Marker		Rorito/Faber Castle	200 Nos.			
25.	Highlighter	All Colour	Faber Castle/Luxor	100 Nos.			
26.	Scale	Non-commercial	Faber Castle/Luxor	50 Nos.			
27.	File Cover (With college name printed)	10*14, 350 GSM with centre cloth patti	Neelgagan/shipra/swastik	2000 Nos.			
28.	Plastic Folder	Normal	N.G./Solo/Sunfit	2000 Nos.			
29.	Pen ball point (Red)	045	Cello/Flair/Reynolds	100 Nos.			
30.	Pencil	Non-toxic	Natraj/Apsara/Faber Castell	200 Nos.			
31.	Sharpner		Doms/Natraj/Apsara	100 Nos.			
32.	Register	6 - quire	Neelgagan/shipra/swastik	40 Nos.			

33.	Register	8- quire	Neelgagan/ shipra/swas tik	40 Nos.			
34.	Paper	A-3	JK COPIER/ Century/ Spectra	20 Nos.			
35.	All Pin	Net wgt.- 60 gm.	Bun Chin/ Zen	20 Nos.			
36.	Pen (Gel)		Cello/ Flair/ Trimax	100 Nos.			
37.	Brown Tape		Super Diamond	30 Nos.			
38.	U Clip	30 mm	Globe	100 Nos.			
<b>39</b>	Self adhesive Tape		Super Diamond	20 Nos.			
<b>40</b>	Cutter Knife		Natraj/Apsa ra/Faber Castell	20 Nos.			
<b>41</b>	Index File		Neelgagan/ Pooja	100 Nos.			
<b>42</b>	Permanent Marker Pen For Signature		Cello/ Flair/ Reynolds	25 Nos.			
<b>43</b>	Note Pad		Neelgagan/ Pooja	30 Nos.			
<b>44</b>	Poker			10 Nos.			
<b>45</b>	Paper Weight			20 Nos.			
<b>46</b>	Tags			100 Nos.			

\*Size and Quantity may change as per requirement.