

DAVANGERE UNIVERSITY



Office of the Registrar (Evaluation), Shivagangotri, Davangere-577007
Phone No:6363463991

No:DU:EB:SGN:32:2024-25: 1056

Date:08-07-2024

TENDER NOTIFICATION

TENDER NOTIFICATION FOR SUPPLY OF GENERAL STATIONARY AND PRINTED STATIONARY ITEMS TO CONDUCT EXAM AND CONVOCATION.

The Registrar (Evaluation), Davangere University, Shivagangotri, Davangere, invites tenders from eligible, reputed qualified and experienced primary manufacturers/accredited distributors/authorized dealers/agents for supply of general stationary and printed stationary items for conduct Exam and Convocation as per Karnataka Transparency in Public Procurements Act-1999. The tenderers who have registered under e-governance Cell may participate through e-tendering system. Tender documents may be downloaded from the e-Procurement website www.kppp.karnataka.gov.in from **08.07.2024 to 22.07.2024**. The approximate tender value is Rs.20.00 Lakh and EMD 2.5% of the total product value (sample presentation date:18.07.2024)

The eligible tenderers shall **submit their rates for one item** (regardless of any quantity required) through e-tender in two cover system (Technical and Financial) under e-procurement platform on or before 22.07.2024 within 5.00 pm.

Sl.No.	Details	Last Date & Time
01	Last date for submission Sample	18-07-2024 by 05:00 pm
02	For any Clarifications/queries etc	22-07-2024 by 12:00 pm
03	Last date for submission of tender	22-07-2024 by 05:00 pm
04	Date and Time for opening Technical Bid	24-07-2024 by 11:00 pm
05	Date and Time for opening Financial Bid	25-07-2024 by 11:00 pm

REGISTRAR (Evaluation)
Davangere University
Shivagangotri, Davangere

TENDER NOTIFICATION

Tender invited from the reputed firms by the Registrar (Evaluation), Davangere University, Shivangotri, Davanagere, for the supply of Stationary and Printed Stationary Items as per specification mentioned :

Sl. No	Particulars	Approximate tender value	EMD
01	A : General Stationary Items	20,00,000-00	50,000-00
02	B : Printed Stationary Items		
03	C : Convocation Stationary Items		

List of stationary items of above groups are given in the Financial Bid of Annexure-II.

Interested firms can apply through the e-procurement platform (in the prescribed format) on or before last date of the tender submission as scheduled in the e-portal.

- **Certified copies of the relevant documents need to be scanned and attached.**

General Terms and Conditions:

1. Tenderer shall be either proprietorship or partnership firm or a company registered under the Companies Act 1956. (Appropriate registration certificate should be attached).
2. The Tenderer should have a printing press with necessary infrastructure and personal for service support.(Printing press registration certificate should be attached).
3. Tenderer should have necessary own machineries for printing. Multicolor offset machine, Flex Machine, banner printing machines and any other machines owned by the tenderer. (Invoice copy of machines in the name of tenderer with capacity details and invoice copy should be duty attested by Chartered Accountants).
4. The Bidder should pay EMD of **Rs.50,000** and the tender processing fee as per e-procurement portal through any one of the following mode.
1.Credit Card 2.Direct Debit 3.National Electronic Fund Transfer(NEFT) 4.Over the Counter (OTC).
5. The Bidder shall ensure credit of tender processing fee and EMD in a single transaction payment in the respective receiving bank accounts of e-procurement on or before last date of Bid submission. If the bidder makes any part payment, such application is liable for rejection.
6. The tenderers are required to submit their samples for stationary items on or before 18-07-2024 as scheduled in the e-portal as per the specification given in the Financial bid.
7. In case of any stationary and printed stationary items the University reserves the right to order required quantity as and when needed and may not order whenever there is stock.

8. The form shall be completed in all respects, Incomplete tenders will be rejected.
9. The successful tenderer is required to enter into an agreement with the University with all terms and conditions on a Non Judicial Stamp Paper of Rs.500/-.
10. This rate contract shall be valid for only One Year from the date of agreement after approval of the tender.
11. Supply shall be made to the University campus or to the place(s) as directed by the University.
12. Supply shall be made within 15 days from the date of placing the order.
13. The University shall reserve the right to cancel the order without any prior notice, if supply is not made in full within the stipulated time. In such case the suppliers shall not have any right to claim.
14. No advance payment will be made.
15. Defective materials shall be replaced by the tendered at his own cost.
16. Tenderer should submit the affidavit certified by a notary to the effect that the firm was not blacklisted by any government organization/institution in the part.
17. The rates quoted should be inclusive of all taxes and transportation to the University or wherever asked to deliver.
18. The Firm which will quote lowest price with good quality will be accepted.
19. Corrections or alterations without proper attestation will not be considered.
20. Only Manufacturer/Authorized Distributor/ Sole distributor/Dealers are eligible for submitting the tenders. Original Authorization letter/certificate from the firm to be enclosed compulsorily.
21. Date and Time schedule for the tender task is as scheduled in the e-portal
22. Tenderer shall submit last three year **Income Tax Returns**.
23. The tenderer annual turnover for each of the last three years should exceed **Rs.10 lakhs**, GST officer certified document need to be submitted.
24. The tenderer should submit the documents of supply of Stationery items in any University or Govt. office up to minimum **Rs.05.00 lakhs** for previous year and also Satisfactory Certificate given by the concerned University or Government office.
25. All the printed stationeries are to be printed in white print paper (70 GSM).
26. The participants shall produce all the original documents for verification whenever necessary.
27. Notwithstanding anything contained in KTPP Act / Rules quantity specified in the tender is approximate and the quantity may vary according to the requirements.
28. The University reserves right to depute an Expert Committee to verify the facilities or information furnished by the vendor is as per the tender document is correct or would meet the requirements of University.
29. In case the material supplied is not in conformity with the specification such materials will be rejected and any loss sustained by the University on this account will be recovered from the vendor.

30. The Tender Accepting Authority may arrange for negotiations of the rates as per KTPP Act/ Rules, after opening of the tender, in order to obtain competitive rates for the best quality of materials.
31. The tenderer shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract.
32. The bidder is to supply only branded Printing and Stationery.
33. The goods supplied under the contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage and delivery to the University.
34. Corrections or alterations without proper attestation will not be considered.
35. EMD is exempted for Small Scale Industries(SSI) & Micro, Small & Medium Enterprises (MSME) units registered under the Department of Industries & Commerce, Govt. of Karnataka and National Small Industries Development Corporation Ltd.(NSIC).
36. NON SSI/MSME bidders are required to submit the EMD through DD directly to the Registrar-**(Evaluation)**, Davangere University, Shivagangothri drawn in favor of The Finance Officer, Davangere University payable at Shivagangothri on or before last date of Bid submission. Otherwise the bid will liable for rejection.
37. SSI/MSME registered bidders are required to furnish the appropriate documents attested by the Gazette Officer in relation to the registration under Department of Industries & Commerce, Govt. of Karnataka and National Small Industries Development Corporation Ltd.(NSIC).
38. In case of Small Scale Industries and MSME's certified copy issued by the competent authority is to be enclosed.
39. GST is excluded for SSI/MSME's for the evaluation of the price.
40. Goods manufactured by SSI/MSME's located in the state will be given 15% price preference against the Medium/Large Scale Industries.
41. The University reserves right either to accept or reject tenders without assigning any reason. The decision taken by the university in this regard shall be final.
42. Warranty for Printing and Stationery shall be for a period of Minimum one year.
43. In case the last date falls on Government Holiday, the next working day will be considered as last date.
44. Tenderer must have valid GST registration Certificated, PAN Card (Copy of PAN and GST Should be attached) shall submit last Three year **GST 3B Certificate**.
45. Tenderer should not have been black listed by any State or Central Government Department in India and tenderers printing business should not be under any enquiry by court of law. Company/Firm should submit a self-declaration in this regard. Any false declaration would lead to rejection of Bids. (Self-Attested declaration must be attached along with Technical Bid).
46. ISO Certification is the added advantage.
47. Labor Registration certificate should be attached.

48. The Tender should upload rates inclusive of GST as per SECTION IX(CONTRACT RATES) of tender document in the financial bid. If incomplete financial bids are received, those tender shall be treated as disqualified.
49. The Sample of the items classified in the Annexure-II shall reach the office of the Registrar(E), Davangere University, Davangere on or before 18-07-2024. If not submitted on last date those tenderer shall be treated as disqualified.
50. The Bidder should submit all certificates, documents as per the conditions in the bid documents.
51. Any clarification as to the specification, you may contact the **Registrar-(Evaluation), Exam Section, Ph.No.6363463991**

Sd/-

Registrar(Evaluation)

(Bidder Letter Heard)

Annexure-I

To,
Registrar (Evaluation),
Davangere University,
Shivagangothri,
Davangere - 577007.

TECHNICAL BID

SL. No.	Conditions and Documents Required	Documents Enclosed (Yes / No)
01	Name of the Firm with full address: a) Phone No.: b) Fax No.: c) E-Mail ID:	
02	EMD Amount Rs. _____	
03	GST Registration No.	
04	Income Tax PAN No.	
05	Year of Establishment / Firm / Company Registration Certificate (Enclose Certificate issued by Govt. authority)	
06	Whether authorized dealer distributor / sole manufacturer	
07	SSI/MSME Registration Certificate from the concerned authority (If applicable)	
08	References from reputed firms of latest supplies for last one year (Mini Rs.05.00 lakhs)	
09	Last three year IT returns certificate issued by the Concerned Authority.	
10	Last three year GST 3B certificate issued by the Concerned Authority.	
11	Whether the Company has entered in to a Rate Contract with the State Government or Central Government. If yes, please furnish copy of the rate contract.	
12	The tenderer annual turnover for each of the last three years should exceed Rs.10.00 lakhs, Auditor certified document need to be submitted.	
13	Non Black Listed certificate certified by the Notary.	
14	Labour Registration Certificates	
15	General Terms and Conditions	

DECLARATION

I hereby declare that, I have perused tender documents, the terms and conditions laid down by the e-procurement and further declare that I would abide by the terms and conditions of the tender.

Place:
Date :

Signature with Name, Designation,
Address with seal of the firm

Annexure-II

Financial Bid

(This is only for reference, don't upload this documents)

Having examined and read the tender document for the Supply of Stationary Items at Davangere University. We here offer our best price for the items mentioned herein as follows:

A: General Stationary Items

(Supply order subject to the requirement of materials.)

Sl. No	Item Code	Item Name	Detail of Stationary Items with Specification	Unit	Unit Price	Total Price
01	DU24GS01	Item01	Brown tape '1'inch	Nos		
02	DU24GS02	Item02	Brown tape '2'inch	Nos		
03	DU24GS03	Item03	Brown tape '3'inch	Nos		
04	DU24GS04	Item04	Transparent Tape 1 inch	Nos		
05	DU24GS05	Item05	Transparent Tape 3 inch	Nos		
06	DU24GS06	Item06	Color Tape 3 inch(Orange & Green)	Packet		
07	DU24GS07	Item07	Candles	Nos		
08	DU24GS08	Item08	Cloth Bag (Cora Cloth) 14"x18" duly printed the details	Nos		
09	DU24GS09	Item09	Envelop Cover (Brown Color) Small Size 4"x9"	Nos		
10	DU24GS10	Item10	Myda paste	Kg.		
11	DU24GS11	Item11	Paper pin (Gund pin)	Box		
12	DU24GS12	Item12	Pencil carbon (Cut sheet) Blue	Box		
13	DU24GS13	Item13	Rubber Band (2"x4")inches	kg		
14	DU24GS14	Item14	Rubber Band (2"x4")inches	Box		
15	DU24GS15	Item15	Sealing wax	Packet		
16	DU24GS16	Item16	Sketch pen (Big)	Nos		
17	DU24GS17	Item17	Thread Roll	Ream		
18	DU24GS18	Item18	Xerox Paper A4 (80GSM)	Ream		
19	DU24GS19	Item19	Color Paper A4	Ream		
20	DU24GS20	Item20	Buff Sheets	Box		
21	DU24GS21	Item21	Transparent Glass Sheet A4 Size	Nos		
22	DU24GS22	Item22	Tags '6' inch(500 bunch)	Nos		
23	DU24GS23	Item23	Tags '8' inch(500 bunch)	Nos		
24	DU24GS24	Item24	Stapler machine No.10	Packet		
25	DU24GS25	Item25	Stapler Pin (10 no)	Nos		
26	DU24GS26	Item26	Stapler machine (Size no-45)	Packet		
27	DU24GS27	Item27	Stapler Pin (Size no-24/6)	Box		
28	DU24GS28	Item28	Big Stapler Pins Size (Kangaroo 23/17H)	Box		
29	DU24GS29	Item29	Big Stapler Pins Size (Kangaroo 23/20H)	Box		
30	DU24GS30	Item30	Big Stapler Pins Size (Kangaroo 23/24H)	Box		
31	DU24GS31	Item31	Big Stapler Pins Size (Kangaroo 23/15H)	Box		
32	DU24GS32	Item32	Needles Big 4"	Nos		
33	DU24GS33	Item33	Match Box	Nos		
34	DU24GS34	Item34	Long Book 1 Quire(80GSM)	Nos		
35	DU24GS35	Item35	Long Book 2 Quire(80GSM)	Nos		
36	DU24GS36	Item36	Long Book 3 Quire(80GSM)	Nos		
37	DU24GS37	Item37	Cloth Line Cover 5"x11"	Nos		
38	DU24GS38	Item38	Brown Envelop Cover Size 5" X 11"	Nos		
39	DU24GS39	Item39	Paper Cutter	Nos		
40	DU24GS40	Item40	Scissor (Big)	Nos		
41	DU24GS41	Item41	Graph Sheets A4 Size (80GSM)	Nos		
42	DU24GS42	Item42	Cloth Cover A4 Size	Nos		
43	DU24GS43	Item43	A4 Sticker Sheet (56L 80GSM paper)	Box		
			Plastic Cover - 11x 16 Size LD Covers	Kg.		

			11 × 7½ Size LD Covers		
44	DU24GS44	Item44	Thermal Transfer Ribbon (1" Ink out)Size 110 mm × 450m	Roll	
45	DU24GS45	Item45	Thermal Printer Sticker .Size 50 × 18 (Qty.10,000)	Roll	
46	DU24GS46	Item46	File Board	Nos	
47	DU24GS47	Item47	Sticky Notes	Packet	
48	DU24GS48	Item48	Gem Clip	Box	
49	DU24GS49	Item49	Plastic Tray size 16x12 , Hight-3inch	Nos	
50	DU24GS50	Item50	Goni thread	Kg	
51	DU24GS51	Item51	Plastic Thread	Kg	
52	DU24GS52	Item52	Single Punch	Nos	
53	DU24GS53	Item53	Metal Binder Clip	Box	
54	DU24GS54	Item54	Calculator(Big Casio)	Nos	
55	DU24GS55	Item55	Toner-HP Printer Laser jet (Model-Tank 158x(Big) MFP2606)	Nos	
56	DU24GS56	Item56	Blue Pens	Nos	
57	DU24GS57	Item57	Red Pens	Nos	
58	DU24GS58	Item58	Black Pens	Nos	
59	DU24GS59	Item59	Green Pens	Nos	
60	DU24GS60	Item60	Markers Pen	Nos	
61	DU24GS61	Item61	Pencil	Box	
62	DU24GS62	Item62	Scales	Nos	
63	DU24GS63	Item63	Whitener Pens	Nos	
64	DU24GS64	Item64	Ink Pad Big	Nos	
65	DU24GS65	Item65	Fevi Gum Bottle(500gm)	Nos	
66	DU24GS66	Item66	CD Marker Pen	Nos	
67	DU24GS67	Item67	Fokker's	Nos	
68	DU24GS68	Item68	Pen drive 64gb	Nos	
69	DU24GS69	Item69	HP colour printer Leaser Jet Pro M255dw Cartridge 1. Black 2.Cyean 3.Megenta 4.Yellow	Nos	
70	DU24GS70	Item70	Canon Image Class MF241d- Black Cartridge	Nos	
71	DU24GS71	Item71	HP Laser Jet Pro MFPM126nw- Black Cartridge	Nos	
72	DU24GS72	Item72	HP Laser Jet Pro MFPM126dn- Black Toner- 158A	Nos	
73	DU24GS73	Item73	HP Laser Jet P1606dn- Black Cartridge	Nos	
74	DU24GS74	Item74	Samsung Xpress M2876ND- Black Cartridge	Nos	
75	DU24GS75	Item75	HP Laser Jet M1136 MFP- Black Cartridge	Nos	
76	DU24GS76	Item76	Canon LBP2900B- Black Cartridge	Nos	
77	DU24GS77	Item77	Canon Image Class LBPb230dn- Black Cartridge	Nos	
78	DU24GS78	Item78	Konica Bizhub C458 Toner- 4 1.TN514K (Black) , 2.TN514Y,(Yellow) 3.TN514M (Magenta) 4.TN514C (Cyan)	Nos	
79	DU24GS79	Item79	Lipi-6805 line Printer Cartridge	Nos	
80	DU24GS80	Item80	Lipi-6805 line Printer Ribbon	Nos	
81	DU24GS81	Item81	Tally Genicom 6800 Line Printer Cartridge	Nos	
82	DU24GS82	Item82	Tally Genicom 6800 Line Printer Ribbon	Nos	
83	DU24GS83	Item83	Highlighter (Green)	Nos	

B: Printed Stationary Items
(Supply order subject to the requirement of materials.)

SL.No.	Item Code	Item Name	Details of the Printed Stationary Items	Unit	Unit Price	Total Price
84	DU24PS01	Item84	Degree Certificate Application form A4 size	Nos		
85	DU24PS02	Item85	Marks card/Consolidated Marks card/Temporary Marks card /Duplicate Marks card/Duplicate Degree Certificate/Grade Certificate etc., Application Form A4 size	Nos		
86	DU24PS03	Item86	Indent for the supply of different answer book for university examination from A4 size	Nos		
87	DU24PS04	Item87	Indent for the supply of Stationary articles from A4 Size	Nos		
88	DU24PS05	Item88	Indent for the supply of different kinds of Printed Forms A4 size	Nos		
89	DU24PS06	Item89	Yellow Cover for Question Paper 5''X11''	Nos		
90	DU24PS07	Item90	Pink Cover for Scheme of Valuation 5''X11''	Nos		
91	DU24PS08	Item91	Supply of stationary items from A4 size	Nos		
92	DU24PS09	Item92	Relieving Superintendent's Diary 1/8 size	Nos		
93	DU24PS10	Item93	Question Paper Packet Opening Certificate A4 size	Nos		
94	DU24PS11	Item94	Malpractice case report form A3 Size	Nos		
95	DU24PS12	Item95	Chief Superintendent's Chart of Assignment of Work of Theory Examination A3 Size	Nos		
96	DU24PS13	Item96	Indent for the supply of Stationary article form for practical's A4 size	Nos		
97	DU24PS14	Item97	Assignment of practical examinations form A4 size	Nos		
98	DU24PS15	Item98	Marks list for practical examination form A4 size (B.Ed &UG)	Nos		
99	DU24PS16	Item99	Outer cover for practical examination(5 ½ "x14")	Nos		
100	DU24PS17	Item100	Inner cover for practical examination(5x13)	Nos		
101	DU24PS18	Item101	Duty Report Forms A4 size	Nos		
102	DU24PS19	Item102	T.A Bills A4 size	Nos		
103	DU24PS20	Item103	Authorization Letters A4 size	Nos		
104	DU24PS21	Item104	Consolidated Work Done Statement Cum-Bill For Central Valuation (A4 size)	Nos		
105	DU24PS22	Item105	Valuation Coordinators Register of Issue and collection of Answer Book Packets to Reviewer's A4 size	Nos		
106	DU24PS23	Item106	Attendance Certificate A4 size	Nos		
107	DU24PS24	Item107	Remuneration Bill in respect of the University Examination A4 size	Nos		
108	DU24PS25	Item108	Central Valuation Reviewer's Diary A4 size	Nos		
109	DU24PS26	Item109	Certificate (Income Tax) A4 size	Nos		
110	DU24PS27	Item110	Instruction to examiners & evaluators regarding evaluation of answer sheets of degree examinations, (A4 Size)	Nos		
111	DU24PS28	Item111	Observers diary (A4 Size)	Nos		
112	DU24PS29	Item112	Valuation Order Form(A4 Size)	Nos		
113	DU24PS30	Item113	Appointment of paper setting for Graduate Examination A4 size	Nos		
114	DU24PS31	Item114	Letter of Acceptance A4 size	Nos		
115	DU24PS32	Item115	Instructions to the paper setter(Graduate) A4 size	Nos		
116	DU24PS33	Item116	Instructions to the paper setter(Post Graduate) A4 size	Nos		

117	DU24PS34	Item117	Bill for setting Question Paper and preparing Scheme of Valuation A4 size	Nos		
118	DU24PS35	Item118	Details of paper settings at BOE meeting A4 Size (UG)	Nos		
119	DU24PS36	Item119	Details of paper settings at BOE meeting A4 Size (PG)	Nos		
120	DU24PS37	Item120	Marks list for practical examination form A4 size (B.ed)	Nos		
121	DU24PS38	Item121	Details of Students debarred by the Squad (A4 size)	Nos		
122	DU24PS39	Item122	Dairy of Squad Head A4 size	Nos		
123	DU24PS40	Item123	Dairy of Squad Members A4 size	Nos		
124	DU24PS41	Item124	Dispatch cover 11"X16" (Printed One)	Nos		
125	DU24PS42	Item125	Dispatch cover 11"X5" (Printed One)	Nos		
126	DU24PS43	Item126	Cloth Line cover A4 printed (small – 10"x30")	Nos		
127	DU24PS44	Item127	Cloth Line cover A4 size printed (Large – 12"x16")	Nos		
128	DU24PS45	Item128	Form for different correction	Nos		
129	DU24PS46	Item129	Office File Printed	Nos		
130	DU24PS47	Item130	File continuation sheets (legal size-80GSM)	Nos		
131	DU24PS48	Item131	File opening sheet (legal size-80GSM)	Nos		
132	DU24PS49	Item132	Supply of stationary to the exam center form (A4 Size)	Nos		
133	DU24PS50	Item133	Supply of Answer books to the exam center form	Nos		
134	DU24PS51	Item134	Appointment of paper setters for P.G Examination A4 size	Nos		
135	DU24PS52	Item135	Confidential Question Paper Pouch legal Size Plastic Covers	Nos		
136	DU24PS53	Item136	Computer sheet (80GSM)Size 10x12x1	Nos		
137	DU24PS54	Item137	Computer sheet (80GSM)Size 10x12x2	Box		
138	DU24PS55	Item138	Ledger sheet (120GSM)Size 15x12x1	Box		
139	DU24PS56	Item139	Dispatch ledgers(inward and outward)	Book		

C: Convocation Stationary Items
(Supply order subject to the requirement of materials.)

SL.No.	Item Code	Item Name	Details of the Printed Stationary Items	Unit	Unit Price	Total Price
140	DU24CS01	Item140	Convocation Book (containing the list of eligible students) Pages-300-350 with 20 Colour Pages & Binding	Nos		
141	DU24CS02	Item141	Invitation cards 130gms, high quality multicolor card and 30gsm cover	Nos		
142	DU24CS03	Item142	Convocation Chief Guest Speech book	Nos		
143	DU24CS04	Item143	Vice Chancellor welcome speech book	Nos		
144	DU24CS05	Item144	Lunch Card (Colour)	Nos		
145	DU24CS06	Item145	Colour Tape Badge (big, medium and small)	Nos		
146	DU24CS07	Item146	First Rank Certificates	Nos		
147	DU24CS08	Item147	Gold Medal Certificates	Nos		
148	DU24CS09	Item148	Files Folders (Convocation)	Nos		
149	DU24CS10	Item149	Students Pass (Colour)	Nos		
150	DU24CS11	Item150	Car Parking Pass (Colour)	Nos		
151	DU24CS12	Item151	Parents Pass	Nos		
152	DU24CS13	Item152	Minutes Book	Nos		
153	DU24CS14	Item153	ID Card Plastic Pouch with tag	Nos		
154	DU24CS15	Item154	Flex Printing	Per Sq.Ft		

Sd/-
REGISTRAR(Evaluation)
Davangere University
Sivagangothri, Davangere