



ANDHRA UNIVERSITY

VISAKHAPATNAM, ANDHRA PRADESH, INDIA

NAAC – Accredited “A” Grade with a CGPA of 3.65 out of four point scale
“ISO 9001 : 2008 Certified”

No. A-IV (1)/Annual Indent/2015-16

Dated: 03-07-2015

TENDER NOTICE

Andhra University, Visakhapatnam desires to procure the annual requirement of stationery items for Financial Year 2015-16.

2. The interested registered Stationery supply agencies/firms with not less than three years of experience in supply of stationery items to Government Departments/State Government undertakings are requested to submit their SEALED tenders to the Registrar, Andhra University, Visakhapatnam, as per the time schedule shown below; separately for each Tender Schedule i.e. Annexure I; II; III superscribing on the envelope the same.

1	Sale of tender document	On all working days from 06-07-2015 to 22-07-2015 between 10.00 a.m. to 05.00 p.m.
2	Tender document which can be had from AIV Section CAO, AU, on payment of	Rs.1,000/- by way of Demand Draft drawn in favour of the Registrar, Andhra University, Visakhapatnam, which is non-refundable.
3	Availability and receipt of tender document	Office of the Registrar, Andhra University, Visakhapatnam.
4	Last date for submission of tenders	23-07-2015 upto 03.00 p.m.
5	Opening of sealed tenders, in the presence of the Tenderers present, before the authorities concerned.	23-07-2015 at 4.00 p.m.(on the same day for Annexure-I & II) 24-07-2015 at 4.00pm for Annexure-III

3. The other terms and conditions will remain unchanged.

4. Other details can be had from the above address and <http://www.andhrauniversity.edu.in/>

Sd/-

(V.UMA MAHESWARA RAO)
REGISTRAR



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TENDER SCHEDULE FOR SUPPLY OF STATIONERY ITEMS

TERMS AND CONDITIONS

1. The required number of stationery items along with brand name and quantity required are as shown in the Annexure – I (for Central Administrative Office & SDE) and Annexure – II (exclusive for School of Distance Education) and Annexure III (for AU Press & Publications)
2. Latest copy of the Certificate issued by the Department of Commercial Taxes, Copy of PAN Card and Bank Account details should be enclosed with the Tender Schedule.
3. The firm should have the experience of at least (3) years in supply of stationery items at-least Rs.10 lakhs to any Government Department/State Government undertaking and proof to that extent along with the satisfactory supply certificate from their client should be enclosed.
4. The Bids must reach this office before the due date and time either in person or by post. Bids received after the stipulated time will not be accepted. For postal delays, the concerned authorities are not responsible.
5. The rate should be quoted in the tender for each item in words and figures. Otherwise tender will not be considered. The offer should be valid for a period of one year from the date of approval of the tender.
6. A refundable Earnest Money Deposit (E.M.D.) for an amount equivalent to 2.5% of the estimated amount of the tender in the form of a Demand Draft (Banker’s Cheque) from a Nationalised Bank in favour of the “Registrar, Andhra University, Visakhapatnam” should be enclosed with the tender schedule. The bids without E.M.D. will be rejected summarily.
7. Incomplete tender schedule in any form will be rejected.
8. The tenderer should submit samples of the items as per the specified brand indicated in the tender scheduled, failing which the tender will not be considered. (On the sample, they shall quote the Sl.no. of the items with the Annexure No.)
9. Bids will be opened at the specified time in the chambers of the Registrar, Andhra University, Visakhapatnam in the presence of the bidders or their authorized representatives.
10. All the tenders received are subject to verification and approval by the University authorities and it shall be binding on all the tenderers.
11. The acceptance of tender will be communicated to the successful tenderer only.
12. The items should be supplied as per requirement as and when demanded for a period of one year from the date of agreement entered into.

13. Payment shall be made within two months after receipt of material as per requirement, with that of the samples agreed to.
14. University reserves right to accept the tender in total or part: or reject any tender on administrative grounds. If It feels that any of the item, even if it is not lowest rate, when it is a quality product University can have right to go for issuing purchase order for those items.

OTHER TERMS AND CONDITIONS

1. The offer / contract will be awarded to the Lowest-1 as per our specifications firm (Item-wise) as per the decision taken by the Computer Purchases and Central Purchases Committee depending on the quality.
2. An agreement to be signed by the successful tenderer with the Registrar, Andhra University, Visakhapatnam on the Non-Judicial Stamp Paper worth of Rs.100/- (Rupees one hundred only).
3. On assigning the contract, the successful tenderer should submit a bank guarantee for Rs. 10,000/- (Rupees ten thousand only) from a Nationalised Bank in favor of the “Registrar, Andhra University, Visakhapatnam”.
4. It will be the responsibility of the firm to ensure that the items to be supplied as per the quality and quantity demanded within stipulated time. The material supplied if found to be other than the specified brand and inferior in quality will summarily be rejected. The Andhra University shall also have the power to purchase the required item from elsewhere and any excess of cost so incurred by the Andhra University over the tendered price together with all charges and expenses incurred towards purchase shall be recovered by the Andhra University from the successful tenderer / firm.
5. In case the items are not supplied within the stipulated time, a fine of 250/- (Rupees two hundred and fifty only) will be levied per day for the delay so caused and the same will be deducted from the payment against the bills raised.
6. If the tenderer fails to abide by any of the conditions of the contract, the Registrar, Andhra University will have the right to forfeit not only the E.M.D. but also the Bank Guarantee submitted by him.
7. Upon complete fulfillment of the terms and conditions by the successful tenderer, the amount so deposited towards earnest money / bank guarantee shall be returned to him deducting the amount, if any, due by the tenderer to the Andhra University.
8. If any one item price quoted by more than one bidder is same, the Andhra University have right to negotiate with the tender(s) regarding price.
9. The bidder should quote not less than 15 items and should qualify minimum 10 items for assigning the contract.
10. The Committee reserves the right to negotiate with lowest bidder(s) to arrive at a rate of any item.

Sd/-
(V.UMA MAHESWARA RAO)
REGISTRAR