

**BHOPAL RAO PAWAR
GOVT. POLYTECHNIC, DHAMTARI (C.G.) 493773**

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Website : www.polydmt.ac.in

**Tender form for supply of Stationary Items For
B.R.P. Govt. Polytechnic, Dhamtari**

Issued

To

Tender form price Rs. 500/-



**BHOPAL RAO PAWAR GOVT. POLYTECHNIC,
DHAMTARI (C.G.) 493773**

Notice Inviting Tender (NIT) for the Supply of Stationary Items

Tender No./ 5854 /BRPGPD/Store/2020

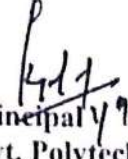
Dhamtari, Date. 01-09-2020

Principal, Bhopal Rao Pawar Govt. Polytechnic, Dhamtari (C.G.) invites sealed tenders from Stationary suppliers for supplying, Office Stationary/Drawing Stationary items valid for a period of one year. (extendable to another one year). Cost of Tendered items is approximately Rs. 5.00 lacs.

Tender document can be obtained from the office during the office working hours other than public holidays, on payment by cash or by DD Rs. 500/- in favour of, Principal, B.R.P. Govt. Polytechnic, payable at Dhamtari.

Tender document can also be download from the website www.polydmt.ac.in In such cases tenderer will deposit Rs. 500/- in the form of D.D. as document cost along with EMD in favour of " Principal B.R.P. Govt. Polytechnic, Dhamtari (C.G.)".

Date of sale of Tender Document	From 02/09/2020
Last Date for Sale of Tender Document	25/09/2020 (02.00 PM)
Last Date for Submission of sealed Tender	25/09/2020 (03.00 PM)
Date of Opening of Tender	25/09/2020 (04.00 PM)
Venue :	B.R.P. Govt. Polytechnic, Dhamtari


Principal 01/09/2020
B.R.P. Govt. Polytechnic,
Dhamtari

Tender Document

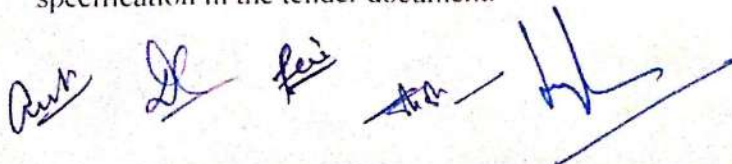
1. Tender No. - BRPGPD/Store/2020/5854.. Date 01/09/2020
2. Cost of the Tender Document - Rs. 500/- by cash or D.D (Non-refundable)
3. Date of Submission - On or before 25/09/2020 at 03.00 PM

In case, if the last date is declared to be a holidays, the tender may be submitted up to 02.00 PM of the immediate next working day.

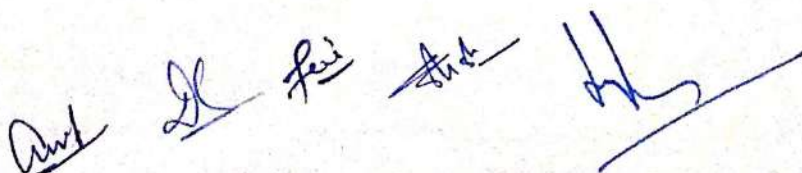
4. The Tenders shall be opened at 04.00 Pm on 25/09/2020
5. Tender shall remain valid for a period of Two year. Contract will be awarded to the successful bidder initially for a period of One Year (extendable to another year).
6. Scope of Supply :-
Supply of Stationary and Drawing Stationary items stated at annexure "II"
7. Essential qualifications of the Bidder :-
7.1 The bidder must indicate his PAN/TIN of Income Tax and Goods & Service Tax (GST) respectively, with the copies of IT return for the last three year as per Annexure I.
8. Preparation of the Bid :-
8.1 The tender would be submitted in three parts in separate sealed envelopes which shall contain.
Envelop No. 1. (a) EMD is the form of A D.D. of Rs. 15,000/- in favour of Principal B.R.P. Govt. Polytechnic, Dhamtari Payable at Dhamtari.
(b) D.D. of Rs. 500/- in favour of Principal B.R.P. Govt. Polytechnic, Dhamtari Payable at Dhamtari if tender document downloaded from Website.
Envelop No. 2. All the relevant documents regarding the essential qualifications of the Bidder as per Annexure-I. and (Essential qualification of the Bidder)
Envelop No. 3. The prices on the prescribed Format Annexure-II. (Price Bid) The quoted prices would be inclusive of all taxes/duties and any other charges.

All the three envelopes should be kept in one single, bigger envelop, duly sealed and submitted in the prescribed Tender-box in the office of the Principal, B.R.P. Govt. Polytechnic, Dhamtari.

- 8.2 Envelop No. 03 will be considered for opening after the contents of envelop 1 and 2 are found satisfactory.
- 8.3 The Tenders may be submitted in English/Hindi but the numeric should be in English only.
- 8.4 Tender submitted by fax or e-mail would not be accepted.
- 8.5 All the pages of the Tender-document including annexure-I shall be duly signed.
- 8.6 Rates quoted should be written legible in words & Figures. If any difference is observed the rates given in words shall be taken as correct.
- 8.7 The bidder would bear all costs associated with the preparation and submission of tender, including costs of any sample if all attached with the tender. This office would in no cse be responsible for refund of, or be liable for, such costs.
- 8.8 The bidder is expected to carefully examine all instructions, forms, terms and specification in the tender document.



- 8.9 The bid must be in line with specifications and conditions required for the tender. It should be valid for one year from the date of opening of bids.
- 8.10 Overwriting should be avoided. Overwriting, erasures and other changes should bear the dated initials of the person signing the tender.
- 8.11 Failure to furnish complete information required by the tender document or submission of bid not substantially may result in rendering the tender ineligible for award of the supply.
- 8.12 This tender form is non-transferable and must be made by this office as and when required by law.
- 8.13 Deduction of taxes at the source would be made by this office as and when required by law.
- 8.14 Samples of the stationary items shall be furnished as and when required.
- 8.15 The rate shall be quoted on the basis of the "Unit" applicable to the respective item (i.e. Standard unit)
- 8.16 Relevant brochures etc. may be enclosed if desired.
9. Earnest Money Deposit :
The EMD deposited along with the tender shall be treated as the security deposit of the successful bidder and would be returned on demand to the rest of the tenderer after finalization of the bid.
10. Payment Terms :
(I) 100% on supply, and acceptance of various stationary items as per the delivery schedule given by Principal, B.R.P. Govt. Polytechnic, Dhamtari from time to time.
(II) No payment will be made for the rejected items.
11. Delivery :
The delivery shall be made directly at our office on FOR basis, as per the delivery schedule issued from time to time.
12. Penalty :
The time and date of delivery in the order shall be deemed to be the essence of the order. In case of delay in execution of the order, the Principal, B.R.P. Govt. Polytechnic, Dhamtari, may have its' option either:
Recover from the supplier a liquidated damage a sum of 0.5% per week of the order value for the stationary/Drawing stationary items not delivered for a week after the specified delivery time and maximum up to 5% the local order value.
a. Cancel the order for the quantity in full or part with liability recoverable from the supplier, as assessed by the Principal, B.R.P. Govt. Polytechnic, Dhamtari.
13. Other Terms & Conditions :
13.1 Terms and conditions not defined herein would have the same meaning as are assigned to them in the Indian Contract Act or in the Indian General Clauses Act or in the Chhattisgarh General Clauses Act and would, otherwise, have the meaning the word or expression ordinarily has with due regard to the subject and the context.
13.2 A prospective bidder requiring any clarification regarding the tender document may notify this office in writing at the address indicated at the cover of the tender document. The office would respond in writing to any request for clarification of the tender document provided that it is received not later than seven days prior to the last date prescribed for submission of tenders. However, the office shall not be responsible for any delays.
13.3 The successful bidder will execute an agreement on a stamp paper with the Principal, B.R.P. Govt. Polytechnic, Dhamtari for Execution of the Supply order.



- 13.4 Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The tenderer should furnish Rate Analysis for scrutiny of the rates by Principal, B.R.P. Govt. Polytechnic, Dhamtari, if required.
- 13.5 In case of any default or failure on Supplier part to comply with all/any one of the Terms/Conditions, Principal, B.R.P. Govt. Polytechnic, Dhamtari reserves the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to supplier and/or by taking recourse to appropriate recovery proceedings.
- 13.6 In any dispute arises of the Principal, B.R.P. Govt. Polytechnic, Dhamtari, will be the sole Arbitrator & his decision shall be final & binding on both the parties. For any dispute in the matter of execution of the contract it will fall under the jurisdiction of the judicial courts of Dhamtari District of Chhattisgarh.
- 13.7 The Supplier shall not directly or indirectly transfer, assign or sublet the order or any part of it.
- 13.8 Principal B.R.P. Govt. Polytechnic, Dhamtari reserve the right to accept/reject any tender either in whole or in part, without assigning any reasons therefor, whatsoever.
- 13.9 The tenderer should quote their rates strictly adhering to terms and conditions stipulated in the Tender Document. Unsolicited correspondent after opening of the Tender shall not be entertained. Conditional/deviation Tenders may be rejected without making any reference to the tenderers.
- 13.10 No tenderer will be allowed to withdraw his Tender during the validity period.
- 13.11 The Supplier shall engage qualified and experienced supervisory staff at his cost during the execution of the work for attending to day-to-day affairs.
- 13.12 Notwithstanding any this stated above, Principal B.R.P. Govt. Polytechnic, Dhamtari reserves the right to assess the tenderer's capability and capacity to perform the contract. Circumstances may warrant such assessment in the overall interest of Principal B.R.P. Govt. Polytechnic, Dhamtari.
- 13.13 Canvassing in any form for the acceptance of tender would disqualify the tenderer.
- 13.14 The decision of Principal, B.R.P. Govt. Polytechnic, Dhamtari in awarding the supply order shall be final and can not be subjected to arbitration.
- 13.15 It will be the responsibility of the supplier for safe supply of the material required for full and good conditions at user's point. This office will not pay any amount for transit and insurance of the material.
- 13.16 The supply order shall be placed initially for a period of one year & extendable for one more year at the option of the Principal, B.R.P. Govt. Polytechnic, Dhamtari.



Annexure-I

**BHOPAL RAO PAWAR GOVT. POLYTECHNIC,
DHAMTARI (C.G.) 493773**

LETTER OF SUBMISSION OF TENDER FROM THE BIDDER
"Supply of stationary items at B.R.P. Govt. Polytechnic, Dhamtari."

1. I / We have examined the Scope of supply, Specifications and the Terms and conditions relating to the Tender for the said supply after having obtained the Tender document invited by you.
2. I / We have visited the site, examined the site for the installation of the item specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We hereby offer to execute the supply order in strict accordance with the tender Document at the item rates quoted by me/us is in all respects, as per the specifications Scope of supply described in the Tender Document and the other Terms and Conditions.
4. I / We agree to pay all Government (Central and State) Taxes such as GST, Works Contract Tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
5. The rates quoted by me/us are firm and shall not be changeable subject to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
6. If this tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and conditions and provisions of the said Contract Document annexed hereto.

Names of the persons authorized to be present at the time of opening of the tender.

- i. _____
- ii. _____

Documentary proof in respect of letter of Authority/Power of Attorney to be enclosed along with the Tender.

Place :

Your faithfully,

Date :

Name and Address of the Tenderer

(Signature of the Tenderer)

Name and Seal

List of Essential Documents :-

1. Attested Photocopy of PAN/TIN of Income Tax and commercial Tax.
2. Attested Photocopy of last Three year Income Tax Return.
3. GST Registration copy.

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I/We

PRICE BID

rates for the items mentioned below :-

hereby quoted our best

List of Stationary/Drawing Stationary Items

S.No.	Name of Items	Rate/Per	
1.	Attendance Register (Student) size 8x13, 100 pages	Per Piece	
2.	Basta Cloth Cotton	Per Piece	
3.	Brown paper (Thick) Size 90x115 cm super quality	Per Sheet	
4.	CD simple 700 MB Sony/Moserbear	Per Pkt.	
5.	CD/DVD Rewritable 700 MB Sony/Moserbear	Per Pkt.	
6.	Cell for Troch (Leak proof Novino/Nippo etc.)	Per Piece	
7.	Cello Tape Roll 1" Super quality	Per Piece	
8.	Cello Tape Roll 1" with stand super quality Big size	Per Piece	
9.	Cello Tape Roll 3" Brown super quality	Per Piece	
10.	Chalk Dustless Colour Kores or equivalent	Per Pkt.	
11.	Chalk Dustless White Kores or equivalent	Per Pkt.	
12.	Clip File Cover with Print Full Scape Size	Per Piece	
13.	Cloth laminated envelope 16"x12"	Per Piece	
14.	Daak Pad super quality (डाक पैड)	Per Piece	
15.	Door Mat Plastic (Green Grass) 2.5'x1.5'	Per Piece	
16.	Drawing Pencil (H,2H,3H,HB Steno) Apsara or equivalent		
17.	Drawing sheet thick 11.2 Kg per Goose white 22x20 (144 sheet per goose)	Per Goose	
18.	Duster for dustless chalk super quality	Per Piece	
19.	Envelope 10.5"x4.5" White	Per Piece	
20.	Envelope 10.5"x4.5" Brown	Per Piece	
21.	Envelope Green (Cloth Laminated) 16"x12"	Per Piece	
22.	Erasser (Non Dust) (20 pieces per packet) Apsara or equivalent	Per Pkt.	
23.	Eraz-ex (Whitener) 20 ml Kores	Per Piece	
24.	Fevicol (Super quality) 200 gms bottle	Per Bottle	
25.	File Cover Thick with center cloth patti	Per Piece	
26.	File Flag Three colour 1"	Per Set	
27.	File Flag Three colour 3"	Per Set	
28.	File Pad with cloth patti super quality	Per Piece	
29.	Graph paper 22x20 (144 sheet per goose) Super quality	Per Goose	
30.	Gum Paste 150 ml camel/Kores	Per Bottle	
31.	Gum Paste 700 ml camel/Kores	Per Bottle	
32.	Index file best quality	Per Piece	
33.	Ink for Marker Pen (Temporary) for white board (Blue/Black/Red)	Per Bottle	
34.	Lace super quality	Per bunch	
35.	Lock Superior quality Brass: Godrej/Link 6 lever 50 mm (Min. 3 Keys)	Per Piece	
36.	Lock Superior quality Brass: Godrej/Link 7 lever 50 mm (Min. 3 Keys)	Per Piece	
37.	Long college copy 31x19 cm 192 page big size super quality	Per Piece	
38.	Marker Pen (CD/DVD/OHP marker) Luxury/Camel	Per Pkt.	
39.	Marker Pen Different colours Big size	Per Piece	
40.	Marker Pen (Temporary) for White Boards (Blue/Black/Red)	Per Piece	

41.	Mop Set (Pattiwala) heavy duty with Stick full size	Per Piece	
42.	Nephthene Ball (200 gm Pkt)	Per Pkt.	
43.	Notice Board Pin with Plastic head	Per Pkt.	
44.	Office Pin (Allpin) 100 gm super quality Lion Brand	Per Pkt.	
45.	Paper Tray (Plastic) best quality cello or equivalent	Per Piece	
46.	Paper weight super quality	Per Piece	
47.	Pen Drive 08 GB	Per Piece	
48.	Pen Drive 16 GB	Per Piece	
49.	Pen Drive 32 GB	Per Piece	
50.	Pen Jorter type super quality Blue/Red	Per Piece	
51.	Pen Use & throw type Black/Blue/Red Branded 20 Nos per Pkt	Per Pkt.	
52.	Pencil Cell (1.5V) Novino/Nippo etc.	Per Piece	
53.	Phenyl Superior quality 1 Liter white Doctor brand ISO Certified	Per Bottle	
54.	Photo state Paper A3 size 70 GSM JK Bond/Reflection 500 sheet packet	Per Pkt.	
55.	Photo state Paper A4 size 70 GSM JK Bond/Reflection 500 sheet packet	Per Pkt.	
56.	Photo state Paper Full Scape 70 GSM JK Bond/Reflection 500 sheet packet	Per Pkt.	
57.	Pin Cushion Camlin/Kores	Per Piece	
58.	Plastic Bucket 16" size Cello or equivalent	Per Piece	
59.	Plastic Jug medium size best quality Cello or equivalent	Per Piece	
60.	Plastic Mug medium size best quality Cello or equivalent	Per Piece	
61.	Poker best quality	Per Piece	
62.	Punching Machine Camlin/Kores	Per Piece	
63.	Ruled Register Canvas binding size 8x13, 300 pages (Ledger)	Per Piece	
64.	Ruled Register Canvas binding size 8x13, 400 pages (Ledger)	Per Piece	
65.	Ruled Register size 8x13 superior quality 100 pages	Per Piece	
66.	Ruled Register size 8x13 superior quality 200 pages	Per Piece	
67.	Ruled Register size 8x13 superior quality 300 pages	Per Piece	
68.	Ruled Register size 8x13 superior quality 400 pages	Per Piece	
69.	Scissor (Kainch) 8" Brass handle	Per Piece	
70.	Scale: Stainless steel size 30cmx2.6 cmx2.0 mm thick plate	Per Piece	
71.	Sketch Pen packet Kores/Camelin (Blue/Red/Black)	Per Pkt.	
72.	Sketch Pen packet Kores/Camelin (Blue/Red/Black) small size	Per Pkt.	
73.	Stamp Pad Ink 30 ml Camel/Kores	Per Bottle	
74.	Stamp Pad Size 150x96 mm Camel/Kores	Per Piece	
75.	Stamp Pad Small Size Camel/Kores	Per Piece	
76.	Stapler M/c No. 24/6 Kangaro HD45-376224	Per Piece	
77.	Stapler Pin No. 10 Kangaro	Per Pkt.	
78.	Stapler Pin No. 24/6 Kangaro	Per Pkt.	
79.	Steno Note Book 160 Page	Per Piece	
80.	Stock Register 300 page	Per Piece	
81.	Stock Register 200 page	Per Piece	
82.	Sutli (Jute)	Per Kg.	
83.	Table Glass 10 mm thick	Per Piece	
84.	Tag 6" super quality	Per Bunch	
85.	Toilet Brush best quality branded (both side brushes)	Per Piece	
86.	Toilet Cleaner Acid 1 liter	Per Bottle	
87.	Tumbler Glass Good quality Yera Type	Per Dozen	
88.	Washing Powder (500 gm pkt) Best quality Ghari/Wheel/Nirma	Per Pkt.	

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89.	Waste paper Basket 12" Size without Jali Cello or equivalent	Per Piece	
90.	White Typing Paper FS 8"x13" Orient/Emami 480 sheet per pkt	Per Pkt.	
91.	White Typing Paper DFS 16"x26" Orient/Emami 480 sheet per pkt	Per Pkt.	
92.	MINIDRAFTER : Improved pattern with scales & protector made of unbreakable plastic one piece with pong steel rod frame clamping screw in PVC Cover Make : Omega or Apex	Per Piece	
93.	INSTRUMENT BOX : The Instruments are german thpe box. The set contains atleast 13 Nos. instruments half set of compass 150 mm (6 Inch) Pen, Pencil & Lengthening Bar, Divider compass 150 mm (6 Inch) set of 3 spring bows. Pen, Pencil & Divider on drawing pen spare handle, screw-driver and lead case. The instruments are bright chromium plate. Make : Sigma or Apex.	Per Piece	
94.	DRAWING BOARD : Made of best selected and highly seasoned wood of the softs quality with tongur joint and strong battons at back with washers in the slots, fitted with wooden screw to allow expansion and contraction of the wood due to atmospheric changes. the battons and edges are all polishes and one size 810x580x15 mm wooden find quality : Make : Omega or Apex.	Per Piece	
95.	LCD ADVANCED SCIENTIFIC POCKET CALCULATOR LATEST MODEL WITH CASE & OPERATING MANUAL : Natural - V.P.A.M. dot matrix display, 15 and 10+2 Digits, 580 Fuctions, Equation solver, 20 pairs of values for metric convesion, Calculation with complex numbers, Calc key (temporary formula memory), 40 Physical constants, Matrix/Vector calculation Numerical integral & differential calculus Random Integers, New equation Mode, Function Table, Two-Way-Power, Memory : Repeat function, Variable memory : 9 No. of storable programms: calc/Solv button. Make : Casio	Per Piece	
96.	Hand Sanitizer	Per Liter	
97.	Hand Wash Liquid	Per Piece	
98.	College Notebook 180 Page (240 mmx180mm)	Per Piece	
99.	Drawing Clip	Per Piece	
100.	Stick File	Per Piece	
101.	Stapler Small Machine/ Pin - 10 No.	Per Piece/Pkt.	
102.	Practical Copy (Classmate)	Per Piece	
103.	Montex Pen	Per Piece	
104.	Carbon Paper	Per Piece	
105.	Whitner	Per Piece	
106.	File Cover Lemination	Per Piece	
107.	T Shape Pin	Per Pkt.	
108.	Pen Jorter Refill	Per Piece	
109.	Pencil Apsara	Per Piece	
110.	Envelope A-3	Per Piece	
	Envelope A-4	Per Piece	
111.	Rubber Band	Per 100 Gm.	
112.	For fold File Puttha	Per Piece	
113.	For fold File Regzine	Per Piece	
114.	Punching Machine	Per Piece	
115.	Canvas Register 192 page	Per Piece	
116.	Canvas Register 288 page	Per Piece	
117.	Canvas Register 384 page	Per Piece	

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118.	Cash Book Government 400 page	Per Piece	
119.	Cash Book Non Government 4 No.	Per Piece	
120.	Awak Panji 288 page/384 page	Per Piece	
121.	Jawak Panji 288 page/384 page	Per Piece	
122.	Local Dak Book	Per Piece	
123.	Log Book	Per Piece	
124.	Chapda	Per Piece	
125.	Dustbin	Per Pkt.	
126.	U pin	Per Piece	
127.	Alnkar Kobra file Delux	Per Pkt.	
128.	Highlighter Pen	Per Piece	
129.	Table Cloth	Per Mtr.	
130.	Fevistick	Per Piece	
131.	Ful Jhadu	Per Piece	
132.	Karethu Jhadu	Per Piece	
133.	Blank DVD/CD	Per Piece	
134.	Calculator	Per Piece	
135.	Antivirus	Per Piece	
136.	Bill Register 200/400 page	Per Piece	
137.	Contingencies Register 200/400 page	Per Piece	

We hereby state that we have agreed to all terms & conditons as stipulated in the Tender Notice No./BRPGPD/Store/2020/Dhamtari, Dated I also hereby confirm that I am legally empowered /authorized to qote on behalf of the firm named herein. I shall be solely responsible for all/any dispute arising out of bidding in the tender.

Date :

Plate :

Signature of Bidder _____
Name of the person Signing _____
Name of the Firm _____
Address of the Firm _____
Seal of the Firm _____

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