



# BID DOCUMENT

(e - Procurement)

Rate Contract  
(Stationery / Papers)



Issued On:

22-06-2017

**CENTRAL PURCHASE ORGANIZATION  
BANARAS HINDU UNIVERSITY  
VARANASI-221005, INDIA**



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Tender document containing detailed guidelines is enclosed. Vendors should read the Tender Document carefully before submitting their offers.



## SECTION I: NOTICE INVITING TENDERS (NIT) (GENERAL TERMS & CONDITIONS)

Online tenders, in two-bid system, are invited from reputed bidders having at least three years experience of dealing with the Government Organisations for Rate Contract of items as per enclosed specification and related terms and conditions.

1. Bidders are required to register on the Central Public Procurement Portal at [www.eprocure.gov.in](http://www.eprocure.gov.in), using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Centre (NIC) in India.
3. Bidders can download the bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in) Vendors are required to submit the bid online by scanning and uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in)
4. Tender document can also be downloaded from the University website at [www.bhu.ac.in](http://www.bhu.ac.in) For further details regarding Amendment /Addendum /Extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.bhu.ac.in](http://www.bhu.ac.in)
5. Non –Refundable Tender Fee of **Rs 5000.00** (*Rupees Five thousand only*) in the form of Banker's Cheque or Demand Draft, drawn in favour of Registrar, BHU, Varanasi, shall be scanned and submitted online, along with the Techno-commercial bid (Un-priced Bid), within the period of tender online submission date and time and the original (hard copy) should be sent to Joint Registrar, Central Purchase Organisation, Office of the Registrar(Finance), Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time.
6. Earnest Money Deposit (EMD) for **General Stationery / Computer Stationeries of Rs. 30,000/-** (*Rupees Thirty thousand only*), **Various kind of Papers Rs. 60,000/-** (*Rupees Sixty thousand only*) and **Chalk & Writing Board of Rs. 15,000/-** (*Rupees Fifteen Thousand Only*) in the form of Call deposit, Banker's Cheque, Fixed deposit or Demand draft, drawn in favour of Registrar, Banaras Hindu University, Varanasi or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online, along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time and the original (hard copy) should be sent to Joint Registrar, Central Purchase Organisation, Office of the Registrar(Finance), Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time. The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid).
7. In the event of the date being declared as a holiday for the office, the due date for submission of hard copy of bids and opening of bids will be the next working day.
8. Bidders are required to upload the scanned documents as per check list like VAT/Sales tax registration, PAN Card, valid document regarding registration of the firm along with the bid. The bidders should submit self attested copies of the Income Tax return for the last three financial year (i.e. 2014-15; 2015-16 & 2016-17).
9. The technical bids will be opened online by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee /Affidavits, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender.
10. The bidders should download the **BoQ.xls** from Central Procurement Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same **BOQ in .xls format**. The Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.



11. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee and the result will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who have participated in the tender.
12. The bidder must indicate the rate/quantum of Excise Duty applicable and payable by them irrespective of the fact whether the quoted prices are inclusive or exclusive of Excise Duty. They should also indicate their Excise Duty Registration. BHU is eligible excise duty exemption vide notification no. 10/97-Central Excise dated: 01.03.1997 and concessional custom duty vide notification no. 51/96-Custom dated 23.07.1996. Such certificated can be issued only if the offer mentions about such levies.

In the case of Small Scale Industrial Units, they should indicate the rates of Excise Duty in various turnover slabs. If a bidder states that the Excise Duty is NIL, he must intimate the basis for the same and also confirm that no Excise Duty will be charged by him under any circumstances. If a bidder states that the Excise Duty is not applicable at present but will be charged extra if it becomes applicable later on, their offer will be loaded with the normal rate of Excise Duty for the equitable comparison of prices. If however, the bidder confirms that they shall not charge any Excise Duty even if it becomes payable at a later date for whatever reasons, no loading of Excise Duty in such a case will be done. In case no information about excise duty is given, it will be taken as inclusive.

13. Bidder should indicate whether the prices quoted are exclusive or inclusive of tax. They should indicate the rate(s) of CST/VAT. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished. The bidders are advised to note that in case bidders indicate higher Applicable VAT Rates in their offer compared to what is actually payable but they deposit VAT with Tax authority at the rate at which it is actually payable and thus misappropriating the money collected on account of VAT charged from government supplies, necessary administrative actions such as deregistration, suspension of business dealing and/or banning of business dealing, in addition to recovery against the firm may be taken.
14. However, after implementation of Goods and Service Tax Act (GST) statutory taxes will be imposed as per provisions / notifications to this effect.
15. As per CVC Circular No. 3/01/2012 dated 13.01.2012 :
  - (a) In a tender, either the Indian agent on behalf of the Principal / OEM or Principal / OEM itself can bid but both cannot bid simultaneously for the same item / product in the same tender.
  - (b) If an agent submits bid on behalf of the Principal / OEM, the same agent shall not submit a bid on behalf of another Principal / OEM in the same tender for the same item / Product.
16. Cartel Formation and Quoting Prices in Pool – Bidders may note that Offers of such firms who resort to unethical practice of cartel formation and quote prices in a pool shall be rejected and their offers shall also not be considered for award of RC for the next two years.
17. **The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not supplying the same item at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per “FALL CLAUSE” adhered by DGS & D and other Government agencies. Further, If at any time during the currency of Rate Contract period, the firm reduces the sales price or offers to sell such stores to any person (s) /organization (s) / body etc including the purchaser or any Department of Central Government or any Department of State Government or any statutory undertaking of the Central or a State Government as the case may be, at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction to the Joint Registrar – Purchase and the price payable under the contract for stores supplied after the date of coming into force of such reduction or sale or offer to sale shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the sale price and continues to charge higher rates, is liable to be deducted from E.M.D. Furthermore, such firm is liable to be debarred from doing any business with the University in future.**
18. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/- that there is no vigilance/CBI /FEMA case pending against the firm/supplier.



19. At any time prior to the date of submission of bid, Registrar, BHU, may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, Registrar, BHU, may at his discretion, extend the date and time for submission of bids.
20. The tendered rates and the validity of bids shall be for a minimum period of two years from the date of award. It may also be noted that the Rate Contract would be concluded on a fixed Price basis which would be valid for the entire duration of the Rate Contract without any firm commitment on the University's part for assuring any minimum quantity of business. Purchase order will be placed on demand from the users as per their actual need.
21. Payments shall be made after execution of the order and supply of goods in satisfactory condition on bill basis.
22. If the supplies received do not conform to the description and quality as contained in the catalogue or have deteriorated, in that case the decision of the University shall be final and binding. On such rejection the goods will be replaced by the firm at its own cost.  
*If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will summarily be rejected without any information.*  
*In case of sub-standard supply / non-execution of supply of ordered goods within the stipulated time, the University reserves the right to impose penalty on the concerned firm.*
23. Warranty / Guarantee terms should be clearly stated for all items, service facilities, consumables and spare parts. Proposal of A.M.C. should also be clearly mentioned along with rates, terms and conditions.
24. The Bidder shall provide comprehensive warranty against all manufacturing defects for a period of at least 12 months from the date of installation or 18 months from the date of completion of supply of material whichever is minimum for all hardware & system software.  
In case any discrepancy is found with regard to quality/quantity of the material supplied by them under this Rate Contract, the Bidders must agree for immediate replacement of it free of cost.
25. In case any of item(s) are on the current running Rate Contract lists with DGS&D/GeM, please quote DGS&D/GeM rate with DGS&D/GeM Rate Contract reference(s) and also submit a copy of the relevant DGS&D/GeM R/C alongwith quotations.
26. Printed conditions of tender including there on to reserve or otherwise sent alongwith the tender, if any shall not be binding upon us.
27. The Bidders are advised to submit the alongwith other desired enclosures necessarily to ensure and undertake the after sale services.
28. BHU reserves the right to conclude more than one rate contract for the same item and has the option to renegotiate the prices with the Rate Contract holder.
29. BHU reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
30. The Vice Chancellor, B.H.U. or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

For any clarification and further details contact Telephone No: 0542 -2366865 or contact in person during office hours.





**UNDERTAKING FOR CHECK LIST**

The following undertaking for checklist duly signed with seal and with required documents should be submitted along with offer:

*We hereby declare that the following requirements have been fulfilled by us –*

- i. Printed copies of the **Catalogue / Price List** of the products.
- ii. Attested photocopy of current manufacturing license, for respective items, issued by competent authority.
- iii. List of organizations where the firm is on rate contract or has been supplying the items, along with their performance certificates if available and attested photocopies of rate contracts.
- iv. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not blacklisted from any Government/Private organization or any other institution.
- v. The enclosed certificates and proforma (Annexure A,B,C) duly filled in and signed.
- vi. **Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet of both the manufacturer as well as authorized dealer separately. A minimum turnover for consumables & non-consumables as indicated at page no. 17 is essential for manufacturer and authorized dealer separately.**
- vii. An Earnest Money Deposit (EMD) for **General Stationery / Computer Stationeries of Rs. 30,000/- (Rupees Thirty thousand only), Various kind of Papers Rs. 60,000/- (Rupees Sixty thousand only) and Chalk & Writing Board of Rs. 15,000/- (Rupees Fifteen Thousand Only)** is to be submitted along with the offer in form of an Fixed Deposit Receipt duly discharged in favour of **“The Registrar, BHU” payable at Varanasi.**
- viii. Registration Certificate of Central Excise, wherever applicable.
- ix. Registration Certificate of C.S.T. and other Taxes of State Govts.
- x. Drug manufacturing license (for Chemical & Glassware / plastic ware etc. category)
- xi. **Copy of Income Tax Returns for last 3 years of both the manufacturer and authorized dealer.**
- xii. **Copy of Sales Tax / VAT Assessment for last 3 years of both the manufacturer and authorized dealer.**
- xiii. Registration in SSI / DI, in case of manufacturer.
- xiv. Undertaking for Quality Control System – Copy of Certificate pertaining to ISO, BIS etc.
- xv. **Every page of the tender documents and the enclosed copies of the certificates have been signed with seal.**

We hereby agree that in the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to us.

Date:

Signature with seal



TO BE RETURNED WITH QUOTATION

Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation. (Please refer to the detailed instructions/notes before filling this proforma).

- 1. Validity of the offer :
2. Approximate Delivery Period :
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges : YES / NO
(b) If not, please mention the same
4. (a) Whether the prices are inclusive of Sales Tax / VAT & other taxes. : YES / NO
(b) If not, kindly specify the amount / rate
5. If the Sales Tax / VAT is charged extra, declaration for Charging Sales Tax Correctly, attached : YES / NO
6. (a) Whether supply will be made directly or through any Local/ Regional/Authorized Dealer/Stockiest : Directly / Stockiest / Authorized Dealer
(b) If through a Stockiest / Dealer
(i) Name and full address of the Party
(ii) Whether the order to be placed with the : Principal / Stockiest / Dealer
(iii) Who will raise the bill : Principal / Stockiest / Dealer
(iv) Cheques will be drawn in favour of : Principal / Stockiest / Dealer
(v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockiest/Dealer : YES / NO
(Please specify the amount/percentage etc.)
7. Our terms of payment (Please indicate your preference By a (✓) mark) Please note that no other payment terms are likely to be accepted.
(a) For Local Firms or if the bills are raised by the Local Dealers.
(i) 100% Payment on bill basis
(b) If the bill are raised by outstation Firms
(i) 100% Payment on bill basis
OR
(iii) D.G.S. & D. Terms of Payment for D.G.S. & D Rate Contract items
8. Whether any Excise Duty is payable on the items. : YES/ NO
If yes, indicate the amount / percentage. : .....%
(Please note that excise duty shall be paid only when it is clearly shown in the invoice separately
9. Whether any installation charges are payable extra. : YES / NO
If yes, amount to be specified : .....
10. Whether any discount for educational institution offered on the printed price list of the manufacturer. : YES / NO
If yes, mention the amount / percentage. : .....%



11. Whether the product is on DGS &D/D.I. Rate contract. : YES / NO  
If yes, please enclose a photocopy of the same.
12. Whether the product bears I.S.I. Mark. : YES / NO  
If yes, please mention the I.S.I. License no. : .....
13. (a) Whether the firm is Sales Tax payer. : YES / NO  
If yes, please mention the Sales Tax Numbers. : .....
- (b) Whether the Local Dealer(s) is/are Sales Tax payer(s) : YES / NO  
If yes, please mention the Sales Tax numbers of each : .....
14. Whether certificate of Quality Control enclosed : YES / NO
15. Whether printed / authenticated price list of the Firm's : YES / NO  
Products and Catalogue etc. enclosed.

**Signature with Seal**

CENTRAL PURCHASE ORGANIZATION





**TO BE RETURNED  
ALONG WITH THE OFFER**

## **CERTIFICATE**

### ***WE CERTIFY THAT :***

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than the prices quoted by us to the University.
2. I / We certify that there has been no reduction in sale price of the Stores of Description identical to the Government under the contract herein and such stores have not been offered / sold by me / us to any person(s) / Organization(s) including the purchaser or any Department of Central government or any Department of State Government or any statutory undertaking of the Central or State Government as the case may be upto the date of the bill / the date of completion of supplies against all supply orders placed during the currency of the R/C at a price lower than the price charged to the Government under the Contract except for quantity of stores.
3. The goods on which Sales Tax / V.A.T. has been charged are not exempted for payment of Sales Tax / V.A.T. under C.S.T. Act or U.P.S.T. Act or the rules made there under and the amount mentioned on account of Sales Tax / V.A.T. on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
4. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules in all respects and the same is payable to the Excise Authorities in respect of the stores.
5. The goods / Stores / articles offered under the rate contract shall be of the best quality and workmanship and their supply be strictly in accordance with the technical specifications and particulars as detailed in the quotation and also certificate of quality control system attached.
6. The information furnished by us in the quotation are true and correct to the best of our knowledge and belief. If any information furnished by the undersigned is found to be incorrect, the bid may be rejected.
7. We have read and understood the rules, regulations, terms and conditions of rate contract as applicable from time to time and agree to abide by them.

**Authorized Signatory**  
(Seal)



◆ SCHEDULE OF REQUIREMENT OF GENERAL & COMPUTER STATIONERY & PAPER

S.N	NAME OF THE ITEMS	SPECIFICATION	RATE	REMARKS	
<b>SCHEDULE - A</b>					
1.	RULED REGISTERS (COVER OF THE REGISTERS SHOULD BE PRINTED AS PER SAMPLES TO BE PROVIDED BY THE UNIVERSITY)	17CMS X 27.5 CMS 1 QR. (96 PAGES)			
		(55-60 GSM) 2 QR. (192 PAGES)			
		3 QR (288 PAGES)			
		4 QR. (384 PAGES)			
<b>SCHEDULE - B</b>					
2.	FILE BOARD (90 GSM)	25CMS X 36CMS ON 20-OZ BOARD PASTED WITH BAMBOO PAPER ON BOTH SIDES, <b>BAMBOO PAPER (90 GSM)</b> FLAP WITH CLOTH LINING.THE EFFECTIVE LENGTH OF EACH FLAP SHOULD BE 8 CMS – 10 CMS. THE LENGTH OF THE STRIP (COTTON) SHOULD BE 100 CMS AND ITS BREADTH SHOULD BE 0.5 CMS AND SHOULD BE OF GOOD STRENGTH.			
3.	FILE COVER	22.5 CMS X 35 CMS PRINTED BANARAS HINDU UNIVERSITY WITH DEPARTMENT AND SUBJECT COLUMN IN MIDDLE ON FRONT TOP WITH EYELET ON LEFT HAND TOP CORNER GOOD QUALITY.WEIGHT NOT LESS THAN 80 KG FOR 1000 FILE COVER.			
<b>SCHEDULE - C</b>					
4.	ENVELOPES MADE OF WHITE PAPER (57-60 GSM)	7" X 5 "	PLAIN	WINDOW	
		10" X 4 1/2"			
		11" X 5"			
		9" X 4"			
		6" X 3 1/2"			
	ENVELOPES MADE OF KRAFT PAPER (90 GSM)	16" X 12"( 3" FLAP)			
		13" X 7" ( FLAP 1 1/2")			
		11" X 5" (FLAP 1 1/2 ")			
		10" X 12" (FLAP 2")			
		13" X 7" (FLAP 2 1/2 ")			
	ENVELOPES KRAFT GOLDEN THICK PAPER (PLASTIC COATED, 80 GSM)	9" X 4"			
		10 X 4 1/2"			
		11" X 5"			
	ENVELOPES PINK CLOTH LINED (54 - 60 GSM)	14"X11" WITH 2" THICKNESS 3" FLAP PLAIN WITHOUT PRINTING			
		14"X11" WITH 2" THICKNESS 3 .5" FLAP PLAIN WITHOUT PRINTING			
	ENVELOPES YELLOW CLOTH LINED ( 54-60 GSM)	12" X 10" WITH 3" FLAP ABD WITH 1.5 THICKNESS PLAIN WITHOUT PRINTING			
14" X 10.5" WITH 2" FLAP					
ENVELOPES BUFF PAPER (100 GSM)	27CMSX 15 CMS				
	35 CMS X 25CMS				
	BROWN	16X12X3	5000	39KG	



	BROWN	14X10X3	5000	39KG
	YELLOW CLOTH	14X11X3	7000	39KG
	YELLOW FOLDER CLOTH	14X11X3	4000	39KG
	PINK COLOUR FOLDER CLOTH	14X11X3	3000	39KG
	BROWN CLOTH	13X7X3	60000	39KG
	BROWN	13X7X3	10000	39KG

**SCHEDULE - D**

5.	ERASER FLUID – WHITNER WITH DILUTER --	(15 ML.)
6.	FAX ROLL	30 METER LENGTH

**SCHEDULE - E**

1.	GEMS CLIP	30MM. 100 CLIPS & 35 MM. 10 CLIPS
2.	PIN – PAPER	10 GM.
3.	PUNCHING MACHINE	10 & 25 SHEETS
4.	GLUE STICK	15 GM, 20 GM
5.	GUM BOTTEL	300 ML
6.	KOBRA FILE	
7.	BALL PEN BLUE, BLACK, RED	
8.	PEN – GEL BLUE, BLACL, RED	
9.	PENCIL CARBON	(100 SHEETS/PKT/125 SHEET PKT.)
10.	RING FILE	
11.	STAMP PAD	(100 X 70MM)
12.	STAMP PAD INK	50ML 100ML
13.	STAPLER PIN	10 NO. 24/6
14.	STAPLER MACHINE NO. 10	NO. 10
15.	STAPLER MACHINE NO. 24	NO. 24

Sl. No.	NAME OF THE ITEMS	SPECIFICATION
1.	Adhesive Tape	0.5"
2.	Adhesive Tape	1"
3.	Adhesive Tape	2"
4.	Anti Virus	
5.	Battery – Pencil	
6.	Battery – Pencil – Re – Chargeable with 2000 mAh	
7.	Battery AAA Duracell	
8.	Battery Big	
9.	Battery Duracell 9 Volt	
10.	Battery for Calculator	
11.	Battery for Glucometer (Lithium – CR 2032)	
12.	Battery Medium	
13.	Binder clip (small 41 mm) per pkt of 10 each	
14.	Binder clip (Big) per pkt of 10 each	



15.	Calculator	
16.	CD Cover Plastic	
17.	CD R (with cover)	
18.	CD R (without cover)	
19.	CD RW (without cover)	
20.	CD RW (with cover)	
21.	Colin spray	
22.	Conference pad	
23.	Desk calendar (good quality)	
24.	Desk calendar stand	
25.	Detergent powder	
26.	Dettol liquid soap / Anti bacterial liquid soap	
27.	Domex / Sanitary cleaner	
28.	Doormat nylon made (soft nylon – blue colour)	
29.	Doormat rubber made	
30.	Doormat soft nylon	
31.	Dust bin – small (foot pedal)	
32.	Dustbin steel (100 Liters and above)	
33.	Dustbin swing type (25 Liters)	
34.	Dustbin swing type (50 Liters)	
35.	Dustbin swing type (80 Liters)	
36.	Dustbin (115 Liters with wheel & cover)	
37.	Dusting cloth – White (24 “ x 24”)	
38.	Dusting cloth – Yellow (24” x 24”)	
39.	Dusting cloth – White (36 “ x 36”)	
40.	Dustpan (Plastic)	
41.	DVD R (with cover)	
42.	DVD R (without cover)	
43.	DVD RW	
44.	External HDD – 512 GB / 1 TB / 2 TB	
45.	File	Strip - A4
46.	File Tag cotton (18 cm long) (per bundle of 16 nos.)	
47.	File Tag nylon (18 cm long) (per bundle of 16 nos.)	
48.	Flower pots (medium size) – good quality	
49.	Flower pots with plates (Big size) - good quality	
50.	Folder / File	Plastic
51.	Guard File	
52.	Harpic	
53.	Harpic Flushmatic	
54.	Hit spray	
55.	Knife (office size)	
56.	Leaf file 12 x 9” & 14 x 9”	
57.	Lifebuoy soap / Anti bacterial soap	
58.	Lock & Key : Size 4 levers (with 3 keys)	
59.	Lock & Key : Size 40 mm (with 3 keys)	
60.	Lock & Key : Size 50 mm (with 3 keys)	
61.	Lock & Key : Size 60 mm (with 3 keys)	
62.	Lock & Key : Size 7 levers (with 4 keys)	
63.	Marker Pen	
64.	Naphthalene Ball	



65.	Paper weight	
66.	Paper weight (glass)	
67.	Pen Drive – 4 GB	
68.	Pen Drive – 8 GB	
69.	Pen Drive – 16 GB	
70.	Pen Drive – 32 GB	
71.	Pen Eraser	
72.	Pencil (Eraser)	
73.	Pencil (HB)	
74.	Pencil (SH)	
75.	Pencil (sharpener)	
76.	Permanent marker eraser	
77.	Permanent marker pen	
78.	Phenyle – Black 5 Ltrs.	
79.	Phenyle – White 5 Ltrs.	
80.	Photo glossy paper A3 size	
81.	Photo glossy paper A4 size	
82.	Plastic cover for CD (good quality)	
83.	Plastic cover for ID card with clip	
84.	Plastic Jug (2 Ltrs.)	
85.	Plastic Mug (1 Ltrs.)	
86.	Poker (Plastic handle)	
87.	Poker steel	
88.	Room spray air freshner	
89.	Sani fresh	
90.	Scissor (8 inch) – good quality	
91.	Self adhesive pads 3” x 3”	
92.	Self adhesive pads 3” x 4”	
93.	Short hand note book	
94.	Surf Detergent powder	
95.	Vim Powder (1 Kg.)	
96.	Vim Soap - 200 Gm.	

**SCHEDULE OF REQUIREMENT OF VARIOUS KINDS OF PAPER FOR BHU PRESS & ENVELOPES FOR CONTROLLER OF EXAMINATION.**

LIST OF VARIOUS KINDS OF PAPER FOR BHU PRESS				
Sl. No.	Type of Paper	GSM	Size in cm.	Weight in Kg.
1	Art Board	190	58.5x91	17.6
2	Art Board	220	58.5x91	11.7
3	Art Board	250	56x71	9.9
4	Art Board	300	56x71	11.9
5	Art Paper	100	58.5x91	26.6
6	Art Paper	130	58.5x91	34.7
7	Azurilaid Paper	80	43x69	11.8



8	Azuraid Paper	70	43x69	10.4
9	Azuraid Paper	80	51x76	15.5
10	Azuraid Paper	70	51x76	13.6
11	Azuraid Paper	80	58.5x91	21.3
12	Azuraid Paper	70	58.5x91	18.6
13	Colour Card Sheet	140	56x71	8
14	Colour Card Sheet	126	56x71	7.5
15	Colour Card Sheet	90	56x71	5.2
16	Colour Printing Paper	44	45x55	5.2
17	Colour Printing Paper	49	45x55	6.1
18	White Card (SHB)	185	56x71	14.7
19	White Card (SHB)	222	56x71	17.7
20	White Card (SHB)	253	56x71	20.1
21	Kraft Paper	100	73.5x112	39.5
22	Lucky Parchment Paper	80	58.5x91	21.3
23	Maplitho Paper SHB	70	58.5x91	18.6
24	Maplitho Paper SHB	68	58.5x91	18.1
25	Maplitho Paper SHB	80	51x66	13.5
26	Maplitho Paper SHB	78	51x66	13.1
27	Maplitho Paper SHB	80	51.x76	15.5
28	Maplitho Paper SHB	78	51.x76	15.1
29	Maplitho Paper SHB	80	58.5x91	21.3
30	Maplitho Paper SHB	78	58.5x91	20.8
31	Maplitho Paper SHB	90	58.5x91	24
32	Maplitho Paper SHB	100	58.5x91	26.6
33	Sunshine Super Printing Paper (HB) Ballarpur	140	58.5x91	37.3
34	White Printing Paper	60	43x69	8.9
35	White Printing Paper	60	51x66	10.1
36	White Printing Paper	60	51x76	11.6
37	White Printing Paper	60	56x91	15.3
38	Super White Printing Paper	80	58.5x91	21.3
39	A-4 Colour Copier Pink	75	21x29.7	2.34





40	Paper A4	75	21X29.7	2.3 kg
41	Paper A3	75	29.7X42.0	4.6 KG
42	Paper A5	75	21.5X34.5	2.78 KG

Sl. No.	ENVELOPE	SHAPE & SIZE	QUANTITY	WEIGHT
1.	BROWN	16X12X3	5000	39KG
2.	BROWN	14X10X3	5000	39KG
3.	YELLOW CLOTH	14X11X3	7000	39KG
4.	YELLOW FOLDER CLOTH	14X11X3	4000	39KG
5.	PINK COLOUR FOLDER CLOTH	14X11X3	3000	39KG
6.	BROWN CLOTH	13X7X3	60000	39KG
7.	BROWN	13X7X3	10000	39KG
8.	BROWN	11X5X2	8000	39KG
9.	BROWN	9X4X1½	170000	39KG
10.	BUFF PAPER (WINDOW)	11X5X1½	5000	32KG
11.	WHITE	6X3½	30000	32KG
12.	BROWN CLOTH	14X10 ½X3	10000	55KG

#### Appendix 'E'

#### SCHEDULE OF REQUIREMENT OF VARIOUS KINDS OF WRITING BOARD

Sl.No.	Size	Ceramic Steel Writing Cum Projection Board - White Surface	Resin White Board
1	2 X 3		
2	2.5 X 4		
3	3 X 4		
4	4 X 4		
5	4 X 5		
6	4 X 6		
7	4 X 8		
8	4 X 10		
Dustless Wax Free (White)			
Dustless Wax Free (Colour)			

#### Writing Board :

#### Ceramic steel writing cum Projection Board-white surface:

The writing top surface shall be made of CRC steel sheet of thickness 0.3 to 0.4 mm and shall have vitreous enamel coating of 0.11 mm min. thickness on top and 0.03 mm min. on the back. The top shall be free from waviness and shall show no scratches when HB to 3H pencils are used for writing.



**Resin White:**

The writing top surface shall be made of CRC steel sheet of thickness 0.3 to 0.4 mm and shall have regular modified Polyester (RMP) coating of 0.02 mm min. thickness on top and 0.005 mm min. in the back. The top shall be free from waviness and shall show no scratches when HB to 3H pencils are used for writing.

Dustless wax free (white) – 10 pic stick

Dustless wax free (Colored) – 10 pic stick

Tripod Stand

Single Stand (movable)

- ❖ Display Board
- ❖ Notice Board

**General Specifications applicable to all above items:**

The core material shall be min 9 mm thick MDF board having Bulk Density of 7.5 Kg per cubic meter and Grade-1 as per IS: 12406-2003. Amendment No.1 & 2. The backing material sheet shall be min 0.25 mm thick electro galvanized

steel sheet conforming to IS : 277-2003 (Reaffirmed 2007) Both the top and the backing sheet shall be properly fixed with the MDF board using suitable adhesive to avoid any moisture absorption.

The writing board shall be provided with suitable wall mounting device.

CENTRAL PURCHASE ORGANIZATION



## Special Condition of the Contract

- **Technical Support:** Onsite Technical Support for hardware/software/programming related problem should be provided as and when required within 48 hours.
- **Service Support:** Provision of spares/loaners for equipment defects / malfunctions within 48 hours in case the equipment requires to be returned to company/manufacturer for a period exceeding 24 hours including equipment not covered under warranty.
- Bidders should quote CMC for two years after warranty.
- Should elaborate the inclusion and exclusion of warranty.
- Accessories, services and repairs should be available for at least 10 years from the date of implantation.
- The firm should have availability of a responsible person on call on all working days between 09.00 Hrs. to 18.00 Hrs.
- The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key persons, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to BHU, Varanasi.
- The separate price list of all accessories and consumables, if any, must be attached / enclosed along with the Financial Bid.
- After sales service centre should be available on 24 (Hrs.) x 7 (days) x 365 (days) basis. Complaints should be attended properly, maximum within 24 hours to ensure an uptime of minimum 95%, wherever applicable, failing which the necessary penalty measures shall be enforced.
- Buy-back offer has to be specifically mentioned in bid.
- **An amount of Rs. 1,00,00,000/- (Rupees One Crore only) for General Stationery / Computer Stationeries, Rs. 5,00,00,000/- (Rupees Five Crore only) for Various kind of Papers and Rs. 5,00,000/- (Rupees Five Lacs Only) for Chalk & Writing Board is required as annual turnover from the Stationery / Papers. Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet of both the manufacturer and authorized dealer must be attached.**



# BANARAS HINDU UNIVERSITY

Central Purchase Organization  
Varanasi -221005  
Tel: 0542-6701724, 2366865

**PROFORMA FOR AUTHORITY FORM OEMs (Original Equipment Manufacturers)**  
(To be submitted by bidder if they are authorized representative of an OEM)

No..... dated.....

To,  
The Registrar  
Central Purchase Organization  
R. O. (Finance)  
Banaras Hindu University  
Varanasi-221005

Dear Sir,  
Sub: BHU, Varanasi Tender No.....

We ..... an established and reputable manufacture of ..... do hereby authorize M/s..... (Name and address of Agents) to represent us, to bid negotiate and conclude the contract on our behalf with you against Tender No.....

No company/firm or individual other than M/s..... are authorized to represent to this business against this specific tender. Further, certified that the price catalogue submitted alongwith the bid is the only one in circulation and discount offered to BHU, Varanasi is not lesser than that of offered by any other Govt. department (R&D agency)/ Academic institute.

Your faithfully,

(Name)

For & on behalf of M/s .....

(Name of Manufactures)

Note: This letter of authority should be on the Letter-Head of the manufacturing concern and should be signed by a competent person and having the power of attorney to bind the manufacturer.





**INVITATION FOR BIDS**  
**NOTICE INVITING TENDER (NIT)**

BANARAS HINDU UNIVERSITY  
CENTRAL PURCHASE ORGANIZATION  
VARANASI-221005

**e-Procurement Notice**

**Ref: BHU/CPO/Rate Contract/2017-18/02**

**Dated: 22-06-2017**

Online tenders are hereby invited in **two cover system** from reputed **manufacturer/ authorized representative of a manufacture/whole sale dealer/importer** for supply of :-

- Rate Contract (Stationery / Papers)

Bidders can download complete set of bidding documents from e- procurement Platform <https://eprocure.gov.in/eprocure/app> from 23-06-2017 onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

**Last Date/ Time for receipt of bids through e-procurement is: 15-07-2017 upto 05:00PM.** (Server time). Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website: <https://eprocure.gov.in/eprocure/app> and [www.bhu.ac.in](http://www.bhu.ac.in).

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>23-06-2017 (12:00 PM)</b>
<b>Bid Document Download Start Date</b>	<b>23-06-2017 (12:00 PM)</b>
<b>Clarification Start Date</b>	<b>23-06-2017 (12:00 PM)</b>
<b>Clarification End Date</b>	<b>26-06-2017 (06:00 PM)</b>
<b>Pre bid meeting</b>	<b>NA</b>
<b>Bid Submission Start Date</b>	<b>27-06-2017 (10:00 AM)</b>
<b>Bid Document Download End Date</b>	<b>15-07-2017 (05:00 PM)</b>
<b>Bid Submission End Date</b>	<b>15-07-2017 (05:00 PM)</b>
<b>Bid Opening Date</b>	<b>17-07-2017 (03:00 PM)</b>