



TENDER NOTIFICATION

The Adichunchanagiri University invites **closed tenders** from eligible tenderers or bonafide licensed manufacturer or their authorised local supplier/ dealer/distributor in the state of Karnataka for the **Supply of Stationaries to all the constituent colleges of Adichunchanagiri University** as per section I & II.

1	Name of the work	Supply of Stationaries to all the constituent colleges of Adichunchanagiri University.
2	Last date for tender submission	On or Before 21.08.2024 up to 05:00 PM

SECTION -I

Instruction to Tenderers

1. The Tenderer shall send quotes in **2 bid formats (Technical and Financial bids sealed separately inside the main envelope for any or all list of items)** on professional business letterheads. The inner and outer sealed cover must bear the following identification
 1. Tender for[name of service | Contract]
 2. Tender Reference No.....[insert number]
 3. Address to "The Registrar, Adichunchanagiri University, B.G. Nagara -571448, Nagamangala (T), Mandya (D)"
 4. The tenderer who prefers to submit the tender through Post can dispatch the same through Registered Post / Speed Post or Courier so as to reach the above address on or before the due date and time specified in the Tender Notice. Tenders received after the due date and time, for what so ever reasons will not be considered and the authority, ACU BG-Nagara will not be liable or responsible for the same.
2. **Tender Currency:** Prices shall be quoted in Indian Rupees Only
3. **AMC/CMC (If any)** is subject to the Adichunchanagiri University's norms.
4. **Warranty:** As per the Standard.
5. **Amendment of Tender Documents:** At any time prior to the deadline for submission of tenders, the University may, for any reason, whether at its own initiative or otherwise, modify the tender documents by amendment. Adichunchanagiri University reserves all the rights to accept, reject, incorporate changes and re-tender without giving any reasons.



6. **Documents Comprising the Tender:** Shall attach Brochure, Certification of the product, Bank/account details, PAN, GSTIN, Good Standing Certificate and 02 Years of ITR declaration inside the envelope and company contact details with email ID on the main envelope cover for further correspondence.
7. **Tender Prices:** Prices indicated on the Price Schedule shall be entered separately I.e. the price of the goods, quoted (ex-works, ex-factory, ex-showroom, ex-warehouse, or off-the-shelf, as applicable), including all duties and sales and other taxes already paid or payable. Any Indian duties, sales and other taxes which will be payable on the goods if this Contract is awarded. Conditional tenders will not be considered.
8. **Validity of the Bid:** 90 Days from the last date of submission of bid
9. **Corrupt or Fraudulent practices:** The Adichunchanagiri University requires that the Tenderers, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy:
 1. will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
 2. will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a university contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a University contract.
10. **Process to be confidential:** Information relating to the examination, clarification, evaluation, and comparison of Tenders and recommendations for the award of a contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by a Tenderer to influence the Employer's processing of Tenders or award decisions may result in the rejection of his Tender.
11. **Clarification of Tenders:** To assist in the examination, evaluation, and comparison of Tenders, the Employer may, at his discretion, ask any Tenderer for clarification of his Tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, but no change in the price or substance of the Tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the tenders.
12. **Delivery:** The successful BIDDER should commence the services as per tender document/Work or Purchase Order. For any queries/ assistance, please write to registrar@acu.edu.in or telephone to purchase section +91- 7406907357.
13. **Penalty Clause:** Non-execution of supply order - For the reasons of failure to supply partially or completely within the stipulated time or any event of breach of contract. In case at any following stages
 1. For the delayed supply (3 days of grace period) - 5% deduction



2. Quantity issues - 5% deduction
3. Quality issues - 10% deduction

SECTION -II

STATIONARY ITEMS- YEARLY CONSUMPTION LIST

Sl. No	Name of Stationary	UNIT	Total Qty yearly Consumption
1	Whitener	Nos	670
2	A4 Xerox paper	Bundle	6050
3	Office file (Tag files)	Nos	3200
4	200 long note book	Nos	1550
5	400 long note book	Nos	1285
6	Pens (3Rs Pen) Blue, Black, Red	Nos	4550
7	Pencil	Nos	1610
8	Tag (small)	Bundle	125
9	Tag (Big)	Bundle	130
10	CD marker (Red,black,green,blue)	Nos	850
11	Small cell	Nos	1775
12	Remote cell	Nos	1770
13	Duro cell	Nos	810
14	Medium cell	Nos	440
15	Notice board pin	Box	170
16	Fevi stick	Nos	975
17	Gum bottle Medium	Bottles	242
18	Photo paper	Bundle/ Pkt	215
19	Stapler pin (small)	Box	865
20	Stapler pin (Big)	Box	343
21	Stapler machine (Medium)	Nos	180
22	Stapler machine (Big)	Nos	85
23	Stapler Pin Remover	Nos	65



24	Punching machine Double side (Medium)	Nos	90
25	Punching machine Double Side (Big)	Nos	80
26	Punching machine Single Side (Big)	Nos	74
27	Stitching Thread	Roll	367
28	Sticky Notes	Nos	790
29	Tissue roll	Roll	1360
30	Xo pen (10 Rs) Red & Blue	Box	2080
31	Green gel pen (Pental)	Nos	450
32	Red pen (3 Rs)	Nos	1990
33	Lifebuoy or Santoor Soap 5Rs	Box	362
	Lifebuoy or Santoor Soap 30 Rs	(Per Box 288 Nos)	600
34	Wheel powder	Bags	460
35	Shashi powder	Bags	216
36	Stamp pad	Nos	297
37	Box file (big, Small)	Nos	2010
38	Stock book - 100 page, 200pages, 300pages ,400 Pages	Nos	335
39	Lock and key	Nos	230
40	Eraser	Nos	1040
41	Sharpener	Nos	1000
42	Steel Scale	Nos	175
43	Round pin / Gund Pin	Box	179
44	Fiber exam pad	Nos	210
45	Tea Cups(Glass)	Roll (2 Box, per box 120 Roll)	25450
46	Water glass	Roll (1 Box)	10225
47	Gem clips	Box	175
48	White board marker	Nos	947



49	Grass broom stick	Nos	685
50	Cloth Hangers	Nos	266
51	Green Envelope cover	Bundle	1395
52	Red MRP Stickers	Sheets	535
53	Carbon sheet	Box	100
54	Plastic try (Big)	Nos	180
55	Plastic try (Small)	Nos	135
56	Brown tape	Nos	575
57	Packing tape	Nos	675
58	Transparent Plastic file	Nos	2355
59	Pocket Files	Nos	955
60	Stick Files	Nos	1045
61	Black Board Duster	Nos	95
62	White Board Duster	Nos	75
63	White Dustless Chalk	Box	350
64	Color Dustless chalk	Box	140
65	A4 Color sheets (Blue, Pink, Yellow, Red)	Bundle	100
66	Bundle Tag	Bundle	80
67	Scissors (Big, Small)	Nos	70
68	Glass folders (Thick, Thin)	Box	120
69	Marker pen Ink bottle (Black, Blue, Red)	Nos	140
70	Colin -Glass cleaner	Nos	90
71	Room freshener	Nos	110
72	DVD's	Nos	200
73	Mops	Nos	80
74	Cleaning Broom Stick	Nos	65
75	Cleaning Cloth (Big, Small)	Nos	130



76	Glass Sheet	Box	205
77	Lizol Surface Cleaner	Nos	85
78	Hand Wash	Nos	75
79	Odonil	Nos	110
80	Harpic	Nos	95
81	Dettol	Nos	25
82	Extension Box	Nos	15
83	Pen drive (32 GB)	Nos	50
84	HP Smart Tank 790 -Black Ink Bottle GT53xl (135 ml) - Yellow, Cyan & Magenta Ink Bottle GT52 (70 ml)	Box	20
85	743 Single Component Instant Bonding Adhesive	Box	15
86	Highlighter	Box	70
87	Stamp pad ink bottle	Box	25
88	A4 Bond sheet 100 GSM	Bundle	100
89	SR Fevicol	Nos	50
90	Sealing Wax	Pkt	60
91	Spring rings all sizes	Box	50
92	Towels	Nos	200
93	Thread Reels Rolls	Box	50
94	Tissue Paper	Box	100
95	Tape Double side (Big & Small)	Nos	100
96	Plastic Handle Hand Brush	Nos	25
97	Wash rooms Brush plastic (Small)	Nos	30
98	Brush wash steel (Sink)	Nos	30
99	Paper Pin	Box	50
100	Soap Box	Nos	50
101	A4 Size colour paper	Nos	50



102	Ariel Powder ½ KG	Nos	30
103	Black Clip All Sizes	Nos	100
104	Bathi Patti	Box	25
105	Candles	Nos	25
106	Chalk Pieces White	Nos	50
107	Chalk Pieces Colour	Nos	50
108	Drawing Sheet	Nos	50
109	Exercise Book 100 Page	Nos	50
110	Exercise Book 200 Page	Nos	50
111	Files clips	Nos	2000
112	Flip Chart	Nos	25
113	Highlight Pen	Nos	100
114	A4 Lamination Sheets	Box	50
115	Rin Soap	Nos	100
116	Match Box	Box	50
117	Napkin	Nos	200
118	Needles (Medium)	Nos	25
119	OPH Sheets	Box	100
120	Marker Pen (Red, Blue, Black, Green)	Box	100
121	Pencil	Nos	800
122	Pen Sketch	Pkt	20
123	Pen Stand	Nos	10
124	Pen Drive (8 GB, 16 GB,32 GB)	Nos	50
125	Paper Poker	Nos	25
126	Register Book From	Nos	50
127	Register Book To	Nos	50
128	Rubber Band Small	Nos	50
129	Rubber Band Big	Nos	50



ADICHUNCHANAGIRI
UNIVERSITY

(Estd. under Karnataka Act No. 18 of 2013)
B.G. Nagara - 571448

ADICHUNCHANAGIRI UNIVERSITY

130	Room Fresheners	Nos	20
131	Dettol (500 ML)	Nos	50
132	Scissor Small	Nos	25
133	Scissor Big	Nos	25
134	O H P Sheets	Nos	50

Head of Procurement
Adichunchanagiri University
B G Nagara -571448