

TENDER NOTIFICATION

The Head, CLPC, Sri Adichunchanagiri Shikshana Trust invites closed tenders from eligible tenderers or bonafide licensed manufacturer (OEM) or their authorized local supplier/ dealer/ distributor in the state of Karnataka for the **Rate Contract of Stationary Materials for BGS Institutions** as per section I & II.

01	Name of the work	Rate Contract of Stationary Materials for BGS Institutions
02	Last Date for Tender Submission	On or before 26.11.2025 before 5.30 PM

Section-1**Instructions to Tenderers**

- The Tenderer shall submit the bids (Technical & Financial bids) through the mail id: **clpchead@bgscet.ac.in** on or before the last date of tender submission (for any or all list of items) on professional business letterheads only. The details to be printed on the letter head is as follows
 - Tender for Rate Contract of Stationary Materials for BGS Institutions.
 - Tender Reference number.....[Insert Number]
 - Address to "The HEAD, CLPC, Sri Adichunchanagiri Shikshana Trust, BGSCET Campus, Mahalakshmiapuram, Bengaluru - 560086"
 - The tenderer shall submit the original documents to this office on the last day of submission for verification who prefers to submit the tender through Post can dispatch the same through Registered post / Speed post or Couriers 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, Head of CLPC will not be liable or responsible for the same.
- Tender Currency:** Prices shall be quoted in Indian Rupees only.
- AMC/CMC (IF ANY)** is subject to the Sri Adichunchanagiri shikshana trust's norms.
- Warranty:** As per the standards | 3 Years
- Amendment of tender documents:** At any time prior to the deadline of submission of tenders the trust may, for no reason, whether as its own initiative or otherwise modify the tender documents by amendment. Sri Adichunchanagiri Shikshana Trust reserves all the rights to accept, reject, incorporate changes and re-tender without giving any reasons.
- 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 the company contact details with email id on the in the below mention format in annexure - 1.





- 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 the other taxes already paid or payable. Any Indian duties, sales and other taxes which will be payable on the goods if the contract is awarded. Conditional tenders will not be considered. The bidder has to give the quotation in the below enclosed format in annexure - 2.
- 8) **Validity of the Bid:** 90 days from the last date of submission of bid.
- 9) **Corrupt or Fraudulent practices:** Sri Adichunchanagiri Shikshana Trust requires that the tenderers, observe the highest standard of ethics during the procurement and execution of such contracts. In purchase of this policy:
 - a) Will reject a proposal for award if it determines the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
 - b) Will declare a firm ineligible, either indefinitely or for the stated period of time, to be awarded a university contract if it any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a trust contract.
- 10) **Process to be confidential:** Information relating to the examination, clarification, evaluation, and comparison of tenders and recommendations for the award of contract will 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 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 and tenderer for clarification of his tender, including breakdowns of unit rates. The request for clarification and the response shall be 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 employers in the evaluation of the tenders.
- 12) **Delivery:** The successful BIDDER should commence the service as per the tender document/work or purchase order. For any queries or assistance, please write to clpchead@bgscet.ac.in or telephone to +91- 8123707324.
- 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
 - a) For the delayed supply (3 days of grace period) – 5% deduction
 - b) Quantity issues – 5 % deduction
 - c) Quality issues – 10% deduction

**Section-2****Technical Specification**

SL NO.	PARTICULARS	UOM	Qty/Yearly Consumption	Unit Rate in Rs.
	Stationery Item List			
1	A4 Sheets 75 gsm	RIMS	9000	
2	A4 Sheets 80 gsm (New)	RIMS	360	
3	A4 Sheets Pink Colour 75 gsm	RIMS	90	
4	A5 Sheets 75 gsm	RIMS	900	
5	AAA Cell Dura cell	Nos	5400	
6	Apsara Pencil	Box	360	
7	Attendance register book 100 Pages	Nos	900	
8	Attendance register book 200 Pages	Nos	900	
9	Ball Pen Black -Dooms	Nos	18000	
10	Ball pen Blue -Dooms	Nos	36000	
11	Ball Red Pen -Dooms	Nos	18000	
12	Box File A4 size -Peacock file	Nos	1800	
13	Box File A5 size	Nos	180	
14	Brown Sheets	Nos	900	
15	CD Marker OHP Black - Camilin	Box	540	
16	CD Marker OHP Blue - Camilin	Box	540	
17	Cello Tape 1 inch	Pack	54	
18	Cello Tape 2 inch	Pack	180	
19	Dapper (Sponge Cup)	Nos	180	
20	Duster (white board duster)	Nos	180	
21	Eraser	Pack	90	
22	Envelope Cover Brown Colour A5 size	Nos	3600	
23	Envelope Cover Brown Small A4 size	Nos	3600	



24	Envelope Cover Cloth A5 size	Nos	1800	
25	Envelope Cover Green Small A5 size	Nos	1800	
26	Exam Pad Plastic	Nos	360	
27	Fevicol 120 GM	Nos	180	
28	Fevi Kick	Nos	90	
29	Glue Stick - 15 gm	Box	54	
30	Key Bunch	Box	90	
31	Key Holder	Nos	900	
32	Long note Book 100 Pages	Nos	5400	
33	Long note Book 200 Pages	Nos	5400	
34	Long Note Book 400 Pages	Nos	5400	
35	Note pad book -50 pages	Nos	3600	
36	Pen Stand	Nos	180	
37	Permanent Marker Blue /Black	Nos	1800	
38	Punching machine Big	Nos	90	
39	Punching machine small	Nos	90	
40	Room sprays -250 ML	Nos	3600	
41	Rubber band	Pack	90	
42	Scale Long Steel	Pack	90	
43	Sharpener	Pack	90	
44	Sheet protect A4 Size	Pack	900	
45	Spring File	Nos	1800	
46	Staler Pin Remover -camel	Nos	36	
47	Stapler Machine HD-10 (No.376224)	Nos	36	
48	Stapler Machine big	Nos	36	
49	Stapler Pin small	Pack	90	
50	Stapler Pin Big	Pack	90	



51	Sticky Note Pad single colour	Nos	900	
52	TAG -Long MRD	Bundle	2700	
53	Tag stationary	Bundle	1800	
54	Uniball Pen Blue	Nos	360	
55	Uniball Pen green	Nos	360	
56	White Board Marker Black - camilin	Box	270	
57	White Board Marker Blue - camilin	Box	270	
58	Whitener / Correction Pen - camilin	Nos	900	
59	Torch	Nos	60	
60	Everyday Cell Dlo50R20P	Nos	40	
61	Everyday cell 1035RLS	Nos	80	
62	Micro Lithium cell (CR2025)	Nos	100	
63	Alkaline Batteries (12V) 23A12V	Nos	50	
64	Digital Thermometer cell (LR41)	Nos	100	
65	Scissor (Medium)	Nos	100	
66	Double side tape (big)	Nos	60	
67	Brown / Packing tape	Nos	30	
68	"TO" Register books	Nos	50	
69	"From" Register books	Nos	50	
70	Stapler pin Big	Pack	90	
71	Highlighter	Nos	600	
72	Stock Register 2Q	Nos	450	

Note: Rate Contract for One Year.

**Annexure – 1****PARTICULARS OF THE BIDDER**

Sr. No	Description	Details (to be filled by the responder to the Bid)
1	Name of the company	
2	Official address	
3	Phone No. And Fax No.	
4	Corporate Headquarters Address	
5	Phone No. And Fax No.	
6	Web Site Address	
7	Details of Company's Registration (Please enclose copy of the company registration document)	
8	Name of Registration Authority	
9	Registration Number and Year of Registration	
10	ISO certifications and its validity	
11	GST registration No.	
12	Permanent Account Number (PAN)	
13	Company's Revenue for last 3 years (Year wise)	
14	Company's net worth for the last year	
15	Bank Details (Name, Account no., Branch, IFSC, MICR)	

**Annexure – 2**

The Bidder has to quote the rate in the Item Data available online with this bid. Details to be filled up for price bid are as below:

The price shall be inclusive of all taxes (inclusive of GST) under the relevant Laws of India.

SL. No	Particular	Amount In Rs. (Inclusive of All the taxes)
1	Total Cost for the Rate Contract of Stationary Materials for BGS Institutions	
Total in Rs and in words –		

THE HEAD
CLPC, ACU
Mahalakshmiapuram,
Bengaluru - 560 086.