



SAST/CLPC/ACU-AHRC/3352025-26

Date:12-03-2026

TENDER NOTIFICATION

The Head, CLPC, Sri Adichunchanagiri Shikshana Trust invites closed tenders from eligible tenderers or bonafide licensed manufacturers (OEM) or their authorized local supplier/ dealer/ distributor in the state of Karnataka for the **Procurement of Rate Contract for Stationery Materials at Adichunchanagiri Hospital and Research Center, BG Nagara - 571448, Mandya (District).** as per section I & II.

| | | |
|----|---------------------------------|--|
| 01 | Name of the work | Procurement of Rate Contract for Stationery Materials at Adichunchanagiri Hospital and Research Center, BG Nagara - 571448, Mandya (District). |
| 02 | Last Date for Tender Submission | On or before 27.03.2026 before 5.30 PM |

Section-1

Instructions to Tenderers

- 1) The Tenderer shall submit the bids (Technical & Financial bids) through the mail id: clpcheadtender@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
 - i) Tender for Procurement of Rate Contract for Stationery Materials at Adichunchanagiri Hospital and Research Center, BG Nagara - 571448, Mandya (District).
 - ii) Tender Reference number.....[Insert Number]
 - iii) Address to "The HEAD, CLPC, Sri Adichunchanagiri Shikshana Trust, BGSCET Campus, Mahalakshmpuram, Bengaluru - 560086"
 - iv) 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.
- 2) **Tender Currency:** Prices shall be quoted in Indian Rupees only.
- 3) **AMC/CMC (IF ANY)** is subject to the Sri Adichunchanagiri shikshana trust's norms.
- 4) **Warranty:** 3 Years.
- 5) **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.

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 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 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@bgssect.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 | Name of stationery | UOM | Yearly consumption | GST% | Rate in Rs. | Total Amount in Rs. |
|--------|---|--------|--------------------|------|-------------|---------------------|
| 1 | A4 xerox paper Copy Gold 75 GSM | RIMS | 4,000 | | | |
| 2 | A4 xerox paper Copy Gold 80 GSM | RIMS | 300 | | | |
| 3 | A3 xerox paper Copy Gold 100 GSM | RIMS | 150 | | | |
| 4 | A5 xerox paper 75 GSM JK Copier | RIMS | 10 | | | |
| 5 | A/4 protector sheet Pack of 100 | Box | 500 | | | |
| 6 | A/4 bond paper Excel Bond 100 gsm Paper) | Box | 200 | | | |
| 7 | Photo Paper sheet 180 Gsm | Bundle | 250 | | | |
| 8 | 200 Page long note book | Nos | 2,000 | | | |
| 9 | 400 Page long note book | Nos | 2,000 | | | |
| 10 | Stock Register entry book (Vijayalakshmi) | Nos | 250 | | | |
| 11 | Carbon Papers sheet Pack of 100 | Box | 30 | | | |
| 12 | Blue Pens - Doods (3Rs Pen) | Nos | 1,800 | | | |
| 13 | Red pen - Doods (3 Rs) | Nos | 300 | | | |
| 14 | Black pen - Doods (3 Rs) | Nos | 300 | | | |
| 15 | Apsara Pencil | Nos | 500 | | | |
| 16 | Xo pen Blue (10 Rs) | Box | 300 | | | |
| 17 | Xo pen Black (10 Rs) | Nos | 200 | | | |
| 18 | Uniball Green gel pen | Nos | 250 | | | |
| 19 | Eraser | Nos | 50 | | | |
| 20 | Sharpener | Nos | 50 | | | |
| 21 | Steel Scale | Nos | 20 | | | |
| 22 | Plastic Scale | Nos | 50 | | | |
| 23 | Fevi stick | Nos | | | | |



| | | | | | | |
|----|---|---------|-------|--|--|--|
| | | | 800 | | | |
| 24 | Gum bottle Medium 30 ml | Bottles | 200 | | | |
| 25 | Whitner | Nos | 400 | | | |
| 26 | Odevn 25 Correction Tape 5mm (Pack of 2) Whitner Tape | Nos | 100 | | | |
| 27 | CD marker Pen OHP Black - Camilin | Nos | 500 | | | |
| 28 | CD marker Pen OHP blue - Camilin | Nos | 500 | | | |
| 29 | Permanent Marker Blue / Black | Nos | 500 | | | |
| 30 | White board marker pen Cammel | Nos | 300 | | | |
| 31 | High Lighter Yellow | Nos | 200 | | | |
| 32 | Gem Clip Bright Electro Nickel Plated 35mm (90 no Packer Clip) | Box | 200 | | | |
| 33 | Binder Clips 15mm (Set of 12 Dozen) | Box | 100 | | | |
| 34 | Binder Clips 19mm | Box | 100 | | | |
| 35 | Binder Clips 25mm | Box | 100 | | | |
| 36 | Binder Clips 32mm | Box | 100 | | | |
| 37 | Binder Clips 41mm | Box | 100 | | | |
| 38 | Binder Clips 51mm | Box | 100 | | | |
| 39 | Key bunch | Box | 100 | | | |
| 40 | Key Holder | Nos | 200 | | | |
| 41 | Pen Stand | Nos | 50 | | | |
| 42 | Green Envelope Green cover / PREMIUM A4 Size Business Green Catalogue Envelope Courier Cover (Pack of 25) | Bundle | 180 | | | |
| 43 | Envelop cover brown/ Brown Envelopes 11x5 in 250 GSM (Pack of 250 envelopes) | Box | 60 | | | |
| 44 | White Envelope Cover with Hospital name & logo customised, GSM: 120 | Nos | 5,000 | | | |
| 45 | Stamp pad medium | Nos | 300 | | | |

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|----|---|--------|-------|--|--|--|
| 46 | Office file (Tag files) | Nos | 1,500 | | | |
| 47 | Box file (big) 1 St Quality | Nos | 400 | | | |
| 48 | Transparent Plastic file | Nos | 500 | | | |
| 49 | SRS A4 Pockets Files, Ring Binder A4 Set of 4, Red, Blue, Black, and White toch soft 522/2D, 523/3D, 524/4D | Nos | 500 | | | |
| 50 | Pocket Files plastic | Nos | 100 | | | |
| 51 | Rubber band 100 gram | pack | 50 | | | |
| 52 | Stick Files transpant | Nos | 50 | | | |
| 53 | Brown tape Big | Nos | 70 | | | |
| 54 | Packing tape Big | Nos | 70 | | | |
| 55 | Tag (small) Pack of 10 | Bundle | 50 | | | |
| 56 | Tag (Big) Long MRD Pack of 10 | Bundle | 50 | | | |
| 57 | Small shell (Walclock) AA | Nos | 1,500 | | | |
| 58 | Remote cell AAA | Nos | 1,500 | | | |
| 59 | Duro shell (Walclock) AA | Nos | 200 | | | |
| 60 | Medium shell (Larngoscope use) | Nos | 200 | | | |
| 61 | Battery type cell (HW Hi-watt 6F22 9v battery) | Nos | 200 | | | |
| 62 | Notice board pin Per Box | Box | 80 | | | |
| 63 | Stapler pin (small) | Box | 800 | | | |
| 64 | Stapler pin (Big) | Box | 250 | | | |
| 65 | Stapler machine (Medium) | Box | 30 | | | |
| 66 | Stapler machine (Big) | Box | 30 | | | |
| 67 | Stapler Pin Remover Big | Nos | 15 | | | |
| 68 | Stapler Pin Remover Medium | Nos | 15 | | | |
| 69 | Punching machine Double side (Medium) | Nos | 25 | | | |
| 70 | Punching machine Double Side (Big) | Nos | 25 | | | |

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| 71 | Punching machine Singe Side (Big) | Nos | 25 | | | |
| 72 | Stitching Thread | Roll | 400 | | | |
| 73 | Sticky Notes | RIMS | 100 | | | |
| 74 | ATM Card machine Barcode Swiping role | Roll | 200 | | | |
| 75 | Lifebuoy or Santoor Soap Rs. 10 | Box (Per Box 288 Nos) | 60 | | | |
| 76 | Wheel powder/ Tide powder 4.5 kg per bag (75 gram packet, 60 packet Per bag) | Bags | 250 | | | |
| 77 | Tide Plus Double Power Detergent Washing Powder (Different Flavors) 5kg for Hospital Landry | Bag | 350 | | | |
| 78 | Shashi powder 18/17.88 kg per bag (275 gram packet, 65 packet Per bag) | Bags | 20 | | | |
| 79 | Lock and key Big | Nos | 50 | | | |
| 80 | Lock and key Medium | Nos | 30 | | | |
| 81 | Gund pin | Box | 50 | | | |
| 82 | Fiber exam pad 1st Quality | Nos | 20 | | | |
| 83 | Tea Glass (Paper) | Roll (2 Box, per box 120 Roll) | 300 | | | |
| 84 | Water glass (plastic) | Roll (1 Box) | 110 | | | |
| 85 | Juice gals (Paper) | Roll (1 Box) | 120 | | | |
| 86 | Gross broom stick | Nos | 80 | | | |
| 87 | Cloth Hangers 5 hooks 1st quality | Nos | 30 | | | |
| 88 | Cloth Hangers 8 hooks 1st quality | Nos | 20 | | | |
| 89 | Wall Clock Medium Oreva White Analog 40.3cm*40.3 cm AQ1477 with our Hospital branding | Nos | 100 | | | |
| 90 | Plastic try (Big) | Nos | 50 | | | |

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|--|---------------------------------------|-----|----|--|--|--|
| 91 | Plastic try (Small) | Nos | 50 | | | |
| 92 | Plastic Containers box with lid 3ltr | Nos | 50 | | | |
| 93 | Plastic Containers box with lid 4ltr | Nos | 50 | | | |
| 94 | Plastic Containers box with lid 5ltr | Nos | 50 | | | |
| 95 | Plastic Containers box with lid 6ltr | Nos | 50 | | | |
| 96 | Plastic Containers 7ltr | Nos | 50 | | | |
| 97 | Plastic Containers box with lid 8ltr | Nos | 50 | | | |
| 98 | Plastic Containers 9ltr | Nos | 50 | | | |
| 99 | Plastic Containers box with lid 10ltr | Nos | 50 | | | |
| 100 | White Marker Board 2x3 Premium | Nos | 10 | | | |
| 101 | White Marker Board 3x4 Premium | Nos | 10 | | | |
| 102 | White Marker Board 4x6 Premium | Nos | 10 | | | |
| 103 | White Marker Board 4x8 Premium | Nos | 10 | | | |
| 104 | White Marker Board 4x10 Premium | Nos | 10 | | | |
| 105 | White Marker Board 4x12 Premium | Nos | 10 | | | |
| Total Amount (Exclusive GST) in Rs. | | | | | | |
| GST% in Rs. | | | | | | |
| Grand Total (Inclusive GST) in Rs. | | | | | | |

**THE HEAD
CLPC, ACU
Mahalakshmpuram,
Bengaluru - 560 086.**

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 | Procurement of Rate Contract for Stationery Materials at Adichunchanagiri Hospital and Research Center, BG Nagara - 571448, Mandya (District). | |
| Total in Rs and in words - | | |

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