



Himachal Pradesh Technical University

(A State Government University)

Village & Post Office Daruhi, Teh& Distt. Hamirpur (H.P.) – 177001

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No. HPTU/Purchase/Tender-08/25/- 5556

Date: 11/07/2025

Subject: Limited Tender for Annual Rate Contract of Stationery/store Items.

Himachal Pradesh Technical University, Hamirpur invites sealed quotations from reputed and reliable vendors under the Limited Tender system for Annual rate Contract for supply of stationery/store items at competitive prices for the year 2025 - 2026. The required stationery/store items, term & conditions and financial bid Performa is enclosed herewith.

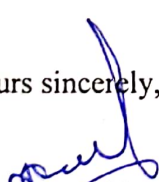
Please provide your competitive bid/quotation for required items, inclusive of all taxes and charges and FOR basis to HPTU Campus, at Daruhi on before 29.07.2025 as per Annexure attached. The tender should be submitted in a sealed envelope clearly superscribed as "Tender for Stationery/store Items" and addressed to the Purchase Officer HP Technical University Daruhi, Hamirpur.

HPTU reserves all the rights to accept or reject any quotations, as well as to cancel the tender process at any time without giving any reason.

If you are interested in participating in this tender, and require any clarification, you may contact the Purchase Officer for the same as per contact detail provided above.

This Office is looking forwarded to receive your quotation for said procurement.

Yours sincerely,


Purchase Officer,
H P Technical University,
Hamirpur.

TERMS AND CONDITIONS:

1. The tender document must be duly signed by bidder. All the columns of tender document shall be filled properly and comprehensively filled in. Overwriting is not permitted.
2. Late tenders i.e. tenders received stipulated date & time/posted either on or after the prescribed stipulated date & time, shall not be accepted and consequently be returned back in sealed & unopened condition to the concerned bidder.
3. The amount of earnest money shall be Rs. 5,000 (five thousand) (Refundable) in the shape of DD/FDR to be pledged in favor of **Finance Officer HPTU Hamirpur**. The tenders received without earnest money shall summarily be rejected.
4. Bidder will have to submit affidavit/ under taking to the effect that the firm is not black listed/debarred by any organization, not under Liquidation and no legal irregularities pending against him
5. Bidders must be registered firms having GST registration and PAN copies must be enclosed.
6. **Quoted rates should be inclusive of all taxes and should be item wise.**
7. The firms/ supplier shall submit their bids in two separate envelopes; envelope one technical bid and envelope second financial bid. Only the financial bid of technically qualified bidders will be opened.
8. Quoted rates shall remain firm and valid for the period of rate contract.
9. All photo copies of documents attached with the tender should be duly self attested.
10. The tender shall be opened in the presence of bidders or their authorized representatives who wish to appear on schedule date and time.
11. The tenders not complying with these terms and condition will be rejected outright.
12. In case, successful bidder supplied substandard material, material will be rejected and suitable penalty shall be imposed which may be deducted from the performance security and the firm may also be blacklisted by the university.
13. In case the firm fails to supply the material with in specified delivery period, the necessary action for blacklisting the firm including forfeiture of security/ earnest money may also be taken. The Firm shall ensure compliance of all laws, conditions and other laws in force from time to time.
14. Payment will be released within 15 days of delivery and verification of material.
15. The material shall have to be supplied /provided as and when required and based on formal supply order.
16. Telegraphic quotations or quotations received through fax/e-mail shall not be considered for evaluation purpose.
17. The lowest rate offered for each items will be considered to finalize the Rate Contract.

The University reserves the right to split the contract item wise among different vendors based on lowest rates. Negotiations will be done to finalize the Rate Contract.

18. Any legal disputes emerging from this contract shall be subject to the jurisdiction of court at Hamirpur H.P.
19. **The rates contract should be valid for one year from the date of award of the work order, and may be extended further till finalization of new tender/rates.**
20. For any query regarding tender please contact the Purchase Officer, HP Technical University VPO Daruhi, Hamirpur.
21. Quoted rates should not more than MRP printed on the item/product.
22. The successful bidder shall deposit Performance security of ₹ 10,000 in the form of FDR/demand draft/Banker Cheque from any scheduled commercial bank drawn in favour of the “**Finance Officer HP Technical University, Hamirpur-177001**”. The security deposit shall be forfeited for non-delivery of stationery items in time or supply of substandard quality material.
23. Refund of performance security – The performance security shall be refunded after 15 days of completion of original contract or extended period of contract.
24. Supplies should be F.O.R basis to Himachal Pradesh Technical University, Village Daruhi, Hamirpur.
25. Rates quoted must be both in figure and words. If there is a discrepancy between words and figure, the unit rates in words shall prevail.
26. **Tender Submission Guidelines/Norms**

The quotation shall have to be submitted in two-envelope system in the following manner:

Envelope No. 1

(Technical bid) – shall be superscribed as “Technical Bid – and shall contain the following documents:

- (i) Attached Copy of GST No.
- (ii) Attached copy of PAN card of the firm.
- (iii) Attached Affidavit/ under taking to the effect that he/his firm is not black listed/debar by any organization, not under Liquidation and no legal irregularities pending against him.
- (iv) EMD as per specified amount.
- (v) Terms & conditions (Annexure-1) duly signed with stamp by bidder as acceptance of terms & conditions of tender.

Envelope No. 2

(Financial bid) - superscribed as “Financial Bid”– and shall contain following documents:

- (i) Signed and stamped copy of quoted prices duly filled in “Financial Bid” (Annexure-II).

Submission of Bid:

Both envelopes 1 & 2 should be sealed in large envelope superscribed as “**Tender for Stationery/store Items**” and Addressed to: - The Purchase Officer, HP Technical University, VPO Daruhi, Hamirpur (H.P).

27. Evaluation of Bids

During bid evaluation, the Purchaser may ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be allowed, offered or permitted.

28. Rates evaluation:- If some items are quoted at the lowest rate by a bidder other than the one who has quoted the lowest rates for the majority of items of bidder then; The Tender Opening and Evaluation Committee may negotiate with the bidder who has quoted the lowest rates for the majority of items, for remaining items as well.

29. The tender Accepting Authority reserves the right to reject any or all tenders without assigning any reasons, whatsoever, either in full or in part, even after opening of Technical bid or financial bid.



I/We hereby quoted to supply the goods/material of good quality at the rates specified in the Schedule and within the time specified in the conditions of the contract. The terms and conditions given in the Annexure-II have been read over and shall be binding upon me/us in the event of acceptance of my/our tender.

Read and accepted

Dated:

Signature of tenderer

Name/Seal of Firm/agency:

Price Bid

Annexure-II

Note: - (1) The rates must be inclusive GST/all taxes.

(2) Each page of Financial Bid should be signed by the bidder with stamp.

List of Printing and Stationery items				
Sr. No.	Name of Articles	Price in figures (Inclusive GST) Per items	Price (In Words) Per items	Remarks
1	Attendance Register (100 Pages)			
2	Binder Clip			
3	Black Tape (Nichiban)			
4	Bodkin (Poker)			
5	Calculator Simple			
6	Candle			
7	Carbon Paper			
8	Cell for AC Remote and PC Mouse			
9	Cell for Wall Watch			
10	Cello Tape (1 inch)			
11	Cello Tape (2 inch).			
12	Cotton Tape			
13	Cutter			
14	Dairy Register (100 Pages)			
15	Dak Pad Folder			
16	Dak Pad Lather Bond Folder			
17	Dispatch Register (100 Pages)			
18	Drawing Sheet			
19	Dumper (Sponge)			
20	Duster Black Board			
21	Envelop A3 Size With Cloth Coated			

Tenderer's Signature

Stamp

22	Envelop A4 Size			
23	Envelop A4 Size with Cloth coated			
24	Envelop A4 Size with HPTU Printing		Tenderer's Signature Stamp	
25	Envelop A4 Size with Lamination			
26	Envelop Legal Size with Lamination			
27	Envelop Letter Size (Small) with HPTU Printing			
28	Eraser + Sharpener			
29	Fevi Quick Big 15 Gm			
30	File Board			
31	File cover			
32	File cover (Laminated) with HPTU Printing (100 Gm)			
33	Glue Paste (150 ml)			
34	Glue stick (25Gm)			
35	Graph Paper			
36	Highlighter			
37	Indent Book (100 Pages)			
38	Ivory Sheet			
39	Laakh Sealing Wax			
40	Led Pencil			
41	Leaf file (20 - leaf) leather folder with zipper.			
42	Log Book			
43	Marker (Black Board)			
44	Marker (CD Marker)			
45	Marker (Permanent Marker)			
46	Marker Ink			

Tenderer's Signature

Stamp

47	Needle Stick			
48	News Paper A/c Register (100 Pages)			
49	Note Pad 20 Leaf			
50	Noting Sheet			
51	Paper A3 (75 GSM)			
52	Paper A4 (75 GSM)			
53	Paper Clip			
54	Paper Cutter			
55	Paper Flag			
56	Paper Legal Size (75 GSM)			
57	Paper Pin			
58	Paper Puncher (Double)			
59	Paper Puncher (Single)			
60	Pen (Blue + Black + Red + Green) Gel Pen			
61	Pen (Blue + Black + Red + Green) V5 Hi-Tech Point 0.5			
62	Pen (Blue + Black + Red + Green) V7 Hi-Tech Point 0.7			
63	Pen (Blue + Black + Red) Ball Pen (Cello Max writer)			
64	Pen (Blue + Black + Red) Ordinary Ball Pen			
65	Pen Stand			
66	Photocopy A4 Size (Black & White)			
67	Photocopy A4 Size (Colour)			
68	Push Pin			
69	Receipt Book Print. Size (7X4) 1/12, Original duplicate 200 pages printed.			
70	Rubber Band			

Tenderer's Signature

Stamp

71	Ruled Register (100 Pages)			
72	Scale "12" inch			
73	Scale (Steel Rule 12 inch)			
74	Scissor Medium Size			
75	Scissor big Size			
76	Self Ink Stamp			
77	Sketch Multicolour			
78	Slip Book With Spiral Binding (40 Pages)			
79	Spiral Binding A3 (up to 200 Pages)			
80	Spiral Binding A3 (up to 300 Pages)			
81	Spiral Binding with Hard Cover A4 (up to 200 Pages)			
82	Spiral Binding A4 (up to 300 Pages)			
83	Tabulation Binding with Hard Cover A3 (up to 200 Pages)			
84	Tabulation Binding with Hard Cover A3 (up to 300 Pages)			
85	Tabulation Binding with Hard Cover A4 (up to 200 Pages)			
86	Stamp Pad			
87	Stamp Pad Ink			
88	Stapler 24*6			
89	Stapler Pin 24*6			
90	Stapler Pin No. 10			
91	Stapler No. 10			
92	Sticky Notes			
93	Tag Big Cotton			

Tenderer's Signature

Stamp

94	Tag Small Cotton			
95	Twine Hemp Thread			
96	White Eraser Correction Pen			

Note: - Rate to be inclusive of all taxes. Quoted rates should be clear & readable without any overwriting.

This is to certify that I/We have read and fully understood all terms and conditions mentioned at Annexure-I & II in the tender form and undertake myself/ourselves to abide by them and the information provided in this reference is true.

Date:

For (Authorized Signatory)

Place:

Name of Firm.....

Complete address.....

.....

Seal/Stamp.....

PAN No.