



# GOVT. GIRLS POLYTECHNIC

BYRON BAZAR, RAIPUR-492001 C.G.

शासकीय कन्या पॉलीटेक्निक

बैरन बाजार, रायपुर-492001 छ.ग.

Web Site:- <http://ggpraipur.ac.in> E Mail:- [principal.ggpraipur@gmail.com](mailto:principal.ggpraipur@gmail.com) Fax 0771-2424778 Tel.No.:- 0771-2423045

TENDER NOTICE – 01/2019-2020

TENDER FORM FOR SUPPLY OF STATIONERY & DRAWING  
ITEMS

(For the year 2019-20)



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## TENDER NOTICE – 01

Notice Inviting Tender (NIT) for the supply of Stationery items

Tender No- GGPR/Stores/Tender-1/Stationary/2019/-~~885~~ Date ~~21-08-2019~~

Government Girls Polytechnic, Raipur invites sealed tenders from stationery marts/suppliers for supplying, stationery items. Tender document can be obtained from the office during the office working hours than public holiday, on payment by cash or by DD of Rs 500/- (In word Five Hundred Rupees. Only) in favour of, Principal Government Girls Polytechnic, Raipur. Payable at Raipur. Tender document can also be downloaded from institute website [www.ggpraipur.ac.in](http://www.ggpraipur.ac.in). if downloaded from the website tender fee of 500/- Rupees (In word Five Hundred Rupees. Only) in form of demand draft payable to Principal, Government Girls Polytechnic, Raipur should be enclosed at the time of submission of the tender.

Tender form price	Rs 500-00 ( Rupees Five Hundred Only )
Date for sale of tender document	22-08-2019 11-00 AM
Last date for Sale of Tender Document	12-09-2019 12-00 PM
Last date for Submission of Sealed Tender	12-09-2019 02-00 PM
Date of opening the Tenders received	12-09-2019 03-00 PM
Venue of opening the Tenders	Principal Room 3-00 PM

  
Principal  
Govt. Girl's Polytechnic,  
Raipur (C.G.)



## Tender Document

1. Tender Letter No. GGPR/Tender/Stores/Stationary/2019/ Raipur Date 22-08-2019
2. Cost of the Tender Form Rs. 500/- by Cash or DD, Non-refundable  
Sale of Tender Document from 22-08-2019/11.00AM  
Up to 12-09-2019 12-00 PM
3. Date of Submission On or before 12-09-2019/2.00 PM  
In case, if the last date is declared be a holiday, the tender may be submitted up to 2:00 PM of the immediate next working day.
4. The Tenders shall be opened at 3.00 PM of the last day of submission i.e. 12-09-2019 at Government Girls Polytechnic, Raipur. The tenderer or authorized representatives of the tenderer may participate.
5. Tender shall remain valid for a period of one year.
6. Scope of supply  
Supply of stationery items stated at **ANNEXURE-II**
7. Essential Qualifications of the Bidder  
The bidder must have valid PAN TIN and Valid GSYN of Income Tax and Commercial Tax respectively, with the copies of IT return for the last three year as per **ANNEXURE I**.
8. Preparation of the Bid  
The tender would be submitted in three parts in separate sealed envelopes which shall contain  
**ENVELOP -1** EMD - A DD of Rs 6000/- in favour of Principal, Government Girls Polytechnic, Raipur payable at Raipur  
**ENVELOP -2** All the relevant documents regarding the essential qualification of the Bidder as per ANNEXURE 1 (Essential qualification of the Bidder) , and  
**ENVELOP - 3** The Prices on the prescribed Format ANNEXURE II (Price Bid) The quoted price would the inclusive of the taxes duties and any other levies/charges.
  - All the three envelopes should be kept in one single, bigger envelop, duly sealed and submitted to the office of the principal, Government Girls Polytechnic, Raipur.
  - Envelop.No. 03 will be considered for opening after the contents of envelop 1 and 2 arte found satisfactory as per the requirement of tender-Documents.
  - Tender submitted by fax or e-mail would not be accepted.
  - All the pages of the tender-document including ANNEXURE-I shall be duly signed.
  - Rates quoted should be written legible in words & Figures. If any difference is observed the rates given in words shall be taken as correct.
  - The bidder would bear all costs associated with the preparation and submission of tender . Inculding the tender document may notify.including costs of any sample if all attached with the tender. This office would in no case be resposnsible for refund of, or be liable for, such costs.



- The bidder is expected to carefully examine all instructions, forms, terms and specifications in the tender document.
- The bid must be in line with specifications and conditions required for the tender. It should be valid for one year from the date of opening of bids.
- Overwriting should be avoided. Overwriting, erasures and other changes should bear the dated initials of the person signing the trader.
- Failure to furnish complete information required by the tender document or submission of bid not substantially may result in rendering the tender ineligible for award of the supply.
- This tender form is non-transferable and must be submitted by the purchaser on the prescribed form sold as a part of the tender Document.
- Deduction of taxes at the source would be made by this office as and when required by law.
- Samples of the stationery items shall be furnished as and when required.
- The rate shall be quoted on the basis of the “Unit” applicable to the respective item (ie. Standard unit)
- Relevant brochures etc. if any, may be enclosed if desired.

9. **Earnest Money Deposit (EMD)**

EMD In The form of an account payee Demand Draft or Banker’s Cheque payable in favour or the principal, Government Girls Polytechnic, Raipur is required to be submitted along with the bid/tender. EMD of the unsuccessful bidders will be returned to them at the earliest. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

10. **Payment Terms**

- 100% on the completion of supply, and acceptance of various tendered items as per the delivery schedule given by the institute, from time to time.
- No advance payments shall be made.
- No partial payments against the partial supplies of the materials shall be made (of a single Order).
- No payment will be made for the damaged or rejected items.

11. **Delivery**

The delivery shall be made within 30-Days after the confirmation of the Purchase Order and supply shall be given, at Government Girls Polytechnic, Raipur on FOR basis.

12. **Other Terms & Conditions**

- A prospective bidder requiring any clarification regarding the tender document may notify this office in writing at the address indicated at the cover of the tender document. The office would respond in writing to any request for clarification of the tender document Provided that it is received not later than seven days prior to the last date prescribed for submission of tenders. However, the office shall not be responsible for any delays.
- The Supplier shall not directly or indirectly transfer, assign or sublet the order in full or any part thereof.

- c. The institute reserves the right to accept/reject tender either in whole or in part, without assigning any reasons there of, whatsoever.
- d. the tenders should quote their rates strictly adhering to terms and conditions stipulated in the tender Document. Unsolicited correspondence after opening of the tender shall not be entertained. Conditional / deviational tenders may be rejected without making any reference to the tenderers.
- e. No tenderer will be allowed to withdraw his tender during the validity period.
- f. of Canvassing in any form the acceptance tender would disqualify the tenderer.
- g. It will be the responsibility of the supplier for safe supply of the material required for full and good conditions at user's point. This office will not pay any amount for transit and insurance of the material.
- h. The undersigned reserves the right to cancel the tender in full or part there of, if needed.
- i. In case of any dispute, it is subjected to the jurisdiction of district of Raipur, Chhattisgarh.

  
Principal,  
Govt. Girl's Polytechnic,  
RAIPUR (C.G.)



LETTER OF SUBMISSION OF TENDER FROM THE BIDDER

(To be printed on bidder's letterhead)

“Supply of stationery items at Government Girls Polytechnic Raipur”

1. Name of The Firm :-----
2. Complete postal Address :-----  
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3. Telephone No :-----  
Email :-----
4. Earnest Money Deposit details.
5. Are you a Manufacturer / distributor / dealer/ Supplier/ Reseller ? If so attach the authority letter(s) in support of your claim.
6. Year of starting of the firm with registration Number & Date
7. PAN (Attach copy)
8. TIN No. (Attach copy)
9. GST Registration (Attach copy)
10. Income tax return for the last three financial years

DECLARATIONS

- (ii) I/We have examined the Scope of supply, Specifications and the Terms and Conditions Relating to the Tender for the said supply after having obtained the tender document invited by you.
- (iii) I/We hereby offer to execute the supply order in strict accordance with the tender document at the item rates quoted by me / us is in all respects, as per the Specifications Scope of supply described in the Tender-document and the other Terms and Conditions.



- (iii) I/We agree to pay all government (central and state of CG) Taxes such as GST, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
- (iv) The rates quoted by me / us are firm and shall not be changeable subject to variations on account of fluctuation in the mark rates, taxes or any other reasons whatsoever.
- (iv) If This tender by accepted, I / we hereby agree to abide by and fulfil all the Terms and Conditions and Provisions of the Tender.

Names of the persons authorized to be present at the time of opening of the tender

- i -----
- ii -----

Place:

Date:

Name and address of the Tenderer

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Yours faithfully

(Signature of the Tenderer)

  
Principal,  
Govt. Girl's Polytechnic,  
RAIPUR (C.G.) 


## PRICE-BID


Sl No.	Item and Specification	Unit	Rate (Inclusive of All Taxes/Charges)
1	College Note Book-Ruled, 184 page a) 172-Page, Size 27.2x16.7 cm b) 172-Page, Size 31.4x19.4 cm (Classmate/Equivalent or Superior quality)	Each	
2	White Drawing Sheet 56 x 71 cm 110 GSM 6.6 kg	Pkt. of 150 Sheets	
3	Drawing Board clip Equivalent or Superior quality	Pkt. of 04 pcs.	
4	Drawing Board - Made of seasoned pine wood with strong bottens at the back - Size – 810mm x 580mm X 15 mm i.e. Not of Engineered Wood/Fibre or any sort of Engineered Board	Each	
5	Mini Drafter - Made of steel Rods/Strips, aluminium casted thick clamp and plates large size riveted, powder coated frame with unbreakable scale and with canvas cover (Omega/Camlin/Equivalent or Superior quality)	Each	
6	Scientific Calculator - 10 digit - LCD display - Arithmetic Function Calculations, Double Parenthesis Calculations - Mixed Arithmetic Calculations - Trigonometric Functions - Statistical, Exponential & Logarithmic Function Memory/Register Function etc. (CASIO/SHARP/Equivalent or Superior quality)	Each	
7	Non Dust Superior Eraser 60 x 22 x 11 mm (Jumbo) (Classmate/Apsara/Equivalent or Superior quality)	Packet of 20 pcs.	
8	Plastic Scake- 30 cm, thick 2.7 mm (Classmate /Camlin /Equivalent or Superior quality)	Each	
9	Notice Board Pin Plastic Head ( thumb-Press )	Per Bos/Packet with nos or weight	
10	Drwing Pencil – 2H,H,HB,B,2B (Classmate/Apsara/Equivalent or Superior quality)	Packet (10-Nos.)	

  
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Sl No.	Item and Specification	Unit	Rate (Inclusive of All Taxes/Charges)
11	Plastic Coated File Cover with spring clip ( Premium Quality ) with college Mono printed on it	Per 100 pcs	
12	Drawing Instrument Box ( Classmate / Camlin / Equivalent or Superior quality )	Each	
13	White Duplicating Paper (Thick) ( 3-Ekka Ballarpur/Orient/Equivalent or Superior quality)	Ream	
14	Ruled Paper Full Scape (thick) 32x40/480 sheets, 60 GSM Superior Quality	Ream (480-Sheets)	
15	Carbon Paper Black, 210x333 mm ( Kores/Sapphire/Kangaroo/Equivalent or Superior quality)	Per Pkt (100-Sheets)	
16	Carbon Paper A-Size a) Black b) Blue ( Kores/Sapphire/Kangaroo/Equivalent or Superior quality)	Per Pkt (100-Sheets)	
17	Photo Copying Paper a) Size-A/4, Min. 72 GSM b) Size A/3, Min. 72 GSM (ORIENT/JK/Bilt/Equivalent Quality)	Per Pkt. (480 Sheet)	
18	Brown Paper Size 90 x 15	Per 100-Sheets	
19	Ruled Register a) Size 8"x13"/72-page/Full Size With Corners b) Size 8"x13"/144-page/Full Size With Corners c) Size 8"x13"/216-page/Full Size With Corners d) Size 8"x13"/288-page/Full Size With Corners e) Size 8"x13"/360-page/Full Size With Corners ( Classmate / Equivalent or Superior quality )	Each	
20	a) Gum Bottle Superior – 700 ml b) Gum Bottle Superior – 150 ml c) Glue Stick 15 gm	Each	
21	Office Alpin a) T-Type Head b) Round Head c) ( King / Lion / Deli / Equivalent Quality )	Per 100 gm Packet	
22	Chrome Plated U-Pin a) U Pin – Small, Steel / Chrome plated b) U) pin – Big	Per Box/Packet with nos. or weight	
23	PVC coated U-Pin a) U Pin -Small b) U Pin- Big	Per Box/Packet with nos. or weight	

  
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 RAIPUR (C.G.)



Sl No.	Item and Specification	Unit	Rate (Inclusive of All Taxes/Charges)
24	Binder Clip a) Binder Clip 12 mm b) Binder Clip 18 mm c) Binder Clip 24 mm d) Binder Clip 32 mm	Per Box/Packet With nos	
25	Box File with indexing & separator Alkon/Equivalent superior quality	Per 10 pieces	
26	File Cover Ordinary pvc coated With College Logo & Name	Per 10 pieces	
27	Plastic Stick file	Per 10 pieces	
28	Plastic L-Folder	Per 10 pieces	
29	Stock Register,extra super cloth/cover binding a) 200 page b) 300 page c) 400 page	Each	
30	Writing pad/Note pad Size 21x14.7cm./100pages	Per packet	
31	Student Attendance Register/80 pages	Per packet	
32	Stapler Machine a) No. 10 b) No. 24/6	Each	
33	Stapler Pin a) No. 10 b) No. 24/6	Each	
34	Ball Pen with Jotter Refill – Blue ( Classmate / Cello / Equivalent or Superior quality )	Packet ( 10-Nos )	
35	Roller Pen ink Color : Blue/Black, Ball Size:0.7mm ( Classmate / Cello / Equivalent or Superior quality )	Packet ( 10-Nos )	
36	Gel Pen (Blue/Black/Green/Red) ( Classmate / Cello / Equivalent or Superior quality )	Packet ( 10-Nos )	
37	White Board Marker Pen (Permanent ) - Green/Black/Red/Blue/Green Faber Castle/Camlin/Equivalent superior quality	Each	
38	White Board Marker Pen ( Non-Permanent ) - Green/Black/Red/Blue/Green Faber Castle/Camlin/Equivalent superior quality	Each	
39	Highlighter -Green/Yellow/Orange/Blue/Pink Faber Castle/Camlin/Equivalent superior quality	Per Set with nos.	
40	Sketch Pen Faber Castle/Camlin/Equivalent superior quality	Per Set with nos.	

  
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 BABUR (G.I.), Raipur



Sl No.	Item and Specification	Unit	Rate (Inclusive of All Taxes/ Charges)
41	White correcting Fluid	Each	
42	Correction Pen Faber Castle/Camlin/Kores/Equivalent superior quality	Each	
43	Cello Tape a) 1" / 30 meter b) 1" / 65 meter c) 1.5" / 30 meter d) 1.5" / 65 meter	Each	
44	Paper cutter a) Blade width - 9mm b) Blade width - 18mm	Per Packet with nos.	
45	Posted slip 1.5x2 (Min. 50 slip.)	Per Packet of 10 nos.	
46	Posted slip – 4 Colour (Min. 50 slip.)	Per Packet of 10 nos.	
47	File tag extra superior quality	Per – 50 Nos.	
48	Stamp Pad (a) Medium size 110 x 70 mm (b) Big size 15.5 x 9.6 cm	Each	
49	File Pad (a) With Corner (b) Without Corner	Per – 50 Nos.	
50	Dak-Pad ( Four Fold )	Each	
51	White Envelop, 80 GSM: (a) Size 9" x 4" (b) Size 3" x 7"	Per Packet (100 Piece)	
52	Yellow Envelop – Plastic Laminated ( Inside) a) 14' x 11' b) 11' x 5' c) 12' x 6' d) 16 x 12'	Per Packet (100 Piece)	
53	Non-dust Chalk a) Colour b) White	Each Box (144 Pieces)	
54	Stamp Pad ink 50/100 ml	Each	
55	Duster: a) Wooden body b) Plastic / Fibre body	Each	
56	Duster for white board ( Plastic / Fibre body	Each	
57	Steno notebook, 160-Pages	Each	
58	Rubber Band- 1"/2"/3"	Per.Packet 250 Gm	
59	Graph paper 50 x 70 cm	Per 100 Sheets	

  
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 RAIPUR (C.G.)






Sl No.	Item and Specification	Unit	Rate (Inclusive of All Taxes/Charges)
60	Plastic Cilip-File (Thick Plastic) Alkon/Equivalent superior quality	Each Packt (10- Nos.)	
61	Table-Glass -Rounded or Grinded Edge/10-mm thickness a) 5'x3' b) 4'x3'	Each	
62	Spiral Writing Pad Ruled/32 Pages (Apps) (Classmate/Equivalent or Superior quality)	Each Packt (10- Nos.)	
63	Executive Pen Stand Superior quality	Each	
64	Paper Shredder Electrically Operated (230 Volt ac Mains)	Each	
65	Vibre-Glass Paper Tray 3 Tray with Separator & Stand	Each	
66	Poker	Each	
67	Punching m/c 8 cm Double/Single	Each	
68	Cellotape m/c 1"(Dispenser)	Each	

Date:-----

Place :-----

Signature  
(Name and Address of the Bidder)

  
**Principal,**  
**Govt. Girl's Polytechnic,**  
**RAIPUR (C.G.)**
