



## DELHI TECHNOLOGICAL UNIVERSITY

(formerly Delhi College of Engineering)

Government of National Capital Territory of Delhi

Shahbad Daulatpur, Bawana Road, Delhi 110 042

Tel : +91-11-2787 1018, Fax : +91-11-2787 1023

[www.dtu.ac.in](http://www.dtu.ac.in),

No. F. 213/01-15/16-17/ SP

Dated:

### NOTICE INVITING TENDER

E- Tenders along with illustrated literature/leaflets for the supply/execution of item(s)/stores/work detailed below are invited from the Manufacturers /their Authorized Distributors/Suppliers/Printers only in two-bids system through 'e' procurement solution only as per the guidelines and terms & conditions given in tender document - details of the NIT along with terms & conditions, specifications etc. can be seen/ downloaded at/from the website.

The interested tenderers should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids - all duly signed - on the: <https://govtprocurement.delhi.gov.in>. latest by **12/04/17 up to 2.30 P.M.** **An index prepared after pagination of all documents may also be uploaded** The technical bids will be opened online on **12/04/17 at 3.00 P.M** {those bidders only whose original instrument of EMD amount is dropped in Tender Box placed in the office of Officer In-charge (S&P)} in the presence of the bidders who wish to be present and will also be displayed on the website. For participation in the tender through e-procurement solution, the tenderers are required to have digital certificate and get registered with application Service Provider NIC.

Tender document is also available for viewing on the website of Delhi Technological University, Delhi at [www.dce.edu](http://www.dce.edu) and [www.dce.ac.in](http://www.dce.ac.in)

**EMD: Rs 40,000/-**

Yours faithfully,

Officer In-charge (S&P)

S. No	Particulars /Description	Reqd.Qty
1	<p><b>Supply of Stationery items on rate Contract basis</b></p> <p><b>NOTE:_-Sample of items must be submitted with EMD O/o Officer In Charge ( S &amp; P ) for finalized the items</b></p>	<p><b>For One year Rate Contract Date of opening</b></p>

## List of Stationery items

S No	Description	Required Qty. for appx. one year period.
1.	Self Stick 3'x3" Pad 3M	250 Pkts
2.	Self Stick flag type 3'x1" 3 M	350 Pkts
3.	Permanent marker OHP Luxor	300 Nos
4.	Plastic scale 12 " best quality Natraj /Faber castle	200 Nos
5.	Drawing pin Big size Scholer	200 Pkt
6.	Highlighter Pen luxor , camlin , cello	400 Nos
7.	Ink for stamp pad ashoka , supreme ,faber castle	100 Nos
8.	Stamp pad Plastic body faber castle, chelpark	100 Nos
9.	White board marker Pen luxor , camlin , cello	3000 Nos
10.	White board marker pen ink luxor , camlin , cello	1500 Nos
11.	Fluid pen type kores, luxor	200 Nos
12.	Sketch pen black, blue, red luxor , cello	200 Nos
13.	Cello gripper pen	3000 Nos
14.	Graph pad Neelgagan, Bittoo	2500 Pads
15.	Semi Log paper good quality	50 Pkt
16.	Drawing/cartridge sheet Ballarpur or equivalent	3000 Nos
17.	Sticker A4 Aeromax	50 Pkts
18.	Plastic body Sponge Kebika or equivalent	150 Nos
19.	Punching machine Power coated single punch Kangroo	100 Nos
20.	Punching machine Double Power coated single punch DP-600 Kangroo	50 Nos
21.	Fevi Stick 8 gm	1000 Nos
22.	White board Duster marvy or equivalent	1000 Nos
23.	Magnetic Duster merry or equivalent	1000Nos
24.	Dust less chalk White vidyarthi, crown	500 Nos
25.	Dustless chalk Color vidyarthi, crown	500 Nos
26.	File rapper good quality	300 Nos
27.	Dak Pad Neelgagan,	100 Nos
28.	Packing tape 2"x 30 Mtr taipack, wonder	1000 Nos
29.	Cello tape 1" X 30 Mtr premier	1500 Nos
30.	Noting pad 100 Sheets 90 gsm green paper full scape corner punch Ballarpur or equivalent	500 Pads
31.	Rubber band 2" good quality ( 250 gm packing )	50 Pkts
32.	Cello tape Dispensor omega	50 Nos
33.	Cello flo gel Pen	1000 Nos
34.	CDR 700 MB with Jewel case Sony, HP, Samsung, Moserbear	500 Nos

<b>S No</b>	<b>Description</b>	<b>Reqd. Qty.</b>
35.	Paper weight kdi/Kebica , Big size	100 Nos
36.	Jatter refill Reynold	100 Nos
37.	Paper Cutter SDI, Godrej	200 Nos
38.	Scissor medium Size	200 Nos
39.	Stapler Machine 24/6 HD 45	100 Nos
40.	Stapler pin 24/6 Kangroo, Max, Kores	500 pkts
41.	Stapler Machine No 10 D Kangroo	200Nos
42.	Stapler Pin No 10 Kores Kangroo, Max	1000 Pkts
43.	Gum Bottle 300 ml Camel/ Kores	300 Nos
44.	Jug 5 Ltr cap. Milton, Cello	200 Nos
45.	Zem clip medium size 1Plastic coated Zen	300 Pkts
46.	Ro rito /Reynold pen	3000 Nos
47.	Ro-rito /Reynold refill	1000 Nos
48.	Pin cushion Deli	100 Nos
49.	Carbon Kores Saphire	50 Pkts
50.	Eraser/Rubber Apsara, Faber Castle	500 Nos
51.	Sharpener Apsara, Faber Castle, Cello	500 Nos
52.	Pencil ord. 621 Natraj, Apsara beauty	1000 Nos
53.	Uniball Eye ball Pen	1500 Nos
54.	Pilot Pen V-5 Luxor	1500 Nos
55.	Tag for file cover 8" Nylon	1,00,000 Nos
56.	Pencil cell 1.5 volt Novino, Eveready /Nippo	200 Nos
57.	Photocopier Paper A4 Size 75 gsm J.K , Power	3500 Nos
58.	Photocopier Pape Legal Size 75 gsm J.K , Power	100 Nos
59.	Photocopier Pape A3 Size 75 gsm J.K , Power	50 Nos
60.	photocopier Pape Color A4 Size 75 gsm Ballarpur, Sprint	200 Nos
61	File board good quality	6000 Nos
62	File Box good quality	50 Nos
63	CDRW 700 MB with Jewel case Sony, HP, Samsung, Moserbear	500 Nos
64	DVDRW with Jewel case Sony, HP, Samsung, Moserbear	500 Nos
65	Pencil Cell 1.5 Volt AAA Novino, Eveready, Nippo	100 Nos
66	RoRito T-Max Pen	500 Nos
67	Ro rito T-Max Refill	500 Nos
68	Calculator 12 digit	20 Nos
69	Pen Stand	100 Nos

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

**TENDER NOTIFICATION NO:** -----

Phone No:- 27871018

**UNDERTAKING**

The Registrar,  
Delhi Technological University,  
Bawana Road,  
Delhi-110042

We the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute supply/printing of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Registrar, Delhi Technological University or officer acting on his behalf.

**Date this \_\_\_\_\_ Day of \_\_\_\_\_**

**Signature of Contractor \_\_\_\_\_**

**Address \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

## **Guidelines/Procedure to be followed in introduction of 'e'-procurement solution:**

**1. Payment of cost of Tender documents:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the: <https://govtprocurement.delhi.gov.in>.

**2. Submission of bids:** The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at : <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the: <https://govtprocurement.delhi.gov.in>. in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the Officer In-charge (S&P), DTU along with original EMD before the specified date & time. In the event of the specified date for physical submission of EMD along with copies of bid documents is declared a holiday, the same will be received up to the appointed time on the very next working day. However, documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.

**3. Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the D.D/B.G/Fixed Deposit Receipt **only** of a scheduled bank issued in favour of Registrar, Delhi Technological University, Delhi and the zerox copy thereof is to be scanned and uploaded along with the bid, and the original shall be sent to DTU so as to reach before the date & time of closing of the bids; failing which bid will be rejected. The Bid Security (EMD) of unsuccessful bidders will be discharged immediately after finalization of the order/contract without any interest. However, firms registered with NSIC etc., are exempted from submitting EMD provided such registration includes the item(s) they are offering are manufactured by them and not for selling products manufactured by other companies.

**4. Price Bid Opening:** The Price Bids of only technically qualified bidders (whose bids satisfy the prescribed technical specifications/parameters and have also submitted all requisitioned documents & EMD) will be opened online at the specified date & time and will subsequently be evaluated to determine the lowest bidder. The result will be displayed on the: <https://govtprocurement.delhi.gov.in>. which can be seen by all the bidders who participated in the tenders. There shall not be any negotiation normally. However, in exceptional cases, negotiations can be held with the lowest evaluated responsive bidder only. Counter offers tantamount to negotiations and shall be treated at par with negotiations.

**5. Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.

**6. Payment of Performance Security: ( Not Applicable)** The successful tenderer shall furnish a Bank Guarantee/FDR of the value of 05% of the basic cost of the item for a period of 60 days beyond the warranty period from a nationalized bank to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of installation / demonstration of equipments. In case the performance of the item is not found satisfactory, the amount of Performance Security will be forfeited & credited in university account.

**7. Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids:

(i). Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process.

(ii). Bidders can visualize the process online.

**8. Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.

OFFICER IN-CHARGE (S&P)  
DELHI TECHNOLOGICAL UNIVERSITY,  
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI - 110 042

TERMS AND CONDITIONS

Procedure for submission of bids: The bidders who are desirous of participating in 'e'- procurement shall submit their technical and price bids in the standard formats prescribed in the Tender documents, displayed at: <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. after page-numbering all documents and tender document and prepare an index thereof in the: <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the Officer In-charge (S&P), DTU along with original EMD. However, documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.

1. (**NOT Applicable**) Manufacturers (OEMs) or their Authorized Distributors/Suppliers/Agents/Printers/Channel Partners only should submit their bids.
2. ALTERATION IN THE SPECIFICATION.
  - (i) The specifications mentioned/issued with this form of tender must not be altered by the Suppliers.
3. INCOMPLETE TENDERS
4. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information/documents, as asked for in the NIT, or submission of a bid not substantially responsive to the NIT in every respect, will be at the Bidder's risk and may result in rejection of its bid.
5. CANCELLATION OF TENDER/ CONTRACT/ IN PART OR IN FULL IN CASE OF DEFAULT IN CONTRACT/SUPPLY:

If the Supplier, in the opinion of the Institute, fails or neglects to comply with any of the terms & conditions forming, part of the order issued, the head of institute shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days notice in writing to the Suppliers/firms without being liable to pay compensation for such cancellation.
6. Tender shall be uploaded as per guidelines indicated for e-procurement solution.
7. Demonstration of equipments has to be arranged by the suppliers, if desired by the institute. The technical committee may visit production facility if so desired for sample verification.
8. The quotation should be valid for a period of one year from the date of opening of the tender. Rate Contract can be further extended for a period of one year on the same rates and terms and condition subject to satisfactory performance and mutual agreement for the same.
9. Rates are to be quoted in INR (Rupee terms) only and any revision thereof is not allowed after the tenders have been opened.
10. The delivery period should be clearly mentioned against each item, incase, the items are not readily available, ex-stock offer will be preferred.
11. Rates should be quoted F.O.R Institution. Taxes and Duties namely Sales tax/VAT/Custom Duty (against Custom Duty Exemption Certificate)/Excise Duty should be mentioned clearly.
12. Consignment will not be insured at the Institute/University Cost.
13. (**NOT Applicable**) Bidder, if is not the Original Equipment Manufacturer (OEM), must submit OEM's or their Distributor's Authorization to quote/sell the product(s). Preference will be given to quotation pertaining to indigenous products. However, where suitable substitutes are not available and item need to be imported the following clarification/information should be given.
  - o Whether the item will be imported by the intended tenderers against its own import license or university will have to provide Custom Duty Exemption Certificate (CDEC).
  - o Name and address of the foreign supplier, make & model of the offered product and authorization to sell from OEM or their Distributor/ Authorized Chanel Partner.
  - o Delivery period including information about mode of dispatch and possible duration (after dispatch) for receipt of item at the port.
  - o Whether the item required any special preparation for installation. In case yes, full details should be given regarding operation maintenance of the items.

- In case of costly/sophisticated items whether the tenderers will arrange any special training regarding operation / maintenance of the items.
  - Nature of assurance for the supply of spares after the warranty period.
14. The payment will be made within 30 days after the successful demonstration/installation of the equipment and fulfilling of other obligations (like training etc., if any) as per the purchase/work order, against a Bill/Invoice; containing therein details of goods delivered/services performed. Rejected items/goods should also be removed within 30 days after which no responsibility will be accepted by University.
  15. In the event of the item(s) being imported product(s), Custom Duty Exemption Certificate (CDEC) will be issued by the University on the written request of the supplier; who, in turn, will furnish copies of relevant Customs Related Documents namely Airways Bill, Packing List, TR-6 challan etc. along with Bill/Invoice.
  16. Conditional quotations and/or incomplete quotations in any respect will be rejected.
  17. In case you cannot quote for one or more of the items asked for in the tender the word "NOT QUOTED" (in the rate column) should be indicated.
  18. The specification of the item quoted by the firm should confirm to the University specifications. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the university, the exact specification of such item should be attached with the tender indicating the item quoted.
  19. The Firm is required to link the University specifications with catalogues & leaflets/literature and also **mention Make and the Model for each item**. Detailed features, for compliance of specification should be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet wherefrom the relevant information has been checked, should be indicated.
  20. EARNEST MONEY:- EMD should be attached with the technical bid. The EMD shall be in the form of the D.D/B.G/Fixed Deposit Receipt of a scheduled bank issued in favour of Registrar, Delhi Technological University, Delhi. Xerox copy thereof is to be scanned and uploaded along with the bid, and the original instruments shall be sent to DTU so as to reach before the date of closing of the bids. Failure to furnish the original instrument before the closing of the bid, will entail rejection of bid and blacklisting. **If the tenderer after acceptance of the tender refused to take up the purchase order, his Earnest Money will be forfeited.** Any tender received without / less Earnest Money deposit shall be summarily rejected.
  21. The Purchase Order/Contract will be awarded to the successful Bidder whose bid has been determined to be responsive and has been determined to be the lowest evaluated bid, provided further the Bidder is determined to be qualified to execute the Order/Contract satisfactorily.
  22. There shall not be any negotiation normally. However, in exceptional cases, negotiations can be held with the lowest evaluated responsive bidder only. Counter offers tantamount to negotiations and shall be treated at par with negotiations.
  23. The Competent Authority reserves the right to reject any or all the tenders and annual the bidding process at any time prior to award of Contract, without assigning any reason, without thereby incurring any liability to the affected Bidder or Bidders, and his decision will be final.
  24. The supplies shall have to be made within the period specified in the purchase order failing which the order shall be cancelled and the Earnest Money will be forfeited. However, in exceptional circumstance and, on written request, from the supplier/tenderer, extension of date for supply of the material will be considered. Extension in supply period is at the sole discretion of the competent authority.
  25. Service manuals, wherever available/ required, should be provided along-with the Equipments.
  26. The University reserves the right at the time of award of PO/Contract to increase or decrease (30%) the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. Further, the quantities in the PO/Contract may be enhanced by 30% within the delivery period.
  27. In the case of purchase of may items against one tender, which are not inter-dependent or where compatibility is not a consideration, comparison would be made on the basis of prices quoted by the firms for identifying the lowest quoting for each item.

28. The bidder should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it to ensure that the delivery of goods is made from Delhi against a sale invoice issued from Delhi only
29. The Competent Authority reserves the right to levy liquidated damages up to 5% of the value of the order for delayed supply. If the supply is delayed beyond the extended period, the University reserves the right even to cancel the order and forfeit the EMD of the firm/ tenderer.
30. PERFORMANCE SECURITY DEPOSIT:- (Not Applicable ) The successful tenderer shall furnish Performance Security Deposit of the value of 05% of the basic cost of the item in the shape of Bank Guarantee/FDR etc. from a nationalized bank pledged to Registrar, DTU, for a period of 60 days beyond the warrantee period to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of installation / demonstration of equipments. In case the performance of the item is not found satisfactory and/or the Supplier fails to complete its obligation under the contract/purchase order, the amount of Performance Security will be credited in University account.
31. DEFAULT: - In the event of default and unsatisfactory service of the contractor/Supplier firm, the DTU will be at liberty to repair/get the item serviced from other party at the cost of supplier/contractor/ tenderer.
32. FAILURE AND TERMINATION: - If the Contractor / Supplier fails to deliver the stores or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, DTU may without prejudice to the right of the purchaser recover damages for breach of the contract.
33. The technical & financial bids of only those bidders will be opened who fulfill the eligibility criteria and whose documents are found in order. If any of the date earmarked for opening of technical or financial bids happens to be a holiday, the bids will be opened on the very next working day.
34. Terms & conditions for Comprehensive Annual Maintenance Contract (CAMC) will be as per Annexure -1.( Not Applicable )
35. For any query/clarification in r/o technical aspect of the enquiry, OIC (S&P), DTU may be contacted.
36. Notwithstanding the provisions relating to extension of time, penalty and cancellation of tender/contract for default, the vendor shall not be liable for forfeiture of its performance security/ liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure (i.e. an event or situation beyond the control of the vendor that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the vendor; such as wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes etc.). If the performance in whole or in part or any obligation under the contract is prevented or delayed by any reason of force-majeure for a period exceeding 60 days, either party may at its option terminate the contract by sending a written notice without any financial repercussions on either side.
- 37 The Rate contract will be valid for period of one year from date of opening technical bid . Rate Contract can be further extended for a period of one year on the same rates and terms and condition subject to satisfactory performance and mutual agreement for the same.
- 38 The firm has to submit an undertaking in firms letter pad that it has not been blacklisted by any Govt .deppt./autonomous body.
- 39 Proof of VAT/Sales Tax Registration No and VAT Return copy of fourth quarter for **last three financial year** date of tender. ((13-14,14-15 and 15-16)
- 40 PAN No ( Copy of PAN No Attached)
- 41 P.Os Copies having printing/stationery items/order copy of last 3 financial years date of tender
- 42 The bidder has submit an undertaking in firm letter pad that material must be supplied within 20 days receipt of Purchase order copy.
- 45 Disputes, if any, arising out of this tender shall be subject to exclusive jurisdiction of Courts of Delhi/New Delhi only.

OFFICER IN-CHARGE (S&P)



CHECK LIST OF DOCUMENTS TO BE SENT WITH TECHNICAL BID.

S.No.	Particulars of documents	Page no.	No. of pages
1.	Proof of EMD in form B.G /FDR (mention amount with instrument number and date)		
2.	Proof of PAN No. (mention no.....)		
3.	Proof VAT/Sales Tax Registration. (mention no. ....) and VAT Return copy <b>of fourth quarter</b> for last three financial year date of tender. (13-14,14-15 and 15-16) <b>I.T return not required</b>		
4.	Technical specification/ Information of the Answer sheets Terms & Conditions and delivery period etc. to be submitted on firm's letter head/pad		
5.	UNDERTAKING as per page no.4 of Tender Document, duly signed.		
6.	The firm has to submit an undertaking in firms letter pad that it has not been blacklisted by any Govt. deptt./Govt. Autonomous body.		
7.	<b>P.Os Copies having Stationery/printing items/order copy of last 3 financial years date of tender. (13-14,14-15 and 15-16)) Performance certificate is not required and not to be submitted</b>		
8.	The bidder has submit an undertaking in firm letter pad that material must be supplied within 20 days receipt of Purchase order copy.		
9.	<b>Sample of Paper must be submitted with EMD O/o Officer In Charge ( S &amp; P ) for finalized the tender</b>		

**Note: All copies of above documents should be duly signed and stamped by the tenderer before uploading.**

Signature of tenderer: .....

Name: .....

Name of firm: .....

Telephone No.....