

BID DOCUMENT
Open Competitive Bid (OCB)
(E-Procurement)

For

**Office stationery items on annual Rate
Contract Basis – 2nd Call**



Krishna University:: Machilipatnam
Website: www.kru.ac.in

Tender
**Supply of office Stationery to Krishna University, Rudravaram,
Machilipatnam on Rate Contract basis**

Bid Calling date	25.09.2025
Bid Document Fee	2000/-
Bid document downloading start date	25.09.2025 at 07.00 PM
Bid document downloading end date	08.10.2025 at 07.00 PM
Bid online submission closing date	08.10.2025 at 05.30PM
Last date and time for submission of hard copies	10.10.2025 at 02.00PM
Opening date and time of Prequalification Bid	10.10.2025 at 02.30PM
Financial Bid opening date and time	10.10.2025 at 03.30 PM
Contact Person	+91-9542487999

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: 08645-246370/71/72/73/74.

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on registrarku@gmail.com on or before Dt: 05.10.2025. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S.No	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query
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- ii. The addendum/corrigendum if any shall be published on Krishna University website i.e. www.kru.ac.in as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments made by Krishna University, Rudravaram, Machilipatnam.

Sd/-
REGISTRAR

INVITATION FOR BIDS

Ref.No. KRU/e-Proc/Stores/RC/2025

Dt:25.09.2025

Subject: Tender for Supply of office Stationery to Krishna University, Rudravaram, Machilipatnam on Rate Contract basis.

Sir/Madam,

1. Bids are invited on the e-procurement platform from reputed dealers/distributors/ wholesale dealer/suppliers for supply of Office Stationery to Krishna University, Rudravaram, Machilipatnam, AP. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and the bidders have to register on the e procurement market place of **Government of Andhra Pradesh i.e. <https://tender.apecurement.gov.in>**
2. The participating bidders will have to pay nonrefundable tender processing fee of Rs.2,000/- (Rupees Two Thousand only) through online in the e-tender portal only.
3. Further the bidder/s should pay EMD amount of Rs. 30,000/- (Rupees Thirty Thousand only) through online in the e-tender portal only.
4. Krishna University, Machilipatnam will not accept the tenders from blacklisted dealers or undependable Suppliers whose past performance with Krishna University was found to be poor due to delayed and/or erratic supplies, frequent product failures, and also against whom there have been adverse reports of sub-standard quality.
5. The Price should be F.O.R. destination inclusive of taxes, packing & forwarding charges, freight & delivery charges. Items on rate contract, if any together with the terms and conditions may please be furnished.
6. Payment will be made within a reasonable time as per university norms, only after the receipt of all items in good condition as per given specifications and on receipt of the company's invoice with all supporting vouchers. **No advance will be paid in any case either in part or in full.**
7. The University reserves the right to place orders for individual items with different tenderers.
8. **DELIVERY:** the period of delivery at destination from date of placing orders is **ONE WEEK.**
9. **VALIDITY:** The quotations should be valid for at least 120 days.

- 10.The University reserves the right to cancel the tender without assigning any reason at any Stage.
- 11.This University being Government educational institution is exempted from payment of Central/State Excise Duty. Since the University is Government institution whatever conditions are applicable to any Government institute shall be applicable even if not specified.
- 12.Any tender that is received after due date will not be accepted. The University is not responsible for any postal delay.
- 13.The bidders need to scan and upload the required documents as per the **Check list given**. Such uploaded documents pertaining to the bid need to be attached to the tender while submitting the bids online. The Self attested copies of all these uploaded documents of the bid, signed undertaking of tenderer should be submitted offline to The Registrar, Krishna University, Machilipatnam by **02.00 PM, 10.10.2025**. Krishna University will consider only the bids submitted through online.

NOTE:

After uploading the documents, the copies of the uploaded the bid documents along with original online receipts in respect of EMD and Tender Processing fee have to be submitted. Physical submission of bids will not be entertained.

For any clarification and further details on the above tender please contact
Telephone No: +91 9542487999

Sd/-
REGISTRAR

SECTION-II

ITEMS SPECIFICATIONS WITH REQUIRED QUANTITY (APPROX.) PER ANNUM

S. No.	Name of the Item/Equipment	Specifications	Quantity required	Unit for which price to be quote
1	A4 white papers	Paper Size: A4 Paper Density: 75GSM Colour: White Make: JK (Red) Unruled Plain Faster Drying Should be Compatible with all types of photocopying systems and Suitable for both side printing Should be made with Color Lock technology	70 Boxes	One Box (Each Containing 10 Reams)
2	A4 papers (Light Blue)	Paper Size: A4 Paper Density: 75GSM Colour: Light Blue Make: JK Unruled Plain Faster Drying Should be Compatible with all types of photocopying systems and Suitable for both side printing Should be made with Color Lock technology	1 Box	One Box (Each Containing 10 Reams)
3	A4 papers (Light Green)	Paper Size: A4 Paper Density: 75GSM Colour: Light Green Make: JK Unruled Plain Faster Drying Should be Compatible with all types of photocopying systems and Suitable for both side printing Should be made with Color Lock technology	1 Box	One Box (Each Containing 10 Reams)
4	A4 papers (Light Pink)	Paper Size: A4 Paper Density: 75GSM Colour: Light pink Make: JK Unruled Plain Faster Drying Should be Compatible with all types of photocopying systems and Suitable for both side printing Should be made with Color Lock technology	1 Box	One Box (Each Containing 10 Reams)
5	A4 Conquest Papers	Paper Size: A4 Paper Density: 75GSM Colour: Light pink Make: JK Unruled Plain Faster Drying Should be Compatible with all types of photocopying systems and Suitable for both side printing Should be made with Color Lock technology	1 Box	One Box (Each Containing 10 Reams)
6	Bond Papers (A4 Size) (100 GSM)	Paper Size: A4 Paper Density: 100 GSM Colour: White Make: JK Excel Bond Unruled Plain Faster Drying Should be Compatible with all types of photocopying systems and Suitable for both side printing Should be made with Color Lock technology	1 Box	One Box (Each Containing 10 Reams)

7	Paper Envelope covers (A4 Size)	Size: A4 (21 x 29.7 cm) – perfect for standard documents, Colour: Brown Thickness:100GSMto120GSM Material: Paper Inner Lamination - Envelope should be inner laminated with polythene that protect envelope from water splash and moisture.	10 Packets	One Packet (Each Containing 25 No's)
8	Label Packet (A4)	A4 Self Adhesive Paper Label Stickers for Laser & Inkjet Printers - 1 Labels per Sheet - Pack of 100 Sheets	20 Packets	1 Packet (100 Sheets)
9	Scribbling Pad	Scribbling Pad - 1/8th Size (8.6" x 5.5") ruled paper, 130 papers Tearable Sheets, Lightweight & Portable for Quick Notes	50 Packets	1 Packet (each Containing 10 No's)
10	Conference Pads	Scribbling Pad - 1/8th Size (8.6" x 5.5") ruled paper, 12 papers, Tearable Sheets, Lightweight & Portable for Quick Notes	30 Packets	1 Packet (each Containing 25 No's)
11	Spiral Binding Sheets	Colors: Multicolors. PVC Spiral Book Binding Sheet- Set Of 1,Pack of 100 sheet Per Set	2 packts	1 Pack of 100 sheet per set
12	Sticky notes (3-inchx3inch)	Size:3-inchx3inch Vivid colors that demand attention. Should utilize a repositionable adhesive that should not mark paper and other surfaces 100% Natural, non-toxic and odorless.	30 Packs	One Pack of 5 Neon Colors, 400 Sheets, 3 X 3-Inches (80 Sheets per Color)
13	Sticky notes (Approx.2 cm x 7 cm)	Size: 1x3x4 inch ; Pack of 2 x 200 = 400 Strips Total; 100 Each of Neon Pink, Green, Orange, Yellow Should utilize a repositionable adhesive that should not mark paper and other surfaces 100% Natural, non-toxic and odorless.	50 Packs	One Packet Size: 1x3x4 inch Pack of 2 x 200 = 400 Strips Total: 100 Each
14	Ballpoint Pens (Blue)	Make: Link Pentionic pens	10 Packets	1 Pack (Each Containing 50 No's)
15	Ballpoint Pens (Black)	Make: Link Pentionic pens	4 Packets	1 Pack (Each Containing 50 No's)
16	Ballpoint Pens (Red)	Make: Link Pentionic pens	2 Packets	1 Pack (Each Containing 50 No's)
17	Uni-ball Green Pens	Make: Uni-ball Eye UB157 0.7mm Roller Ball Pen	10 Packets	1 Pack (Each Containing 10 No's)
18	Uni-ball Black Pens	Make: Uni-ball Eye UB157 0.7mm Roller Ball Pen	3 Packets	1 Pack (Each Containing 10 No's)
19	Uni Ball Blue Pens	Make: Uni-ball Eye UB157 0.7mm Roller Ball Pen	10 Packets	1 Pack (Each Containing 10 No's)
20	Pilot Hi-Tecpoint (Green)	Pilot Hi-Tecpoint V7 0.7mm Fine Point Pure Liquid Ink Roller Ball Pen Green Ink	10 Packets	1 Pack (Each Containing 12 No's)
21	Pilot Hi-Tecpoint (Blue)	Pilot Hi-Tecpoint V7 0.7mm Fine Point Pure Liquid Ink Roller Ball Pen Blue Ink	5 Packets	1 Pack (Each Containing 12 No's)

22	Pilot Hi-Tecpoint (Red)	Pilot Hi-Tecpoint V7 0.7mm Fine Point Pure Liquid Ink Roller Ball Pen Red Ink	2 Packets	1 Pack (Each Containing 12 No's)
23	Pilot Hi-Tecpoint (Black)	Pilot Hi-Tecpoint V7 0.7mm Fine Point Pure Liquid Ink Roller Ball Pen Black Ink	5 Packets	1 Pack (Each Containing 12 No's)
24	Correction pen (Whitener)	Color: white Inkquantity: 7 ml	15 Packets	1 Pack (Each Containing 4 No's)
25	Pencils	Apsara Absolute Extra Dark Pencil	30 Packets	1 Pack (Each Containing 10 No's)
26	Highlithers (Yellow)	Faber-Castell Classic Bold Textliner - Pack of 5 (Yellow)	10 Packets	1 Pack (Each Containing 5 No's)
27	Highlithers (All Colours)	Faber-Castell Classic Bold Textliner - Pack of 5 (Pen)	10 Packets	1 Pack (Each Containing 5 No's)
28	Permanent Markers	Colors: Blue, Black and Red.	5 Packets	1 Pack (Each Containing 10 No's)
29	CD-DVD Markers	Colors: Blue, Green, Red, Black	5 Sets	One Set (Each Containing 10 No's)
30	Sketches (All Colours of Pack)	Luxor Assorted Colours Sketch Pen	10 Packets	One Packet (Each Containing 12 No's)
31	White Board Marker Pens	Colour: Blue, Black and Red. Refillable, Bright Ink, Easy to erase with duster, tissue and cloth	50 Packets	1 Box (Each Containing 10 No's)
32	Chalk Piece	Organics Dust Free White Chalk Piece Non Toxic WHITE Chalks, 144 pcs, Smooth & Clean Writing Dustless Blackboard Chalk	10 Boxes	1 Box (Each Containing 144 No's)
33	Staplers small	No.10D Model in Kangaroo equivalent of good and acceptable quality in other makes.	50 Pieces	One Piece
34	Staplers big	HP45 model in Kangaroo equivalent of good and acceptable quality in other makes /Kangaroo HP-45 All Metal Stapler Big	20 Pieces	One Piece
35	Stapler pins small	Stapler PinsNo.10-1M	8 Packets	1 Packet (Each Containing 20 No's)
36	Stapler pins Big	StaplerPinsNo.24/6-1M	20 Packet	1 Packet (Each Containing 20 No's)
37	Paper Punch Machine – Double hole type	Double hole Punching Capacity – at least 25sheets Punching diameter – 6 ± 0.5 mm Punching distance – 80 ± 0.5 mm	25 Pieces	One Piece

		Distance from holes to nearest edge of the paper – 12±1 mm. Removable Chip Tray should be provided. (Reference: Kangaroo DP540 model or equivalent)		
38	Paper Punch Machine – Single Hole type	Kangaro FP-20 Paper Punch Material: Metal Colour Black Brand: kangaro Product Dimensions 14L x 2.5W x 6.5H Centimeters Item Weight 30 Grams	25 Pieces	One Piece
39	Pencil Sharpener	Material: Plastic	3 Boxes	1 Box (Each Containing 20 No's)
40	Non-Dust Eraser	Material: Rubber	3 Boxes	1 Box (Each Containing 20 No's)
41	Scissors	Size: 8 Inch Model: GS-9208 Material: Stainless steel Multipurpose type Make: GORILLA Large Multipurpose Scissor	30 Pieces	One Piece
42	White board dusters (Wood)	Multifunctional use–should work well with all popular whiteboards and Chalk Board Surface. Frame material: Wood. Non–Magnetic	100 Pieces	One Piece
43	Iron Scales	Size: 30 cm Material: Steel Colour: Silver Clear & Bold Marking Rounded edges	50 Pieces	One Piece
44	Stamp Pad Big	Ink color: Violet Size: Approx.15.7cmx9.6cm	10 Pieces	One Piece
45	Stamp Pad Small	Ink color: Violet Size: Approx.11cmx7cm	30 Pieces	One Piece
46	File Tags	Size:12inch Should be made up of cotton for easy tying Should be in any 2 colors with 2 clips attached at both the ends	5 Packs	One Pack (Each Containing 100 No's)
47	Drawing Pins	Decorative Push Pins for Bulletin Board Cork Board Felt Board Push Pin Clip	10 Boxes	One Box (Each Containing 100 No's)
48	Finger Grip	10 gms for paper and note counting	3 Packets	One Pack (Each Containing 20 No's)
49	Paper weight Rubber	Material: Rubber	20 Pieces	One Piece
50	Paper weight Glass	Material: Glass	20 Pieces	One Piece
51	Knife	Mini Cutter, Tough Steel Construction, Anti-rust Coated Blades, Ergonomic Design, Smooth Cutting, Anti-lock Device	3 Packets	1 Pack (Each Containing 20 No's)
52	Rubber bands (Big)	Size: 2 and 3 Inch Fluorescent Color Colour: Multicolor	20 Kgs	1 Kg

53	Plastic Packing Rope/Twine Rope	As per sample Purpose: For packaging Plastics utli/twine/rope Eco quality	10 Pieces	One Piece
54	Room Fresheners	750ml capacity	20 Bottle	1 Bottle
55	Stamp Pad Ink Bottle 350ml	350ml	10 No.s	One No's
56	Paper Envelope Covers (Size: Approx.10-inch x 4.5 inch.)	Colour: Brown, Size: Approx.10-inchx4.5inch. For Letter, Courier, and Documents purpose, Density: approx. 80 – 90 GSM	5 Packets	100 No's (Each Containing of 100 No's)
57	Brown Covers (Legal Size)	10x14 brown envelope 110 Gsm Paper Quality legal size envelope	10 Packets	1 pack (100 No's)
58	Brown Covers (12x5 size)	Ckml Paper Envelope Courier Cover for Office Letter 12 X 5 Size	20 Boxes	1 Box (250 No's)
59	White Covers (12x5 size)	Ckml Paper Envelope Courier Cover for Office Letter 12 X 5 Size	20 Boxes	1 Box (250 No's)
60	Button Files/Folders	Material: Plastic, Size: A4 Envelope Document Folder Storage Case, Clear Plastic File Organizer with Snap Button, Multicolor Holder for Certificates, Papers & Stationery	10 Packets	1 Pack (Each Containing of 10 No's)
61	L-Type Folders	Size: A4 Transparent and clear Water proof and dust proofTransparent and clear Water proof and dust proof Arc opening and safety round corner Material: Plastic	10 Packets	1 Pack (Each Containing 20 No's)
62	Sheet Protector (Plastic Clear Folder Leafs)	Size: FS A4 Material: plastic Transparent front and back cover Thickness: 150 microns Should provide at least 11 holes to adjust in any type of ring file.	5 Packets	1 Pack (Each Containing 100 No's)
63	Box Files	Files Cardboard Lever Arch Box File (Pack of 4) Should open 180 degrees to allow filing very easily. Clip should be made from Stainless steel material.	20 Packets	1 Pack (Each Containing of 4 No's)
64	Packaging Tape (Transparent)	Width:2 inches Length = at least 80 meters Clear Transparent and Self adhesive	10 Packs	One Pack (Each Containing 6 No's)
65	Packaging Tape (Brown)	Colour: Brown/Tan Width: 2 inches length =80 meters	12 Packs	One Pack (Each Containing 6 No's)
66	Double Sided Tape	Length: 3 Meter Tape Width: 1 Inch Type: Double Coated/Sided Tape Colour: White Thickness: 2mm	10 Packs	One Pack (Each Containing 3 No's)
67	Gum Bottle	Quantity:1Liter	5 No.s	One Bottle
68	Camlin Kokuyo Gum Bottle 300ml	Size:300ml	30 Pieces	One Piece
69	Fevistik 25g	Brand: Pidillite Product Name: Fevi Stick Grams: 25 Color: White	10 Packs	One Pack (Each Containing 20 No's)
70	Fevicol	MR200 Gram white Craft Bottle	25 Pieces	One Piece

71	Sealing Wax	Brand: Definite, Type (10 Wax Sticks, 300 Grams, Red), Color: Red, Sales Package 300 Grams Wax LAC, Model Name Art Wax Seal Red Lac for Seal Prints on Letter Invitation Card Decoration 300 Gr, Unsented, odorless, smokeless	5 Packets	1 Packet (each containing 10 LAC sticks)
72	Pen Stand	Material: Wood/Plastic 18cmx9cmx14cm	30 Pieces	One Piece
73	Plastic Trays	Material: Plastic Size: 35*28*8	25 Pieces	One Piece
74	Dust Bins-10L	Material: Plastic Capacity: 10 L	50 Pieces	One Piece
75	Packing Green Cloth-100Mts	Cotton Casement Fabric	100 Mts	100 Mts
76	Water Cans-20L Cooling cans	Plastic Water jar, 20L Water Jug, Chilled Water Camper, jar Insulated Thermos Flask Dispenser Container	25 Pieces	One Piece
77	6 Digits Coding Machines	Automatic 6 Digit Numbering Machine with Digit Pen – for Consecutive, Repeat & Duplicate Numbering	5 No.s	1 No's
78	8 Digits Coding Machines	Automatic 8 Digit Numbering Machine with Digit Pen – for Consecutive, Repeat & Duplicate Numbering	5 No.s	1 No's
79	Calculator	Casio MJ-12D 150 Steps Check and Correct Desktop Calculator	25 Pieces	One Piece
80	Duracell Remote Batteries (AAA)	Size: AAA Voltage: 1.2V to 1.5V	10 Packs	One Pack (Each Containing 10 No's)
81	Duracell Clock Batteries (AA)	Size: AA Voltage: 1.2V to 1.5V	10 Packs	One Pack (Each Containing 10 No's)
82	Calling Bells	Service Bell Stainless Steel Call Service Bell Hand Held Desk Reception Call Bell Attention Call Ringer Counter Bell	20 No.s	1 No's
83	Cordless Calling Bells	Material: Plastic	20 No.s	1 No's
84	Office Letter Heads With Logo & Name of the University	Material: Bond Paper Paper Size: A4	20 Packets	One Packet (Each Containing 100 No's)
85	Urgent-Ordinary File Pads With Logo & Name of the University	Size: Approx. 36cmx26cm Material: Card board With University logo & name	50 Packets	1 Pack (Each Containing of 10 No's)
86	Stock Registers (200 Pages) With Logo & Name of the University	70 GSM Ledger Paper for longer durability Heavy Hard Bound Book 200 Pages (Size - 32 x 20 cm), With University logo and name printing and calico cloth binding	10 No.s	1 No's
87	Cashbooks No.2 with leather bond (With University logo and Headings) - 200pages (Leather Bond)	80 gsm Green Maplitho Paper- Leather bound Special Features :- Double Column Register	30 No.s	1 No's
88	Cashbooks No.3 with leather bond (With University logo and Headings) - 200pages (Leather Bond)	80 gsm Green Maplitho Paper- Leather bound Special Features :- Double Column Register	40 No.s	1 No's

89	Cashbooks No.4 with leather bond (With University logo and Headings) - 200pages (Leather Bond)	80 gsm Green Maplitho Paper- Leather bound Special Features :- Double Column Register	20 No.s	1 No's
90	Cashbooks No.6 with leather bond (With University logo and Headings) - 200pages (Leather Bond)	80 gsm Green Maplitho Paper- Leather bound Special Features :- Double Column Register	20 No.s	1 No's
91	Dispatch Registers/In and Out Ward Registers Inward Outwards Letters Register (With University logo and Headings) - 200pages (Leather Bond)	70 GSM Ledger Paper for longer durability Heavy Hard Bound to protect the pages efficiently, Stitched, 200 Pages- With University logo and name printing and calico cloth binding	50 No.s	1 No's
92	Office Attendance Registers With University Logo & Name	24Pages With University logo	250 No.s	1 No's
93	Class Attendance Registers with University Logo and Name	28Pages With University logo	1000 No.s	1 No's
94	A4 Size Cloth line courier cover With Logo & Name of the University	Size: A4 30x24inch Cloth Cover Material: Paper Closure Type: Self- Seal Tear Resistance with University name and logo	5 Packets	One Packet (Each Containing 1000 No's)
95	Vehicle Log Book	Short Size - Hard Bound - 21 x 17 cm - 40 Pages Single - 75 GSM Thick Ledger Paper	20 No.s	1 No's

SECTION-III
TENDER SCHEDULE

1. PREAMBLE:

The Registrar, Krishna University (KRU), Rudravaram, Machilipatnam invites tenders for supply of the Office Stationery as mentioned in tender notice to the Krishna University located at Rudravaram, Machilipatnam (Krishna District) through e-procurement platform.

2. SCOPE OF WORK

Supply of the Office Stationery to the Krishna University, Rudravaram, Machilipatnam on Rate Contract basis.

3. Tender Processing fee and EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:

3.1 The tender should be accompanied by the **tender processing fee of Rs. 2,000/- (Rupees Two Thousand only)** should be paid through online in the e-tender portal and **EMD of Rs. 30,000/- (Rupees Thirty Thousand only)** should pay through online in the e-tender portal only. Bids without tender processing fee and EMD will be rejected.

3.2 Forfeiture of the EMD will be made in the following events:

3.2.1 Withdrawal of bid during the bid validity period.

3.2.2 In case of successful bidder, if the bidder fails to sign the contract in stipulated time.

4 ELIGIBILITY CRITERIA

4.1. This bid is open to all agencies within India who are eligible to do business under relevant Indian laws as in force at the time of bidding.

4.2. The bidder should have an experience of supplying/offering similar services to Government Agencies /Universities/ Autonomous bodies/ reputed private Universities etc., A certificate along with the copy of awarded purchase order from the head of the organization/competent authority shall be attached to the tender as a proof.

- 4.3. Bidder should be a Registered Vendor under GST Act with the relevant authorities and shall furnish the copies of GST registration document, PAN and TAN copies along with the bid document.
- 4.4. An undertaking (self-certificate) that the agency/company hasn't been blacklisted by a Central / State Government institution and there has been no litigation history with any government department on account of similar services and the same should be uploaded/submitted as per the format given in tender document.
- 4.5. The successful bidder should have to supply ISI Certified products/material only.
- 4.6. The bidder shall furnish the following information and documents along with the tender.
 - 4.6.1. Copies of documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity; written power of attorney of the signatory of the Bidder to commit the Bid.
 - 4.6.2. Copies of Income Tax Return and GST Return filed for the latest successive two financial years.
 - 4.6.3. List of Present Clientele with contact address & telephone numbers
- 4.7 The bidder must have an minimum annual turnover of Rs 20 Lakhs for the previous 3 years ending March 2025. [The bidder to submit audited balance sheets along with CA certificate].

5. INSTRUCTIONS TO BIDDERS

- 5.1 Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- 5.2 Bid should be strictly in conformity with the Terms and Conditions mentioned in the Tender Document.
- 5.3. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of Krishna University- Machilipatnam as well as E-procurement Website (www.kru.ac.in)

and <http://tender.apecurement.gov.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, tender inviting authority may or may not, at his discretion, extend the date and time for submission of tenders.

5.4 Bidders are expected to examine all the terms and conditions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.

5.5. At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. **The Institute may at its own discretion extend the last date for the receipt of bids.**

5.6 In the event of the Bidder/Supplier's failure to supply the ordered stationery/ stores of acceptable quality in scheduled delivery period, or the services; as per the contract the purchaser reserves the right to procure the stationery/stores or services from any other source at the Bidder/ Supplier's risk and cost and the difference in cost shall be borne by the Bidder/Supplier. In such cases, EMD will be not be returned and necessary action will be initiated against the bidder as deemed fit.

5.7 Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the supplier at supplier's cost and risk.

5.8 Rate: Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at Krishna University, Rudravaram(V), Machilipatnam inclusive of all the Charges.

5.9 All assertions made in connection with the tender are to be supported / substantiated by relevant documents. The Registrar, Krishna University-Machilipatnam reserves the right to verify the credentials of the bidder as per the eligibility criteria.

5.10 The Registrar, Krishna University-Machilipatnam will notify the bidder whose tender has been accepted.

5.11 Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing.

5.12 In case any doubt arises on interpretation or otherwise of any point in this tender document, Registrar, Krishna University, Machilipatnam shall be referred for clarification.

5.13 Eligible Tender will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted in addition to recourse against the vendor/supplier. No grievance will be entertained on this regard.

5.14 The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Tender Documents must be submitted online.

5.15 The University reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Registrar, Krishna University is final in all matters of tender and purchase.

6. Right of acceptance: Krishna University, Machilipatnam reserve the right to accept or reject any or all tenders /quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

7. Delivery:

- a) All the goods ordered shall be delivered at Krishna University-Rudravaram, Machilipatnam within 7 days from the date of issue of purchase order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.
- b) If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 1% for 2 days, 2% for the 4 days and 5% for the 7 days of the total value of the order for delayed supply. If delay continues beyond two weeks, contract is liable for cancellation
- c) If the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform Krishna University - Machilipatnam in writing about the same and its likely duration and make a request to Krishna University-Machilipatnam for extension of the delivery schedule accordingly. On receiving the supplier's communication, the institute shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

8. METHOD OF SUBMISSION:

Bids shall be submitted online on <http://tender.apecurement.gov.in> Platform.

- 8.1. The participating bidders in the tender should register themselves on e-procurement platform in the website <http://tender.apecurement.gov.in>
- 8.2. Bidders can login to e-procurement platform in secure mode only by signing with the Digital certificates.
- 8.3. The bidders who are desirous of participating in e- procurement shall submit their bid as per the standard formats available at the e-market place.
- 8.4. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/ authenticity.
- 8.5. The bidders should scan and upload the respective documents as per the check list.
- 8.6 After uploading the documents, the copies of the uploaded bid documents along with the Online Receipts in respect of Tender processing fee and EMD are to be submitted by the bidder to "the Registrar, Krishna University, Rudravaram, Machilipatnam" by **5.30PM on 08.10.2025.**
- 8.7 Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. The Krishna University, Machilipatnam shall not hold any risk on account of postal delay. Similarly, if any of the Certificates, documents, etc., furnished by the Bidder are found to be false/ fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the EMD will be forfeited.
- 8.8. Krishna University-Machilipatnam will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- 8.9. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- 8.10. The hard copies of all the uploaded documents should be self attested with seal.
- 8.11. The rates should be quoted online only.

9. EVALUATION PROCEDURE:

- 9.1 The bids will be opened on **10.10.2025 at 02.30** PM by The Registrar, Krishna University-Machilipatnam or by his/her authorized representatives.
- 9.2 The rejection of the bidder will be based on the failure to meet eligibility requirements.
- 9.3 Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the Krishna University-Machilipatnam. No further correspondence will be entertained regarding the disqualification.
- 9.4 The Registrar, Krishna University-Machilipatnam reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Registrar, Krishna University-Machilipatnam also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Registrar, Krishna University-Machilipatnam is final and binding.

10. PENALTY CONDITIONS:

The delay in supply of the items ordered are liable for deductions at the rate of 1% for 2 days, 2% for the 4 days and 5% for the 7 days of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation.

(NOTE: Delivery must be made in a single lot within 7 days from the date of supply order)

11 VALIDITY OF THE TENDER/BID

The Tender shall remain valid for a period of 120 days from the date of opening of price bid.

12. PLACING OF WORK ORDER

- 12.1 PART ORDER / REPEAT ORDER:** Vendor hereby agrees to accept part order at owner's option without any limitation whatsoever and also accept repeat order(s) with same quantity or less during a period of one year from the date of original purchase order on same unit prices, terms and conditions. The contractors/suppliers have been asked to quote your rates accordingly.
- 12.2** Krishna University - Machilipatnam, reserves the right to split the tender if applicable. The decision of Krishna University - Machilipatnam in this regard shall be final.

13. GENERAL TERMS & CONDITIONS

- 13.1. Goods are to be supplied as per the specification and quantity details as annexed to this bid document.
- 13.2. Delivery and distribution: Bidder shall deliver the goods in one lot within 30 days from the date of award of the contract.
- 13.3. The rates quoted in the Bill of Quantities (BOQ) should be inclusive of all charges such as labor, transportation, storage etc. but exclusive of applicable taxes. Taxes, as applicable should be reflected separately in the bills. Incomplete or ambiguous bids without documentary proof will not be considered.
- 13.4. Krishna University-Machilipatnam reserves the rights to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.
- 13.5. The stationery items supplied by the firm should be of ISI standard quality and a strict view will be taken if it is found defective at any stage during or after the delivery. In case of such lapses, Krishna University-Machilipatnam reserves the right of taking any action including termination of the contract without assigning any reasons whatsoever. Krishna University-Machilipatnam also reserves the right of imposing financial penalties for any losses caused to the Krishna University-Machilipatnam including loss of time.
- 13.6. Rates shall remain fixed and valid during the period of contract. TDS and GST applicable on bill as per Govt. of Andhra Pradesh instructions issued from time to time shall be deducted.
- 13.7. The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of Krishna University-Machilipatnam which will be at liberty to refuse if thinks unfit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

14. WARRANTY:

- i. The supplier warrants that all the Goods are new, unused and of the most recent or Current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.
- ii. The Suppliers further warrants that the Goods shall be free from defects arising from any Act or omission of the Supplier or arising from design,

materials and workmanship, under normal use in the conditions prevailing in India.

- iii. Krishna University shall give notice to the supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. Krishna University shall afford all reasonable opportunity for the Suppliers to inspect such defects.
- iv. Upon receipt of such notice, the supplier shall, within the period of 10 days specified in the conditions, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Krishna University.
- v. If having been notified, the supplier fails to remedy the defect within the period specified in the conditions; Krishna University may proceed to take within a reasonable period such remedial action as may be necessary at the Supplier's risk and expense and without prejudice to any other rights which Krishna University may have against the suppliers under the Contract.

15. CONSEQUENCES OF NON-SUPPLY/DELIVERY AND DAMAGES:

- i. All risks of loss, damages or depreciation to goods shall be upon the Supplier(S) until the material is delivered at Krishna University, Machilipatnam and in accordance with the provisions of the Contract. Till the material received at the respective destination indicated by Krishna University the property continues to be at the risk of the Supplier(s). The mere fact that the material is delivered to transporter is no defense to the supplier(s) and the Supplier(s) will be squarely held responsible for any delayed receipt of the material to the Krishna University as indicated or for loss of damage of any kind to the material in transit.
- ii. If the Supplier(s) fails to delivered any or all the materials covered by the contract, Krishna University reserves the right in addition to other legal remedies, to cancel the contractor any portion thereof and hold the Supplier(s) liable for all damages sustained by virtue of the Supplier (s) failing to perform the contract and consequent cancellation of the contract.
- iii. In the event of the Supplier (s) failing to complete the suppliers in time or according to the Approved specifications, Krishna University reserves the right to make such arrangements as it may think fit for the completion of the supplies on account of and the sole risk of the Supplier (s).
- iv. In case the goods are not supplied according to specifications, they will be summarily rejected.

16. GUARANTEE:

The bidder shall provide a Certificate of Guarantee guaranteeing the Purchaser Company of the satisfactory operation of the items given by the vendor.

17. ROYALTIES AND PATENTS:

Any royalties or patents or the charges for the use or infringement thereof that may be involved in the contract shall be included in the price. Bidder shall protect Krishna University against any claims thereof.

18. Krishna University shall have the right to relax or waive or alter any of the provisions of the tender document.

19. If the bidder wishes to depart from the technical specifications in any respect, he/she shall draw the attention to such points of departure explaining fully the reasons thereof and furnish separately adopting the form as per ANNEXURE-V (Technical Compliance Statement). Unless this is done, the requirements of the technical specification will be deemed to have been accepted in every respect. Krishna University reserves the right to accept/reject any or all of the deviations shown by the bidder.

20. DISPUTES:

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably in a spirit of cooperation and the Krishna University-Machilipatnam 's decision shall be final on all such matters and shall be binding on the Bidder.

21. FORCE MAJEURE :

If a Force Majeure situation arises, the Vendor shall promptly notify the Krishna University-Machilipatnam in writing of such condition and the cause thereof. Unless otherwise directed by the Krishna University-Machilipatnam in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

22. DISCLAIMER:

22.1. Even though adequate care has been taken in the preparation of this Tender Document the Bidder should satisfy himself/herself that the Schedule is complete in all respects. Discrepancy, if any, should be got clarified before participating in tender.

22.2. The Registrar, Krishna University-Machilipatnam reserves the right to reject any or all the Bids submitted in response to this tender at any stage without assigning any reasons whatsoever.

22.3. The Registrar, Krishna University-Machilipatnam reserves the right to change any or all of the provisions of this tender.

23. REJECTION OF TENDERS:

23.1. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender processing fee will stand forfeited.

23.2 For breach of any of the conditions prescribed in the tender or as specified by the Krishna University-Machilipatnam from time to time, the EMD is liable to be forfeited. Decision of the Registrar, the Krishna University-Machilipatnam in this regard is final and binding on bidder.

24. Incidental Services:

The supplier shall be required to perform the following services:

24.1. Supply, Supervision and Demonstration of the goods.

24.2. Supplying required number of operation & maintenance manual for the goods.

24.3. No payment shall be made for rejected goods. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

25. VARIATION IN QUANTITIES-

Delivery of Furniture items shall be made by the tenderer in accordance with the terms specified by Krishna University-Machilipatnam. In case the supplied goods do not match with the given specifications, Krishna University, Machilipatnam reserves the right to cancel the order. The Registrar, Krishna University reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty-five percent (25%) indicated in the tender.

Sd/-
REGISTRAR

Annexure-1
Bidder Letter Form

From:
(Registered name and address of the bidder)

To
The Registrar,
Krishna University, Rudravaram
MACHILIPATNAM,
Krishna (Dist.), KRU-A.P – 521203

Sir,

Having examined the bidding documents and amendments there on, for Supply of Office Stationery to your tender call dated.....

1. I/We hereby offer to supply of Office Stationery as mentioned in the schedule to this tender here to as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 120 days from the date of opening of the tender.
2. I/we hereby certify that all the statements made and information supplied in the enclosed annexure/forms accompanying statements are true and correct.
3. I/we shall be bound by a communication of acceptance / rejection by Krishna University-Machilipatnam.
4. I/We have understood the scope of work, Instruction to bidders and terms and conditions of contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the service required and my/our offer is to supply and installation of furniture items in accordance with the specifications and requirements.
5. Certified that ours is:
 - a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor (OR)
 - b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)

- c) A company and the person signing the document is the constituted attorney/ authorized signatory.

(NOTE: Strike out whatever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).

6. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.

7. If bid is accepted, I/we undertake to;

- a) Provide execute the work according to the time schedule specified in the bid document.
- b) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

8. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature)

Dated this day of _____

Address:

Telephone: _____

FAX _____

E-mail _____

Annexure -2
COMPLIANCE TO BID REQUIREMENT

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by Krishna University-Machilipatnam. A.P.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

SIGNATURE OF BIDDER: _____

NAME OF BIDDER: _____

COMPANY SEAL: _____

Annexure – 3
Bidder Information

1.	Name of the Organization	
2	Year of Establishment	
3	Complete Postal Address	
4	Name & Designation of Authorized Person	
5	Phone No.	
6	Fax No.	
7	Email.	
8	Nature of the Firm (Proprietary/Partnership/etc.,)	
9	Bank Account Details	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No. and TAN No.	
11	GST No.	
12	Total No. of Branch Offices in Andhra Pradesh	
13	Tender Processing Fee (Non Refundable)	Amount Rs. : Online Reference No: Transaction Date: Transferred Bank & Branch :
14	EMD	Amount Rs. : Online Reference No: Transaction Date: Transferred Bank & Branch :
15	Details of certificates enclosed	

Annexure -4
NON BLACKLISTING CERTIFICATE

It is certified that I/ my Firm/ Agency/ Company has never been black listed by any of the Departments/ Autonomous Institutions/ Reputed Educational Institution/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any State Government and no criminal case is pending against the said firm/ agency as on _____.

I/We also certify that firm will supply Three seater Computer Tables and supply & Fix Aluminum sections at Krishna University College of Engineering & Technology - Machilipatnam as per the specification given by Krishna University, Machilipatnam and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Krishna University-Machilipatnam may impose any action as per the rules.

Signature of the Tenderer: _____

Name of the Signatory: _____

Name of the Firm/Agency: _____

Seal of the Firm/Agency: _____

Place:

Date:

Annexure -5
DECLARATION FOR FAIR BUSINESS BY THE BIDDER
(Affidavit on Non- Judicial Stamp Paper of Rs.10/-duly attested by Notary
/
Magistrate)

This is to certify that We, M/s_____ in submission of this offer Confirm that:-

We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;

We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.

We have submitted all the supporting documents and furnished the relevant details as per prescribed format.

The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and business dealings will be banned.

We have not been punished / penalized by way of imprisonment in last three years.

We have not been blacklisted /debarred by any of the Government/Public Sector Agency in last three years.

SEAL,

SIGNATURE & NAME OF THE
BIDDER

Signing this document

Annexure -6

List of Major Customers

S.No	Customer Full Address	Year of supply	Item Name	Amount (Rs.)

Financial Bid
Format for Financial Bid

(To be submitted on the letterhead of the company / firm)

S.No	Name of the Items	QTY	Unit Price / Price per sft (in Rs)	GST @ UNIT	Total Amount @ Unit	Total Amount
1	A4 white papers	1 Box	Please quote the Price in the e tender portal website			
2	A4 papers (Light Blue)	1 Box				
3	A4 papers (Light Green)	1 Box				
4	A4 papers (Light Pink)	1 Box				
5	A4 Conquest Papers	1 Box				
6	Bond Papers (A4 Size) (100 GSM)	1 Box				
7	Paper Envelope covers (A4 Size)	01 Packet				
8	Label Packet (A4)	01 Packet				
9	Scribbling Pad	01 packet				
10	Conference Pads	01 packet				
11	Spiral Binding Sheets	1 packts				
12	Sticky notes (3-inchx3inch)	01 Pack				
13	Sticky notes (Approx.2 cm x 7 cm)	01 Pack				
14	Ballpoint Pens (Blue)	01 Packet				
15	Ballpoint Pens (Black)	01 Packet				
16	Ballpoint Pens (Red)	1 Packet				
17	Uni-ball Green Pens	01 Packet				
18	Uni-ball Black Pens	1 Packet				
19	Uni Ball Blue Pens	01 Packet				
20	Pilot Hi-Tecpoint (Green)	01 Packet				
21	Pilot Hi-Tecpoint (Blue)	01 Packet				
22	Pilot Hi-Tecpoint (Red)	01 Packet				

23	Pilot Hi-Tecpoint (Black)	01 Packet
24	Correction pen (Whitener)	01 Packet
25	Pencils	01 Packet
26	Highlithers (Yellow)	01 Packet
27	Highlithers (All Colours)	01 Packet
28	Permanent Markers	01 Packet
29	CD-DVD Markers	01 Set
30	Sketches (All Colours of Pack)	01 Packet
31	White Board Marker Pens	01 Packet
32	Chalk Piece	01 Box
33	Staplers small	01 Piece
34	Staplers big	01 Piece
35	Stapler pins small	01 Packet
36	Stapler pins Big	01 Packet
37	Paper Punch Machine – Double hole type	01 Piece
38	Paper Punch Machine – Single Hole type	01 Piece
39	Pencil Sharpener	01 Box
40	Non-Dust Eraser	01 Box
41	Scissors	01 Piece
42	White board dusters (Wood)	01 Piece
43	Iron Scales	01 Piece
44	Stamp Pad Big	01 Piece
45	Stamp Pad Small	01 Piece
46	File Tags	01 Pack
47	Drawing Pins	01 Box
48	Finger Grip	01 Packet
49	Paper weight Rubber	01 Piece

50	Paper weight Glass	01 Piece
51	Knife	1 Packet
52	Rubber bands (Big)	01 Kg
53	Plastic Packing Rope/Twine Rope	01 Piece
54	Room Fresheners	01 Bottle
55	Stamp Pad Ink Bottle 350ml	01 No.
56	Paper Envelope Covers (Size: Approx.10-inch x 4.5 inch.)	01 Packet
57	Brown Covers (Legal Size)	01 Packet
58	Brown Covers (12x5 size)	01 Box
59	White Covers (12x5 size)	01 Box
60	Button Files/Folders	01 Packet
61	L-Type Folders	01 Packet
62	Sheet Protector (Plastic Clear Folder Leafs)	01 Packet
63	Box Files	01 Packet
64	Packaging Tape (Transparent)	01 Pack
65	Packaging Tape (Brown)	01 Pack
66	Double Sided Tape	01 Pack
67	Gum Bottle	1 No.
68	Camlin Kokuyo Gum Bottle 300ml	01 Piece
69	Fevistik 25g	01 Pack
70	Fevicol	01 Piece
71	Sealing Wax	01 Packet
72	Pen Stand	01 Piece
73	Plastic Trays	01 Piece
74	Dust Bins-10L	01 Piece
75	Packing Green Cloth-100Mts	01 Mts
76	Water Cans-20L Cooling cans	01 Piece

77	6 Digits Coding Machines	01 No.
78	8 Digits Coding Machines	01 No.
79	Calculator	01 Piece
80	Duracell Remote Batteries (AAA)	01 Pack
81	Duracell Clock Batteries (AA)	01 Pack
82	Calling Bells	01 No.
83	Cordless Calling Bells	01 No.
84	Office Letter Heads With Logo & Name of the University	01 Packet
85	Urgent-Ordinary File Pads With Logo & Name of the University	01 Packet
86	Stock Registers (200 Pages) With Logo & Name of the University	01 No.
87	Cashbooks No.2 with leather bond (With University logo and Headings) - 200pages (Leather Bond)	01 No.
88	Cashbooks No.3 with leather bond (With University logo and Headings) - 200pages (Leather Bond)	01 No.
89	Cashbooks No.4 with leather bond (With University logo and Headings) - 200pages (Leather Bond)	01 No.
90	Cashbooks No.6 with leather bond (With University logo and Headings) - 200pages (Leather Bond)	01 No.
91	Dispatch Registers/In and Out Ward Registers Inward Outwards Letters Register (With University logo and Headings) - 200pages (Leather Bond)	01 No.
92	Office Attendance Registers With University Logo & Name	01 No.
93	Class Attendance Registers with University Logo and Name	01 No.
94	A4 Size Cloth line courier cover With Logo & Name of the University	01 Packet
95	Vehicle Log Book	01 No.

I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide by the same.

No other charges would be payable by the Institute.

The delivery of the items will have to be made at Krishna University-Macilipatnam within 30 days from the date of issue of purchase order. No packing, installation, transportation and carriage charges will be provided for the same.

The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten. Any overwriting/modification of any type will lead to rejection of the bid.

Rates are to be quoted item-wise otherwise bid will be treated as unresponsive.

Signature of the Bidder :

Name and Designation :

Business Address :

.....

Place :

Date :

Seal of the Bidder's Firm

Check List
(Tenderer may use separate sheet wherever required)

S.No	Details of the Firm/Bidder	Page .No
1	Tender Processing Fee Receipt (Online for Rs. 2000/-)	
2	EMD Receipt (Online for Rs. 30,000/-)	
3	Financial Bid	
4	Name of the Firm and Firm Registration Certificate	
5	State clearly whether it is sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization. Bidders relevant documents should be submitted as per law.	
6	A certificate along with the copy of awarded purchase order from the head of the organization/competent authority shall be attached to the tender as a proof	
8	On Supplier's side to whom Krishna University, Machilipatnam has to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller : contact person name, Address, E-Mail., Telephone / Mobile.	
9	Annual IT returns for the last three financial years	
10	GST Registration Certificate; copy to be submitted	
11	Permanent Account Number (PAN); copy to be submitted	
12	Bidder Letter Form	
13	Bidder Information	
14	Self-Declaration stating that "Firm has not been banned / blacklisted by any organization" in doing business with them.	
15	DECLARATION FOR FAIR BUSINESS BY THE BIDDER.	
16	Whether each page of Tender/Bid and its annexure have been signed and stamped (YES / NO)	

17	Power of Attorney, wherever applicable	
18	Any other important information in the Tender Document	

Note:

Page number/serial number may be given to each and every page of Tender Documents and documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.

In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

Date: (Signature of the Tenderer with stamp of firm)

Place:

Undertaking

To
The Registrar
Krishna University
Machilipatnam

Sir,

I/we have carefully studied all the terms & conditions of NIT and shall abide by it.

I/We shall supply the items of requisite quality.

I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

Date: (Dated Signature of the Tenderer with stamp of firm)

Place: