

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

**(FOR RUNNING OF BOOK STALL-CUM-STATIONARY & XEROX CENTRE IN THE  
INSTITUTE CAMPUS OF NIT ANDHRA PRADESH, TADEPALLIGUDEM)**



National Institute of Technology- Andhra Pradesh,  
Sri Vasavi Engineering college campus, Pedatadepalli, Tadepalligudem-534102,  
West Godavari District, Andhra Pradesh.  
Phone No:08818-284710

**PREMEABLE:**

National Institute of Technology, Andhra Pradesh, is the 31<sup>st</sup> NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

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## **Newspaper Advertisement**

**Tender Notice:**



**NIT Andhra Pradesh, Tadepalligudem**

**Ref. No.: NIT-ANDHRA/ESTATE/EE/STATIONARY/2019**

**Box Tenders/Open Tenders are hereby invited from reputed Registered Vendors** for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

**“For running of Book stall-cum-stationary & Xerox centre in the Institute campus of NIT Andhra Pradesh, Tadepalligudem”**

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 11.11.2019 onwards. Bidders need to submit hard copy with relevant documents attested by gazetted officer.

**The last date for submission of tenders is 11.12.2019 up to 11:00AM.**

For further details regarding Tender notification & specifications, please visit [www.nitandhra.ac.in](http://www.nitandhra.ac.in).

**Date: 11.11.2019**

**NIT Andhra Pradesh,**

**Tadepalligudem.**

## TENDER NOTICE

**Last date for submission of Tender: 11.00 a.m. on 11<sup>th</sup> Dec 2019**

The Office of the Registrar (I/C), NIT Andhra Pradesh, Tadepalligudem invites Vendors for 06 (Six) months contract for running of Book stall-cum-stationary & Xerox centre in the Institute campus of NIT Andhra Pradesh, Tadepalligudem, conforming to the specifications given in the schedules here. Those having experience in running such a shop, or possess the necessary expertise and are looking for such an opportunity, are eligible to apply. The Tender document can be obtained either:

- (a) In person from the Office of the Registrar (I/C), NIT Andhra Pradesh, Tadepalligudem, 534102  
(or)
- (b) By downloading from <http://www.nitandhra.ac.in>

The proposals/offers should be submitted under the two-bid system, i.e., Technical bid and financial bid (in separate sealed covers indicating clearly the specific bid on the cover). The duly signed tender documents (Technical and Financial bids in separate covers) shall be sent to the Office of the Registrar (I/C) NIT Andhra Pradesh, Tadepalligudem, 534 102 by speed/registered post.

(or)

- (a) Dropped in the tender box kept in the said Office, **by 11.00 a.m. on 11<sup>th</sup> Dec 2019.**

The offers /bids will be evaluated by a duly constituted Committee. The technical bids will be opened first. The Committee will examine the technical bids and decide upon the suitability of each bid as per the requirements, terms and conditions. Inspection committees / may carry out surprise visit(s) to the bidder's / clients' places and their report(s) will form a valuable input for the short-listing process.

**Opening of the Technical bid: 11.30 a.m. on 11<sup>th</sup> Dec 2019.**

**Venue: Conference Hall, NIT Andhra Pradesh, Tadepalligudem.**

Technical bids with any explicit or implicit price indications will be rejected. The financial bids/offers will be opened only for the technical bids which meet the specifications. The schedule for opening the financial bids will be intimated only to the shortlisted bidders. The final selection from among the bidders will be based on the factual assessment and rates Quoted by the parties.

**The decision of the Tender Committee shall be final and binding.**

-Sd/-  
I/C REGISTRAR  
NIT ANDHRA PRADESH

**Time Schedule of various tender related events**

**(For running of Book stall-cum-stationary & Xerox centre in the Institute campus of NIT  
Andhra Pradesh, Tadepalligudem)**

Bid Document downloading Start date/ Time	11.11.2019 at 10.00am
Bid Document downloading End Date/ Time	11.12.2019 at 10.00am
Prebid meeting	27.11.2019 at 10.00am
Last Date and Time for the receipt of Bids	11.12.2019 at 11.00am
Technical Bid Opening Date /Time	11.12.2019 at 11.30am
Financial Bid Opening Date / Time	Will be intimated later
Contact Person	The Registrar, NIT Andhra Pradesh, Tadepalligudem.
Reference No:	<b>NIT-ANDHRA/ESTATE/EE/STATIONARY/2019</b>

Signature of the Bidder with stamp

### CLARIFICATIONS

Queries, if any, can be made through e-mail only to [registrar@nitandhra.ac.in](mailto:registrar@nitandhra.ac.in) on or before 27.11.2019. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tender, it shall only be published on NIT Andhra Pradesh website ([www.nitandhra.ac.in](http://www.nitandhra.ac.in)). The Bidders are advised to check NIT Andhra Pradesh website regularly. No other mode of notice will be given.

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 issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

**The Technical Bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of Price bid only shall be considered.**

-Sd/-

**I/C REGISTRAR  
NIT ANDHRA PRADESH**

For any clarification and further details on the above tender, please contact.

Office Phone Number:08818-284710

Also contact:

For Technical queries [estate@nitandhra.ac.in](mailto:estate@nitandhra.ac.in)

For non-technical queries [purchase@nitandhra.ac.in](mailto:purchase@nitandhra.ac.in)

### STATEMENT RELATED TO BIDS

Name of the Work	Running of Book stall-cum-stationary & Xerox centre in the Institute campus of NIT-ANDHRA, Tadepalligudem.
Tender Processing fee (non-refundable)	<b>Rs. 1,000/-</b> (by way of Demand draft from any nationalized bank drawn in favour of The Director, NIT Andhra Pradesh, Payable at Tadepalligudem. DD from other than nationalized banks will not be accepted).
EMD	<b>Rs. 25,000/-</b> (by way of Demand draft from any nationalized bank drawn in favour of The Director, NIT Andhra Pradesh, Payable at Tadepalligudem. DD from other than nationalized banks will not be accepted).
EMD validity period	180 days from the date of opening of financial bid.
Period of contract	The contract is initially for a period of <b>06 months</b> . The contract may be extended for another <b>06 months or for a shorter period of time</b> based on the performance of the vendor and/or institute needs.
Period for signing the order of acceptance	Within 7 days from date of receipt of Letter of award
<b>Payment Terms</b>	
Area earmarked for Book stall-cum-stationary & Xerox centre	• 200 sq. ft
Monthly fixed license fee needs to pay	• Rs. 5,000/-

Date:

Signature with Seal

## TENDER SCHEDULE

(Important Conditions of the tender to be strictly adhered to by the bidders)

### **SCOPE OF WORK:**

To run & maintain **Book stall-cum-stationary & Xerox centre** in the premises of NIT Andhra Pradesh, Tadepalligudem, which includes the following services:

- Selling of Books & Stationary
- Xerox/Photo copying

### **Eligibility to participate in the tender:**

1. The bidders should have at least **two years** of experience in similar nature of work/service in Govt./Semi Govt. Organizations/autonomous bodies/ Educational Institutions. The bidder should submit the copies of work orders along with the relevant satisfactory performance certificate(s) for the work/service rendered from the same organization.
2. The bidder(s) shall declare that he/she (they), including partners if any, was (were)/is (are) not involved in any criminal proceedings as per Indian law.
3. Average financial turnover for any one of the **last two years** ending 31<sup>st</sup> March 2019 should be **at least Rs. 03 Lakhs**.

### **Submission of Bid:**

The bid can be submitted on all working days (Monday to Friday) between 10.00 a.m. and 05.00 p.m. The due date for submission of the bid is on or before 11.00 a.m., **11<sup>th</sup> Dec, 2019**. In the event of this day being declared as a holiday, the bids can be submitted up to 05:00 p.m., on the following working day.

**Two bid system:** The proposals/offers/bids should be submitted under the two-bid system, namely: (a) Technical bid; and (b) Financial bid.

The Technical Bid should consist of all the details, along with general terms and conditions, as specified in the Schedule A. There should be no specific cost/financial indication in the Technical Bid. The Financial bid should indicate price information for the **Stationary** items mentioned in the **Annexure I.**

The Technical bid and Financial bid should be put in separate covers and super scribed as "Technical Bid" and "Financial Bid" respectively; the covers should be sealed properly. These two sealed covers should be put into a Master envelope, along with a covering letter and **tender processing fee (non-refundable) of Rs. 1,000/-** (Rupees One Thousand Only) and **Earnest Money Deposit** (see below), and sealed. The words "Tender for running of Book stall-cum-stationary & Xerox centre in the Institute campus of NIT Andhra Pradesh, Tadepalligudem" should be super scribed on the Master cover.

Date:

Authorized signature with Seal



**Earnest Money Deposit (EMD):** The bidder(s) should submit a refundable EMD amount of **Rs. 25,000/-** (Rupees twenty five thousand only) along with the bid in the form of Demand Draft or Banker's pay order drawn in favor of "The Director, NIT Andhra Pradesh" payable at Tadepalligudem. Any bid without the said Tender processing fee and EMD will be considered INVALID and hence summarily REJECTED. Photo/Fax copies of the Demand Draft/Banker's pay orders will not be accepted. No interest will be paid on the refundable EMD, which shall be converted as a part of the Security Deposit in the case of the successful bidder(s). For unsuccessful bidders, their EMD will be returned within one month from the date of opening the Financial Bid. The EMD of the successful bidders shall be returned only after obtaining satisfactory report from competent authority of NIT Andhra Pradesh **after tender agreement period**. The Performance Security Deposit shall not carry any interest.

**Opening of the bids:** The bids will be opened at the appointed place, time and date by a duly constituted Committee in the presence of the bidders or their authorized representatives who choose to be present. The larger envelope (containing the covering letter, tender processing fee, EMD and the said two separate envelopes indicated as Technical bid and Financial bid) will be opened first. Offers found without the Tender processing fee and EMD or an invalid EMD (or the EMD presumably kept inside one of the two envelopes containing the Technical/Financial bids) will be **summarily rejected**; unopened bids will be returned to the respective bidders. On verifying the EMD, the respective Technical bids will be opened. The Committee will examine the Technical bids and decide upon their suitability as per the Schedules. The bidders whose Technical bids are not found acceptable will be advised of the same and their sealed cover containing their Financial Bids will not be opened; their EMD will be returned to them **promptly**.

**Visit to Bidder's Business Outlet(s):** Complete details of Book stall-cum-stationary & Xerox centre(s) being operated presently by the bidders must be enclosed with their respective Technical bids; Inspection committees may carry out visits to the shops run by the bidders and their reports will form a valuable input for the short-listing process.

**Quote Price:** The prices of each and every item mentioned in the Financial bid, should be mentioned by the bidders using additional pages to Annexure-I in Financial Bid. The Total Amount quoted in Rupees in the Financial bid for all the categories, shall be the first criteria for deciding the lowest Bidder.

**Alternative Proposals:** Each bidder shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the corresponding bid invalid; offers with conditional rebate will also be held invalid.

**Validity of Offer:** Each bidder shall agree to keep the bid open for **90 days** from the due date of submission thereof and not make any modifications in the terms and conditions.

**Late offer:** The offers received after the due date and time will not be considered and the same will be returned unopened to the respective bidders.

**Acceptance and Rejection:** The Tender Committee reserves the right to shortlist/reject any or all bids and accept the whole or any part of a bid without assigning any reason.

**Final Selection:** Final selection shall be based on the submitted bid documents and inspection reports and the rates Quoted by the party. Various factors, namely, availability of items; quality of service; reliability of services, apart from the quote, shall be considered during the finalization process.

The Tender Committee reserves the right to negotiate the price(s) quoted by the bidder(s); services can be stripped off or awarded partly to a selected bidder by the Tender Committee on the basis of evaluation.

**Disputes and Jurisdiction:** The Courts of Tadepalligudem alone will have jurisdiction to try any matter/dispute /reference between the parties arising out of this agreement/contract.

**Indemnity clause:** The Book stall-cum-stationary & Xerox centre shall indemnify NIT Andhra Pradesh, Tadepalligudem of any legal issues that may arise out of the activities of the shop and/or its employees whether within the premises or outside the campus.

**Acknowledgement:**

**It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above and we agree to strictly adhere to them.**

Date:

Signature of Bidder(s)

Place:

along with official seal and address

## **B: GENERAL CONDITIONS OF LEASE**

1. Suitable space shall be provided by NIT. However, in extreme circumstances, NIT has right to reduce or relocate the space provided.
2. **Successful vendor should pay 3 months advance rent.**
3. **The rent should be paid on or before the 5<sup>th</sup> of every month. In case of delay fine will be imposed as per norms.**
4. The successful bidder shall obtain all licenses which are required by law and/or regulations to be obtained and shall at all times duly observe the terms and conditions of all laws and enactments, modifications and re-modifications as applicable. necessary permissions from the police/Municipal departments at his own cost (if required).
5. The contractor will be under obligation to display prominently the rate list of all items/services available (as fixed by the University).
6. The contractor shall not sell the items above the MRP rates (or the rates fixed by the University).
7. In case of any items, which doesn't have MRP, the Licensee should take prior price approvals from the University and the same is to be displayed in the rental premises.
8. The contractor shall take all reasonable precautions to see that the staff while on duty attire themselves in proper uniform approved by the University and are civil, sober and honest in their dealings with the staff and the students in general.
9. The contractor shall employ in his service, only such persons whose antecedents have been verified and have also been medically examined at his own cost and to the satisfaction of the University.
10. The employees of the contractor shall not be employees of the University. It is sole responsibility of the contractor to make payment of wages and to discharge any liability of such employee by way of ESI, Provident Fund, Compensation/ damages etc. In the event of injury or loss of life of any employee of contractor, the University shall not be liable for compensation or for any claim arising from financial or legal dispute between the contractor and his employees.
11. The contractor will have to obtain general insurance against risk, fire accident for his belongings etc. for the shop and his workmen etc.
12. It the responsibility of the contractor to follow all statutory obligations as per the Labour Laws (e.g. Minimum Wages Act), Contract Labour (Regulation of Abolition) Act, ESI, PF, Bonus etc., as amended from time to time. Any violation or non-compliance shall be viewed very seriously, resulting in penal action as well as termination of the contract, depending on the seriousness of the violation.
13. Any credit facility extended by Contractors to students/employees will be at his own cost and risk. The University will not take any responsibility on this account.
14. The contractor should ensure that there is no short-circuiting, resulting in incidents of fire. There shall be no loose electrical connections and temporary fittings. Emergency fire extinguishers provided by University shall be kept at appropriate places of work, which shall be periodically got checked for proper use, by the University.
15. University has the right to go for more such contracts for the same business, if it feels necessary.
16. **Electricity Charges:** Electricity Charges are to be borne by the bidder as per the tariff on time. The Electricity bills should be paid as per norms.
17. The contractor shall not transfer or sublet the contract.

18. **Terms and conditions regarding Premises:**

- a) The contractor will not make any kind of alternation or modification in the premises, without the permission of University in writing and further he shall have no right to use University property for his employees' personal purpose
- b) University has authority to inspect the leased space at any time without giving any notice to the contractor.
- c) The contractor will keep the premises in good, clean and hygienic order and maintain it in its original architectural and aesthetic shape, failing which the university get the premises cleaned and collect the charges.
- d) The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.
- e) The licensee shall not carry out any other business apart from which entrusted to him.
- f) The contractor will not encroach upon the rights of other contractors, running their business in the University premises and maintain cordial relations with other functionaries.
- g) **Timings:** The Contractor should follow the time to time business hours as fixed by the University authorities concerned. Without prejudice to other provisions herein, the contract can be terminated by University by giving a prior notice of one month on violation of conditions of contract or on the grounds of default/ deficiency in proper service, proper hygiene and deposit of payments by the contractor. The contract can also be terminated by the contractor with a notice of two months to the University on the grounds of failure of obligations on the part of the University. For operation of this clause, a Consultative Committee of four representatives, one from contractor and three from University shall be constituted which shall meet from time to time and submit their deliberations to the Director. The Director of University or any other person authorized by him, will be Chairman of the committee.
- h) In case of termination of the contract done by the contractor during the contract period in violation of this agreement, or the termination of the same by the University on account of default or otherwise of the contract, the contract will be re-auctioned for the remaining period by the University and the contractor shall have to pay an amount which would be fixed, as the re- auction charges. He shall also have to compensate the University by the proportionate amount if the contract for the remaining period is awarded at lesser rate than the earlier contract. The tenderer has to record all his equipment's/items at the time of entry into the University. He shall not remove any of his equipment's/Items from the University site, without the permission of the University before full and final adjustment of accounts.
- i) The use & sale of alcoholic drinks/intoxicants and tobacco in any form and smoking shall be strictly prohibited.
- j) The contractor shall maintain the premises at the highest degree of cleanliness. The contractor shall provide sufficient nos. of Dust Bins around the General Store.
- k) Propagation of rats and invasion infestation by rodents shall be permanently prevented. All openings in floors, walls, ceiling, pipes, cables or conduits shall be properly sealed by fitting collars to prevent rodents and pests.
- l) When pesticides are being used, care shall be exercised to prevent contamination.

**A: Basic Technical Details**

<b>S NO.</b>	<b>DESCRIPTION</b>	<b>INFORMATION</b>
1 A	<b>Name of the Bidder</b>	
	<b>Complete Address</b>	
	<b>Phone No:</b>	<b>Email Id:</b>
1 B	<b>Contact Person / Representative of firm:</b> <b>Name</b>	
	<b>Designation</b>	
	<b>Phone:</b>	<b>Mobile No:</b>
2 A	<b>GST:</b>	<b>Registration No:</b>
	<b>PAN:</b>	
	<b>(Enclosed copies of the above)</b>	YES/NO
2 B*	Submit the copies of last <b>two</b> years Income Tax Saral form>Returns	Submitted/ Not submitted
3*	<b>No. of shops/facilities operated elsewhere</b>  <b>(Enclose list of shops/facilities handled up to 2019, and ongoing work separately with all the relevant documents) (list to be included with name and the duration, type of service provided etc.)</b>	
5*	<b>Turnover per annum Rs. (in lakhs)</b>	For 2017-18
		For 2018-19
6	<b>Criminal proceedings, if any, against the bidder</b>	Yes/No (if yes, details to be furnished)

(Enclose all documentary proofs for the support of the above)

Date:

Signature with Seal

### CHECKLIST

The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects.

Cover (a) **“Technical Bid”** should contain the following documents:

S. No	Particulars	Yes	No
1	The original tender schedule downloaded from the NIT Andhra Pradesh website.		
2	Crossed Demand Draft from National Bank towards Tender Processing Fee		
3	Crossed Demand Draft from National Bank towards EMD		
4	Previous work orders		
5	Satisfactory certificates		
6	Financial turnover certificates issued from competent authority		
7	Copy of registration of firm		
8	Copy of PAN card		
9	Income Tax Saral form>Returns for the years 2017-18, 18-19		
10	Copy of GST registration		
11	Signed undertaking by the Bidder/Agency (declaration)		

**Note:** All the pages of the original bid document may be serially numbered and signed by the Bidder.

Signature of the Bidder with stamp

(on the official letterhead of the firm)

Ref: \_\_\_\_\_

**Declaration by the Bidder**

I/We hereby declare that all the terms and conditions of the tender document has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender document and shall comply with them strictly.

Further I/We hereby declare the following:

1. I/We never been blacklisted by any institution/department due to any reason.
2. I/We are ready to get our capabilities inspected by the Officer/Committee of the University, to judge the level of competency for undertaking the work.

If our bid is accepted, we undertake to:

1. Not to object our disqualification on the basis of above declaration, if found wrong and misrepresented at any point of time during contract.
2. The workers deployed will be more than 18 years and shall comply all the statutory requirements.

Place:

Bidder's Signature

Date:

Seal.

**FINANCIAL BID****NATIONAL INSTITUTE OF TECHNOLOGY- ANDHRA PRADESH, TADEPALLIGUDEM****BOOKS AND STATIONERY**

<b>SL NO</b>	<b>Description/ Specification of Item</b>	<b>Make</b>	<b>Unit</b>	<b>RATE PER EACH UNIT PER MAKE</b>
1	All Pin (Stainless Steel)	Superior Quality	Packets	
2	Binder Clip 25mm	Superior Quality	Packets	
3	Binder Clip 32mm	Superior Quality	Packets	
4	Binder Clip 41mm	Superior Quality	Packets	
5	Board File white with side cloth	Superior Quality	Nos.	
6	Board Pin (Fiber Top)	Superior Quality	Packets	
7	Calculator 12-digit Big Screen Type	Sharp/Casio	Nos.	
8	Calculator Scientific Type Standard size	Sharp/Casio	Nos.	
9	Candle 1" (Thick) x 6"(Long) 12 Nos. in 1 Packet	Superior Quality	Packets	
10	Carbon Paper (Blue A-4 Size)	SaphireKores	Packets	
11	Carbon Paper Box Multi Copy	Kores	Packets	
12	Card Sheet Different Colours (Chart Papers) Thick	Superior Quality	Nos.	
13	Cello tape (big) tixc-12 mm 65 mtr.	Superior Quality	Roll	
14	Cello tape (Small) Tixo- 12mm x 9 mtr.	Superior Quality	Roll	
15	Cello Tape ½ inch (15 Mtr)	Superior Quality	Roll	
16	Cello Tape 1 inch (15 Mtr)	Superior Quality	Roll	
17	Cello Tape 2 inch (30 Mtr)	Superior Quality	Roll	
18	Cello Tape 2"65 Mtr	Superior Quality	Roll	
19	Cello Tape Dispenser (Deluxe)	Vogal	Nos.	
20	Cello Tape Dispenser (Small)	Vogal	Nos.	
21	Chalk -Colour (Dust free)	Kores	Box	
22	Chalk White (Dust free)	Kores	Box	
23	Clip Board Plastic	Superior Quality	Nos.	
24	Clip Folder	Solo	Nos.	
25	Cloth binding envelopes 11x5 (Pack of 100)	Superior Quality	Nos.	
26	Cobra File	Superior Quality	Nos.	



27	Computer CD Mailer (Pack of 50)	Moser Bear	Packets	
28	Computer CD Re-writable (Pack of 50)	Moser Bear	Packets	
29	Computer CD with plastic case (Pack of 50)	Moser Bear	Packets	
30	Computer DVD (Pack of 50 Nos.)	Moser Bear	Packets	
31	Computer DVD-R with cover (Pack of 50 Nos.)	Moser Bear	Packets	
32	Computer Pen Drive 02 GB	SanDisk/HP/Kingston/SONY /Moser bear	Nos.	
33	Computer Pen Drive 04 GB	SanDisk/ HP/ Kingston/ SONY/ Moser bear	Nos.	
34	Computer Pen Drive 08 GB	SanDisk/ HP/ Kingston/ SONY/ Moser bear	Nos.	
35	Computer Pen Drive 16 GB	SanDisk/ HP/ Kingston/ SONY/ Moser bear	Nos.	
36	Computer Pen Drive 32 GB	SanDisk/ HP/ Kingston/ SONY/ Moser bear	Nos.	
37	Computer External Hard Disc 500 GB	Segate/Western Digital	Nos.	
38	Computer External Hard Disc 1 TB	Segate/ Western Digital	Nos.	
39	Computer Power Strip 4 Socket Single Switch with 10 Mtr.extension cord	Anchor Roma	Nos.	
40	Dak Pad	Jumbo deep/ Jindal	Nos.	
41	Desk Calendars	Superior Quality	Nos.	
42	Display File A-4 size - 20 Pocket	Superior Quality	Nos.	
43	Display File A-4 size - 40 Pocket	Superior Quality	Nos.	
44	Double Sided Tape 1" width X 15 Mtr.	Superior Quality	Roll	
45	Double Sided Tape 2" width X 15 Mtr.	Superior Quality	Roll	
46	Drawing Sheet, A-0 Size (Pack of 50 Sheets)	Superior Quality	Packets	
47	Drawing Sheet, A-3 Size (Pack of 50 Sheets)	Superior Quality	Packets	

48	Envelope 10" x 12" Laminated (Pack of 100 Nos.)	Superior Quality	Packets	
49	Envelope 4½" x 3" (Pack of 100 Nos.)	Superior Quality	Packets	
50	Envelope 6" x 3½" (Pack of 100 Nos.)	Superior Quality	Packets	
51	Envelope 9" x 4" Self-Stick Tape (Pack of 100 Nos.)	Superior Quality	Packets	
52	Envelope 9" x 4" window (Pack of 100 Nos.)	Superior Quality	Packets	
53	Envelope cloth lined 10" x 8" Laminated (Pack of 100 Nos.)	Superior Quality	Packets	
54	Envelope Plain 9" x 4" (Pack of 100 Nos.)	Superior Quality	Packets	
55	Eraser (Pencil) (Pack of 20 Nos.)	(Natraj)	Packets	
56	Executive Bond Paper 70 GSM (Pack of 500 Sheets)	Superior Quality	Packets	
57	Fevi stick 15 gm.	Superior Quality	Nos.	
58	Fevicol 30gm	Superior Quality	Nos.	
59	Flap File	Superior Quality	Nos.	
60	File Pad (Standard type with file papers holding arrangement)	Neelgagan	Nos.	
61	Gem Clip (Plastic coated)	SDI	Packets	
62	Gems Clip (Stainless Steel)	Zebra	Packets	
63	Glossy Paper (A-4 Size)- 120 GSM (Pack of 50 Sheets)	Superior Quality	Packets	
64	Glue Stick 8 Gram	Kores/Fevi	Nos.	
65	Glue stick -15 Gram	Kores/Fevi	Nos.	
66	Gum Bottle 150 ml	Kores/Camel	Bottle	
67	Gum Bottle 300 ml	Kores/Camel	Bottle	
68	Gum Bottle 700 ml	Kores/Camel	Bottle	
69	Lamination Roll A-4 Size	Aks/Saturn	Nos.	
70	Lamination Roll A-3 Size	Aks/Saturn	Nos.	
71	Leaf Folder	Superior Quality	Nos.	
72	Scissor 6"	Superior Quality	Nos.	
73	Scissor 8"	Superior Quality	Nos.	
74	Scissor 9"	Superior Quality	Nos.	
75	Scissor Heavy Duty	Superior Quality	Nos.	
76	Note sheet pad (Green Ledger Paper) 100 sheet 75gsm (Size 12½" x 8 ½")	Neelgagan	Nos.	

77	Note Sheet Pad (Green Ledger Paper) F/S Size 100 Sheet	Superior Quality	Nos.	
78	Officer's Pen Stand with 2 Socket without Pen	Superior Quality	Nos.	
79	Officer's Pen Stand with 4 Socket without Pen	Superior Quality	Nos.	
80	Officer's Pen Stand with four holder (Popali) with paper roller	Superior Quality	Nos.	
81	Officer's Pen Stand spl. Quality with Four pens	Superior Quality	Nos.	
82	Officer's Pen Stand with two pens	Superior Quality	Nos.	
83	Outline map of India	Superior Quality	Nos.	
84	Outline map of World	Superior Quality	Nos.	
85	Page Markers (1"X3") 50X3 Colour	Oddy/Camlin/Kores	Nos.	
86	Paper Clip Medium	Omega/SDI	Nos.	
87	Paper Clip Small	Omega/SDI	Nos.	
88	Paper Cutter Blade of 1.8 Cm	Omega/SDI	Nos.	
89	Paper Cutter Plastic with 1.8 cm wide Blade push button one Touch	Omega/SDI	Nos.	
90	Paper Cutter Steel with 1.8 cm wide Blade push button one Touch	Omega/SDI	Nos.	
91	Paper Tray	V-Plast/Omega	Nos.	
92	Paper Tray 2-tier (plastic net)	V-Plast/Omega	Nos.	
93	Paper Tray 3-tier (plastic net)	V-Plast/Omega	Nos.	
94	Paper weight square Shape	Acrylic	Nos.	
95	Paper weight (Cube type)	Superior Quality	Nos.	
96	Pen (Blue/Black/Green/Red) (Good Quality Gel Type) (Pack of 10 Nos.)	Superior Quality	Packets	
97	Pen Ball Pen (Black/Blue/Green/Red) (Pack of 10 Nos.)	Parkar	Nos.	
98	Pen Board Pen Fiber Top	Superior Quality	Nos.	
99	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 15 ml	Kores	Nos.	

100	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 20 ml	Kores	Nos.	
101	Pen High Lighter Pen set (Different Colours) (Pack of 5 Pens)	Luxur/ Faber castle/Rynold	Packets	
102	Pen Refill for Ball Pen	Achiever/Montex/Reynolds	Packets	
103	Pen Refill for Ball Pen	Parker	Packets	
104	Pen Refill for Ball Pen Ordinary (Pack of 12	Achiever/Montex/Reynolds	Packets	
105	Pen Refill for Gel Pen (Pack of 12 Nos.)	Achiever/Montex/Reynolds	Packets	
106	Pen Refill Jotter pen (Pack of 12 Nos.)	Achiever/Montex/Reynolds	Packets	
107	Pen Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets.)	Luxur/Camlin	Packets	
108	Pencil	Natraj/Reynolds/ Apsara	Packets	
109	Pencil H.B. Black (10 Nos. in 1 Packets)	Natraj/Reynolds 432 HB/Apsara	Packets	
110	Pencil H.B. 10 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	
111	Pencil Sharpener (20 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	
112	Pencil Shorthand (10 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	
113	Pencil Soft/ Assorted H.B. (10 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	
114	Peon cum Dak book - 60 Gsm (Orient paper) 4 Quire		Packets	
115	Permanent Marker (General Type)	Camlin/Luxur/ Raynold	Nos.	
116	Permanent Marker (OHP & CD) BP-30	Camlin/Luxur/ Raynold	Nos.	
117	Permanent Marker Pen Bold Fibre Tip	Camlin/Luxur/ Raynold	Nos.	
118	Photo Stat Paper (A-4 Size) - 75 Gsm	Century/JK/Orient	Packets	
119	Photo Stat Paper (F/S Size) - 75 Gsm	Superior Quality	Packets	
120	Photocopy Paper (A-3 Size) - 75 Gsm	Superior Quality	Packets	

121	Pilot Pen (Hi-tech 0.5) (Blue, Black, Green & Red) (Pack of 10 Pens)	Luxur/Raynold/Camlin	Packets	
122	Pilot pen ink (Blue, Black, Green & Red) 10 ml.	Superior Quality	Bottle	
123	Pin Cushion	Superior Quality	Nos.	
124	Plastic cover for keeping A-4 Size Envelope	Superior Quality	Nos.	
125	Plastic File folder (Transparent, L- type)	Superior Quality	Nos.	
126	Plastic String folder (F/S Size) Coloured with corner	Neelgagan	Nos.	
127	Plastic Sutte Bundle (100 Mtr.)	Superior Quality	Bundle	
128	Post It Pad 1" x 3" (Tricolour)	Superior Quality	Nos.	
129	Post It Pad 3"x3" (Tricolour)	Superior Quality	Nos.	
130	Post It Pad (Single Colour 75 mm X75 mm)	Superior Quality	Nos.	
131	Premium Note Book (22.20 cm X 14 cm, Pages 200)	Neelgagan	Nos.	
132	Punch Machine DP 480 (Double Hole punch)	Kangaroo	Nos.	
133	Punch Machine DP 600 (Double Hole Punch)	Kangaroo	Nos.	
134	Punching Machine SHP 20 (Single Hole)	Kangaroo	Nos.	
135	Refillable ink for marker (50 ml)	Achiever/Montex/Reynolds	Bottle	
136	Ring Binder folder	Solo-2D	Nos.	
137	Rubber Band (Big size) Pack of 500 Gram	Superior quality	Packets	
138	Rubber Band (Medium Size) Pack of 500 Gram	Superior quality	Packets	
139	Rubber Bands (Small Size) Pack of 500 Gram	Superior quality	Packets	
140	Scale (Plastic) 12"	Omega/Camel/Sharp	Nos.	
141	Scale (Steel) 12"	Omega/Camel/Sharp	Nos.	
142	Scale (Plastic) 24"	Omega/Camel/Sharp	Nos.	
143	Scale (Wooden) 24"	Omega/Camel/Sharp	Nos.	
144	Self-Ink pad	Superior Quality	Nos.	
145	Separator (Paper - A-4 Size) - Set of 1-10 Different Coloured Sheets	Superior Quality	Nos.	

146	Separator (Plastic sheet - A-4 Size) - Set of 1-10 Different Coloured Sheets	Superior Quality	Nos.	
147	Short Hand Note Book (60 Gsm) (144 Pages)	Superior Quality	Nos.	
148	Short Hand Note book (60 Gsm) (72 Pages)	Superior Quality	Nos.	
149	Spiral Type Writing Pad (Size 5½"x 8½") (100 Pages)	Superior Quality	Nos.	
150	Spiral Type Writing Pad A-4 size Pad (40 pages)	Superior Quality	Nos.	
151	Stamp Pad	Superior Quality	Nos.	
152	Stamp Pad Ink (50 ml)	Camlin	Bottle	
153	Stapler (Kangaroo) HD- 10 small size	Kangaroo	Nos.	
154	Stapler (Kangaroo) HD- 45 Big size	Kangaroo	Nos.	
155	Stapler Machine Large No. 555	Kangaroo	Nos.	
156	Stapler Pin (heavy duty) (No.23/15)	Kangaroo	Packets	
157	Stapler Pin 10 No.	Superior Quality	Packets	
158	Stapler Pin 24/6 No	Superior Quality	Packets	
159	Tag (Big) Nilon-24" (100 Nos.in 1 bundle)	Superior Quality	Bundle	
160	Tag (Small) Nilon-8" (100 Nos. in 1 bundle)	Superior Quality	Bundle	
161	Tag Bundle 12" (Green) (100 Nos. in 1 bundle)	Superior Quality	Bundle	
162	Tag Bundle 8" (White) (100 Nos. in 1 bundle)	Superior Quality	Bundle	
163	Tag File Cover	Superior Quality	Nos.	
164	Thermocol Sheet (Standard Size)	Superior Quality	Bundle	
165	Tissue paper (100 X 100 mm, 100 pulls x 2 Ply, 200 Sheets in one	Fresia/ Defodil	Packets	
166	Tissue Paper (200 X 200 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets)	Fresia/ Defodil	Packets	
167	Trace paper roll	Superior Quality	Roll	
168	Transparency - 100 Micron OHP Transparency Sheet A-4 size (Pack of 100 Sheet)	Superior Quality	Packets	

169	Transparency – 175 Micron OHP Transparency Sheet A-4 size (Pack of 100 Sheet)	Superior Quality	Packets	
170	Transparent Sheet Roll (Big Size)	Superior Quality	Roll	
171	Transparent Tape 25 mm	Superior Quality	Roll	
172	U- Clips Plastic Coated	Superior Quality	Packets	
173	U-Clips Stainless Steel	Superior Quality	Packets	
174	Waste Paper Basket (Without net)	Superior Quality	Nos.	
175	White Board Marker	Superior Quality	Nos.	
176	Wrapping Paper (Pack of 12 Nos. of Sheets in Different Colours)	Superior Quality	Packets	
177	Writing Pad (15x23 cm) 60 Gsm(100 Pages)	Superior Quality	Nos.	
178	Writing Pad (Size 5½"x 8½") 60 GSM (100 Pages)	Superior Quality	Nos.	
179	Writing Pad (Spiral Type) A-4 Size 60 GSM (100 Pages)	Superior Quality	Nos.	
180	Paper A4 single Side	Superior Quality	Nos	
181	Paper A4 Double Side (Rate of printing)	Superior Quality	Nos	
182	Paper 42 cm X 29cm thick (Card Type) (Rate of printing)	Superior Quality	Nos	
183	Paper 22 cm x 13.5cm single side (Rate of printing)	Superior Quality	Nos	
184	Paper 22 cm x 13.5cm Double side (Rate of printing)	Superior Quality	Nos	
185	Paper A3 single side (Rate of printing)	Superior Quality	Nos	
186	Paper A3 double side (Rate of printing)	Superior Quality	Nos	
<b><u>XEROX/PHOTOCOPYING</u></b>				
1	Photostat on 75 GSM Paper			
2	Photostat on 80 GSM Paper			
3	Colour Photostat on 75 GSM Paper			
4	Colour Photostat on 80 GSM Paper			
5	Laser Printing on 75 GSM Paper			

6	Laser Printing on 80 GSM Paper	
7	Spiral Binding (One side paper)	
8	Spiral Binding (Two side paper)	
9	Spiral Binding (Thick Binding) Glossy finish	
10	Lamination Hard Binding	
11	Simple tape Binding	
12	D.M.C Special laminate & I Card Pouch Laminate	
13	Scanning upto 30 pages	
14	Scanning more than 30 pages upto 100 pages	
15	Single FAX	
	<b>GRAND TOTAL</b>	
	<b>(In Words: _____ only)</b>	<b>RS.</b>

**Note:**

1. If there is a discrepancy between the amount quoted in words and in figures, the value in words shall prevail.
2. Apart from the above, the vendor should not sell any item available in other stalls and shops in NIT Andhra Pradesh, Tadepalligudem. Otherwise, a fine of Rs. 10,000/- will be imposed.

**(Signature of Bidder along with seal)**



**(ADDRESS SLIP)**

Please paste this on your envelope)

Tender No. & Date: \_\_\_\_\_

Name of the item(s): \_\_\_\_\_

(as mentioned in the tender)

Due Date: \_\_\_\_\_

To,

TENDER BOX

C/o. Director

National Institute of Technology Andhra Pradesh

Sri Vasavi Engineering College Campus

Pedatadepalli, Tadepalligudem-534102,

West Godavari District

From: \_\_\_\_\_

\_\_\_\_\_

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