



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

**TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY & OFFICE ITEMS**

Tender No. BFUHS/UPFD/STATIONARY/2016/009

Tender Notification No :	BFUHS/UPFD/STATIONARY/2016/009
Tender Notification Date:	18/ MARCH/2016
Nature of work :	Signing of an <u>Annual Rate Contract</u> for providing of Stationary and Office Items to the University.
Cost of the tender document:-	Rs. 500/- only (Rs. Five Hundred Only) {Non refundable, under any circumstances}.
EMD Amount :	Rs. 10,000/- only (Rupees Ten Thousand Only) <i>{Refundable to the Non-successful bidders, without any type of interest or other charges}</i> <i>However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period.</i>
Period of the Contract	One Year from the date of issue of the authorization letter and further extendable on satisfactory services and mutual consent of both the parties.
Date of start of downloading of tender documents:-	30/ March/2016 from the website of the University
Website for downloading of the tender document:-	<a href="http://www.bfuhs.ac.in">www.bfuhs.ac.in</a>
Last date for downloading of the tender document:-	<u>05 /04/2016 up to 12.30 pm</u>
Last date & Time for submission of the tender documents:-	<u>05 /04/ 2016 up to 1.30 pm</u>
Date of opening of the Tender documents:-	<u>05/04/ 2016</u> (at 2.30 p.m.) in the Committee Room of the Vice Chancellor Office, at Baba Farid University of Health Sciences, Faridkot.
Address for the submission :	The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.
Who can be contacted for obtaining more information about the tender.	Sh. RAJ SINGLA, A.O. (UPFD), Contact No:- 9780008610 Phone:- 01639-250267, 256232, 256236. Email id:- <a href="mailto:upfdbfuhs@gmail.com">upfdbfuhs@gmail.com</a>



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Tender No. BFUHS/UPFD/STATIONARY/2016/009

### SCOPE OF SUPPLY

Sealed tenders are invited from **General Merchants or Sole agents/distributors** for signing an Annual **Rate Contract** for a period of **ONE YEAR** that may be further extendable subject to the mutual consent of both the parties, for supply of following **Stationary and Office items**, based on the demand generated by the University, from time to time:-

### List of Stationary and Office Usage Items

For

Baba Farid University of Health Sciences, Faridkot and its constituent colleges.

Sr. No	Name of item	Preferred brands
1.	Photostat paper A4 Size 75 GSM.	Century/Trident/ Spectra/J.K. Orient/ Reliance etc.
2.	Photostat paper A3 Size Of 75 GSM.	Century/Trident/ Spectra/J.K. Orient/ Reliance etc.
3.	Photostat Paper legal Size of 75 GSM.	Century/Trident/ Spectra/ J.K./Orient/ Reliance etc.
4.	Pilot pen V-5 of Blue/ Black/ Red/ Green colour	Luxer
5.	Pilot Pen (Standard) of Blue/ Black/ Red/ Green colour	Luxer
6.	Add Gel Pen of Blue/ Black/ Red/ Green colour	Achiever
7.	Gel point Pens of Blue/ Black/ Red/ Green colour	Natraj/ Cello/ Reynolds etc.
8.	Cello Butter-flow Ball Pens of Blue/ Black/ Red/ Green colour	Cello
9.	Reynolds pen 0.45 ball of Blue/ Black/ Red/ Green colour	Reynolds
10.	Natraj Ball Pens of Blue/ Black/ Red colour	Natraj classic etc.
11.	Refill of Add Gel Pen of Blue/ Black/ Red/ Green colour	Achiever



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12.	Refill of Gel Point Pens of Blue/ Black/ Red/ Green colour	Natraj/ Cello/ Reynolds etc.
13.	Refill of Cello Butter-flow Ball Pens of Blue/ Black/ Red/ Green colour	Cello
14.	Refill Reynolds 0.45 of Blue/ Black/ Red/ Green colour.	Reynolds
15.	Refill for Natraj Classic Pens of Blue/ Black/ Red colour.	Natraj
16.	HB Pencils (Standard Size)	Natraj/ Camlin/ Apsara
17.	Extra Dark HB Pencils (Standard Size)	Doms
18.	Sharpner for HB Pencils (Standard Size)	Natraj/ Camlin/ Apsara etc.
19.	Eraser for HB Pencil writing (Standard size)	Natraj/ Camlin/ Apsara etc.
20.	Carbon for receipt book (Ordinary) blue color of standard size	Camel/Kores etc.
21.	Calculator 12 digit with auto check facility	Sharp/Casio/ Citizen
22.	Calculator 10 digit with auto check facility	Sharp/Casio/ Citizen
23.	Correcting fluid with diluter	Kores or other good brand
24.	Sketch pen of Black, Red and Green Color only (Standard size)	Luxur/ Reynolds
25.	Poker with steel handle	Good quality
26.	Poker with wooden handle	Good quality
27.	File flaps	Good quality
28.	Pin cushion (Plastic)	Good quality
29.	Paper weight (round glass)	Good quality
30.	Paper weight (Cube type)	Good quality
31.	Scale small size {6 inches size} of Transparent Plastic	Camel/ Kores/ Ashoka/ Natraj etc.
32.	Scale large size (12 inches size) of Transparent Plastic	Camel/ Kores/ Ashoka/ Natraj etc.
33.	Dumper (Plastic make)	Good quality



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Tender No. BFUHS/UPFD/STATIONARY/2016/009

34.	High Lighter	Of good quality
35.	Gum bottle small (30 ml)	Camel/ Kores/ Ashoka/ Fevi gum etc
36.	Gum bottle Large (50 ml)	Camel/ Kores/ Ashoka/ Fevi Gum etc
37.	Glue stick 8 gms	Feviquick/ other good quality brands
38.	Glue Stick 15 gms	Feviquick/ other good quality brands
39.	Sealing wax	Of good quality
40.	Plastic file cover L Type (Transparent )	Of good quality
41.	Paper pins steel	Of Good quality
42.	Stamp Pad Ink small size plastic bottle (Standard Size)	Ashoka/ Kores etc.
43.	Officer pen stand with two pens (Standard Size)	Of Good quality
44.	Officer pen stand spl. Quality with four pens (Standard Size)	Of Good quality
45.	Table Glass per sq. feet 5 mm with glass grinding of all sides	Of Good quality
46.	Table Glass per sq. feet 8 mm with glass grinding of all sides	Of Good quality
47.	Table Glass per sq. feet 10 mm with glass grinding of all sides	Of Good quality
48.	Long Tag Green (Standard Size)	Of Good quality
49.	Rubber Band small in the pack size of 100 gms each	Of Good quality
50.	Fax Roll 30 mts. Each	Of Good quality
51.	White Board marker pen (Standard size)	Of Good quality



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Tender No. BFUHS/UPFD/STATIONARY/2016/009

52.	Tissue paper (Standard size)	Of Good quality
53.	Plastic Suttle (1/2 kg pack each)	Of Good quality
54.	Refillable ink for marker	Of Good quality
55.	White board Magnetic duster.	Of Good quality
56.	Plastic File Folder	Of Good quality
57.	Plastic Paper Bag/ Clear Bags	Of Good quality
58.	Small Tag white	Of Good quality
59.	Stapler Pin remover (kangaroo SR 300)	Kangaroo
60.	Stapler Small size Kangaroo (Mini 10)	Kangaroo
61.	Stapler kanex/kangaroo HD-10	Kangaroo
62.	Stapler Medium Size Kangaroo/kanex HD-45	Kangaroo
63.	Big Size Stapler (Binding/Stapled up 100 pages) Kangaroo @HD -1213	Kangaroo
64.	Stapler big size kangaroo HD-12S/17	Kangaroo
65.	Stapler pin Small Kangaroo No 10-1 mm	Kangaroo
66.	Stapler Pin Kangaroo/kores (24/6)	Kangaroo
67.	Big Size Stapler pin Kangaroo/kanex (23/17H)	Kangaroo
68.	Stapler pin Big Kangaroo/kanex-23/13-H	Kangaroo
69.	Punching Machine Single hole	Kangaroo
70.	Punching Machine Double hole (Standard size)	Kangaroo
71.	Punching Machine Double hole (Large size)	Kangaroo
72.	Register Page- 280 with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.



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73.	Register Page- 480 with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
74.	Register Page -144 with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
75.	Register Page -72 with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
76.	Indexed Register (minimum 100 pages) with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
77.	Indexed Register (minimum 200 pages) with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
78.	Dispatch Register with hardboard cover (with minimum Pages upto 250)	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
79.	Letter receipt register (Pages from 250 to 300 approx.)	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
80.	Stock Register(with Index pages) 6 qrs	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
81.	Stock Register (with Index pages) 8 qrs	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
82.	Stock Register (with Index Pages) 10 qrs.	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
83.	Cash Book With Hard Board Cover. (Pages from 100 to 120 approx.)	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
84.	Attendance Register with 100 pages.	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
85.	Measurement books for the Works Department with minimum 100 pages each	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
86.	Brown & Black Colour Binding Tape – 2” of standard length	Good quality
87.	Transparent Cello Tape-1” of standard length	Good quality
88.	Double side tape – 1” of standard length	Good Quality



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89.	All Pin Container/Box (In Plastic)	Good quality
90.	All pin (16 mm)	Good quality
91.	High Lighter	Good quality
92.	Coloured Paper Flag Multicolor	Good quality
93.	Colored sticky pad of standard size	Good quality
94.	Dak Pad (Standard size) with rexine binding	Good quality
95.	Photo Album with a storage of atleast 100 pc. Of standard size (6 inches x 4 inches) of photographs	Good quality
96.	Stamp Pad standard size	Ashoka/ Kores/ other good quality brands
97.	Stamp Pad ink. (in plastic bottle)	Ashoka/ Kores/ other good quality brands
98.	White board marker (Standard Size)	Good quality
99.	Permanent Marker in Black and Red Color (Standard Size)	Good quality
100.	OHP/ C.D./ DVD marker Black and Red in color	Good quality
101.	Visiting Card Holder with a capacity to store minimum 200 visiting cards	Good quality
102.	Telephone Diary (with 200 pages of standard size )	Good quality
103.	Electronic Bell with remote bell switch	Good quality
104.	Paper Tray of good quality of plastic	Good quality
105.	Pointer for Presentations	Good Quality
106.	Pen Drive (8 GB) USB	Kingston/Transcand/HP/ Sandisk/ Sony
107.	Pen Drive (16 GB) USB	Kingston/Transcand/HP/ Sandisk/ Sony
108.	Pen Drive (32 GB) USB	Kingston/Transcand/HP/ Sandisk/ Sony



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109.	USB Extension Cord for Pen drives. With twin points	Good Quality
110.	Blank CD's with good quality of plastic cover, standard size	Sony/ Moser Bear
111.	Blank DVD's with good quality of Plastic cover, standard size	Sony/ Moser Bear
112.	Mosquito / All out liquid with machine	Good Knight/ Moretin/ All Out/ Mexo etc.
113.	Mosquito Refill/Liquid of 60 nights capacity	Good Knight/ Moretin/ All Out/ Mexo etc.
114.	Mosquito mat with machine	Good Knight/ Moretin/ All Out/ Mexo etc.
115.	Mosquito mat (each set should contain 10 pcs each)	Good Knight/ Moretin/ All Out/ Mexo etc.
116.	Glass Brosil (set of 06 glasses )	Borosil
117.	Cup & plate set (Born China)(set of 06 cups and plates)	Bon china of good quality
118.	Tea cups (Born china) of standard size	Bon china of good quality
119.	Coffee Mugs (Born China) of 250 ml size each	Born China of Good quality
120.	Door Closer (ISI Mark) STANDARD SIZE	Matelic with Good quality
121.	Room Heater Single Rod (ISI Make)	Usha/ Maharaja/ Orpet/ Orient/ Bajaj etc.
122.	Room Heater Double Rod (ISI Make)	Usha/ Maharaja/ Orpet/ Orient/ Bajaj etc.
123.	Blower/Heat Converter 2000 W (ISI Make)	Usha/ Maharaja/ Orpet/ Orient/ Bajaj etc.
124.	Heat Pilar (ISI Make)	Usha/ Maharaja/ Orpet/ Orient/ Bajaj etc.
125.	Wall Clock (Quartz) standard size	Ajanta/ Orpat/ Samay/ Time
126.	Hand Towel Soft (Single colour preferably of Red, White, Blue or Green Colours)	Good quality





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127.	Towel of standard size Single colour preferably of (Red, White, Blue or Green Colours)	Good Quality
128.	Cotton Cloth of Bed Sheets for single beds Preferable colours are White, Cream, Red etc.	Good Quality
129.	Cotton Cloth of Bed Sheets for Double beds Preferable colours are White, Cream, Red etc.	Good Quality
130.	Godrej Lock freedom 6 Levers with 02 keys	Godrej
131.	Godrej Lock Sherlock of 40 mm size	Godrej
132.	Godrej Lock duralock of 70 mm size with 03 keys	Godrej
133.	Parker Locks 07 Livers	Parker
134.	Photograph of Sufi Sheikh Baba Farid Ji with good quality frame of Glass and Wood of 1 feet x 1 feet of size	Good quality
135.	Photograph of Sufi Sheikh Baba Farid Ji with good quality frame of Glass and Wood of 1 ½ feet x 1 feet of size	Good quality
136.	Photograph of Sufi Sheikh Baba Farid Ji with good quality frame of Glass and Wood of 3 feet x 2 feet of size	Good quality
137.	Battery 12 V 7.2 AH	Luminous, Exide, Amaeron, Panasonic
138.	CMOS Battery C- 2032	SONY
139.	Fuser sleeve film canon 2900 B-1108 HP, P2015, HP 1007 (Jet)	Canon, HP
140.	Precessor roller 2900 B-1108 HP, P2015, HP 1007 (Jet)	Canon, HP
141.	Power supply Intex, I Ball	Intex, I Ball
142.	Ram DDR1, DDR2 (Hyhix, Kinston), DDR3 A data (1GB&2GB)	Good quality
143.	Keyboarad (USB optical)	Dell, Logitech, I ball, intex, hp



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144.	Mouse (USB) optical	Dell, Logitech, I ball, intex, hp
145.	DVD writer internal	(LG, Asus, Sony)
146.	Power cable vardhman 1.5 Mtr.	Good quality
147.	USB Cable original for printer	Canon, Brother, Epson, HP
148.	UTP Cable Cat 6 D link	Good quality
149.	Canon Lide 110 scanner, HP 200 scanner (Panal button)	Good quality
150.	LAN card	Good quality
151.	USB wifi stick TP link, Netgear	Good quality
152.	VGA cable 15 Mtr, VGA cable 1.5 Mtr.	Good quality
153.	Power cable laptop (vardhman) 1.5 Mtr.	Good quality
154.	Hard Disk 500 GB	Segate, Weston digital, Toshiba
155.	Wifi access point D link 5 DPI Antina	Good quality
156.	Diode 4007	Good quality
157.	UPS fuse 12V3.5 AH	Good quality
158.	USB Card printer canon 2900 HP 1108, HP 1007	Good quality
159.	Heater printer canon 2900 HP 1108, HP 1007	Good quality
160.	Networking switch 5 Port, 8 Port & 16 Port D link	Good quality
161.	AMD Dual core & intel dual core complete kit	Good quality
162.	RJ 45 jack D link	Good quality
163.	Sata Cable	Good quality
164.	ID Cable	Good quality
165.	CD Bags for storing of 100 CD's of standard size	Good quality
166.	Ribon 10 Mtr. for Dotmatrix Printer	Good quality
167.	I/O BOX D-link	Good quality
168.	KVM switch 4 Port	D-LINK
169.	Electric Kettle atleast 1.5 Its capacity made of stainless steel	Maharaja White Line, Orpet, Bajaj or other renowned brand
170.	Telephone call register with atleast 200 pages	Good quality

\* The quantity may increase /decrease as per various actual requirements.



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## **INSTRUCTIONS/ GUIDELINES TO THE TENDERERS**

1. Attach a copy of the tender notice (**Annexure-I**).
2. Attach an affidavit regarding Non-Black listing as per proforma given at (**Annexure-II**) duly attested by an Executive Magistrate or a Notary Public.
3. Attach Technical Bid Proforma (**Annexure-III**).
4. Attach a signed copy of the terms and conditions (**Annexure-IV**).
5. Detail of Bank Account for refund of EMD (**Annexure – V**)
6. In addition to this, following documents are to be attached with Technical Bid:-
  - i) **Tender Fee** : In the shape of a Demand Draft for Rs. 500/- in favour of “Registrar, Baba Farid University of Health Sciences” payable at Faridkot.
  - ii) **Earnest Money Deposit (EMD)** of Rs.10,000/- in the shape of a Demand Draft in favour of “**Registrar, Baba Farid University of Health Sciences**”, payable at “**Faridkot**”.
  - iii) Details of registration as Company / Shop / Establishment.
  - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (**Annexure-VI**).
8. Price should be quoted only in proforma at **Annexure-‘VII’**. It is worth to mention here that the rates once quoted/ finalized will remain same/ unchanged for a period of one year from the date of issue of the authority letter.
9. Please ensure that **(1)** Technical Bid along with Tender Fee & EMD and **(2)** Price Bid are submitted in two separate envelopes and these should be put in an outer envelope, super-scribing, as “**TENDER DOCUMENT FOR SIGNING OF ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY –CUM- OFFICE ITEMS**”, due on **05/04/2016 at 1:30 PM:-**

**ENVELOPE – I** : Technical Bid/Tender Fee/EMD i.e. Annexures I to VI along with other documents as indicated in Clause 6 above

**ENVELOPE – II** : Price Bid duly filled (Annexure-VII).

Note: In case the tender is not submitted in the above format it will be rejected straightway.



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## Annexure-I

### NOTICE INVITING TENDER

Sealed tenders are invited from General Merchants or sole agents/Agencies/distributors for supply of following STATIONARY –CUM- OFFICE ITEMS, ON ANNUAL RATE CONTRCT at Baba Farid University of Health Sciences, Faridkot.

#### List of Stationary and Office Usage Items

For

Baba Farid University of Health Sciences, Faridkot and its constituent colleges.

Sr. No	Name of item	Preferred brands
1.	Photostat paper A4 Size 75 GSM.	Century/Trident/ Spectra/J.K. Orient/ Reliance etc.
2.	Photostat paper A3 Size Of 75 GSM.	Century/Trident/ Spectra/J.K. Orient/ Reliance etc.
3.	Photostat Paper legal Size of 75 GSM.	Century/Trident/ Spectra/ J.K./Orient/ Reliance etc.
4.	Pilot pen V-5 of Blue/ Black/ Red/ Green colour	Luxer
5.	Pilot Pen (Standard) of Blue/ Black/ Red/ Green colour	Luxer
6.	Add Gel Pen of Blue/ Black/ Red/ Green colour	Achiever
7.	Gel point Pens of Blue/ Black/ Red/ Green colour	Natraj/ Cello/ Reynolds etc.
8.	Cello Butter-flow Ball Pens of Blue/ Black/ Red/ Green colour	Cello
9.	Reynolds pen 0.45 ball of Blue/ Black/ Red/ Green colour	Reynolds
10.	Natraj Ball Pens of Blue/ Black/ Red colour	Natraj classic etc.



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11.	Refill of Add Gel Pen of Blue/ Black/ Red/ Green colour	Achiever
12.	Refill of Gel Point Pens of Blue/ Black/ Red/ Green colour	Natraj/ Cello/ Reynolds etc.
13.	Refill of Cello Butter-flow Ball Pens of Blue/ Black/ Red/ Green colour	Cello
14.	Refill Reynolds 0.45 of Blue/ Black/ Red/ Green colour.	Reynolds
15.	Refill for Natraj Classic Pens of Blue/ Black/ Red colour.	Natraj
16.	HB Pencils (Standard Size)	Natraj/ Camlin/ Apsara
17.	Extra Dark HB Pencils (Standard Size)	Doms
18.	Sharpner for HB Pencils (Standard Size)	Natraj/ Camlin/ Apsara etc.
19.	Eraser for HB Pencil writing (Standard size)	Natraj/ Camlin/ Apsara etc.
20.	Carbon for receipt book (Ordinary) blue color of standard size	Camel/Kores etc.
21.	Calculator 12 digit with auto check facility	Sharp/Casio/ Citizen
22.	Calculator 10 digit with auto check facility	Sharp/Casio/ Citizen
23.	Correcting fluid with diluter	Kores or other good brand
24.	Sketch pen of Black, Red and Green Color only (Standard size)	Luxur/ Reynolds
25.	Poker with steel handle	Good quality
26.	Poker with wooden handle	Good quality
27.	File flaps	Good quality
28.	Pin cushion (Plastic)	Good quality
29.	Paper weight (round glass)	Good quality
30.	Paper weight (Cube type)	Good quality
31.	Scale small size {6 inches size} of Transparent Plastic	Camel/ Kores/ Ashoka/ Natraj etc.
32.	Scale large size (12 inches size)	Camel/ Kores/ Ashoka/



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	of Transparent Plastic	Natraj etc.
33.	Dumper (Plastic make)	Good quality
34.	High Lighter	Of good quality
35.	Gum bottle small (30 ml)	Camel/ Kores/ Ashoka/ Fevi gum etc
36.	Gum bottle Large (50 ml)	Camel/ Kores/ Ashoka/ Fevi Gum etc
37.	Glue stick 8 gms	Feviquick/ other good quality brands
38.	Glue Stick 15 gms	Feviquick/ other good quality brands
39.	Sealing wax	Of good quality
40.	Plastic file cover L Type (Transparent )	Of good quality
41.	Paper pins steel	Of Good quality
42.	Stamp Pad Ink small size plastic bottle (Standard Size)	Ashoka/ Kores etc.
43.	Officer pen stand with two pens (Standard Size)	Of Good quality
44.	Officer pen stand spl. Quality with four pens (Standard Size)	Of Good quality
45.	Table Glass per sq. feet 5 mm with glass grinding of all sides	Of Good quality
46.	Table Glass per sq. feet 8 mm with glass grinding of all sides	Of Good quality
47.	Table Glass per sq. feet 10 mm with glass grinding of all sides	Of Good quality
48.	Long Tag Green (Standard Size)	Of Good quality
49.	Rubber Band small in the pack size of 100 gms each	Of Good quality
50.	Fax Roll 30 mts. Each	Of Good quality



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Tender No. BFUHS/UPFD/STATIONARY/2016/009

51.	White Board marker pen (Standard size)	Of Good quality
52.	Tissue paper (Standard size)	Of Good quality
53.	Plastic Suttle (1/2 kg pack each)	Of Good quality
54.	Refillable ink for marker	Of Good quality
55.	White board Magnetic duster.	Of Good quality
56.	Plastic File Folder	Of Good quality
57.	Plastic Paper Bag/ Clear Bags	Of Good quality
58.	Small Tag white	Of Good quality
59.	Stapler Pin remover (kangaroo SR 300)	Kangaroo
60.	Stapler Small size Kangaroo (Mini 10)	Kangaroo
61.	Stapler kanex/kangaroo HD-10	Kangaroo
62.	Stapler Medium Size Kangaroo/kanex HD-45	Kangaroo
63.	Big Size Stapler (Binding/Stapled up 100 pages) Kangaroo @HD -1213	Kangaroo
64.	Stapler big size kangaroo HD-12S/17	Kangaroo
65.	Stapler pin Small Kangaroo No 10-1 mm	Kangaroo
66.	Stapler Pin Kangaroo/kores (24/6)	Kangaroo
67.	Big Size Stapler pin Kangaroo/kanex (23/17H)	Kangaroo
68.	Stapler pin Big Kangaroo/kanex-23/13-H	Kangaroo
69.	Punching Machine Single hole	Kangaroo
70.	Punching Machine Double hole (Standard size)	Kangaroo
71.	Punching Machine Double hole (Large size)	Kangaroo
72.	Register Page- 280 with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

**TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY & OFFICE ITEMS**

**Tender No. BFUHS/UPFD/STATIONARY/2016/009**

73.	Register Page- 480 with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
74.	Register Page -144 with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
75.	Register Page -72 with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
76.	Indexed Register (minimum 100 pages) with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
77.	Indexed Register (minimum 200 pages) with hardboard cover	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
78.	Dispatch Register with hardboard cover (with minimum Pages upto 250)	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
79.	Letter receipt register (Pages from 250 to 300 approx.)	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
80.	Stock Register(with Index pages) 6 qrs	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
81.	Stock Register (with Index pages) 8 qrs	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
82.	Stock Register (with Index Pages) 10 qrs.	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
83.	Cash Book With Hard Board Cover. (Pages from 100 to 120 approx.)	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
84.	Attendance Register with 100 pages.	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
85.	Measurement books for the Works Department with minimum 100 pages each	Nilkamal/ Krishna/ Jindal/ Ashoka/ other good brands.
86.	Brown & Black Colour Binding Tape – 2” of standard length	Good quality
87.	Transparent Cello Tape-1” of standard length	Good quality
88.	Double side tape – 1” of standard length	Good Quality





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**Tender No. BFUHS/UPFD/STATIONARY/2016/009**

89.	All Pin Container/Box (In Plastic)	Good quality
90.	All pin (16 mm)	Good quality
91.	High Lighter	Good quality
92.	Coloured Paper Flag Multicolor	Good quality
93.	Colored sticky pad of standard size	Good quality
94.	Dak Pad (Standard size) with rexine binding	Good quality
95.	Photo Album with a storage of atleast 100 pc. Of standard size (6 inches x 4 inches) of photographs	Good quality
96.	Stamp Pad standard size	Ashoka/ Kores/ other good quality brands
97.	Stamp Pad ink. (in plastic bottle)	Ashoka/ Kores/ other good quality brands
98.	White board marker (Standard Size)	Good quality
99.	Permanent Marker in Black and Red Color (Standard Size)	Good quality
100.	OHP/ C.D./ DVD marker Black and Red in color	Good quality
101.	Visiting Card Holder with a capacity to store minimum 200 visiting cards	Good quality
102.	Telephone Diary (with 200 pages of standard size )	Good quality
103.	Electronic Bell with remote bell switch	Good quality
104.	Paper Tray of good quality of plastic	Good quality
105.	Pointer for Presentations	Good Quality
106.	Pen Drive (8 GB) USB	Kingston/Transcand/HP/ Sandisk/ Sony
107.	Pen Drive (16 GB) USB	Kingston/Transcand/HP/ Sandisk/ Sony
108.	Pen Drive (32 GB) USB	Kingston/Transcand/HP/ Sandisk/ Sony



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University Procurement & Facility Department

**TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY & OFFICE ITEMS**

**Tender No. BFUHS/UPFD/STATIONARY/2016/009**

109.	USB Extension Cord for Pen drives. With twin points	Good Quality
110.	Blank CD's with good quality of plastic cover, standard size	Sony/ Moser Bear
111.	Blank DVD's with good quality of Plastic cover, standard size	Sony/ Moser Bear
112.	Mosquito / All out liquid with machine	Good Knight/ Moretin/ All Out/ Mexo etc.
113.	Mosquito Refill/Liquid of 60 nights capacity	Good Knight/ Moretin/ All Out/ Mexo etc.
114.	Mosquito mat with machine	Good Knight/ Moretin/ All Out/ Mexo etc.
115.	Mosquito mat (each set should contain 10 pcs each)	Good Knight/ Moretin/ All Out/ Mexo etc.
116.	Glass Brosil (set of 06 glasses ).	Borosil
117.	Cup & plate set (Born China)(set of 06 cups and plates)	Bon china of good quality
118.	Tea cups (Born china) of standard size	Bon china of good quality
119.	Coffee Mugs (Born China) of 250 ml size each	Born China of Good quality
120.	Door Closer (ISI Mark) STANDARD SIZE	Matelic with Good quality
121.	Room Heater Single Rod (ISI Make)	Usha/ Maharaja/ Orpet/ Orient/ Bajaj etc.
122.	Room Heater Double Rod (ISI Make)	Usha/ Maharaja/ Orpet/ Orient/ Bajaj etc.
123.	Blower/Heat Converter 2000 W (ISI Make)	Usha/ Maharaja/ Orpet/ Orient/ Bajaj etc.
124.	Heat Pilar (ISI Make)	Usha/ Maharaja/ Orpet/ Orient/ Bajaj etc.
125.	Wall Clock (Quartz) standard size	Ajanta/ Orpat/ Samay/ Time
126.	Hand Towel Soft (Single colour preferably of Red, White, Blue or Green Colours)	Good quality



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**Tender No. BFUHS/UPFD/STATIONARY/2016/009**

127.	Towel of standard size Single colour preferably of Red, White, Blue or Green Colours)	Good Quality
128.	Cotton Cloth of Bed Sheets for single beds Preferable colours are White, Cream, Red etc.	Good Quality
129.	Cotton Cloth of Bed Sheets for Double beds Preferable colours are White, Cream, Red etc.	Good Quality
130.	Godrej Lock freedom 6 Levers with 02 keys	Godrej
131.	Godrej Lock Sherlock of 40 mm size	Godrej
132.	Godrej Lock duralock of 70 mm size with 03 keys	Godrej
133.	Parker Locks 07 Livers	Parker
134.	Photograph of Sufi Sheikh Baba Farid Ji with good quality frame of Glass and Wood of 1 feet x 1 feet of size	Good quality
135.	Photograph of Sufi Sheikh Baba Farid Ji with good quality frame of Glass and Wood of 1 ½ feet x 1 feet of size	Good quality
136.	Photograph of Sufi Sheikh Baba Farid Ji with good quality frame of Glass and Wood of 3 feet x 2 feet of size	Good quality
137.	Battery 12 V 7.2 AH	Luminous, Rocket, Exide, Amaeron
138.	CMOS Battery C- 2032	SONY
139.	Fuser sleeve film canon 2900 B-1108 HP, P2015, HP 1007 (Jet)	Canon, HP
140.	Precessor roller 2900 B-1108 HP, P2015, HP 1007 (Jet)	Canon, HP
141.	Power supply Intex, I Ball	Intex, I Ball
142.	Ram DDR1, DDR2 (Hyhix, Kinston), DDR3 A data (1GB&2GB)	Good quality
143.	Keyboard (USB optical)	Dell, Logitech, I ball, intex, hp



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## TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY & OFFICE ITEMS

Tender No. BFUHS/UPFD/STATIONARY/2016/009

144.	Mouse (USB) optical	Dell, Logitech, I ball, intex, hp
145.	DVD writer internal	(LG, Asus, Sony)
146.	Power cable vardhman 1.5 Mtr.	Good quality
147.	USB Cable original for printer	Canon, Brother, Epson, HP
148.	UTP Cable Cat 6 D link	Good quality
149.	Canon Lide 110 scanner, HP 200 scanner (Panal button)	Good quality
150.	LAN card	Good quality
151.	USB wifi stick TP link, Netgear	Good quality
152.	VGA cable 15 Mtr, VGA cable 1.5 Mtr.	Good quality
153.	Power cable laptop (vardhman) 1.5 Mtr.	Good quality
154.	Hard Disk 500 GB	Segate, Weston digital, Toshiba
155.	Wifi access point D link 5 DPI Antina	Good quality
156.	Diode 4007	Good quality
157.	UPS fuse 12V3.5 AH	Good quality
158.	USB Card printer canon 2900 HP 1108, HP 1007	Good quality
159.	Heater printer canon 2900 HP 1108, HP 1007	Good quality
160.	Networking switch 5 Port, 8 Port & 16 Port D link	Good quality
161.	AMD Dual core & intel dual core complete kit	Good quality
162.	RJ 45 jack D link	Good quality
163.	Sata Cable	Good quality
164.	ID Cable	Good quality
165.	CD Bags for storing of 100 CD's of standard size	Good quality
166.	Ribon 10 Mtr. for Dotmatrix Printer	Good quality
167.	I/O BOX D-link	Good quality
168.	KVM switch 4 Port	D-LINK
169.	Electric Kettle atleast 1.5 Its capacity made of stainless steel	Maharaja White Line, Bajaj, Orpet or other renowned brand



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

## TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY & OFFICE ITEMS

Tender No. BFUHS/UPFD/STATIONARY/2016/009

170.	Telephone call register with atleast 200 pages	Good quality
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\* The quantity may increase /decrease as per actual requirement.

The tender document containing detailed terms & conditions may be downloaded from the website of Baba Farid University of Health Sciences, Faridkot ([www.bfuhs.ac.in](http://www.bfuhs.ac.in)).

### TERMS AND CONDITIONS:-

1. THE TENDER(S) MUST REACH in the Office of the Registrar, Baba Farid University of Health Sciences, Faridkot on or before 05 /04/2016 up to 1:30 PM along with a Bank Demand Draft for Rs.500/- only (Rs. Five Hundred Only) on account of **Tender Fee** and another Bank Demand Draft for Rs.10,000/- only (Rs. Ten Thousand Only) **on account of Earnest Money Deposit**, in favour of "Registrar, Baba Farid University of Health Sciences", payable at Faridkot.
2. The tenders will be opened on the same day i.e. 05/04/ 2016 at 2.30 PM in the Committee Room, Vice Chancellor's Office, Baba Farid University of Health Sciences, Faridkot in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.
3. The Price bid will be opened after the opening of Technical Bid. The Price Bid of the technical qualified bidders will be opened by the University.
4. The Registrar reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar

Dated: \_\_\_\_\_

Place: \_\_\_\_\_



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY & OFFICE ITEMS

Tender No. BFUHS/UPFD/STATIONARY/2016/009

Annexure-II

(To be furnished on non-judicial stamp papers  
worth Rs.30/- duly attested by Executive Magistrate or Notary Public).

## AFFIDAVIT

I/We \_\_\_\_\_

partner/sole proprietor (Strike out which is not applicable) of (Name & Address of Firm)

\_\_\_\_\_ do hereby declare and solemnly affirm:-

- That the individual/firm/ companies are **not debarred or black-** listed by any department of Union/ State Government or any autonomous institute.
- That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- That the terms and conditions for supply of Stationary-cum- Office Items at Baba Farid University of Health Sciences, Faridkot are acceptable to me/us. I/We will abide by them in letter and spirit.
- That I will supply the required material within the stipulated delivery period of the tender document/ supply .

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

Place: \_\_\_\_\_

DEPONENT

## VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

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

Place: \_\_\_\_\_

DEPONENT



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TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY & OFFICE ITEMS

Tender No. BFUHS/UPFD/STATIONARY/2016/009

Annexure-III

## TECHNICAL BID

1 Name of the applicant  
(tenderer/ bidder).

---

2 Constitutional status of the  
tenderer/ bidder.

i.e. Proprietor/ Partnership firm/ Pvt. Limited  
Company/ Public Limited Company/ Co-op  
Society etc.

---

3 Address of the tenderer/  
bidder

---

---

4 Name of the Dealing Person :-

---

6 Position of the dealing person  
in the tenderer firm/  
company/ society :-

---

7 E mail id:-

---

8 Fax No:-

---

9 Mobile No:-

---

10 Whether Manufacturer/  
Dealer/ Distributor:-

---

11

### Details of the Tender document fee

(A) *In case Tender Document fee is deposited in the shape of a demand draft:-*

Demand Draft No.

---

Date of demand draft

---

Amount of the demand draft

Rs. 500/- only (Rs. Five Hundred Only)

Bank with branch name

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(B) *In case Tender Document fee is deposited in the shape of a University receipt:-*

University Receipt No.

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# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

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Tender No. BFUHS/UPFD/STATIONARY/2016/009

University receipt date

Amount of the University Rs. 500/- only (Rs. Five Hundred Only)

receipt

12

## Details of the Earnest Money Deposit (EMD):-

(A)

*In case EMD is deposited in the shape of a demand draft:-*

Demand Draft No.

Date of demand draft

Amount of the demand draft Rs. 10000/- only (Rs. Ten Thousand Only)

Bank with branch name

(B)

*In case EMD is deposited in the shape of a University receipt:-*

University Receipt No.

University receipt date

Amount of the University Rs. 10000/- only (Rs. Ten Thousand Only)

receipt

13

PAN Number

14

VAT No.

## CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II	Yes/No
3.	Technical Bid Proforma attached – Annexure – III	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV	Yes/No





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**Tender No. BFUHS/UPFD/STATIONARY/2016/009**

5.	Bank Details (Anexure – V) for refund of EMD attached	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Anexure – VI)	Yes/No
7.	Whether a DD for Rs. 500/- on account of Tender Fee in favour of <u>Registrar, Baba Farid University of Health Sciences</u> payable at Faridkot has been submitted?	Yes/No
8.	Whether a EMD of Rs.10,000/- in the shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences payable at Faridkot has been submitted?	Yes/No
9.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted?	Yes/No
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN attached.	Yes/No

**Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected out-rightly and Price bid of the firm will not be opened.**

Dated:- \_\_\_\_\_.

Place:- \_\_\_\_\_.

Signature \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

\_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id:- \_\_\_\_\_

With Seal



# **BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT**

*(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)*

*University Procurement & Facility Department*

**TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY & OFFICE ITEMS**

**Tender No. BFUHS/UPFD/STATIONARY/2016/009**

**Annexure-IV**

## **TERMS AND CONDTIONS**

**FOR SIGNING AN ANNUAL RATE CONTRACT FOR SUPPLY OF Stationary-cum- Office Items**

1. The **General Merchants or sole agents/distributors** may quote their rates.
2. Unsealed tender (s) will be rejected.
3. Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
4. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances.
5. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Baba Farid University of Health Sciences, Faridkot or Guru Gobind Singh Medical College & Hospital, Faridkot in connection with any other tender/case shall not be considered against this tender.
6. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, BFUHS, Faridkot shall not be responsible for postal delay.
7. Minimum delivery period must be quoted clearly in the offer.
8. The rates once quoted will remain valid/ un-changed for a period of one year.
9. The tenderer should keep his/her offer valid for acceptance for a period of six months from the date of opening of price bid. (In case, the tenderer is unable to keep his/her offer open for the above said period, his/her tender shall be treated as invalid.)
10. The tenderer will be responsible to ensure that the tender is received on or before the due date and time in the office of the Registrar, Baba Farid University of Health Sciences, Faridkot.
11. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each



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- page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected.
12. In the event of the date of receipt or opening of tender being declared a holiday for the Baba Farid University of Health Sciences, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
  13. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected out rightly.
  14. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender.
  15. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and the tender shall be cancelled.
  16. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.
  17. Minimum delivery period must be quoted clearly. The rates quoted should be F.O.R. destination i.e. Central Store of the Baba Farid University of Health Sciences, Faridkot and should also include packing and forwarding charges, taxes and other levies.
  18. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.
  19. **CRITERIA OF EVALUATION OF PRICE BID**



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The Price Bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. Rates of all types of taxes as applicable should be quoted clearly.

### **20. SECURITY DEPOSIT:**

- i) The successful bidder shall be required to deposit a security of Rs.10,000/- in the shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot drawn on any commercial/nationalized bank, payable at Faridkot
- ii) OR EMD of Rs.10,000/- submitted with the Tender may also be considered as Security Deposit, as agreed by the successful bidder.
- iii) The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interest.

### **21. PAYMENT TERMS**

Payment will be made after delivery and Inspection of material in the Stores.

### **22. PENALTY CLAUSE**

If the supply is not made within the stipulated period then late delivery charges @2% will be imposed on the total amount of Supply Order up to delay of 30 days and thereafter @ 4% for another 30 days after which Supply Order/Rate Contract will be deemed cancelled & security/earnest money forfeited and company will be black-listed for future. However, the University can grant 15 days relaxation in the delivery period, based on the written request of the tenderer, if the University observes that the tenderer has valid reasons for non- supply of material within the stipulated time/period.

### **11. ARBITRATION**

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its



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termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.

- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.
- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.

23. **Jurisdiction** – All disputes are subject to the jurisdiction of courts at Faridkot only.

24. **Agreement of Rate Contract** : The successful bidder which will be awarded the rate contract will have to sign the following agreement on judicial paper of Rs.50/- only and the cost of the said Non judicial papers and attestation by a notary public will be borne by the party.

- a. The EMD of Rs.10,000/- submitted along with Tender will be adjusted as Security Deposit, which will be returned on completion of Rate Contract period.
- b. The second party will make available material/items for which order demand is placed by Registrar, Baba Farid University of Health Sciences, Faridkot or the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot from time to time or on daily basis.
- c. The tenderer should have office gadgets i.e. E-mail ID. The tenderer shall have to provide his/her email ID and contact person's mobile/landline telephone numbers, so that he may be contacted for supply of material and can be intimated about the supply order. All the supply orders will be faxed and mailed to tenderer and they should keep checking their e-mail.
- d. The bill must contain full nomenclature and batch number of the item otherwise the material will not be accepted and order will be cancelled. The bill should not have cutting or overwritten.



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- e. The material will be accepted after the complete inspection by the Inspection committee constituted by the University.
- f. The material should be supplied within stipulated time from the date of supply order.
- g. The material will be supplied strictly as per requisition and no substitute will be accepted. Any loss in service will be recoverable from second party. These supplies will be treated as non-availability with the second party and recovery would be made, if 2<sup>nd</sup> party fails to deposit the difference, the recovery will be made from security deposit.
- h. The VAT would be paid as applicable. The VAT should be clearly mentioned in the Performa Invoice/Invoices; otherwise no extra Tax/Levies/Charges would be paid.
- i. That in case, change in material required or purchased material could not be used the firm will be required to take back such material and refund the payment.
- j. If the terms and conditions of the tender under this undertaking/ agreement are not adhered to, the security deposit will be forfeited and rate contract will be cancelled. The firm may also be debarred /black listed in that case.
- k. The 2<sup>nd</sup> party, at the costs as per rate list attached, shall provide and deliver to the, Principal, during the period under rate contract the article of the nature and specification as indicated in the annexed list subject to the conditions contained, therein which shall form part and parcel of this contract. The supply shall be affected as and when required and requisitioned during the contract period by Principal or his authorized officers.
- l. That the articles shall be the exact specified quality, kind, description and specification as demanded.
- m. The concerned dealing officer can reject any or all of the materials supplied without assigning any reason, if in his opinion the materials supplied do not comply with the specifications, quality etc, his decision shall be final and conclusive and the 2<sup>nd</sup> party shall not be competent to question such decision. In the event of the said articles being rejected or not being supplied in the aforesaid manner the said officer shall be at liberty to arrange to procure the same or such articles required in that behalf at the cost and risk of the 2<sup>nd</sup> party and the 2<sup>nd</sup> party shall on demand pay to the Principal, such charges/expenses as may be incurred due to rejected material or non-supply of the material in time. The said officer also reserves the right to impose penalty as deemed fit, which would be considered as liquidated damages for non supply/inconvenience caused



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to the institute for no-supply, belated supplies/ rejections. The decision shall be binding on the 2<sup>nd</sup> party.

- n. On breach of any conditions of the agreement, 1<sup>st</sup> party shall be at liberty to terminate this contract without prejudice to the 1<sup>st</sup> party's right to make purchase at contract's risk and realize the liquidated damages as mentioned in Clause No. 'm' above for the breaches or failure committed upto such termination of the contract.
- o. If the 2<sup>nd</sup> party fails to render timely service or effect timely supply to the satisfaction of the concerned officer, or if the contract is terminated due to the fault of the 2<sup>nd</sup> party, a new rate contract would be entered into for the unexpired portion of the original contract and the 2<sup>nd</sup> party shall be liable to pay the 1<sup>st</sup> party as under :-
- a. The extra expenses incurred in carrying on the services/supplies during the remaining unexpired period of this contract viz. during the period beginning from the date of such termination of this contract and the last date of this contracted period.
- b. Incidental charges for affecting a new contract.
- N. B. This can, however, be waived off by the 1<sup>st</sup> party at his discretion under special conditions.
- p. The terms and conditions attached to the tender shall be considered as part and parcel of this contract and will be considered to have been included in the contract for all purposes.
- q. The firm should not have been blacklisted even in part from any other organization; if this information is found false, action as deemed fit shall be taken against the firm.

Dated:- \_\_\_\_\_.

Place:- \_\_\_\_\_.

Signature \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id:- \_\_\_\_\_

With Seal



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*Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person*

## Accepted

Dated:- \_\_\_\_\_.

Place:- \_\_\_\_\_.

Signature \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id:- \_\_\_\_\_

With Seal





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Annexure- V

## Details about Bank Account of the firm who has deposited EMD

Name of the firm: M/s \_\_\_\_\_

Sr. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated:- \_\_\_\_\_.

Place:- \_\_\_\_\_.

Signature \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id:- \_\_\_\_\_

With Seal



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Annexure- VI

## TENDER/CONDITIONS ACCEPTANCE LETTER

Date:-----

To

The Registrar  
Baba Farid University of Health Science,  
Sadiq Road,  
Faridkot.

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I / We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the University website i.e. [www.bfuhs.ac.in](http://www.bfuhs.ac.in)
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- \_\_\_\_\_

Name:- \_\_\_\_\_

Address: - \_\_\_\_\_

Contact No:- \_\_\_\_\_



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**Annexure- VII**

## PRICE BID

(MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOP )

Name and Address of the applicant / firm \_\_\_\_\_

Sr. No.	Name of the item	Brand / Make	Pack size	Rate per Pc.	Taxes, if any	Amount after tax (per pc/ unit)
1.	Photostat paper A4 Size 75 GSM.		Per ream			
2.	Photostat paper A3 Size Of 75 GSM.		Per ream			
3.	Photostat Paper legal Size of 75 GSM.		Per ream			
4.	Pilot pen V-5 of Blue/ Black/ Red/ Green colour		Pc			
5.	Pilot Pen (Standard) of Blue/ Black/ Red/ Green colour		Pc			
6.	Add Gel Pen of Blue/ Black/ Red/ Green colour		Pc			
7.	Gel point Pens of Blue/ Black/ Red/ Green colour		Pc			
8.	Cello Butter-flow Ball Pens of Blue/ Black/ Red/ Green colour		Pc			
9.	Reynolds pen 0.45 ball of Blue/ Black/ Red/ Green colour		Pc			
10.	Natraj Ball Pens of Blue/ Black/ Red colour		Pc			
11.	Refill of Add Gel Pen of Blue/ Black/ Red/ Green colour		Pc			
12.	Refill of Gel Point Pens of Blue/ Black/ Red/		Pc			



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	Green colour				
13.	Refill of Cello Butter-flow Ball Pens of Blue/ Black/ Red/ Green colour		Pc		
14.	Refill Reynolds 0.45 of Blue/ Black/ Red/ Green colour.		Pc		
15.	Refill for Natraj Classic Pens of Blue/ Black/ Red colour.		Pc		
16.	HB Pencils (Standard Size)		Pc		
17.	Extra Dark HB Pencils (Standard Size)		Pc		
18.	Sharpner for HB Pencils (Standard Size)		Pc		
19.	Eraser for HB Pencil writing (Standard size)		Pc		
20.	Carbon for receipt book (Ordinary) blue color of standard size		Pc		
21.	Calculator 12 digit with auto check facility		Pc		
22.	Calculator 10 digit with auto check facility		Pc		
23.	Correcting fluid with diluter		Pc		
24.	Sketch pen of Black, Red and Green Color only (Standard size)		Pc		
25.	Poker with steel handle		Pc		
26.	Poker with wooden handle		Pc		
27.	File flaps		Pc		
28.	Pin cushion (Plastic)		Pc		
29.	Paper weight (round glass)		Pc		
30.	Paper weight (Cube type)		Pc		
31.	Scale small size {6 inches size}		Pc		



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	of Transparent Plastic					
32.	Scale large size (12 inches size) of Transparent Plastic		Pc			
33.	Dumper (Plastic make)		Pc			
34.	High Lighter		Pc			
35.	Gum bottle small (30 ml)		Pc			
36.	Gum bottle Large (50 ml)		Pc			
37.	Glue stick 8 gms		Pc			
38.	Glue Stick 15 gms		Pc			
39.	Sealing wax		Pc.			
40.	Plastic file cover L Type (Transparent )		Pc			
41.	Paper pins steel		Pc			
42.	Stamp Pad Ink small size plastic bottle (Standard Size)		Pc			
43.	Officer pen stand with two pens (Standard Size)		Pc.			
44.	Officer pen stand spl. Quality with four pens (Standard Size)		Pc			
45.	Table Glass per sq. feet 5 mm with glass grinding of all sides		Pc			
46.	Table Glass per sq. feet 8 mm with glass grinding of all sides		Pc			
47.	Table Glass per sq. feet 10 mm with glass grinding of all sides		Pc			
48.	Long Tag Green (Standard Size)		Pc			
49.	Rubber Band small in the pack size of 100 gms each		Pc			
50.	Fax Roll 30 mts. Each		Pc			



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51.	White Board marker pen (Standard size)		Pc			
52.	Tissue paper (Standard size)		Pc			
53.	Plastic Suttle (1/2 kg pack each)		Pc			
54.	Refillable ink for marker		Pc			
55.	White board Magnetic duster.		Pc			
56.	Plastic File Folder		Pc			
57.	Plastic Paper Bag/ Clear Bags		Pc			
58.	Small Tag white		Pc			
59.	Stapler Pin remover (kangaroo SR 300)		Pc			
60.	Stapler Small size Kangaroo (Mini 10)		Pc			
61.	Stapler kanex/kangaroo HD-10		Pc			
62.	Stapler Medium Size Kangaroo/kanex HD 45		Pc			
63.	Big Size Stapler (Binding/Stapled up 100 pages) Kangaroo @HD -1213		Pc			
64.	Stapler big size kangaroo HD-12S/17		Pc			
65.	Stapler pin Small Kangaroo No 10-1 mm		Pc			
66.	Stapler Pin Kangaroo/kores (24/6)		Pc			
67.	Big Size Stapler pin Kangaroo/kanex (23/17H)		Pc			
68.	Stapler pin Big		Pc			



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	Kangaroo/kanex-23/13-H					
69.	Punching Machine Single hole		Pc			
70.	Punching Machine Double hole (Standard size)		Pc			
71.	Punching Machine Double hole (Large size)		Pc			
72.	Register Page- 280 with hardboard cover		Pc			
73.	Register Page- 480 with hardboard cover		Pc			
74.	Register Page -144 with hardboard cover		Pc			
75.	Register Page -72 with hardboard cover		Pc			
76.	Indexed Register (minimum 100 pages) with hardboard cover		Pc			
77.	Indexed Register (minimum 200 pages) with hardboard cover		Pc			
78.	Dispatch Register with hardboard cover (with minimum Pages upto 250)		Pc			
79.	Letter receipt register (Pages from 250 to 300 approx.)		Pc			
80.	Stock Register(with Index pages) 6 qrs		Pc			
81.	Stock Register (with Index pages) 8 qrs		Pc			
82.	Stock Register (with Index Pages) 10 qrs.		Pc			
83.	Cash Book With Hard Board Cover. (Pages from 100 to 120 approx.)		Pc			
84.	Attendance Register with 100 pages.		Pc			
85.	Measurement books		Pc			



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	for the Works Department with minimum 100 pages each					
86.	Brown & Black Colour Binding Tape – 2" of standard length		Pc			
87.	Transparent Cello Tape-1" of standard length		Pc			
88.	Double side tape – 1" of standard length		Pc			
89.	All Pin Container/Box (In Plastic)		Pc			
90.	All pin (16 mm)		Pc			
91.	High Lighter		Pc			
92.	Coloured Paper Flag Multicolor		Pc			
93.	Colored sticky pad of standard size		Pc			
94.	Dak Pad (Standard size) with rexine binding		Pc			
95.	Photo Album with a storage of atleast 100 pc. Of standard size (6 inches x 4 inches) of photographs		Pc			
96.	Stamp Pad standard size		Pc			
97.	Stamp Pad ink. (in plastic bottle)		Pc			
98.	White board marker (Standard Size)		Pc			
99.	Permanent Marker in Black and Red Color (Standard Size)		Pc			
100.	OHP/ C.D./ DVD marker Black and Red in color		Pc			
101.	Visiting Card Holder with a capacity to store minimum 200 visiting cards		Pc			
102.	Telephone Diary (with 200 pages of standard		Pc			





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	size )					
103	Electronic Bell with remote bell switch		Pc			
104	Paper Tray of good quality of plastic		Pc			
105	Pointer for Presentations		Pc			
106	Pen Drive (8 GB) USB		Pc			
107	Pen Drive (16 GB) USB		Pc			
108	Pen Drive (32 GB) USB		Pc			
109	USB Extension Cord for Pen drives. With twin points		Pc			
110	Blank CD's with good quality of plastic cover, standard size		Pc			
111	Blank DVD's with good quality of Plastic cover, standard size		Pc			
112	Mosquito / All out liquid with machine		Pc			
113	Mosquito Refill/Liquid of 60 nights capacity		Pc			
114	Mosquito mat with machine		Pc			
115	Mosquito mat (each set should contain 10 pcs each)		Pc			
116	Glass Brosil (set of 06 glasses )		Pc			
117	Cup & plate set (Born China)(set of 06 cups and plates)		Pc			
118	Tea cups (Born china) of standard size		Pc			
119	Coffee Mugs (Born China) of 250 ml size each		Pc			
120	Door Closer (ISI Mark) STANDARD SIZE		Pc			
121	Room Heater Single Rod (ISI Make)		Pc			
122	Room Heater Double Rod (ISI Make)		Pc			



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123	Blower/Heat Converter 2000 W (ISI Make)		Pc			
124	Heat Pilar (ISI Make)		Pc			
125	Wall Clock (Quartz) standard size		Pc			
126	Hand Towel Soft (Single colour preferably of Red, White, Blue or Green Colours)		Pc			
127	Towel of standard size Single colour preferably of Red, White, Blue or Green Colours)		Pc			
128	Cotton Cloth of Bed Sheets for single beds Preferable colours are White, Cream, Red etc.		Pc			
129	Cotton Cloth of Bed Sheets for Double beds Preferable colours are White, Cream, Red etc.		Pc			
130	Godrej Lock freedom 6 Levers with 02 keys		Pc			
131	Godrej Lock Sherlock of 40 mm size		Pc			
132	Godrej Lock duralock of 70 mm size with 03 keys		Pc			
133	Parker Locks 07 Livers		Pc			
134	Photograph of Sufi Sheikh Baba Farid Ji with good quality frame of Glass and Wood of 1 feet x 1 feet of size		Pc			
135	Photograph of Sufi Sheikh Baba Farid Ji with good quality frame of Glass and Wood of 1 ½ feet x 1 feet of size		Pc			
136	Photograph of Sufi		Pc			



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	Sheikh Baba Farid Ji with good quality frame of Glass and Wood of 3 feet x 2 feet of size					
137	Battery 12 V 7.2 AH		Pc			
138	CMOS Battery C- 2032		Pc			
139	Fuser sleeve film canon 2900 B-1108 HP, P2015, HP 1007 (Jet)		Pc			
140	Precessor roller 2900 B-1108 HP, P2015, HP 1007 (Jet)		Pc			
141	Power supply Intex, I Ball		Pc			
142	Ram DDR1, DDR2 (Hyhix, Kinston), DDR3 A data (1GB&2GB)		Pc			
143	Keyboarad (USB optical)		Pc			
144	Mouse (USB) optical		Pc			
145	DVD writer internal		Pc			
146	Power cable vardhman 1.5 Mtr.		Pc			
147	USB Cable original for printer		Pc			
148	UTP Cable Cat 6 D link		Pc			
149	Canon Lide 110 scanner, HP 200 scanner (Panal button)		Pc			
150	LAN card		Pc			
151	USB wifi stick TP link,		Pc			



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	Netgear					
152	VGA cable 15 Mtr, VGA cable 1.5 Mtr.		Pc			
153	Power cable laptop (vardhman) 1.5 Mtr.		Pc			
154	Hard Disk 500 GB		Pc			
155	Wifi access point D link 5 DPI Antina		Pc			
156	Diode 4007		Pc			
157	UPS fuse 12V3.5 AH		Pc			
158	USB Card printer canon 2900 HP 1108, HP 1007		Pc			
159	Heater printer canon 2900 HP 1108, HP 1007		Pc			
160	Networking switch 5 Port, 8 Port & 16 Port D link		Pc			
161	AMD Dual core & intel dual core complete kit		Pc			
162	RJ 45 jack D link		Pc			
163	Sata Cable		Pc			
164	ID Cable		Pc			
165	CD Bags for storing of 100 CD's of standard size		Pc			
166	Ribon 10 Mtr. for Dotmatrix Printer		Pc			
167	I/O BOX D-link		Pc			
168	KVM switch 4 Port		Pc			
169	Electric Kettle atleast 1.5 lts capacity made of stainless steel		Pc.			
170	Telephone call register with atleast 200 pages		Pc.			



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Note:

1. Rates should be quoted F.O.R. Central Store, Baba Farid University of Health Sciences, Faridkot and include packing and forwarding charges, taxes and other levies.
2. Please try to avoid any type of cutting or overwriting in the price bid as these may cause rejection of the Price Bid, without any prior notice.
3. The detail of taxes if any will be clearly mentioned in the prescribed column of the price bid. If no amount is mentioned in the said column then it will be treated that the rates are quoted, inclusive of all taxes and no separate tax will be paid, under any circumstances.

Signature \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id:- \_\_\_\_\_

With Seal

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_