

**Dr. B. R. Ambedkar University Delhi (AUD)**

**TENDER DOCUMENT**

**FOR**

**SUPPLY OF STATIONERY AND OTHER ITEMS  
TO DR B. R. AMBEDKAR UNIVERSITY DELHI  
ON RATE CONTRACT BASIS**

1. **Annexure I : Schedule of Requirement**
2. **Annexure II : Technical Bid**
3. **Annexure III : Financial Bid**
4. **Annexure IV : Undertaking**
5. **Annexure V : Contract Agreement**
6. **AnnexureVI : Bid Security Declaration**

**Dr B. R. Ambedkar University Delhi  
Lothian Road, Kashmere Gate  
Delhi-110 006  
Contact No: 011-23863655  
Email: dradmin@aud.ac.in**

### Schedule of Tender

<b>Tender enquiry Number</b>	AUD/1-10 (150)/2020/ Stationery RC/	
<b>Date/ time of release of tender through e-procurement solution</b>	17.03.2021	5.00 PM
<b>Last Date/ time of submission of queries/ observations, if any for clarification through e-mail to dradmin@aud.ac.in</b>	24.03.2021	10.00 AM
<b>Date/ time of pre-bid meeting at Administration Division, AUD Kashmere Gate campus, Delhi-110006</b>	31.03.2021	3.00 PM
<b>Start date/ time of submission of online bid</b>	17.03.2021	5.00 PM
<b>Last date/ time of downloading bid document</b>	07.04.2021	4.00 PM
<b>Last date/ time of submission of online bid</b>	07.04.2021	4.00 PM
<b>Date/ time of opening of Technical bid</b>	07.04.2021	4.30 PM
<b>Date/ time of opening of Financial bid</b>	Will be notified later	



AUD/1-10 (150)/2020/ Stationery RC/

Dated: 17.03.2021

To,

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**Subject: Notice Inviting E-Tender for supply of Stationery and other items to  
Dr B. R. Ambedkar University Delhi on rate contract basis**

The Dr B. R. Ambedkar University Delhi (AUD) invites bids through E-Tenders from competent & reputed manufacturers/ authorized distributors/ dealers for supply of Stationery and other items on rate contract basis on the terms and conditions enumerated in the tender document. Only Firms/ Agencies/Companies having experience of working in Government Organizations/ Public Sector Undertakings/ reputed Private Organizations are eligible to participate in the E-tender process.

Last Date of submission of tender: 07.04.2021 at 4:00 PM

Date of Opening of Technical Bids: 07.04.2021 at 4:30 PM

Bidders should read the tender document carefully and comply strictly with the conditions, while submitting their bids. Clarifications, if any, may be sought from AUD Admin Division on Telephone No 23863655. Tender can be submitted online on website '[govtprocurement.delhi.gov.in](http://govtprocurement.delhi.gov.in)'. Manual bids will not be accepted under any circumstances.

Deputy Registrar (Admin)

## **Terms & Conditions**

### **1. Parties:**

The parties to the contract are the Tendering Firm/Agency/Company and Dr B. R. Ambedkar University Delhi (AUD).

### **2. Contractor:**

The term Contractor shall mean Company, Firm, Agency or the Individual to whom the Contract is awarded and shall include its/ his/ her/ its heirs, legal representative, assigns and successors. Successful Bidder is referred to as "Contractor" in this tender document.

### **3. Scope of Work:**

Supply of stationery and other items on rate contract basis at AUD Kashmere Gate, Karampura, Lodhi Road or any other campus. The items of the stationery etc has been described in Annexure-I

### **4. Location:**

The items shall be supplied at Kashmere Gate, Karampura, Lodhi Road and any other future campuses of Dr B. R. Ambedkar University Delhi. The Bidders, in their own interest, are advised to inspect the site at their own cost before submitting tenders.

### **5. Eligibility Criteria:**

(i) The manufacturers/ authorized distributors/ authorized dealers/resellers, who have an annual turnover of more than Rs. 5,00,000 (Rupees five lakh only) during each of the last three years (2017-18, 2018-19 and 2019-20) shall only be eligible.

(ii) The Firm should be located in Delhi NCR.

(iii) The Bidder should have successfully executed at least three supply orders of similar nature to Central/ State Government Departments/ Organizations/ reputed Educational Institutions in the last three years. Copies of these supply orders should be uploaded alongwith the Technical Bid.

(iv) The Bidder shall not have been blacklisted by any Department /Ministry of the Govt. of India/ State Govt./ PSUs/ reputed Educational Institutions.

(v) The Bidder should have valid PAN No. and GST No. and should upload legible attested copies of these documents alongwith the Technical Bid.

## 6. Validity of Bids:

The bids shall be valid for a minimum period of 90 days, computed from the date of opening of Financial Bid. The validity may be further extended for a further period of three months or more by mutual consent.

## 7. General Conditions:

(i) Both Technical and Financial Bid are to be submitted concurrently duly digitally signed on the Delhi Government's Public Procurement Portal '[govtprocurement.delhi.gov.in](http://govtprocurement.delhi.gov.in)'.

(ii) The online bids (complete in all respect) must be uploaded online in two parts ie; **Technical bid** and **Financial bid** as per Annexure II and Annexure III respectively on the prescribed tender format in PDF format.

(iii) The Bidders shall have a valid digital signature certificate for participation in the online tender process. The cost of digital signatures, if any, will be borne by respective Bidders.

(iv) All other documents as per requirement of Technical Bid shall be uploaded online through portal website '[govtprocurement.delhi.gov.in](http://govtprocurement.delhi.gov.in)'. The Bidder shall bear all costs associated with the preparation of his/ her/ its tender document including cost of any clarifications, required by AUD.

(v) When deemed necessary, AUD may seek clarifications on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. AUD may, if so required, ask the Bidder to give presentation for the purpose of clarification on the tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidder.

(vi) AUD will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

(vii) A tender determined as not substantially responsive will be rejected by AUD and may not subsequently be made responsive by the Bidder by rectifying the non-conformity.

(viii) AUD may waive off any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Bidders. The decision of AUD in this regard will however be final and binding.

(ix) Bidder shall not be permitted to withdraw their offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, Performance Security Deposit, will be forfeited by the University. Besides this, the Bidder will also liable to be debarred/ blacklisted from participating in the tendering process of AUD in future or fined.

(x) Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by AUD.

(xi) Tender containing any condition leading to unknown/ indefinite liability is liable to be summarily rejected.

(xii) Any modification/ corrigendum issued with regard to this tender document shall be uploaded on '[govtprocurement.delhi.gov.in](http://govtprocurement.delhi.gov.in)' website only. Bidders are, therefore, requested to visit the website regularly till the last stipulated date of submission of the tender for ascertaining any modification/ corrigendum issued in this regard by AUD.

(xiii) The tender bid and copies of certificates uploaded by the Bidder in pdf format should be duly signed at the given places, together with initials on every page by the authorized person of the Bidder. Initial/ signature will indicate the acceptance of the tender document by the Bidder.

## **8. Technical Bid :**

The Bidder will upload the technical bid in the format given in **Annexure II** along with the following documents:

(i) Technical Bid duly filled in the prescribed format specified at Annexure II of this tender document. Bidders are required to sign on every page of Technical Bid and upload the same online.

(ii) Copy of three supply orders of similar nature in Central/ State Government Departments/ PSUs/ Educational Institutions/ Private Organisations of repute in the last three years.

(iii) Copy of GST Registration Certificate.

(iv) Copy of PAN allotted by Income Tax Department.

(v) Copies of audited accounts statement issued by CA mentioning details of turnover **or** Copies of Income Tax Return filed for the last three financial years.

(vi) Undertaking certificate for not being blacklisted as per Annexure IV.

## 9. Financial Bid :

- (i) The Financial Bid should be uploaded in the format as per **Annexure III**. The Financial bid Form shall contain only price details (including payment Terms and conditions) as per Annexure III.
- (ii) The consolidated price quoted shall be firm and final and payable for the goods supplied at AUD campuses. Rates shall be valid for the entire duration of the contract.
- (iii) No payments other than the amount shown as consolidated price shall be made by this University. The only deviation to the preceding statement could be the levies revised upward or introduced by State or Central Government after the submission of the tender by the bidder, in which case the Bidder shall produce documentary evidence.
- (iv) A Bidder can submit financial bid for any number of items. However care should be taken to submit prices for accounting units mentioned against each item.**
- (v) If there is a discrepancy in rates between figures and words, the amount given in words will prevail.
- (vi) All taxes and levies shall be included in quoted price and will be paid by the Bidder only. No other charges such as packing, forwarding, cartage, insurance, loading and unloading, entry tax, demo, etc. will be allowed.

## 10. Criteria for Evaluation of Tenders:

- (i) Online bids (complete in all respect) received will be opened as per stipulated time and date indicated in Notice Inviting Tender of the tender document in presence of Bidder/ authorised representative of Bidder, if available at Dr B. R. Ambedkar University Delhi, Kashmere Gate, Delhi 110006.
- (ii) The evaluation of bids will be done by a Tender Evaluation Committee (TEC) first on the basis of technical information furnished in form as per **Annexure II** which is an eliminatory round and then on the basis of commercial information furnished in form as per **Annexure III**.
- (iii) The criteria prescribed in respect of specifications of items, years of operation in the business, experience of similar class of work completed etc will first be scrutinized and the Bidder's eligibility for the work will be determined.

(iv) As a part of the process to evaluate the technical bids, Tender Evaluation Committee may also ask the Bidders to make a presentation before it. Bidder may also be asked to produce a sample of each item for inspection at the time of evaluation of bids.

(v) After evaluating the technical bids and on acceptance, then only financial bids will be opened.

(vi) L1 bidder for each item would be decided separately at the time of opening of financial bids. AUD will award work to the Bidder whose bid has been found to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be competent to perform the contract satisfactorily. AUD shall however not bind itself to accept the lowest or any tender bid, wholly or in part.

(vii) At the time of opening of Financial Bids, the price of each Bidder shall be read out on the spot. However, it shall be noted that the final Financial Bid prices would be arrived at after detailed scrutiny/ correction of arithmetical errors in the Financial Bid, if any.

(viii) It must be kept in view that no decision will be given by the Tender Evaluation Committee. Any inferences drawn during the meeting of this Committee by the Bidders or their representatives will be their own view and the University will not abide by the same.

(ix) Work shall be allotted on the basis of bid value of individual items.

## **11. Security Deposit (SD):**

(i) SD @ 3% of the contract value will have to be deposited within 21 days on receipt of notification of award to ensure due performance of the contract.

(ii) SD shall be in the form of Demand Draft/ Banker's Cheque/ FDR/ Bank Guarantee payable to **Registrar, Dr. BR Ambedkar University Delhi**.

(iii) The SD should remain valid for a period of ninety days beyond the date of completion of all contractual obligations by the Contractor including warranty obligation, if any.

(iv) SD will be released after all contractual obligations by the Contractor are over. This can be withheld or forfeited in full or in part in case the work is not executed satisfactorily within the stipulated period.



## **12. Standards**

- (i) The goods supplied under this contract shall conform to the standards prescribed/ specifications mentioned there against the goods in the financial bid.
- (ii) The bidder should supply full specification of the goods such as weight, dimensions, unit, length, colour/ shade, make/ brand etc. offered in the tender. No change shall be permitted after opening of bids.

## **13. Rejection of incomplete and conditional tenders:**

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates for any individual item will result in rejection of bid for that particular item.

## **14. No withdrawal after submission of bids:**

Bidder shall not be permitted to withdraw his/ her/ its offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the Security Deposit, will be forfeited by the University. Besides this, the Bidder may also be liable to be debarred/ blacklisted from participating in the tendering process of AUD in future and/or suitable penalty may be levied.

## **15. Non acceptance of the tenders received after the last date:**

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

## **16. Time Schedule for Completing of work:**

AUD shall issue supply orders as and when items are required. The supply must be completed within 21 (twenty one) days from date of issue of the supply order .

## **17. Inspection, Testing and Quality Control:**

- (i) The items (wherever applicable) shall be supplied in original packing from the manufacturer, clearly indicating quality, batch No., name of company, manufacturing date & Price. The supply shall be completed as prescribed in Supply Order.
- (ii) Nominated representative(s) of AUD will inspect and/or test the ordered items to confirm their conformity to the contract specifications at no extra cost to the AUD.
- (iii) The University shall be the final authority to reject full or any part of the supply, which is not confirming to the specifications and other terms and conditions.

**18. Period of contract:**

Contract shall be valid for a period of one year. However, on mutual agreement, AUD reserves the right to extend the contract for one more year at a time, on the same prices, terms and conditions.

**19. Warranty:**

(i) The Contractor **will provide manufacturer's warranty**, from the date of completion of supply of the items.

(ii) If the Contractor, having been notified, fails to respond to take action to replace the defect(s) within 72 working hours, AUD may proceed to take such remedial action(s) as deemed fit by it, at the risk and expense of the Contractor and without prejudice to other contractual rights and remedies, which the AUD may have against the Contractor, including forfeiture of the performance security/ bank guarantee.

**20. Agreement:**

The successful Bidder shall sign the agreement given at Annexure V on a stamp paper of the appropriate denomination and submit the same to the Registrar, Dr B. R. Ambedkar University Delhi within 21 days of the receipt of notification of award of contract.

**21. Penalty:** In the event of the Contractor failing to:

- a. Observe or perform any of the conditions of the tender/ supply order as set out herein; or
- b. Execute the order in good condition to the satisfaction of AUD or by the time fixed by AUD; or
- c. Supply original stationery and other items, as listed in this tender;

(i) It shall be lawful for AUD, without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a penalty of 0.5% of the value of individual item(s) per day subject to a maximum of 10% of the total value of the order, if the Contractor fails to deliver any or all the items within the time period(s) specified in the supply order. Once the maximum is reached, the supply order for that item shall automatically expire.

(ii) Supply of non-original/ similar looking items and/ or items in damaged condition shall not be accepted. Penalty upto 25% of the value of the supply order shall also be imposed if supply of original stationery and other items is not made in specified quality/ specifications and good condition. In addition, the contract may be cancelled and Contractor blacklisted.

(iii) In case of failure of Contractor to supply the stationery and other items in good quality after the 10% penalty period is over, the same items will be obtained from open market and the loss to AUD on account of such purchases(s) shall be recovered from the Contractor's Security Deposit or bills payable. The Contractor shall have no right to dispute with such procedure.

## **22. AUD's Rights:**

(i) AUD reserves the right to accept/ reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.

(ii) AUD also reserves the right to modify and/ or relax, any terms & conditions of this tender document before last date of submission of tenders to safeguard its interest.

(iii) Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvass / influence AUD for furtherance of his/ her interest, the Bidder's quotation will be cancelled forthwith. The decision of AUD in this regard will be final.

(iv) AUD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage, in case of any change in requirement.

(v) AUD reserves the right to award the work to more than one Bidder.

(vi) AUD reserves the right to blacklist a Bidder for a suitable period in case the Bidder fails to honour its bid after award of work without sufficient grounds.

(vii) All the items, for which financial bids are submitted, **should be genuine and of the specified branded company**. If the material supplied is found to be of non-genuine/ substandard quality, the same will be returned/ replaced at the cost of the Bidder and the AUD will not be responsible for any loss to the concerned Bidder for such supply.

(viii) The tender document is valid for a period of six months from the date of issue. If supply order is not issued within this period, the process will have to start afresh.

## **23. Mode of Payment:**

(i) Payment shall be made through NEFT/ RTGS transfer only and TDS as applicable will be deducted, after satisfactory supply of the said items.

(ii) AUD shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes as applicable and recovery of penalties.

(iii) No advance payment will be made in any case

**24. Subletting of Work:**

The Contractor shall not assign or sublet the work or any part of it to any other person or party.

**25. Statutory Obligations:**

(i) All statutory obligations under various laws from time to time shall be borne by Contractor for which no extra payment shall be made at any time during the contractual period.

(ii) The Contractor shall at all times indemnify and keep indemnified the AUD and its staff and students from and against all third party claims whatsoever (including time and shall not be limited to property loss and damages, personal accidents, injury or death of persons or servants or agents of the Contractor) and the Contractor shall at his own cost and initiative at all time, maintain all liabilities under Workman's Compensation Act, Fatal Accident Act, Personal Injuries, Insurance Act and/or any other relevant labour legislation, which is in force from time to time.

**26. Right to Call upon Information Regarding Status of work:**

AUD has the right to call upon information regarding status of work at any point of time.

**27. Termination of the Contract:**

(i) AUD may terminate the contract without any notice in case the Contractor commits a breach of any of the terms of the contract. AUD's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor. In such case, AUD at its discretion may blacklist the Contractor.

(ii) The Contract in normal conditions can be terminated by either party, i.e., AUD or the Contractor, after giving two months' notice to the other party, extendable by mutual agreement till alternate arrangements are made.

**28. Other terms and conditions:**

(i) Bids through Telex/Tele fax/E-Mail etc. shall not be accepted.

(ii) No unsolicited correspondence shall be entertained.

(iii) Any offer containing incorrect statement and incomplete information will be summarily rejected.

(iv) The Bidder will be bound by the details furnished by them to the AUD, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making them liable for legal action besides termination of contract.

**29. Force Majeure:**

(i) For purpose of this Clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

(ii) If a Force Majeure situation arises, the Contractor shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Contractor shall continue to perform its obligations under the Supply order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**30. Arbitration:**

(i) If dispute or difference of any kind shall arise between AUD and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultation.

(ii) However, if the parties fail to resolve their dispute or difference by such mutual consultation, all disputes or differences whatsoever arising between the parties relating to the contract shall be settled by arbitration in accordance with the rules of arbitration of Indian Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Delhi. The Vice-Chancellor, Dr B. R. Ambedkar University Delhi, will make the appointment of Arbitrator on behalf of the University.

**31. Legal Jurisdiction:**

The contract shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

## Proposed list of Stationery items for 2021-22

Sl. No.	Details of the item	Accounting Unit
1.	Dustbin Plastic Small 10 Ltr Into Box Pedestal (Cello/Milton)	Each
2.	Dustbin Swing Large (80Ltr) (Cello/Milton)	Each
3.	Dustbin Small without Cover 10 Ltr (Cello/Milton)	Each
4.	Office Water Jug 2 Ltr (Cello/Milton)	Each
5.	Plastic Office Paper Tray Single (plastic net) Size 15.5 x 11"(Kebica-2030)	Each
6.	Water Glass (Tumbler) No.10-C (Yera)	Each
7.	Water Glass (Borosil) 295 ml	Each
8.	Water Cut Glass 250 ml (Yera)	Each
9.	Cloths Duster White (Size 24"x24")	Each
10.	Cloths Duster Yellow (Size 18"x24")	Each
11.	Tea Coaster Plastic (Melamine)	Pack of six
12.	Tea Coaster Plastic (Desire)	Pack of six
13.	Sutly Ordinary Jute (Good Quality)	Per Kg.
14.	Sutly Plastic (Good Quality)	Per Kg.
15.	A4 Photocopy Paper (JK Copier, Red) (75 GSM)	500 sheets pack (Rim)
16.	A4 Photocopy Paper (HP) (75 GSM)	500 sheets pack (Rim)
17.	A4 Photocopy Paper (Bilt Copy Power) (75 GSM)	500 sheets pack (Rim)
18.	A3 Photocopy Paper (JK Copier, Red) (75 GSM)	500 sheets pack (Rim)

19.	A3 Photocopy Paper (Bilt Copy Power) (75 GSM)	500 sheets pack (Rim)
20.	Full Scape Photocopy Paper, 75 GSM (JK Copier, Red) (F/S)	500 sheets pack (Rim)
21.	Full Scape Photocopy Paper, 75 GSM (Bilt Copy Power) (F/S)	500 sheets pack (Rim)
22.	A4 Colour Paper (75 GSM) (different 4 colour) Ruchira Tarang (Pink, Yellow, Green, Light Blue)	500 sheets pack (Rim)
23.	Register (01 quire) 96 Page (Neelgagan)	Each
24.	Register (02 quire) 192 Page (Neelgagan)	Each
25.	Register (02 quire) 192 Page ( Swastik)	Each
26.	Register (03 quire) 288 Page (Neelgagan)	Each
27.	Register (03 quire) 288 Page (Swastik)	Each
28.	Register (04 quire) 384 Page (Neelgagan)	Each
29.	Register (05 quire) 480 Page (Neelgagan)	Each
30.	Attendance Register,100 Pages (Neelgagan)	Each
31.	A4 High Glossy Paper (Photo paper) 210 GSM (Desmat / Kodak)	Pkt
32.	Slip Note Pads (Neelgagan No.33)	Each
33.	Spiral Note book (Neelgagan No.66)	Each
34.	Acknowledgement Book (Peon Book) size 15.5 cm x 19.5 cm (Neelgagan)	Each
35.	Dispatch Register Q5 (R-B) (ABD)	Each
36.	Stock Register Q5 (R-B) (ABD)	Each
37.	Assets Register Q5 (R-B) (as per GFR 2017 Format) (ABD)	Each
38.	Consumable Register Q5 (R-B) (ABD)	Each
39.	Letter Receipt Register Q5 (R-B) (ABD)	Each
40.	Assistant Diary Register (ABD)	Each

41.	Register File movement Q8 ( ABD)	Each
42.	Register Section Dairy Q6 (ABD)	Each
43.	Green Note Sheet 80 GSM (Each Pad 100 pages) Neelgagan	Pad
44.	Green Note Sheet 80 GSM (Each Pad 100 pages) ABD	Pad
45.	Cobra File (Plastic Coated) (Neelgagan)	Each
46.	Index File No.35 (Neelgagan)	Each
47.	Index File No.100 (Neelgagan)	Each
48.	Dak Pad (Neelgagan)	Each
49.	File Board (51 No.) Neelgagan	Each
50.	File Board (51 No.) Swastik	Each
51.	Conference Pad 20 Page, 14.00 cm x 22.00 cm (Neelgagan)	Each
52.	Plastic Magazine File Holder No. FS 201 (Solo)	Each
53.	Acrylic Writing Desk Table Top (size 21" x 15") Transparent (Kebica)	Each
54.	USB Pen Drive 04 GB (HP/Sony/Kingston)	Each
55.	USB Pen Drive 08 GB (HP/Sony/Kingston)	Each
56.	USB Pen Drive 16 GB (HP/Sony/Kingston)	Each
57.	USB Pen Drive 32 GB (HP/Sony/Kingston)	Each
58.	Extension Board (White) 6 AMP Four-Way (Havells)	Each
59.	Extension Board (White) 16 AMP Four-Way (Havells)	Each
60.	Uni Ball Pen Micro (EYE UB-150)	Each
61.	Uni Ball Pen Fine (EYE UB-157)	Each
62.	Add Gel Achiever Pen	Each
63.	Cello Ball Pen (Butter Flow)	Each
64.	Cello Gel Pen (Felo Gel)	Each
65.	Ball Pen (Cello Techno Tip)	Each



66.	Reynolds 045 Pen (Ball Pen)	Each
67.	Pilot Pen (Hi-Tech 0.5)	Each
68.	Pilot Pen (Hi-Tec Point V7)	Each
69.	Glue Stick 15 gm (Faber-Castell / Fevistik)	Each
70.	Fevi Gum Tube 18ml (Pidilite)	Each
71.	Correction Pen 7 ml (Whitener) (Faber- Castell / Camlin)	Each
72.	OHP Marker Pen (1x5)(Luxor)	Each
73.	High Lighter Pen (Different Colours) (Faber-Castell) (Pkt of 5 pens)	Pkt
74.	Sharpener Nataraj / Apsara	(Pack of 20)
75.	Eraser Non-Dust Nataraj / Apsara)	(Pack of 20)
76.	Pencil HB 621 Nataraj / Apsara)	(Pack of 10)
77.	White Board Duster Magnetic (Oddy)	Each
78.	White Board Duster Magnetic (Ikon)	Each
79.	Permanent Marker (1222) (Luxar)	Each
80.	White Board Marker 2 m/m (Red, Blue, Black, Green) (Luxor-1223)	Each
81.	Whiteboard Marker Ink, 15 ml (Blue/Black) (Luxor)	Each
82.	Calculator (Citizen CT-555N)	Each
83.	Calculator (CASIO-MJ-120D)	Each
84.	Plastic Scale 12" Faber-Castell / Kebica-Deluxe	Each
85.	Steel Scale 12" Faber-Castell / Kebica-Deluxe	Each
86.	Transparent White Tape 1", 65 mtr. Cello / Wonder	Each
87.	Transparent White Tape 2", 65 mtr. Cello / Wonder	Each
88.	Brown Tape 2" 65 mtrs. Cello / Wonder	Each
89.	Tape Dispenser Big (For Tape 1") (Omega)	Each
90.	Binder Clips (19mm) (Make-Best)	Pkt

91.	Binder Clips (25mm) (Make-Best)	Pkt
92.	Binder Clips (32 mm) (Make-Best)	Pkt
93.	Binder Clips (41mm) (Make-Best)	Pkt
94.	Binder Clips (51mm) (Make-Best)	Pkt
95.	Stapler Heavy Duty HD 23S17 Large (Kangaro)	Each
96.	Stapler HD 45 (kangaro)	Each
97.	Stapler HP 45 (kangaro)	Each
98.	Stapler HD-10-D (kangaro)	Each
99.	Stapler Heavy Duty HD 23S20FL Large (Kangaro)	Each
100.	Stapler Pin 23/6 (Kangaro)	Each
101.	Stapler Pin 24/6 (Kangaro)	1000 staples
102.	Stapler Pin No.10 (Kangaro)	1000 staples
103.	Staples Pin 23/17-H (Kangaro)	1000 staples
104.	Paper Punch Machine (DP 800) (Kangaro)	Each
105.	Single Punch Machine One Hole (SHP-20) (Kangaro)	Each
106.	Double Punch DP-600 (Kangaro)	Each
107.	Double Punch (Perfo-20) (Kangaro)	Each
108.	Steel All Pin Omax / Bell	60 gm pack
109.	U-Clips/Gem Clip Plastic Coated (Globe)	Pkt
110.	Pin Container/ Dispenser Pin-up Magnetic - Oscar 2035 Kebica /Kores	Each
111.	Stamp Pad (Size 110 mm x 69 mm) (Blue/Black) (Faber- Castell /Kores	Each
112.	Stamp Pad Ink (50 ml) Blue/Black (Kores)	Each
113.	Post it Pad (3x3) (Brand- Oddy)	Pkt
114.	Post It Flag (1x3) (Brand- Oddy)	Pkt
115.	Fevicol Tubes 22 gm (Pidilite / Camel)	Each

116.	Rubber Band 4 inch (High Density Nylon)	Pack of 500 Gram
117.	Rubber Band 2 inch (High Density Nylon)	Pack of 500 Gram
118.	Rubber Band 1 inch (High Density Nylon)	Pack of 500 Gram
119.	Scissors - 207 Queen (16 cm) (Kebica/Kangaro)	Each
120.	Mosquito Repellent Machine (All Out /Good Night)	Each
121.	Liquid Vaporizer Refill (45 Night) (All Out / Good Night)	Each
122.	Plastic My Clear Button Bag (Plastic cover for keeping A-4 Size Envelope) (Solo MC-112)	Each
123.	Plastic File Folder (Transparent, L- type) (Solo LF-101)	Each
124.	Plastic Report File RF 101 A4 (Solo)	Each
125.	Plastic Strip File (Solo)	Each
126.	Dampers – with cap (for Cashier use) (Kebica)	Each
127.	Paper Weight-Glass round-fancy (Kebica)	Each
128.	Treasury Tags ( Cotton Tags) (Tag for File Cover) (6")	(Per Guchhi - 50 Tags)
129.	Gum Bottle 300 ml Kores / National	Each
130.	Name Plate (on table) A-Type (Kebica, (9"x2 <sup>1/2</sup> )	Each
131.	Cell AA (Eveready Red)	Each
132.	Cell AAA (Eveready Red)	Each
133.	Pen Pencil Tumblers – 2059 (Kebica)	Each
134.	Drawing Pin, Plastic Coated for Notice Board (Globe)	Each
135.	Double Sided Tapes (Premier DS Tape) (18mm x 6Y)	Each
136.	Paper Cutter Big (Kebica / Ikon)	Each
137.	White Envelops 9"x4" (window) Printed with AUD name & logo (as per sample)	Each

138.	White Envelops 9"x4" (without window) Printed with AUD name & logo (as per sample)	Each
139.	White Envelops 10"x4 ½" (window) Printed with AUD name & logo (as per sample)	Each
140.	White Envelops 10"x4 ½" (without window) Printed with AUD name & logo (as per sample)	Each
141.	White Envelops A4 size Laminated with Printed (as per sample)	Each
142.	Yellow Envelops A4 size Cloths/Jali with Printed (as per sample)	Each
143.	Yellow Envelops A3 size Cloths/Jali with Printed (as persample)	Each
144.	White Envelops A3 size Laminated with Printed (as per sample)	Each
145.	Printed AUD Letter Head (A4 Paper, 21cm x 29.7cm, (100 gsm) make- JK Excel Bond / Bilt Royal Executive (As Per Sample)	Each
146.	File Cover Printed, 350 GSM (As Per Sample)	Each
147.	Locks Nav-Tal / Harison 5 Levers	Each
148.	Locks Nav-Tal / Harison 7 Levers	Each
149.	Towel Big, 450 GSM, Size 30 x 60 (Bombay Dyeing Tulip / Trident	Each
150.	Towel Small / Hand Towel (Good Quality)	Each
151.	Office Cordless Bell Electronic (Cona)	Each
152.	Poker/ Sua Stainless Steel	Each
153.	Face Tissues Box (Wintex)	Pack of 100
154.	Hand Tissue/Napkin (Wintex)	Pack of 100
155.	Door Mat Jute, Size 3x2, (Natural Coco Coir Doormat)	Each
156.	Door Mat Plastic/PVC, Size 3x2 (Dura tuff)	Each
157.	Wall Clock Ajanta 12" Round	Each

Place :

Date :

Signature of the Proprietor/ Authorized Signatory

Rubber Seal indicating complete address

**Technical Bid**

1. Name & Postal address of Bidder:  
Telephones Nos.: Fax Nos.  
E-mail: Mobile Nos:
2. Name & address of Owners/ Partners/ Directors :
3. Nature of Firm/ Agency/Company(Sole/ Partnership/ otherwise) :
4. GST Registration No. (Upload copy):
5. PAN No. (Upload copy):
6. Details of the turnover for the last three financial years **(indicate year-wise and upload audited document)** :
  - (i) FY 2017-18 -
  - (ii) FY 2018-19 -
  - (iii) FY 2019-20 -
7. Upload Supply order s/ Completion certificates as per details given in tender in support of experience for having undertaken a similar work in the last three years.
8. Has your organization been placed in defaulter category by any Govt. Department/ PSU/ Private organisation? If not, please upload a certificate as per Annexure IV to this effect.
9. Are you related in any way with any staff member of AUD : Yes/ No.

**Check list**

<b>S. No</b>	<b>Check List of Documents/ Undertakings</b>	<b>Yes/ No</b>	<b>Remarks (Give reasons if answer is No)</b>
1.	Is copy of GST No. certificate uploaded?		
2.	Is copy of PAN No. certificate uploaded?		
3.	Are details of the turnover for the last three financial years in the form of audited accounts statement/ ITR uploaded?		
4.	Are copies of supply order s in support of experience for having undertaken three similar works in the last three years uploaded?		
5.	Is undertaking certifying that the Firm is not black listed signed as per Annexure IV and uploaded?		
6.	Have all uploaded documents been <b>duly signed on each page?</b>		

Place :  
Date :

Signature of the Proprietor/ Authorized Signatory  
Rubber Seal indicating complete address

**Financial Bid**

I/ We hereby agree, subject to acceptance of this tender by AUD, to supply following items in accordance with the specifications, terms and conditions of the contract as stated in the tender document at the rates and prices given below:

**Proposed list of Stationery items for 2021-22**

Sl. No.	Details of the item	Accounting Unit	Rate per item (Rs.)	GST (Rs.) if any	Total (4+5) (Rs. in Figures)
1.	02	03	04	05	06
1.	Dustbin Plastic Small 10 Ltr Into Box Pedestal (Cello/Milton)	Each			
2.	Dustbin Swing Large (80Ltr) (Cello/Milton)	Each			
3.	Dustbin Small without Cover 10 Ltr (Cello/Milton)	Each			
4.	Office Water Jug 2 Ltr (Cello/Milton)	Each			
5.	Plastic Office Paper Tray Single (plastic net) Size 15.5 x 11"(Kebica-2030)	Each			
6.	Water Glass (Tumbler) No.10-C (Yera)	Each			
7.	Water Glass (Borosil) 295 ml	Each			
8.	Water Cut Glass 250 ml (Yera)	Each			
9.	Cloths Duster White (Size 24"x24")	Each			
10.	Cloths Duster Yellow (Size 18"x24")	Each			
11.	Tea Coaster Plastic (Melamine)	Pack of six			
12.	Tea Coaster Plastic (Desire)	Pack of six			
13.	Sutly Ordinary Jute (Good Quality)	Per Kg.			
14.	Sutly Plastic (Good Quality)	Per Kg.			
15.	A4 Photocopy Paper (JK Copier, Red) (75 GSM)	500 sheets pack (Rim)			
16.	A4 Photocopy Paper (HP) (75 GSM)	500 sheets pack (Rim)			
17.	A4 Photocopy Paper (Bilt Copy Power) (75 GSM)	500 sheets pack (Rim)			
18.	A3 Photocopy Paper (JK Copier, Red) (75 GSM)	500 sheets pack (Rim)			
19.	A3 Photocopy Paper (Bilt Copy Power) (75 GSM)	500 sheets pack (Rim)			
20.	Full Scape Photocopy Paper, 75 GSM (JK Copier, Red) (F/S)	500 sheets pack (Rim)			
21.	Full Scape Photocopy Paper, 75 GSM (Bilt Copy Power) (F/S)	500 sheets pack (Rim)			
22.	A4 Colour Paper (75 GSM) (different 4 colour) Ruchira Tarang (Pink, Yellow, Green, Light Blue)	500 sheets pack (Rim)			

23.	Register (01 quire) 96 Page (Neelgagan)	Each			
24.	Register (02 quire) 192 Page (Neelgagan)	Each			
25.	Register (02 quire) 192 Page ( Swastic)	Each			
26.	Register (03 quire) 288 Page (Neelgagan)	Each			
27.	Register (03 quire) 288 Page (Swastic)	Each			
28.	Register (04 quire) 384 Page (Neelgagan)	Each			
29.	Register (05 quire) 480 Page (Neelgagan)	Each			
30.	Attendance Register, 100 Pages (Neelgagan)	Each			
31.	A4 High Glossy Paper (Photo paper) 210 GSM (Desmat / Kodak)	Pkt			
32.	Slip Note Pads (Neelgagan No.33)	Each			
33.	Spiral Note book (Neelgagan No.66)	Each			
34.	Acknowledgement Book (Peon Book) size 15.5 cm x 19.5 cm (Neelgagan)	Each			
35.	Dispatch Register Q5 (R-B) (ABD)	Each			
36.	Stock Register Q5 (R-B) (ABD)	Each			
37.	Assets Register Q5 (R-B) (as per GFR 2017 Format) (ABD)	Each			
38.	Consumable Register Q5 (R-B) (ABD)	Each			
39.	Letter Receipt Register Q5 (R-B) (ABD)	Each			
40.	Assistant Dairy Register (ABD)	Each			
41.	Register File movement Q8 ( ABD)	Each			
42.	Register Section Dairy Q6 (ABD)	Each			
43.	Green Note Sheet 80 GSM (Each Pad 100 pages) Neelgagan	Pad			
44.	Green Note Sheet 80 GSM (Each Pad 100 pages) ABD	Pad			
45.	Cobra File (Plastic Coated) (Neelgagan)	Each			
46.	Index File No.35 (Neelgagan)	Each			
47.	Index File No.100 (Neelgagan)	Each			
48.	Dak Pad (Neelgagan)	Each			
49.	File Board (51 No.) Neelgagan	Each			
50.	File Board (51 No.) Swastic	Each			
51.	Conference Pad 20 Page, 14.00 cm x 22.00 cm (Neelgagan)	Each			
52.	Plastic Magazine File Holder No. FS 201 (Solo)	Each			
53.	Acrylic Writing Desk Table Top (size 21" x 15") Transparent (Kebica)	Each			
54.	USB Pen Drive 04 GB (HP/Sony/Kingston)	Each			

55.	USB Pen Drive 08 GB (HP/Sony/Kingston)	Each			
56.	USB Pen Drive 16 GB (HP/Sony/Kingston)	Each			
57.	USB Pen Drive 32 GB (HP/Sony/Kingston)	Each			
58.	Extension Board (White) 6 AMP Four- Way (Havells)	Each			
59.	Extension Board (White) 16 AMP Four- Way (Havells)	Each			
60.	Uni Ball Pen Micro (EYE UB-150)	Each			
61.	Uni Ball Pen Fine (EYE UB-157)	Each			
62.	Add Gel Achiever Pen	Each			
63.	Cello Ball Pen (Butter Flow)	Each			
64.	Cello Gel Pen (Felo Gel)	Each			
65.	Ball Pen (Cello Techno Tip)	Each			
66.	Reynolds 045 Pen (Ball Pen)	Each			
67.	Pilot Pen (Hi-Tech 0.5)	Each			
68.	Pilot Pen (Hi-Tec Point V7)	Each			
69.	Glue Stick 15 gm (Faber-Castell/Fevistik)	Each			
70.	Fevi Gum Tube 18ml (Pidilite)	Each			
71.	Correction Pen 7 ml (Whitener) (Faber- Castell / Camlin)	Each			
72.	OHP Marker Pen (1x5)(Luxor)	Each			
73.	High Lighter Pen (Different Colours) (Faber-Castell) (Pkt of 5 pens)	Pkt			
74.	Sharpener Nataraj / Apsara	(Pack of 20)			
75.	Eraser Non-Dust Nataraj / Apsara)	(Pack of 20)			
76.	Pencil HB 621 Nataraj / Apsara)	(Pack of 10)			
77.	White Board Duster Magnetic (Oddy)	Each			
78.	White Board Duster Magnetic (Ikon)	Each			
79.	Permanent Marker (1222) (Luxar)	Each			
80.	White Board Marker 2 m/m (Red, Blue, Black, Green) (Luxor-1223)	Each			
81.	Whiteboard Marker Ink, 15 ml (Blue/Black) (Luxor)	Each			
82.	Calculator (Citizen CT-555N)	Each			
83.	Calculator (CASIO-MJ-120D)	Each			
84.	Plastic Scale 12" Faber-Castell / Kebica- Deluxe	Each			
85.	Steel Scale 12" Faber-Castell / Kebica- Deluxe	Each			
86.	Transparent White Tape 1", 65 mtr. Cello / Wonder	Each			
87.	Transparent White Tape 2", 65 mtr. Cello / Wonder	Each			
88.	Brown Tape 2" 65 mtrs. Cello / Wonder	Each			
89.	Tape Dispenser Big (For Tape 1") (Omega)	Each			



90.	Binder Clips (19mm) (Make-Best)	Pkt			
91.	Binder Clips (25mm) (Make-Best)	Pkt			
92.	Binder Clips (32 mm) (Make-Best)	Pkt			
93.	Binder Clips (41mm) (Make-Best)	Pkt			
94.	Binder Clips (51mm) (Make-Best)	Pkt			
95.	Stapler Heavy Duty HD 23S17 Large (Kangaro)	Each			
96.	Stapler HD 45 (kangaro)	Each			
97.	Stapler HP 45 (kangaro)	Each			
98.	Stapler HD-10-D (kangaro)	Each			
99.	Stapler Heavy Duty HD 23S20FL Large (Kangaro)	Each			
100.	Stapler Pin 23/6 (Kangaro)	Each			
101.	Stapler Pin 24/6 (Kangaro)	1000 staples			
102.	Stapler Pin No.10 (Kangaro)	1000 staples			
103.	Staples Pin 23/17-H (Kangaro)	1000 staples			
104.	Paper Punch Machine (DP 800) (Kangaro)	Each			
105.	Single Punch Machine One Hole (SHP-20) (Kangaro)	Each			
106.	Double Punch DP-600 (Kangaro)	Each			
107.	Double Punch (Perfo-20) (Kangaro)	Each			
108.	Steel All Pin Omax / Bell	60 gm pack			
109.	U-Clips/Gem Clip Plastic Coated (Globe)	Pkt			
110.	Pin Container/ Dispenser Pin-up Magnetic - Oscar 2035 Kebica /Kores	Each			
111.	Stamp Pad (Size 110 mm x 69 mm) (Blue/Black) (Faber- Castell /Kores	Each			
112.	Stamp Pad Ink (50 ml) Blue/Black (Kores)	Each			
113.	Post it Pad (3x3) (Brand- Oddy)	Pkt			
114.	Post It Flag (1x3) (Brand- Oddy)	Pkt			
115.	Fevicol Tubes 22 gm (Pidilite / Camel	Each			
116.	Rubber Band 4 inch (High Density Nylon)	Pack of 500 Gram			
117.	Rubber Band 2 inch (High Density Nylon)	Pack of 500 Gram			
118.	Rubber Band 1 inch (High Density Nylon)	Pack of 500 Gram			
119.	Scissors - 207 Queen (16 cm) (Kebica/Kangaro)	Each			
120.	Mosquito Repellent Machine (All Out /Good Night)	Each			
121.	Liquid Vaporizer Refill (45 Night) (All Out / Good Night)	Each			

122.	Plastic My Clear Button Bag (Plastic cover for keeping A-4 Size Envelope) (Solo MC-112)	Each			
123.	Plastic File Folder (Transparent, L- type) (Solo LF-101)	Each			
124.	Plastic Report File RF 101 A4 (Solo)	Each			
125.	Plastic Strip File (Solo)	Each			
126.	Dampers – with cap (for Cashier use) (Kebica)	Each			
127.	Paper Weight-Glass round-fancy (Kebica)	Each			
128.	Treasury Tags ( Cotton Tags) (Tag for File Cover) (6")	(Per Guchhi -50 Tags)			
129.	Gum Bottle 300 ml Kores / National	Each			
130.	Name Plate (on table) A-Type (Kebica, (9"x2 <sup>1/2</sup> )	Each			
131.	Cell AA (Eveready Red)	Each			
132.	Cell AAA (Eveready Red)	Each			
133.	Pen Pencil Tumblers – 2059 (Kebica)	Each			
134.	Drawing Pin, Plastic Coated for Notice Board (Globe)	Each			
135.	Double Sided Tapes (Premier DS Tape) (18mm x 6Y)	Each			
136.	Paper Cutter Big (Kebica / Ikon)	Each			
137.	White Envelops 9"x4" (window) Printed with AUD name & logo (as per sample)	Each			
138.	White Envelops 9"x4" (without window) Printed with AUD name & logo (as per sample)	Each			
139.	White Envelops 10"x4 ½" (window) Printed with AUD name & logo (as per sample)	Each			
140.	White Envelops 10"x4 ½" (without window) Printed with AUD name & logo (as per sample)	Each			
141.	White Envelops A4 size Laminated with Printed (as per sample)	Each			
142.	Yellow Envelops A4 size Cloths/Jali with Printed (as per sample)	Each			
143.	Yellow Envelops A3 size Cloths/Jali with Printed (as per sample)	Each			
144.	White Envelops A3 size Laminated with Printed (as per sample)	Each			
145.	Printed AUD Letter Head (A4 Paper, 21cm x 29.7cm, (100 gsm) make- JK Excel Bond / Bilt Royal Executive (As Per Sample)	Each			
146.	File Cover Printed, 350 GSM (As Per Sample)	Each			

147.	Locks Nav-Tal / Harison 5 Levers	Each			
148.	Locks Nav-Tal / Harison 7 Levers	Each			
149.	Towel Big, 450 GSM, Size 30 x 60 (Bombay Dyeing Tulip / Trident	Each			
150.	Towel Small / Hand Towel (Good Quality)	Each			
151.	Office Cordless Bell Electronic (Cona)	Each			
152.	Poker/ Sua Stainless Steel	Each			
153.	Face Tissues Box (Wintex)	Pack of 100			
154.	Hand Tissue/Napkin (Wintex)	Pack of 100			
155.	Door Mat Jute, Size 3x2, (Natural Coco Coir Doormat)	Each			
156.	Door Mat Plastic/PVC, Size 3x2 (Dura tuff)	Each			
157.	Wall Clock Ajanta 12" Round	Each			

Note : The quoted rates shall include all taxes, duties, GST, cartage, insurance, custom duty etc. as applicable and no extra shall be payable on this account. Vague offers such as custom duty extra, cartage extra, tax extra etc shall not be accepted. Any extra taxes, duties, levies not written in the above table but written separately at any other place in the bid document shall not be considered and the Bidder shall bear it.

Signature of the Bidder :

Name & Designation of the Authorised Signatory:

Name of the Firm/ Agency/Company :

Seal of Firm/ Agency/Company :

**UNDERTAKING**

It is certified that my Firm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed educational institutions and no criminal case is pending against the said Firm/ Agency/ Company as on \_\_\_\_\_.

Signature of the Bidder \_\_\_\_\_

Name of the Authorised Signatory \_\_\_\_\_

Name of the Firm/ Agency/Company \_\_\_\_\_

Seal of the Firm/ Agency/Company \_\_\_\_\_

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

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

**Agreement to be signed for Rate Contract**

<Stamp paper of requisite amount>

**Rate contract of stationery and other items**

This agreement is made on \_\_\_\_\_ 2021 between the Dr. BR Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 hereinafter referred to as "AUD",

and

M/s \_\_\_\_\_, a registered company with registered office at \_\_\_\_\_, hereinafter referred to as "Contractor",

and both the parties as mentioned above set forth and agree to abide by the following terms of this agreement.

WHEREAS the contractor has tendered for providing rate contract of stationery and other items to the AUD as per the terms and conditions mentioned in the tender document. Whereas such tender has been accepted and the contractor has deposited with the Tendering Authority the sum of Rs. \_\_\_\_\_(Rupees \_\_\_\_\_only) as security deposit for the fulfilment of this Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows:

1. The contractor has accepted the contract on the terms and conditions set out in the tender notice No. \_\_\_\_\_ dated \_\_\_\_\_, which shall hold good during period of this agreement.
2. Upon breach by the contractor of any of the conditions of the agreement, the Tendering Authority may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the AUD to claim damages for antecedent breaches thereof on the part of the contractor and also to reasonable compensation for the loss occasioned by the failure of the contractor to fulfill the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive evidence of the amount of such compensation payable by the contractor to the AUD.
3. Upon the determination of this agreement whether by effluxion of time or otherwise, the said deposit shall after the expiration of two months from the date of such determination be returned to the contractor but without interest and after deducting there from any sum due by the contractor to the Government under the terms and conditions of this agreement.

4. This agreement shall remain in force until the expiry of 12 months from the date of entering into the contract but the Tendering Authority may cancel the contract at any time upon giving one month's notice in writing without compensating the contractor.

5. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the AUD to the contractor as hereinafter mentioned the contractor hereby covenants with the AUD to provide the Services and to remedy defects therein conformity in all respects with the provisions of the Contract.

6. The Tendering Authority hereby covenants to pay the Contractor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

7. If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the tender, the Tendering Authority shall be entitled to render services from else other organization after giving due notice to the Contractor on the amount and at the risk of the Contractor without cancelling the contract in respect of the consignment not yet due for delivery, or to cancel the contract.

8. In the event of action to be taken, the contractor shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month and year first before written.

Signed:

For and on behalf of  
Dr B. R. Ambedkar University Delhi  
\_\_\_\_\_  
Authorised Signatory

Witness1 \_\_\_\_\_

Witness 2 \_\_\_\_\_

For and on behalf of  
M/s \_\_\_\_\_  
Authorised Signatory

Witness 1 \_\_\_\_\_

Witness 2 \_\_\_\_\_

**Bid Security Declaration**

This is to hereby declare that my/our Firm/Agency/Company shall accept all the terms and conditions of the tender document and will not withdraw or amend my/our bid during tender validity period. In case my/our Firm/Agency/Company withdraw offer during the validity period of the tender, my/our Firm/Agency/Company may be blacklisted by the Dr BR Ambedkar University Delhi (AUD) for the time specified by the AUD, and AUD may forfeit my/our Performance Security Deposit.

Signature of the Bidder .....

Name of the Authorised Signatory .....

Name of the Firm/Agency .....

Seal of the Firm/Agency .....

Place .....

Date .....