



UNIVERSITY MAHARANI COLLEGE
RAM SINGH ROAD, JAIPUR-302001. Phone No. 0141-2373628 Fax No. 0141-2371918
Email ID- maharanicollegejaipur@gmail.com

No. U.N.C.S./2025/1862

Dated: 21/02/25

NOTICE INVITING LIMITED BID (RATE CONTRACT)

Offline limited bids for the supply of **Stationery** in the University Maharani College, University of Rajasthan, Jaipur, are invited from reputed manufacturers or authorized dealers/distributors. More details about this limited bid may be seen on the procurement portal <http://sppp.rajasthan.gov.in> & <http://uniraj.ac.in>.

Last date of receiving sealed Bids is date 01 March, 2025 till 12:00 PM.

The as received bids will be opened on the same day at 2:00 PM.

N/A: URA2425 A0002
UBN: URA2425 C50B00243.


(Principal)



UNIVERSITY MAHARANI COLLEGE
 RAM SINGH ROAD, JAIPUR-302001. Phone No. 0141-2373628 Fax No. 0141-2371918
 Email ID- maharanicollegejaipur@gmail.com

No. UMCJ/2025/ 1862

Dated: 21/02/25

Limited Bid Enquiry (Rate Contract)

Sealed bids* are invited from reputed manufacturers or authorized dealers/ distributors for the supply of following items in the University Maharani College, University of Rajasthan, Jaipur. Interested bidders may submit their bids, **with compliance to the below mentioned specifications**, to the Principal, University Maharani College, University of Rajasthan, Jaipur-302001 within the prescribed time period given below:

Last date for bids submission: Date 01-03-2025 till 12:00 Noon

Date and time of opening of bids: Date 01-03-2025 at 2:00 PM

Venue of bids opening: Principal's Chamber of the College

Item description

S. No.	Item name	Specifications	Quantity
1	Stationery	All Pin	50 Pkt.
2		Ball Pen Butter flow (Blue)	50 Pkt.
3		Ball Pen Butter flow (Red)	10 Pkt.
4		Ball Pen Butter flow (Black)	5 Pkt.
5		Brown Packing Tap 3"	10 Pkt.
6		White Packing Tap 1"	5 Pkt.
7		Box Jem Pin	10 Pkt.
8		Carbon Pencil (Single)	10 Pkt.
9		CD Marker	3 Pkt.
10		White Board Marker	20 Pkt.
11		Cloth Envelop 12 x 8	10 Pkt.
12		Cloth Envelop 16 x 12	10 Pkt.
13		Colour Paper F/S (Green)	2 Pkt.
14		Drawing/Thumb Pins	3 Pkt.
15		Envelopes (White)	20 Pkt.
16		Envelopes (White) 11 x 5 "	20 Pkt.
17		Envelopes (White) 9 x 4 "	20 Pkt.
18		Envelopes (White) 6 x 4 "	20 Pkt.
19		Envelopes (White) 12 x 16 "	20 Pkt.
20		Eraser (Pencil) Rubber	10 Pkt.
21		File Cover (Cobra)	200 Pcs.
22		File Lace	10 Bund.
23		Fevicol 250 gm	50 Pcs.
24		Gum Bottle 700ml	20 Bottle
25		Gum Bottle 300ml	20 Bottle
26		Gum Bottle 150ml	10 Bottle
27		Gum Stick (Fevistick)	30 Pkt.
28		Highlighter	10 Pkt.
29		Index File	20 Pcs.
30		Lead Pencil HB	20 Pkt.
31		Marker Pen (All Colour)	20 Pkt.



UNIVERSITY MAHARANI COLLEGE

RAM SINGH ROAD, JAIPUR-302001. Phone No. 0141-2373628 Fax No. 0141-2371918

Email ID- maharanicollegejaipur@gmail.com

S. No.	Item name	Specifications	Quantity
32		Pen drive 16 GB	10 Pcs.
33		Pen drive 32 GB	5 Pcs.
34		Pen drive 64 GB	5 Pcs.
35		Paper Weight	5 Pkt.
36		Pin Cushion Box (Old Pen Box)	5 Pkt.
37		Photo State Paper A/3	10 Box
38		Photo State Paper A/4	30 Box
39		Photo State Paper F/S	10 Box.
40		Poker Steel	5 Pkt.
41		Poker Plastic	5 Pkt.
42		Punching Machine (Big)	30 Pcs.
43		Plastic Folder	10 Pkt.
44		Paper Cutter	5 Pkt.
45		Linedar Rim	100 Rim
46		Rulled Register 1Qr	10 Pcs.
47		Rulled Register 2Qr	10 Pcs.
48		Rulled Register 3Qr	10 Pcs.
49		Rulled Register 4Qr	10 Pcs.
50		Rubber Band (Big)	10 Pkt.
51		Rubber Band (Small)	5 Pkt.
52		Scale 12" (Steel)	10 Pkt.
53		Sessor (Big)	10 Pcs.
54		Sharper (Pencil)	10 Pkt.
55		Slip Pad (Coloured) Stick	20 Pkt.
56		Stamp Pad	10 Pkt.
57		Stamp Pad Ink	5 Bottle
58		Stapler Machine (Big)	5 Pkt.
59		Stapler Machine (Small)	5 Pkt.
60		Stapler Pin (Big)	20 Pkt.
61		Stapler Pin (Small)	20 Pkt.
62		U-Pin (Big)	10 Pkt.
63		U-Pin (Small)	10 Pkt.
64		White Fluid Pen	5 Pkt.

***Terms and conditions:**

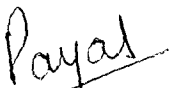
- 1 This limited bid invitation is open to All Original Manufacturers/Authorized Distributors in response to this NIB.
- 2 Self-attested copies of: (i) PAN card, (ii) GST Registration certificate of the firm, (iii) Authorized Distributorship/ Original Manufacturer's Certificate and (iv) Brochure, if any, of the item are to be attached necessarily.
- 3 Rates mentioned should be inclusive of all taxes, C.I.F./ F.O.R. University Maharani College, University of Rajasthan, Jaipur and all other charges.
- 4 The rates should be quoted in figures as well as in words, on the bid form and duly signed and stamped by the authorized person.
- 5 Any overwriting/ cutting in the bid document may lead to rejection of the bid.
- 6 Bid should be filled on Firm's letterhead duly signed and stamped.



UNIVERSITY MAHARANI COLLEGE
RAM SINGH ROAD, JAIPUR-302001. Phone No. 0141-2373628 Fax No. 0141-2371918
Email ID- maharanicollegejaipur@gmail.com

- 7 Bids received after due date and time will not be considered in any case. The college will not be responsible for any delay in offline submission due to any reason.
- 8 The procuring entity reserves the right to accept or reject any bid and to cancel the bidding Process and reject all bids without assigning any reason at any time prior to contract award without thereby incurring any liability to the bidders. Further, it is not necessary to accept/ select the lowest rate bid.
- 9 Performance security @5% amounting to Accepted/Order Value only for regular supplier or @1.0% amounting to Estimated Value only for SSI (only for registered in Rajasthan state there is no relaxation for other state) or @2.0% amounting to Estimated Value only for Sick Industries (only for registered in Rajasthan state there is no relaxation for other state) will be applicable.
- 10 No contractual obligation whatsoever shall arise from the bidding document/bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
- 11 Agreement should be executed by the Successful Bidder on Rs. 500/- Non judicial stamp paper.
- 12 The provisions of RTPP Act 2012 and rules 2013 thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP act 2012 and Rules 2013 thereto, the later shall prevail.
- 13 Supply of the item should be within 15 days of issuance of purchase order.
- 14 Validity of the bid (Rate Contract) shall be one year. Further, it may be extended as per RTPP rules after mutual consent of both the parties i.e. bidding authority and bidder.
16 For this Rate Contract, RTPP rules 73 shall also be applicable.
- 16 If the bidder is quoting the rates for some selected items (not for all the items of this Rate Contract), then the bidder should mention the serial number of the items as per the list mentioned in this Limited Bid Enquiry (Rate Contract).
- 17 **Total approx. cost of all the items mentioned in this Limited Bid Enquiry (Rate Contract) is 1.90 Lac.**
- 18 Specified make and brand.

Enclosure: Bid format as Annexure "A".


(Principal)



UNIVERSITY MAHARANI COLLEGE
RAM SINGH ROAD, JAIPUR-302001. Phone No. 0141-2373628 Fax No. 0141-2371918
Email ID- maharanicollegejaipur@gmail.com

Annexure-‘A’

Bid Form

for the supply of “Stationery Item ” the University Maharani College, University of Rajasthan, Jaipur.

1. Name of the Bidder/ Firm:
2. Name & designation of authorized signatory:
3. Full Address:
.....
4. Mobile No.
5. Email:-
6. NIB no. and date:
7. Details of the item:

S. No.	Name of Items	Make	Quantity	Base Price per unit (Rs.)	GST Amount (Rs.)	Total Cost Including GST (Rs.) In figures
1.						
2.						
3.						
4.						

I/ We agree to the terms and conditions mentioned in the bid document.

Date:

Place:

Name & Signature of Bidder with Seal