



**College of Veterinary and Animal Science**  
**Navania, Vallabh Nagar, Udaipur (Rajasthan) – 313 601**  
**Rajasthan University of Veterinary and Animal**  
**Sciences, Bikaner (Rajasthan)**

Mob. 9414264997; 7976977820  
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**Prof. (Dr.) Tribhuwan Sharma**  
**DEAN**

F8( )/Dean/NVU/RAJUVAS/Tender/19-20/ **658**

Dated **15/11/19**

**NOTICE INVITING LIMITED BID**

Sealed Bids, in prescribe format, are invited on behalf of the Dean, College of Veterinary & Animal Science, Navania, Vallabh Nagar, Udaipur (Rajasthan) for the procurement of Goods (and related services)/Service/Work as listed below and detailed in the Schedule of Supply (Annexure-1), from manufactures / distributors / authorized dealers / stockiest / registered Bidders/ bona-fide dealers update date and time specified below. The Bidders or their representative may be present in the bid opening. This bidding document may also be downloaded from our website [www.rajuvas.org](http://www.rajuvas.org) or the website of state public procurement portal [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in)

**Brief Description of the Goods/Service/Works:**

(Please refer to the Schedule of Supply (Annexure-1) for detailed specifications and special conditions, if any)

SN	Name of Goods/Service/Works	Approx. Quantity	Approx. Cost.
1.	Stationery Items	Annexure -I	Below 200000 /-

**IMPORTANT BID DATA**

1.	<b>Procurement Entity's address for Bid submission, clarification and opening of bids</b>	Dean, College of Veterinary & Animal Science, Navania, Vallabh Nagar-313601, Udaipur (Rajasthan) <a href="mailto:deancvasvbn@gmail.com">Email-deancvasvbn@gmail.com</a>
2.	<b>Deadline for Bid Submission</b>	Date : 25.11.2019 Time : 11.00 AM
3.	<b>Bid opening</b>	Date : 25.11.2019 Time : 02.00 PM
5.	<b>Bid Should remain Valid up to</b>	30 Days from the Last date of submission of Bids

**TERMS & CONDITIONS**

**1. Bid Preparation and Submission:**

- 1.1 The bid/quotation must be submitted on official letter head of the bidder in the enclosed format (Annexure-1) and signed by the bidder and must be properly sealed in an envelope. On the envelope "**Bid for the supply (Name of item/service)**" "**due date of opening**" and bid ref. no must be clearly marked. If the bid is not sealed and marked as required, the procuring entity shall assume no responsibility about the consequences including misplacement and premature opening of the bid.

**2. Validity of Quotation**

- 2.1 Quotation shall remain valid for acceptance for a period not less than 30 days after the deadline date Specified for submission

**3. Bid prices**

- 3.1 The rates quoted by the bidder shall be in Indian rupees only and shall remain fixed for the duration of





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- 3.2 All the taxes like Central/Rajasthan GST/VAT/Service tax etc. to be charged extra should be shown Separately (along with their rates) failing which the rates quoted by the bidder shall be assumed to be Inclusive of all taxes and levies
- 3.3 All rates quoted must be **FOR destination** and should include all incidental charges.
- 3.4 The goods quoted should be as per the required specifications. Any deviations should be mentioned in the quotations.
- 3.5 Wherever applicable, the Make and Model No. of goods offered and their technical leaflet/brochure Must invariably be enclosed, failing which the bid may be rejected

**4. Award of Contracts/Supply order**

- 4.1 The purchaser will award the contract/supply order to the bidder whose quotation has been determined to be substantially responsive, conform to the terms and conditions, and specifications and who has offered the lowest evaluated quotation price.
- 4.2 Notwithstanding the above. The purchaser reserves the right to accept or reject any quotations and to Cancel the bidding process and reject all quotations at any time prior to award of contract.

**5. General**

- 5.1 Quantities given are approximate and the final order may be placed for more or less quantities.
- 5.2 The bids for the items, wherever indicated, will not be accepted without samples.
- 5.3 In all the future references the bid no. must be invariably mentioned
- 5.4 The bidder has to mention their GST..No and PAN No. in their quotations otherwise their bids are liable to be rejected
- 5.5 Normal commercial warranty/guarantee shall be applicable to the supplied goods
- 5.6 Payment shall be made against printed, pre-receipted and pre stamped invoice/bill mentioning GST No.

Copy:

1. Nodal officer SPP Portal for upload the bid document on college website and State Procurement Portal toady itself.
2. S.O. (A/C)
3. Tender Notice Board

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**Annexure-1**

**FORMAT OF QUOTATION**

(TO BE SUBMITTED ON THE LETTER HEAD OF BIDDER)

S.N.	Brief Description of the Goods/Service/Works with specifications	Specification	Quantity (Approximate)	Quoted Per Unit Rate in Rs.	Taxes (If not included and their rate)	Gross Amount (in Rs.)
1	2		3	4	5	6
1	Student attendance register	12 page	100 nos			
2	Dispatch register	100 page	8 nos			
3	Dispatch register	200 page	2 nos			
4	Ball pen	Blue / Red	200 nos			
5	Reffill for ball pen	Small / Large	100 nos			
6	Add Gel achiever pen	Green	20 nos			
7	Add Gel reffill	Green	20 nos			
8	Staff attendance register	12 page	20 nos			
9	Paper weight	Glass	24 nos			
10	White board duster	White	18 nos			
11	Scale	Plastic	20 nos			
12	Plastic button folder	-	40 nos			
13	Strip file	-	40 nos			
14	Stock book	100 page	5 nos			
15	Stock book	200 page	5 nos			
16	Inward register	100 page	5 nos			
17	Push pin	-	40 pkt			
18	Chalk box	-	5 box			
19	Peon book	-	10 nos			
20	Pencil cell	AA size	30 nos			
21	Punching machine	Big	10 nos			
22	Paper Tray	Plastic	10 nos			
23	Driver log book	-	10 nos			
24	Dustbin	Small 25 ltr	5 nos			
25	Dustbin	Big 40 ltr	5 nos			
26	Paper rim	A4 size	600 rim			
27	Whitner	Cello	20 nos			
28	File pad	Standard	50 nos			
29	Four folder	Standard	10 nos			
30	Register	Standard	50 nos			
31	White board marker pen	Standard	80 nos			





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32	File cover with lace	Standard	1000 nos			
33	Glu stick	Standard	60 nos			
34	Gum bottle	300 ml	15 nos			
35	Yellow envelop	Small size 9x4	500 nos			
36	Envelop laminated A4 Size	12x10	800 nos			
37	Envelop cloth line	18x14	500 nos			
38	Transprant tape	2 inch	36 nos			
39	Brown tape	2 inch	36 nos			
40	Stapler no.10	Small	10 nos			
41	Stapler pin	Small	60 Pkt			
42	All pin packet	-	20 Pkt			

**DECLARATION**

1. I/We declare that I am/we are Manufacturers/whole sellers/Sole distributor/Authorized dealer/bona-fide dealers in the Goods and Related Services or Services/Works for which I/We have Bid.
2. I/We agree to supply the above Goods /Services in accordance with the technical specifications within period specified in the Bidding Documents. I/We further agree that our rates, if approved shall remain valid for further till 31st March 2020 from the Last date of Submission of Quotations
3. I/We also confirm that normal commercial Warrantee/Guarantee of .....months shall apply to the offered goods
4. I/We have not been debarred by the state government or the Procuring Entity
5. If this declaration is found to be incorrect or I/We fail to supply the goods/services, then without prejudice to any other action that may be taken, the supply Order/Bid, if any to the extent accepted, may be cancelled and I/We may be debarred from participating in future bids as per rules

**Signature of Bidder**

Name.....

Contact No.....

GST No.....