



Sant Gadge Baba Amravati University
E - Tender Notice

No. SGBAU/2/Store/06/2026-27

Date : 10/04/2026

E-Tenders are invited (online only) from authorized dealers/manufacturers/suppliers for following material.

Tender Sr. No	Name of Tender	Cost of Tender Form	Tender Deposit (EMD)	Last Date of Submission up to 01.00 PM	Date of Opening at 01.00 PM
1	2	3	4	5	6
15/2026-27	Consumables for Canon Photo Copier machines, and Ricoh Machine Franking machines	4484/- (including GST 18%)	19000/-	06/05/2026	07/05/2026
16/2026-27	Office Stationery & Other Items	4484/- (including GST 18%)	19000/-	06/05/2026	07/05/2026

E-Tenders, Cost of Tender Form and EMD should be compulsory submitted online on website www.mahatenders.gov.in. E-Tenders possibly will be opened at E-Tender cell, Engineering Section, Sant Gadge Baba Amravati University on **07/05/2026**. Right to reject any tender. (part or full) without assigning any reason is reserved by the University.

Registrar

Envelope - 01

SantGadge Baba  Amravati University

E-Tender Bid (Technical Bid)

Tender No. 16/2026-27

To,

Registrar
SantGadge Baba Amravati University
Amravati

Sub : Office Stationery and other items...

Ref :Tender Notice No. SGBAU/2/Store/06/26-27, dated 10/04/2026 (Due Date : 06/05/2026)

With reference to above I/We M/s.-----
quoted herewith the rates for supply of Office Stationery & other items. I/We read & accepted all terms & conditions which is enclosed with this Tender Form. **(The bidder shall have to submit the samples of quoted items to the store section.)**

1	Full name of Vender :		
2	Name of Firm :		
3	Address of the Firm :		
4	E-Mail :		
5	Phone No. :		
6	Mobile No. :		
7	Shop Act Registration Certificate (if Applicable)	Enclosed	Not Enclosed
8	Income Tax Clearance Certificate / Return Certificate (Assessment year 2025-26) (F.Y 2024-25)	Enclosed	Not Enclosed
9	GST Registration Certificate	Enclosed	Not Enclosed
10	Tender Form Fee Exemption Certificate (for availing the facility of exemption) (if Applicable)	Enclosed	Not Enclosed
11	EMD Exemption Certificate (for availing the facility of exemption) (if Applicable)	Enclosed	Not Enclosed
12	PAN Card	Enclosed	Not Enclosed
13	Experience Certificate or Order copy of other firm regarding supply of stationery	Enclosed	Not Enclosed
14	Declaration Regarding Blacklisting / Debarring of Taking part in Tender (As per Annexure-A) (Should be notarized after date of publish of this e-tender)	Enclosed	Not Enclosed
15	Fall Clause Certificate (As per Annexure-B)	Enclosed	Not Enclosed
16	Tender Form Fee and Tender Deposit Money (EMD) (as per norms)		
17	General Terms & Conditions and Standard Terms & Condition (As per Annexure-C)	Enclosed	Not Enclosed

I/We have read carefully and have understood the same in vernacular known to me/ us about all the General Terms&Conditions& Standard Terms & Conditions and I/we hereby agrees to the same and shall abide by them hence this verification.

Name of Firm :-----

GST Registration No. :-----

PAN :-----

Signature of Vender :-----

Name of the Authorized signatory :-----

Seal of the Firm :

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR
TAKING PART IN TENDER**

(To be executed & attested by public Notary/Executive Magistrate on Rs. 500/ judicial Stamp paper by the bidder)

I/We-----

Supplier/Manufacturer/Partner/Authorized Distributor of M/s.-----

Hereby declare that Firm/Company namely M/s.----- has not been blacklisted debarred in the past by Union/State Government or by any other organization from taking part in tenders India.

In case the above information found false I/We fully aware that the tender/contract will be rejected cancelled by the University and EMD/SD shall be forfeited. In additions to the above University will not responsible to pay the bills for any completed/partially completed work

Or

I/We-----

Supplier/Manufacturer/Partner/Authorized Distributor of M/s.-----

Hereby declare that Firm/Company namely M/s.----- was blacklisted debarred in the past by Union/State Government or by any other organization from taking part in tenders for period of----- years w.e.f.----- to ----- The period is over ----- And now the Firm/Company is entitled to take part in tenders.

In case the above information found false I/We fully aware that the tender/contract will be rejected cancelled by the University and EMD/SD shall be forfeited. In additions to the above University will not responsible to pay the bills for any completed/partially completed work.

DEPONENT

Name.....

Address :.....
.....

Attested :

(Public Notary/Executive Magistrate)

Fall Clause Notice Certificate

This is to certify that we have offered the maximum possible discount to you in our Tender No.....Dated.....The Price Charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the terms of identical description to any other Govt.organization/PSU/s Autonomous bodies/Pvt. organization during the period of contract failing which the “ FALLCLAUSE” will be applicable.

In case, if the price charged by our is more, SGBAU will have the right to recover the excess charged amount from the subsequent/unpaid bill/S.D. of the supplier.

Seal and signature of Tenderer

Note : This letter of authority should be on the letter head of the quoting firm and should be signed by the person competent and having the power of attorney to bind the same.

SANT GADGE BABA AMRAVATI UNIVERSITY

University Campus, Near Tapowan, Mardi Road, Amravati 444602

Phone No. (0721) 2664385, 2662206, 2662358 **Ext. No.** 237, 240 **Fax No. :** (0721) 2660949, 2662135

Email – arstore@sgbau.ac.in **Website :** www.sgbau.ac.in

GENERAL TERMS & CONDITIONS

E-Tender Notice No. SGBAU/2/Store/06/2026-27, dated : 10/04/2026

- 1) E - Tenders are invited from experienced manufacturers / Authorized Dealer /Authorized Supplier for supply of **Office Stationery & other items for annual rate contract.**
- 2) E-Tender should be compulsorily submitted online only
- 3) Last date of online submission of E-Tender are on or before **06/05/2026 upto 01.00 PM** and will be opened **on 07/05/2026 at 1.00 PM** in the presence of Tender opening committee if possible at E-Tender Cell, Engineering Section, Sant Gadge Baba Amravati University.
- 4) The tenderer must be submit the following documents online only. If following documents are not found at the time of opening, the tender will not be considered. (The hard copy of the same will be submitted to Store Section of Sant Gadge Baba Amravati University before the date of opening along with the sample of quoted items wherever mentioned in envelope 2)
 - a) Shop Act Registration Certificate (if Applicable)
 - b) Income Tax Clearance Certificate / Return Certificate (Assessment Year 2025-26) (F.Y 2024-25)
 - c) GST Registration Certificate
 - d) Tender Form Fee Exemption Certificate (for availing the facility of exemption) (if applicable)
 - e) EMD Exemption Certificate (for availing the facility of exemption) (if applicable)
 - f) PAN Card
 - i) Experience Certificate or Order copy of other firm regarding supply of stationery.
 - j) Declaration Regarding Blacklisting / Debarring of Taking part in Tender (As per Annexure-A)(Should be notarized after date of publish of this e-tender)
 - k) Fall Clause Certificate (As per Annexure-B)
 - l) Tender Form Fee and Tender Deposit Money (EMD) (as per norms)
 - m) General Terms & Conditions and Standard Terms & Condition (As per Annexure-C)
- 5) The Tender Form Fee of Rs. 4484/- (including GST) and EMD of Rs. 19000/-should be submitted online only.
- 6) Successful bidder shall have to deposit @ 5%on total value of purchase orders as Security Deposit. While calculating the security deposit, the EMD amount shall be converted in Security Deposit and it will be released within three months after the expiry of rate contract.
- 7) The successful tenders availing the facility of exemption shall have to deposit @ 5% as Security Deposit on total value of purchase orders within specific/stipulated period prescribed by University after acceptance of their rates in the form of Demand Draft / Pay Order / Banker Cheque/FDR in favour Finance & Accounts Officer, Sant Gadge Baba Amravati University, Amravati.
- 8) Failure of the successful bidder to deposit Security Deposit within prescribed time limit shall constitute sufficient grounds for the annulment of the award. In this event the University may make the award to the next lowest evaluated bidder or call for new bids.
- 9) Incomplete e-tenders not in conformity with our prescribed specifications, terms & conditions will be rejected. University has right to accept/ reject any or all tenders partially or complete without assigning any reason.
- 10) The suppliers should quote rates for each article quite independent of the rates of other articles, as it will be the right of the University to accept the offer partially or fully.
- 11) Rates to be mentioned F.O.R. Stores/ Dept. & including all taxes, installation / Transportation etc. The purchase orders for supply of material will be issued time to time as per requirement after the acceptance of rateswithin the period of agreement. **Rates should be valid for one year from the date of agreement.**
- 12) The supplier shall supply the ordered goods within the delivery period mentioned in the purchase order. Failing which the penalty @ 0.5% per week shall be charged of ordered value and shall be deducted from the bill of supplier. In case of emergency, University shall reduce the delivery period and the supplier shall have to deliver the goods within the reduced delivery period.
- 13) In case of substandard material, the supplier shall have to replace the same goods within 7 days, otherwise penalty @ 0.5% per week shall be imposed of ordered value and @ **5% penalty at the cost of material due to substandard supply.**In case of defects noticed during use of material supplied by the supplier within 10 months from the date of supply. The supplier will require to repair / replace the materials etc failing which the material will be repaired / purchased from another agency and the difference in cost, if any adjusted from the Earnest Money/Security Deposit or other any pending bills of the supplier.
- 14) University has right to reject any part or full articles if the quality of material is disapproved & will be kept in Stores / Dept./Section at supplier's risk only. It should be replaced at suppliers own cost within seven days.
- 15) In the event of failure to comply with the supply order the EMD will be forfeited. As well as if suppliers fail to replace the rejected goods in time, we are at liberty to purchase the ordered goods from the open market without giving any prior notice & if compelled to purchase at the higher price than your approved rates such losses shall be recovered from the S.D. or any outstanding payment of the tenderer.
- 16) The Security Deposit/EMD of successful bidder will be refunded only after completion of rate contract as per terms & conditions.
- 17) No negotiation will be done.
- 18) **Term of payment:** Payment to be made to the supplier after satisfactory supply and will be subject to the deduction of taxes applicable at source at the rate in force from time to time .
- 19) **The Successful bidder has to submit agreement as per 'ANNEXURE-D' on Rs. 500/- stamp paper.**

20) STANDARD TERMS AND CONDITIONS

A) **Changes /Amendments:**

The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to changes in specifications design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by a vendor and accepted by the University in a form of amendment/change order issued and signed by the University.

B) **Delivery/ Force Majeure:**

If any Material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet shipped or tendered, and to purchase the same from another vendor and to charge the defaulting vendor for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one week in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party.

If the vendor is unable to complete performance at the time specified for delivery by reason of strikes, labour disputes, riot, war, fire or other causes beyond the vendor reasonable control, the University, at its option, may elect to take delivery of Material in its unfinished state and to pay such proportion of the contract price as it deemed reasonable.

C) **Price / Taxes:**

Price stated in this agreement are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties. The vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to this order. All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable sales, excise, value-added or similar taxes until and unless specified in the schedule.

D) **Inspection And Acceptance:**

All Material covered by this order may be inspected and tested by the University or its designee at vendors cost. If deemed necessary by the University, the vendor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Material covered by this agreement shall be made available to the University during the performance of the order. If any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the vendor :

(a) rescind the purchase / supply order as to such non-conforming Material;

(b) accept such Material at an equitable reduction in price;

(c) reject such non-conforming Material and require the delivery of suitable replacements.

(d) If the vendor fails to deliver suitable replacements promptly, the University, with notice of seven business days, may replace or correct such Material and charge the vendor the additional cost occasioned thereby, or terminate this order for default. No inspection (including source inspection) test, approval (including design approval) or acceptance of Material shall relieve the vendor from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION are in addition to any other rights or remedies provided elsewhere in this order or in Law.

E) **Warranty:**

The vendor warrants that any Material supplied hereunder shall conform to generally recognized manufacturing and safety standards of the vendor's industry as per Indian standard Institution (ISI) or similar standard. The vendor's specifications on performance as detailed in the vendor's brochures, sales literature and other specifications as may be available to the University.

(a) In addition to any other express or implied warranties, the vendor warrants that the Material furnished pursuant to this order will be:

1. free from defects in title, workmanship and material :

2. free from defects in design except to the extent that such items comply with detailed designs provided by the University;

3. of merchantable quality and suitable for the purposes, if any, which are stated in the tender / quotation.

(b) If any material covered by this agreement is found not to be as warranted, the University may, by written notice to the vendor:

1. reject such defective material and require the delivery of suitable replacements.

2. If the vendor fails to deliver suitable replacements promptly, the University, with notice of seven business days, may replace or correct such material and charge the vendor the additional cost occasioned.

(c) Any items corrected or furnished in replacement are subject to all the provisions of this article entitled WARRANTIES to the same extent as items initially furnished or originally ordered.

F) This warranty provision shall survive any inspection, delivery, acceptance, payment, expiration or earlier termination of this order and such warranties shall be extended to the employees, students, and users of the material. Nothing herein, however, shall limit the University's rights in law or equity for damages resulting from delivery of defective goods or damage caused during the delivery of goods or provision of services.

G) Rights granted to the University in this article entitled WARRANTTIES are in addition to any other rights or remedies provided elsewhere in this order or in Law.

H)Patent Indemnity:

The vendor agrees to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of actual or alleged infringements of any Letter, patent, Registered or Industrial Design, Trademark or Trade Name, Trade secret, copyright or other protected right in any country resulting from any sale, use or manufacture of any Material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered therein or by reason thereof and bear all expenses and legal fees (including the University's) associated herewith. The University reserves the right to be represented in any such action by its own counsel at its own expense.

a) **Indemnity:**

The vendor will indemnify, defend and hold the University, its and students harmless from any loss, expense, claim or damage including reasonable defence costs, arising from any claim or action based on any acts or omissions of the vendor, its employees, servants, agents or subcontractors. The University reserves the right to be represented in any such action by its own counsel at its own expense.

J) **Assignment / Subcontracting / Sublet:**

The vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted / sublet any obligations or work hereunder without the prior written consent of the University.

K) Cancellations:

The University may cancel this agreement in whole or in part, for no cause, upon written, FAX or telex notice to the vendor, effective when sent, provided such notice is sent at least fourteen (14) days prior to the delivery date specified on the face of this order.

The University may cancel this order in whole or in part at any time for cause by written, FAX, or e-mail notice to vendor, effective when sent, in the event that the vendor :

- (a) fails to comply with any term or condition for this order including, but not limited to, delivery terms; or
 - (b) appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
 - (c) files a voluntary petition in bankruptcy; or
 - (d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or
 - (e) voluntarily ceases trading; or
 - (f) merges with or is acquired by a third party; or
 - (g) assigns any of its rights or obligations under the order to a third party without the University's advance written consent.
- upon the occasion of any one of the aforesaid and in addition to any remedies which the University may have in Law or in Equity, the University may also cancel this order or any outstanding deliveries hereunder by notifying the vendor in writing of such cancellation and the vendor shall thereupon transfer title and deliver to the University such work in progress or completed material as may be requested by the university. The University shall have no liability to the vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the University prior to vendor's receipt of the notice of termination, and for work in progress requested for delivery to University.

L) Rescheduling:

The University may without liability at least fourteen (14) days prior to the scheduled delivery date appearing on the order defer delivery on any or every item under said order by giving oral notice to the vendor (confirmed in writing ten (10) working days) of any necessary rescheduling.

M) Shipping, Packaging and labelling:

All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practice and where incorporated, the University's packaging specification.

N) The Vendor as an Independent Contractor:

The vendor shall perform the obligations of this order as an independent contractor and under no circumstances shall it be considered as agent or employee of the University. The terms and conditions of this order shall not, in any way, be construed as to create a partnership or any other kind of joint undertaking or venture between the parties hereto. The vendor expressly waives any and all rights which or may not exist to claim any relief under the University's comprehensive insurance policy, worker's compensation or unemployment benefits.

O) Invoicing / Payments / Set-offs:

After each completion of supply/purchase order, the vendor shall duplicate invoices including item number to the University's concern Department. Payment of invoice shall not constitute acceptance of Material ordered and shall be subject to appropriate adjustment, if the vendor failed to meet the requirements of this agreement. The University shall have right at any time to set-off any amounts due to the vendor, (or any of its associated or affiliated companies) against any amounts owed by the University with respect to this agreement.

P) Compliance with Laws:

By acceptance of this agreement, the vendor agrees to comply with the requirements of all the existing laws. The vendor also agrees to comply with the fair labour standards Act and the occupational safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the vendor's performance hereunder. The vendor further agrees to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the vendor's failure to comply with any laws, ordinance, regulations and codes.

Q) Reproduction of Documentation:

The University shall have the right at no additional charge to use or incorporate all or portions of material found in the vendor's literature and / or reproduce the vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature. The vendor agrees to advise the University of any updated Information relative to the foregoing literature and documentation with timely written notice.

- 21) Any dispute arising out of or relating to this enquiry/e-tender the decision of Hon. Vice-Chancellor shall be final.
- 22) All legal matters subject to jurisdiction of Amravati.
- 23) The University can cancelled the contract at any time without assigning any reason
- 24) Any person working directly in university in any capacity should not take part in tender. If found stand disqualified.

Registrar
Sant Gadge Baba Amravati University

I / We have read carefully and have understood the same in vernacular known to me / us about all the General Terms & Conditions & Standard Terms & Conditions and I / we hereby agrees to the same and shall abide by them hence this verification.

Date.....

Name of Firm

Address

.....

Pin code No.....

Seal & Signature of the Vender

TERMS AND CONDITIONS FOR AN AGREEMENT

By accepting the Standard Form of an agreement (hereinafter referred to as “the Agreement” the Vendor accepts the Terms & Conditions included herein, unless the Vendor notifies his objections.

- 1) Acknowledgement And Acceptance of agreement : This agreement constitutes an offer from the university and is expressly limited to the terms and Conditions contained herein. The Terms And Conditions of the agreement are those that apply to the purchase of materials, items, products, components or services(herein after referred to as ‘Materials’) All exhibits, attachments, technical specifications, drawings, notes instructions, or information, referred in the agreement are incorporated herein by reference.
- 2) **Changes /Amendments:**

The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to changes in specifications design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by a vendor and accepted by the University in a form of amendment/change order issued and signed by the University.
- 3) **Delivery/ Force Majeure:**

If any Material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet shipped or tendered, and to purchase the same from another vendor and to charge the defaulting vendor for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one week in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party.

If the vendor is unable to complete performance at the time specified for delivery by reason of strikes, labour disputes, riot, war, fire or other causes beyond the vendor reasonable control, the University, at its option, may elect to take delivery of Material in its unfinished state and to pay such proportion of the contract price as it deemed reasonable.
- 4) **Price / Taxes:**

Price stated in this agreement are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties. The vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to this order. All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable sales, excise, value-added or similar taxes until and unless specified in the schedule.
- 5) **Inspection And Acceptance:**

All Material covered by this order may be inspected and tested by the University or its designee at vendors cost. If deemed necessary by the University, the vendor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Material covered by this agreement shall be made available to the University during the performance of the order. If any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the vendor :

 - (a) rescind the purchase / supply order as to such non-conforming Material;
 - (b) accept such Material at an equitable reduction in price;
 - (c) reject such non-conforming Material and require the delivery of suitable replacements.
 - (d) If the vendor fails to deliver suitable replacements promptly, the University, with notice of seven business days, may replace or correct such Material and charge the vendor the additional cost occasioned thereby, or terminate this order for default. No inspection (including source inspection) test, approval (including design approval) or acceptance of Material shall relieve the vendor from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION are in addition to any other rights or remedies provided elsewhere in this order or in Law.
- 6) **Warranty:**

The vendor warrants that any Material supplied hereunder shall conform to generally recognized manufacturing and safety standards of the vendor’s industry as per Indian standard Institution (ISI) or similar standard. The vendor’s specifications on performance as detailed in the vendor’s brochures, sales literature and other specifications as may be available to the University.

 - (a) In addition to any other express or implied warranties, the vendor warrants that the Material furnished pursuant to this order will be:
 1. free from defects in title, workmanship and material :
 2. free from defects in design except to the extent that such items comply with detailed designs provided by the University;
 3. of merchantable quality and suitable for the purposes, if any, which are stated in the tender / quotation.
 - (b) If any material covered by this agreement is found not to be as warranted, the University may, by written notice to the vendor:
 1. reject such defective material and require the delivery of suitable replacements.
 2. If the vendor fails to deliver suitable replacements promptly, the University, with notice of seven business days, may replace or correct such material and charge the vendor the additional cost occasioned.
 - (c) Any items corrected or furnished in replacement are subject to all the provisions of this article entitled WARRANTIES to the same extent as items as items initially furnished or originally ordered.
- 7) This warranty provision shall survive any inspection, delivery, acceptance, payment, expiration or earlier termination of this order and such warranties shall be extended to the employees, students, and users of the material. Nothing herein, however, shall limit the University’s rights in law or equity for damages resulting from delivery of defective goods or damage caused during the delivery of goods or provision of services.
- 8) Rights granted to the University in this article entitled WARRANTIES are in addition to any other rights or remedies provided elsewhere in this order or in Law.
- 9) **Patent Indemnity:**

The vendor agrees to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of actual or alleged infringements of any Letter, patent, Registered or Industrial Design, Trademark or Trade Name, Trade secret, copyright or other protected right in any country resulting from any sale, use or manufacture of any Material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered

therein or by reason thereof and bear all expenses and legal fees (including the University's) associated herewith. The University reserves the right to be represented in any such action by its own counsel at its own expense.

10) Indemnity:

The vendor will indemnify, defend and hold the University, its and students harmless from any loss, expense, claim or damage including reasonable defence costs, arising from any claim or action based on any acts or omissions of the vendor, its employees, servants, agents or subcontractors. The University reserves the right to be represented in any such action by its own counsel at its own expense.

11) Assignment / Subcontracting / Sublet:

The vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted / sublet any obligations or work hereunder without the prior written consent of the University.

12)

the vendor shall thereupon transfer title and deliver to the University such work in progress or completed material as may be requested by the university. The University shall have no liability to the vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the University prior to vendor's receipt of the notice of termination, and for work in progress requested for delivery to University.

13) Rescheduling: Cancellations:

The University may cancel this agreement in whole or in part, for no cause, upon written, FAX or telex notice to the vendor, effective when sent, provided such notice is sent at least fourteen (14) days prior to the delivery date specified on the face of this order.

The University may cancel this order in whole or in part at any time for cause by written, FAX, or e-mail notice to to vendor, effective when sent, in the event that the vendor :

- (a) fails to comply with any term or condition for this order including, but not limited to, delivery terms; or
- (b) appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- (c) files a voluntary petition in bankruptcy; or
- (d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or
- (e) voluntarily ceases trading; or
- (f) merges with or is acquired by a third party; or
- (g) assigns any of its rights or obligations under the order to a third party without the University's advance written consent.

upon the occasion of any one of the aforesaid and in addition to any remedies which the University may have in Law or in Equity, the University may also cancel this order or any outstanding deliveries hereunder by notifying the vendor in writing of such cancellation and

The University may without liability at least fourteen (14) days prior to the scheduled delivery date appearing on the order defer delivery on any or every item under said order by giving oral notice to the vendor (confirmed in writing ten (10) working days) of any necessary rescheduling.

14) Shipping, Packaging and labelling:

All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practice and where incorporated, the University's packaging specification.

15) The Vendor as an Independent Contractor:

The vendor shall perform the obligations of this order as an independent contractor and under no circumstances shall it be considered as agent or employee of the University. The terms and conditions of this order shall not, in any way, be construed as to create a partnership or any other kind of joint undertaking or venture between the parties hereto. The vendor expressly waives any and all rights which or may not exist to claim any relief under the University's comprehensive insurance policy, worker's compensation or unemployment benefits.

16) Invoicing / Payments / Set-offs:

After each completion of supply/purchase order, the vendor shall duplicate invoices including item number to the University's concern Department. Payment of invoice shall not constitute acceptance of Material ordered and shall be subject to appropriate adjustment, if the vendor failed to meet the requirements of this agreement. The University shall have right at any time to set-off any amounts due to the vendor, (or any of its associated or affiliated companies) against any amounts owed by the University with respect to this agreement.

17) Compliance with Laws:

By acceptance of this agreement, the vendor agrees to comply with the requirements of all the existing laws. The vendor also agrees to comply with the fair labour standards Act and the occupational safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the vendor's performance hereunder. The vendor further agrees to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the vendor's failure to comply with any laws, ordinance, regulations and codes.

18) Reproduction of Documentation:

The University shall have the right at no additional charge to use or incorporate all or portions of material found in the vendor's literature and / or reproduce the vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature. The vendor agrees to advise the University of any updated Information relative to the foregoing literature and documentation with timely written notice.

19) Law of the Contract : This agreement shall be governed by the and interpreted in accordance with the laws in existence and the Jurisdiction of the Amravati ,Maharashtra

All other terms and conditions include in tender/original purchase order will be applicable as a part and the parcel of this agreement.

WITNESSES

1)-----

Signature

(-----)

2)-----

Date -----

Signature

(-----)

3)-----

Signature

(-----)

Date :-

Signature of the Supplier


(-----)

Signature

Registrar

Sant Gadge Baba Amravati University

Envelope– 02


SantGadge Baba Amravati University
E-Tender Bid (Price Bid)
TENDER NO. 16/2026-27

Price Rs. 4484/-

To,
 Registrar
 Sant Gadge Baba Amravati University
 Amravati.

Sub : Purchase of Office Stationery & Other Item
 Ref : E-Tender Notice No. SGBAU/2/Store/06/26-27, dt. 10/04/2026

Sir,

With reference to the above, I/we M/s-----
 Quote herewith the rates for supply of various type of office Stationery & Other Items mentioned below, I./We have accepted your all terms & Conditions as mentioned in your above enquiry.

S. No.	Name of Items & Description	Quantity Approx.	Rate per No.	Rate in Rs.	Remarks
1	2	3	4	5	6
01	Acid Bottle (Standard Make)	400ltr	Ltr		Sample Required
02	Broom best quality 555 / Standard Make	100 Nos	No.		Sample Required
03	Brush for toilet cleaning plastic best quality	50 Nos	No.		Sample Required
04	Printed Cash book of Ledger paper Laxmi/Shubhlaxmi/Anupam Make				Sample Required
	a) 400 Pages	10 Nos	No.		
	b) 300 Pages	10 Nos	No.		
	c) 200 pages	10 Nos	No.		
	d) 100 Pages	10 Nos	No.		
05	Printed Ledger book of Ledger paper Laxmi/Shubhlaxmi/Anupam Make		No.		Sample Required
	a) 400 pages	10 Nos	No.		
	b) 300 pages	10 Nos	No.		
	c) 200 pages	10 Nos	No.		
	d) 100 pages	10 Nos	No.		
06	Cell for Calculator No. 1015	300Nos	No.		SampleRequired
	Eveready				
	Durocell				
	Nippo				
07	Call bell (spring table call bell) No. 555 Standard Make	10 Nos.	No.		SampleRequired
08	Cloth for Packing 110 Panna	1500 Mtr	Per Mtr		One Mtr.SampleReqd
	a) Super fast brand				
	b) Nagmani brand				
	c) Trimurty brand				
09	Carbon Paper Pencil Size 210x330 MM One packet of 100 Sheets Sapphire Blue (Standard Make)	50 Pkt.	Pkt		
10	Candle Box 100 grmPkt(One packet of 8 nos.)	100 Pkt	Pkt		SampleRequired
11	Chalk White Box of 100 Stick (Dustless)	200 Box	Box		Sample Required
	A)Eagle				
	B) Chel Park				
	C) Standard make				
12	Chalk colour Box of 100 Stick (Dustless)	200 Box	Box		Sample Required
	A)Eagle				
	B) Chel park				
	C) Standard make				
13	White Correction Pen	150 Nos	Nos		SampleRequired
	a) Kores				
	b) Camlin				
	c) Reynold				
14	White Correction Eraz-ex Correction Fluid & Dilution	150 Nos	Nos		SampleRequired
	b) Kores				
	b) Camlin				
	c) Reynold				

S. No.	Name of Items & Description	Quantity Approx.	Rate per No.	Rate in Rs.	Remarks
15	Cleaning powder odopic/Vim 1 kg. Pkt	150 Kg.	Kg.		
	a) Vim				
	b) Nirma				
	c) Surf				
	d) Odopic				
16	Cutter for pencil SDI Corporation No.0103	1000 Nos.	No.		Sample Required
17	Tin Clip for packing (for clip punch machine) light	200 kg	Kg.		Sample Required
18	Dak book of Ledger paper printing on 80 GSM ledger paper standard size 200 pages with numbering	100 Nos.	No.		Sample Required
19	Dust bin plastic best quality Medium size	50 Nos.	No.		Sample Required
	a) Net type				
	b) Plain type				
	c) Standard make				
20	Duster wooden/Plastic with thick foam.	200 Nos	No		Sample Required
	a) Local Brand				
	b) Omega Brand				
	c) Standard make				
21	Brown Envelope of GSM 60/65 paper as per our paper sample one side printing as below				Sample Required
	a) size 9"x4" O.I.G.S.	2 lacs	Per No		
	b) Size 10"x7" O.I.G.S.	25,000 Nos	Per No		
	c) size 9"x4" O.I.G.S. (Windows)	25000	Per No		
	d) size 6"x3 1/2" O.I.G.S.	10000 Nos.	Per No		
	e) Size 6"x3 1/2" A/F (Confidential)	10000Nos	Per No		
	f) Size 12" x 6" (Incentive / Internal / Sessional / Practical /Viva marks)confidential.	10000Nos	Per No		
22	Envelope of Hand made White Paper 200 GSM (+/- 10%) as per our paper sample only one side printing as below				Sample Required
	a) Size 10"x7" O.I.G.S.	15000 Nos	Per No		
	b) Size 11"x5" "A" Confidential.	15000 Nos	Per No		
	c) Size 11"x5" "B" Confidential.	15000 Nos	Per No		
	d) Size 13"x6 1/2" "C" Confidential.	15000 Nos	Per No		
	e) Size 10"x7" A/OVI Confidential.	15000 Nos	Per No		
	f)) Size 10"x7" Phd cell Confidential	2000 Nos	Per No		
23	Envelope of Handmade white paper 200 GSM (+/- 10%) Folding size 11"x15"(Three side 1/2" wall for folding as per special Sample O.I.G.S. (IV)	20000 Nos.	Per No		Sample Required
24	Envelope of Handmade white paper 200 GSM (+/- 10%) as per our paper sample only Size 11"x5"Printed (Transcript)	5000 Nos	Per No		
25	Envelope of Handmade white paper 200 GSM (+/- 10%) as per our paper sample Size 11"x15" one side printing	15,000 Nos.	Per No		Sample Required
26	Envelope of Handmade white paper 200 GSM (+/- 10%) as per our paper sample Size 11"x15"Blank	5000 Nos.	Per No		Sample Required
27	Envelope of handmade white paper 200 GSM (+/- 10%) as per our paper sample only Both side printing B III cover Size 12"x6"	5000 Nos.	Per No		Sample Required
28	Envelope of Green color Handmade paper Size 12"x13" One side printed (Window) (Acad. Sec.)	5000 Nos.	Per No		Sample Required
29	Envelope of Green color Handmade paper Size 11"x15" One side printed (Window) (Sec. Confidential.)	5000 Nos	Per No		Sample Required
30	Envelope of White 65 GSM paper Window as per our specimen sample only Size 9 1/2" x 5"	100000 No.	Per No		Sample Required
31	Envelope of White 140 GSM paper as per our specimen sample only Size 15"x11" with one side Printing (for Dirge Certificate)	50,000 Nos	Per No		Sample Required

S. No.	Name of Items & Description	Quantity Approx.	Rate per No.	Rate in Rs.	Remarks
32	File Cover of handmade printed with liet& 1½” wall at fold of file central binding cloth as per our sample	10000 Nos.	No.		Sample Required
33	File board best quality with strip of binding cloth & four corner with full thick lace Size 12.5”x9.5”	5000 Nos	Per No		Sample Required
	a) Brown Puttha				
	b) White puttha				
34	Box file best quality	100 Nos.	Per No		Sample Required
35	Gum Bottle of 700 ml yellow Standard Make	300 Btl.	Btl.		
36	Gum Bottle 150 ml Yellow Standard Make	200 Btl.	Btl.		
37	Brown Paper Gum Tape Only 2” required weight 500 grm. Approx. (As per our Sample)	18000 Roll	Per Roll No		Authorization Certificate / Sample Required
	a) Luxon Make				
	b) Laxo Make				
	c) Grid Make				
38	Glass for drinking water yera / FM /other make	550 Nos.	No.		Sample Required
39	Industrial gum (Chikki) 1Kg. Pkt. Asha brand	600 kg.	Kg.		Sample Required
40	Ink Stamp Padbtl 50 ml/100ml	50 Nos	No		
41	Plastic Jug for water best quality medium size	25 Nos.	No.		Sample Required
42	Kharate big size for sweeper use (Should be Best Quality)	600	No		Sample Required
43	Ink for sketch pen (Black, red, Green, violet, Pink, brown etc.)	200 each	No.		
44	Kharde White puttha for bundle packing size 9x11 medium as per our sample	40000 Nos	No.		Sample Required
45	Lock 7 lever original with two keys (brass)	50 Nos	No		
46	Lock for 6 lever original with two keys (brass)	25 Nos	No		
47	Lock 5 Lever Original with two key (brass)	50Nos	No		
48	Lacess (Thick) white 24” long best quality one bdl Of 100 Nos. Lion make / Standard make	1000 bdl	No.		Sample Required
49	Mug for tea medium Best quality	300 Nos	No.		SampleRequired
50	Naptholin round ball best quality ½ (Kg pkt) Packing	150 kg.	No.		Sample Required
51	Vouchers Paste File As per our Sample	1000 Nos.			Sample Required
52	Odonil Packet / Standard Make	100 pkt	Pkt.		
53	Plastic Twine Best Quality (As per our Sample) Nylon Twine	200 kg.	Kg.		Sample Required
54	Plastic Computer Folder as per oursample only with printing	100 each	No. No.		Sample Required
	a) 15”x12”x 1				
	b) 10”x12”x 1				
55	Paper 70 GSM Copier A/3 One ream of 500 sheet company pack	25 ream	Ream		Sample Required
	a) J.K.				
	b) Ballarpur				
	c) Century				
56	Paper for Riso / Photo copier machine 70 GSM Make J.K .Copier company pack Size 210 x 330 mm one ream of 500 sheet	5000 Ream.	Ream.		Authorization Certificate Sample Required
	a) J.K.				
	b) Ballarpur				
	c) Century				
57	Zerox Paper Copier J.K. easy copier one ream of 500 sheet company pack A/4 Size 70 GSM	500 Ream	Ream		Sample Required
	a) J.K.				
	b) Ballarpur				
	c) Century				
58	Mill pack Bond paper A/4 Size packet of 250 sheets J. K. Excell 80 GSM	300 pkt.	Pkt.		Sample Required
	a) J.K.				
	b) Ballarpur				
	c) Century				
59	Mill pack Bond paper legal Size Packet of 250 sheet) J. K.Excell 80 GSM	100 pkt.	Pkt.		Sample Required
	a) J.K.				
	b) Ballarpur				
	c) Century				
60	Pin Packet Swastik /Crown/Leo/lion 70 Grm. Net	500 pkt.	Pkt.		Sample Required

S. No.	Name of Items & Description	Quantity Approx.	Rate per No.	Rate in Rs.	Remarks
61	Pin Packet Swastik /Crown/Leo /lion320 Grm. Net	100 pkt.	Pkt.		SampleRequired
62	T Pin Packet Swastik /Crown/Leo/lion 70 Grm. Net	500 pkt.	Pkt.		SampleRequired
63	T Pin Packet Swastik /Crown/Leo /lion320 Grm. Net	100 pkt.	Pkt.		SampleRequired
64	Pin Cusion (Pin Pots) best quality/standard make	50 Nos.	No.		Sample Required
65	Punching Machine No. DP 280 Standard Make	50 Nos.	No.		
66	Punching Machine No. DP 800 Big Standard Make	05 Nos	No		
67	Pen Stand with two pen of Jotor Steel red & blue refill with Calender etc.	10 set	Set		Sample Required
	a) Delta				
	b) Wilson				
	c) Standard s make.				
68	Fine Grip Refill (Blue.Black,Red) Standard Make	1000 Nos	No		
69	Dot Pen With Refill (Red, Blue, Black, Green, etc.color) Standard Make	400 Nos. each	No		
70	Dot Pen with Refill Voilet Standard Make	500 Nos.	No.		Sample Required
71	Dot Pen with Refill (Red, Blue, Black, Green, etc. color) Standard Make	200 each.	No.		Sample Required
72	Sketch Pen (Blue Black, Green, Red, Voilet, Pink, brown, Kathia, etc. color Standard Make	1000 each.	No.		
73	Pencil H. B. Black	100 Nos.	No.		Sample Required
	a) Apsara Platinum				
	b) Natraj				
	c) Standard Make				
74	Plastic paper Tray As per our Sample Size 15"x 10"x 2.5"	25 Nos.	No.		Sample Required
75	Paper Weight As per our Sample	20 Nos.	No.		Sample Required
76	Phenyl Drum of 20 ltr. (ISI Mark)	15 Drum	Per No		Sample Required
77	Rulled paper Size 17" x 13" 60 GSM white map litho paper Each ream of 500 sheet	50 Ream	Per No		Sample Required
78	Rulled Register with cover printing Size & paper as per our sample				
	100 Pages	200 Nos.	No.		Sample Required
	200 Pages	200 Nos.	No.		Sample Required
	300 Pages	150 Nos.	No.		Sample Required
	400 Pages	100 No.	No.		Sample Required
79	Rubber Band Best Quality 4" Long & 2" long Nylon make	400 kg.	Kg.		Sample Required
80	Stamp Pad Voilet Big Size 160 x 100 mm Standard Make	25 Nos.	No.		Sample Required
81	Stamp pad Voilet Size 110 x 70 MM Standard Make	100 Nos.	No.		Sample Required
82	Steel Tocha Best Quality	25 Nos.	No.		Sample Required
83	Stainless Steel Scale 12" good quality	100 Nos.	No.		Sample Required
84	Plastic Scale12" Water man	100 Nos.	No.		Sample Required
	a) Camel/				
	b) Yera				
	c) Standard Make				
85	Staplemachine No. 10 Standard make	50 Nos.	No.		
86	Stapler machine No. 12S/17 Standard make	10 Nos	No .		
87	Stapler Machine No. 24/6 Pin Standard make No. 555 HD 45	25 Nos.	No.		
88	Stapler machine No. HP -45 Standard make	25 Nos.	No.		
89	Stapler Pin No. 10 on pkt. Of 1000 pins Standard make	1000 pkt.	Pkt		
90	Stapler Pin No. 24/6 pack. Of 1000 pins Standard make	500 pkt.	Pkt.		
91	Short Hand Book 200 pages best quality as per sample	100 Nos.	No.		Sample Required
92	Stapler pin 555 Standard make Make packet of 1000 pins	25 pkt.	Pkt.		
93	Tracing Paper Best Quality other Brand one pkt. Of 250 sheet A/4 Size 90/95 GSM Standard make	50 pkt.	Pkt		
94	Sponge pieces 4 " Best quality.				
95	Tracing paper Best Quality other Brand one pkt. Of 250 sheet Legal Size 90/95 GSM	25 pkt.	Pkt.		
96	Jute (Tarat / Fari) best Quality	1 bell	bel		Sample Required
97	Jute (Tarat/ Fari) Best Quality	1000 mtr.	mtr		Sample Required
98	White Plastic Tape for packing as per our sample	200 kg.	Kg.		Sample Required
99	Tea Serving Tray for 6 cups capacity best Quality	25 Nos.	No.		Sample Required

S. No.	Name of Items & Description	Quantity Approx.	Rate per No.	Rate in Rs.	Remarks
100	Red Tag Multicolor 10" long one bundle of 100 Nos.	500 bdl	Bdl.		Sample Required
	a) Lion				
	b) Anand				
	c) Standard make				
101	U Clips (pin) Swastik/Standard make one pkt of 1000 pin 26 mm	200 pkt.	Pkt.		Sample Required
102	Tea Thermas (Flask) one ltr. Capacity	50 Nos.	No.		Sample Required
	a) Eagle				
	b) Milton				
	c) Cello				
103	Scissor Sharer Gem./Standard Make 21.5 cm.	50 Nos.	No.		Sample Required
104	Adhesive Tape Wonder Transparent Standard Length Make- Tixco/Standard Brand	100 each	No.		Sample Required
	a) 1"				
	b) 2"				
105	Plastic Bucket Medium Size Best Quality	10 Nos.	Rate Per No		
106	Tisco Transparent Tape Roll 2" (400 Meter Lengh)	100	Nos		
107	Tisco Transparent Tape Roll 2" (200 Meter Lengh)	100	Nos		
	Hand wash Bottle 100 ML	50	Nos		
	a) Dettol				
	b) Lifebuoy				
	c) Savlon				
108	Towel white – Standard Brand	10	Nos		
109	Napkin white – Standard Brand	50	Nos		
110	Phenyl Bottle 1 Lt – Standard Brand	100	Nos		
111	Steel Bucket Medium size – Standard Brand	10	Nos		
112	Plastic Mug Medium Size – Standard Brand	25	Nos		
113	Plastic Supadi Medium Size – Standard Brand	10	Nos		
114	Plastic Bath Stool Medium Size – Standard Brand	10	Nos		
115	Bath Soap - Standard Brand	24	Nos		
116	Dust been with pedal 3 Feet – Standard Brand	10	Nos		
117	Plastic Mug Medium Size – Standard Brand	25	Nos		
118	Floor Wiper Medium Size – Standard Brand	05	Nos		
119	Remote Cell - Standard Brand	50	Nos		
120	Tissue Paper Bundle – Standard Brand	20	Bdls		
121	Ball Pen Black – Standard Brand	24	Nos		
122	Ball Pen Green – Standard Brand	24	Nos		
123	Wall Clock – Standard Brand	10	Nos		
124	Room Freshener – Standard Brand	10	Nos		
125	Face Power Medium Size – Standard Brand	10	Nos		
126	Glass Stand Steel for 6 glasses – Standard Brand	10	Nos		
127	Highlighter Pen Packet – Standard Brand	50	Nos		
128	Photo glossy Paper A4 Size, 180 GSM (Packet of 50 Sheets) – Standard Brand	05	Pkts		
129	Plastic Folder with University name and logo	500	Nos		
130	Writing Pads 10 Leafs	500	Nos		
131	Writing Pads 20 Leafs	500	Nos		
132	Plastic Folder with button and additional Pocket	500	Nos		
133	Tisco Transparent Tape Roll 2" (200 meter length)	100	Nos		
134	Tisco Transparent Tape Roll 2" (400 meter length)	100	Nos		

Name of Firm :

GST Registration No. :

PAN No. :

Signature of Vender :

Name of the Authorized signatory :

Seal of the Firm :