FOREST COLLEGE AND RESEARCH INSTITUTE,

No. 1957/2026/A11 **Date:29.10.2026.**

NOTIFICATION

Applications in two bids system **(i.e., Technical bid and Commercial bid)** are invited in sealed envelopes from the Principal Suppliers, Manufacturer of Stationery Items, by the Forest College and Research Institute (FCRI), Mulugu, Siddipet District-502279 **up to 5.00 p.m. on 29.10. 2026** for entering into a Rate Contract for the year **2026-27** for the supply of Stationery Items of FCRI.

S. No.	Item Category	Tender and another fee in Rs.	E.M.D. in Rs.
01	Stationery Items	Rs.2000/- (Non-refundable)	Rs. 50,000/-
Last date for submission of tenders		**:** up to 5.00 p.m. on **05-11-2026.**	
Technical bids opening date		**:** at 2.00 p.m. on **06-11-2026.**	
Financial bids opening date		**:** at 04.00 p.m. on **06-11-2026.**	

Sd/-
Dean,
Forest College & Research Institute,
Mulugu, Siddipet District.

Note:

1. The tenders should be submitted in sealed envelopes and superscribed as "Tender for the supply of Housekeeping material to the FCRI, Mulugu.".

2. The Tender Fee & EMD of the quoted value against each to be enclosed in the form of DD drawn in favour of the Forest College and Research Institute, payable at Mulugu and shall be submitted in a separate cover.

3. For downloading the Tender Terms, Conditions and schedule, please visit http://www.fcrits.in

Copy to:

1. Dean's Table
2. Joint Director.
3. Administrative Officer (FRO)

TENDER DOCUMENT

FOR

THE RATE CONTRACT FOR THE SUPPLY OF STATIONERY ITEMS FOR 01 YEARS

OFFICE OF THE,
FOREST COLLEGE & RESEARCH INSTITUTE,
MULUGU(V&M), SIDDIPET DISTRICT – 502 279.

FOREST COLLEGE & RESEARCH INSTITUTE, MULUGU

Rate Contract for the supply of Stationery Items for 01 Years

Tender Notice No:1957/2026/A11 **Dated:29-10-2026.**

CONTENTS OF TENDER SCHEDULES:

Sl. No	Description	Page/ Numbers.
1.	Procedure and Instructions of Bid Submission	3-4
2.	Terms & Conditions	5-11
3.	Financial Bid format	12
4.	Tender Acceptance Letter	13
5.	Information of the Bidder	14
6.	Receipt for refund of EMD	15
7.	Declaration regarding Block listing / debarring for taking part in Tender	16
8.	Format for Distributor's Authorization	17
9.	Certificate of Price Justification	18
10.	Certificate of No Deviation	19
11.	The details of Goods and Services to be procured are given in Annexure-I	20-25

FOREST COLLEGE AND RESEARCH INSTITUTE (FCRI)
MULUGU – 502 279

General Terms and Conditions for entering into the Rate Contract for the supply of **STATIONERY ITEMS** for 01 Years for Forest College and Research Institute (FCRI), MULUGU – 502 279.

I. General Instructions:

i. Forest College and Research Institute (FCRI), Mulugu, Siddipet District-502279 invites sealed bids for purchase of **STATIONERY ITEMS from Distributors / Authorized dealers/ Resellers/ Retailer** for the during year **2026-27 up to 5:00p.m. on 29.09.2026.**

ii. The Tenderer should be a distributor or authorized dealer or **Resellers or Retailer** and possess all requisite licenses, registrations etc., and the same should be obtained invariably before transacting business with FCRI.

iii. The Tenderer should inform FCRI the correct address from where the supplies are going to be made to FCRI.

iv. The Tenderer should possess an experience certificate and other Certificates like Registration of Firm, GST registration, Latest Income Tax Assessment order, should be enclosed invariably along with the tender schedule. In case of non-submission of these certificates, the FCRI authorities reserve the right to waive the requirements or take any appropriate action including the cancellation of tender of the respective Tenderer. **In this regard the decision of the Tender Opening Authority / the Dean, FCRI is final and binding on all the Tenderers without any recourse.**

v. The tenderer should have supplied the product to Government Institutions or Government Organization during last five years.

vi. Any addition and deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party.

vii. The entries in the tender schedule shall be as for as possible without scoring, corrections and over writings and shall be legible. The unavoidable correction or scoring shall be attested by full signature of the tenderer. The tenderer should sign on each page of the tender document.

viii. In the tender schedule the tenderer should quote his discount for each item in separate sheet as per the format in figures and words in the corresponding column.

ix. If the discount quoted in the schedule differ in words and figures, the highest discount rate will be taken. The unit rate shall be as per the price list given by the manufacturer.

II. **PROCEDURE FOR SUBMISSION OF BIDS:**

i. Bidders shall be submitted tender document offline.

ii. The details of Goods and Services to be procured are given in Annexure – I, for one month and same shall be supplied for 12 months on same terms and conditions.

iii. The bidder shall sign on all the statements, documents, certificates, submitted by him, owning responsibility for their correctness/authenticity.

iv. FCRI will not hold any risk and responsibility regulating non-visibility of the submitted documents.

v. The rates should be quoted in a sealed envelope. The prices must be quoted in Indian Rupee only, unless the goods are being imported and it must be inclusive of all type of taxes etc. excluding GST amount, which should be shown separately.

vi. The Tenderer should have been in this trade for not less than one or more years and should have supplied bulk quantities/services to any reputed institution(s) or departments or organizations as the case may be. A copy of the certificate issued by the authorities under Shops and Establishments Act and a copy of the supply / purchase order for having supplied bulk quantities/services, have to be scanned and uploaded for technical bid evaluation by FCRI.

vii. The Tenderer shall possess all requisite qualifications as mentioned in Item No. I and submit the documents as mentioned in Item No. IX to the Tender Inviting Authority on or before scheduled date and time of opening of the Technical bid as mentioned in Tender. The financial bids of those Tenderers who are technically qualified only, will be opened on the date and time as mentioned in the Tender by the Dean, FCRI or any other officer authorized by the Dean, FCRI. The FCRI may extend the last date by issuing an amendment in which case all rights and obligations of the FCRI and the Tenderers previously subject to the original deadline will then be subjected to the new deadline.

viii. Incomplete, ineligible and unused tenders will be rejected. Telegraphic tenders will not be accepted and no correspondence will be made in this regard.

ix. All offers shall be made in English. Conditional offers and offers qualified by such vague and indefinite expression such as "subject to immediate acceptance", "subject to prior sale" etc. will not be considered.

x. Adoption of unfair means to influence the authority may lead to summarily disqualification.

III. **BID VALIDITY:** Both technical and financial bids shall remain valid for a period of (12) twelve months from the date of order for procurement.

IV. **QUOTATION:**

i. For each item, the quoted price should be mentioned inclusive of all taxes such as customs duty, Labour charges, transportation charges, etc. but GST should be mentioned separately as given in the Price Bid format.

ii. Revisions of rates are not allowed after the opening of tenders and the same rates are valid for a period of one year.

iii. Since rate quoted is inclusive all taxes except GST, no claim for all taxes except GST will be admitted at a later stage & on any ground whatsoever, irrespective

of the firm mentioning and recording anything contrary to the above in the Quotation. After the implementation of GST and even after any changes contemplated in the tax structure and the rate of taxes to be levied by the State Government the rates Quoted to FCRI should be constant and it should be applicable to all work orders placed by FCRI.

iv. Trade discount along with certificate certifying that higher discount is not given to any other Department/Organization/Institution than that offered to FCRI should be enclosed with Financial Bid. In case of discrepancy between unit price & total price, the unit price shall prevail.

v. The percentage of discount quoted by each firm in tenders be given both in words and figures, failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders.

vi. Price must be quoted of all items, if found not quoted of all items per unit wise in the given format the bid may be reject by the Procurement committee

vii. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options

V. EARNEST MONEY DEPOSIT (EMD) / BID SECURITY:

i. EMD of Rs.50,000/- should be paid online through Net Banking / RTGS / NEFT/Credit Card / Debit Card only. Otherwise, the uploaded bid will be rejected. If it is found that EMD is not enclosed, then the Tender offer will be summarily rejected, unless any category of Tenderer is specially exempted by the Government from the payment of EMD.

ii. In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof.

iii. The EMD of the unsuccessful tenderers will be returned without any interest on finalization of tender process. For this purpose, the tenderer is advised in the tender itself, to enclose a Receipt for refund of EMD amount, so as to avoid any delay in refund. Cheques, Bank Guarantees will not be accepted towards EMD. The EMD will not carry any interest. EMD is liable to be forfeited if the successful Tenderer fails to accept the Work Order to supply of Goods & Services. EMD is liable to be forfeited, if the Tenderer asks for withdrawing his bid once the financial bid is opened.

VI. AMENDMENT OF BIDDING DOCUMENTS:

The FCRI reserves the right to terminate/ amend/ modify the contract without assigning any reason or advance notice to the firm. Similarly, terms and conditions of the tender may be amended/ modified by FCRI, if necessary, to ensure competitiveness and quality of product. Before the deadline for submission of bids, FCRI may modify bidding documents by issuing suitable addenda. Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by e-mail to all the purchasers of the bidding documents. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the buyer may, at his discretion, extend as deemed necessary the deadline for submission of bids.

VII. DELIVERY PERIOD AND ITS EXTENSION:

a. The minimum delivery period should be clearly mentioned.

b. The procurement of items shall have to be supplied within 02 (two) weeks from the date of purchase order. In few cases the items are to be delivered at a very short notice i.e. within 24 hours. In the event of delay or default in supply of Goods by not adhering to the schedule given, the FCRI reserves the right to procure the requirement from the other sources and recover the excess cost, if any incurred by FCRI, from THE FIRM (successful bidder). However, if the rate is cheaper, the benefit will not accrue to the FIRM. However, in exceptional circumstances and on written request, from the bidder/ tenderer, extension of date for supply of the material may be considered. Extension in supply period is at the sole discretion of the competent authority. If the bidder fails to deliver any or all of the goods within delivery period including extension, if any, the purchaser shall without prejudice to its other remedies under the contract, charge as a liquidated damage as follows:

   i. Delay up to one fourth period of the prescribed period / completion of work - 1%
   ii. Delay exceeding one fourth but not exceeding half of the prescribed period / completion of work - 2%
   iii. Delay exceeding half but not exceeding three fourth of the prescribed period / completion of work - 3%

c. In exceptional circumstances, the purchaser may solicit the bidder's consent for an extension of the period of validity of 60 days. The request and the response thereto shall be made in writing. The validity of Performance-cum-Security Deposit provided shall also be suitably extended.

d. If the Bidder fails to deliver the stores or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, Deputy Director, Forest College and Research Institute, Mulugu may without prejudice to the right of the purchaser may recover damages for breach of the contract.

VIII. INSURANCE OF CONSIGNMENT:

Consignment will be insured at the cost of Tenderer/Bidder, till satisfactory supply of the item is complete in all respects and not at the cost of Institute.

IX. SUBMISSION OF BID DOCUMENTS:

The Bidders are required to submit the following information/documents and furnish the documents to FCRI:

(a) Copy of Valid registration certificate of the firm issued Govt.
(b) Signed copy of Tender Acceptance Letter
(c) Signed copy of Details of the firm
(d) Signed copy of Technical Bid
(e) Signed copy of Financial Bid
(f) Copy of constitution or legal status of the bidder manufacturer / Sole

proprietorship / firm / agency etc.

(g) Copy of Permanent Account Number (PAN)

(h) Copy of Income Tax Return along with Acknowledgement for the last Three years.

(i) Copy of GST registration certificate.

(j) Copy of Earnest Money Deposit (EMD) or Exemption Certificate

(k) The concerned firm/company whose product has been declared as spurious or adulterated quality and any criminal cases filed a dispending in any court's hall are not eligible to participate in the bidding process. Convicted firms/company shall also be not eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid. Signed Certificate that the bidder is not listed shall be submitted by the bidder.

(l) Must produce the **latest purchase orders** pertaining to the institutes quoted to other clients.

X. OPENING OF TECHNICALBID:

i. The technical & financial bids of only those bidders will be opened who fulfill the eligibility criteria required and whose documents are found in order, on the date and time earmarked for opening of technical & financial bids.

ii. If any of the date earmarked for opening of technical & financial bids happens to be holiday, the bids will be opened on the very next working day.

iii. The bidder's representative, who is present, shall have to sign on the minutes of bid opening document for evidencing their attendance.

iv. The rates of items found, as per specification of Tender Document of the respective firm will be announced.

v. The technical bids will be opened and evaluated by a duly constituted committee, after evaluation of the technical bid. The finance bid will be considered only for those qualified technical bids.

vi. The recommendations of the committee is the final and binding on all the parties.

XI. BID REJECTION: The bids will also be rejected out rightly under any one or more of the following cases:

i. Non-submission of EMD before the date of closing of bids.
ii. Not meeting the technical specifications.
iii. Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specifications and supporting documents etc., may lead to rejection of the bid.
iv. If the bidder is not found eligible as per the requisite criteria.
v. If the column is found blank and quoted rates are not as per criteria.
vi. If the Technical and/or Financial Bid is not signed and stamped by the bidder.
vii. If the prices are quoted other than in Indian Rupee.
viii. If the bidder is found indulging in malpractice of pooling of bid.
ix. If the bidder provides Conditional/Incomplete quotation.
x. Non-production of items for demonstration, if desired.

xi. Non-production of original documents for verification.
xii. Non-submission of information in support of Capacity/Credibility of the organization.
xiii. Submission of any wrong information.
xiv. Non-submission of Original Printed Product Catalogue of respective items quoted, having item's model number, its specifications, complete address of manufacturer etc.,
xv. Made misleading or false representation or deliberately suppressed the information in the forms, statement and enclosures required in the eligibility criteria.

The FCRI reserves the right to reject any or all the tenders without assigning any reason, at any stage (point of time), and FCRI decision will be final.

XII. <u>EVALUATION AND COMPARISON OF BIDS</u>: The purchaser's price evaluation of the bid will be as below: -

i. Unit rate of item inclusive of Excise Duty / CST / any other tax (including GST), if any.

ii. The bidder should quote the entire rate on the basis of the delivery at the purchaser site. No extra labour charges, transportation charges, delivery charges, installation charges will be paid or considered.

iii. The purchaser will evaluate and compare the total bid price for each item, which have been determined to be substantially responsive as per the qualified criteria of bidder.

iv. The Tender Inviting Authority does not bind himself/ herself to accept the lowest or any tender.

v. If the bidder has quoted longer delivery period than stipulated in the tender document, an amount of 1% of the quoted price shall be added per week for the period beyond the stipulated period in the quoted price for the purpose of financial evaluation of tender.

vi. Negotiations will not be made with all Tenderers. In case of necessity, negotiations will be made only with lowest selected Tenderer(L1) and in this regard the decision of the Dean or any other authorized officer shall be final and binding on the firm without any recourse.

XIII. <u>NOTIFICATION OF CONTRACT AND PLACEMENT OF SUPPLYORDER</u>:

i. Prior to the expiration of the period of bids validity, the purchaser will notify the successful bidders in writing that their bid has been accepted.
ii. The notification of award will constitute the formation of the contract.
iii. **<u>Performance-cum-Security Deposit:</u>** The successful bidder shall furnish a Performance-cum-Security Deposit for 10% of the value of the cost of the item of Goods and Services, in favour of Forest College and Research Institute SD, with validity upto warranty period plus three months. It shall be released to THE FIRM after completion of THE Firm's performance obligations under the contract.

XIV. <u>SUPPLY OF GOODS AND SERVICES:</u>

i. THE FIRM shall obtain the authenticity certificate from concerned vendors and furnish it to FCRI before supplies made.

ii. Supply, assembling, Commissioning, testing etc. of all Goods & Services including others accessories shall be the responsibility of the contractor.

iii. The successful bidder shall supply the Goods as per the time schedule mentioned in the tender document.

iv. The Goods shall be **loaded and un-loaded** by the successful bidder at his/her own cost & risk. The successful bidder shall provide such **packing** of Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt precipitation during transit, and open storage.

v. Delivery of the Goods purchased is to be done by the successful bidder at the locations specified in this document at free of cost.

XV. CHANGE IN QUANTITY OF EQUIPMENTS:

i. The FCRI reserves the right, at the time of award of contract, to increase or decrease the quantity of material specified in the schedule of requirement without any change in price or other terms and conditions, even after the tender period. In other words, increasing or reducing the tender quantity can be made by FCRI even after the completion of the tender period and it is binding on the firm without any recourse.

ii. Rejected items /material should be removed within 30 days after which no responsibility lies with the FCRI.

XVI. PAYMENT SCHEDULE:

i. No advance payment will be made.

ii. The standard payment terms of FCRI are applicable. The payment to FIRM shall be made by FCRI only through cheques/NEFT Transactions by furnishing the Bank account details.

iii. The payment will be made only after successful supply, registration with the concerned manufactures/ producers/ developers of the Goods

iv. The Payment will made through the College Account/Treasury after successful supply.

v. Penal clauses of THE FIRM whatsoever like payment of interest on late payment of bills etc. shall not be acceptable to FCRI.

XVII. CANCELLATION OF CONTRACT:

i. Demonstration of Models / Items has to be arranged by the bidders, if desired by the Forest College and Research Institute, Mulugu. Non-production of items for demonstration will result in rejection of the tender.

ii. If the bidder, in the opinion of the Forest College and Research Institute, Mulugu fails or neglects to comply with any of the terms & conditions forming part of the

order issued, the Head of Forest College and Research Institute, Mulugu shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days' notice in writing to the bidders/firms without being liable to pay compensation for such cancellation.

iii. If the successful bidder fails to execute the supply order by the date specified in the order or within any extension thereof granted by the FCRI. Penalties will be levied over the FIRM as mentioned in the tender document.

iv. If the bidder fails to perform any other obligation under the contract

v. If the bidder, in the judgment of the FCRI, has engaged in corrupt or fraudulent practice in executing the contract, the purchaser may without pre-judice to any other remedy for breach of contract, by written notice, terminate the contract in whole or in part.

XVIII. **FORFEITURE OF BID DEPOSIT:** The EMD/Performance-cum-Security Deposit will be forfeited:

i. If the successful Tenderer fails to act according to the tender conditions or backs out after the tender has been accepted

ii. In case the successful tender fails to execute necessary agreement within (10) days from the date of receipt of letter of acceptance of the tender.

iii. Tenderer violates any of the conditions prescribed in the tender Document or Tenderer revises any of the terms quoted during validity period.

XIX. **INDEMNITY:** The Tenderer shall at all times indemnify FCRI, against all claims, which may arise in respect of supply of low quality of commodities/material/items/service etc., not confirming to the specifications.

XX. **SUB-CONTRACTING:** The contract supply awarded should be executed by the successful Tenderer only and sub-contract of supply is not permitted.

XXI. **Force Majeure:** If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the FCRI as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract. The event of delay caused shall not be counted towards the time schedule.

XXII. **SETTLEMENT OF DISPUTES OR DIFFERENCES:**

a. If the dispute or the difference of any kind whatsoever shall arise between THE FIRM and FCRI in connection or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. The venue shall be place from where the order is issued.

b. If the parties failed to resolve their dispute or difference by such mutual consultation, it shall be settled through arbitration provided either of them gives notice to the other party of its intention to commence arbitration. The dispute or difference arising would be subject to the jurisdiction of the civil courts at Hyderabad, Telangana only.

XXIII. MISCELLANEOUS:

a. Each Party shall bear its own legal and other expenses incurred in connection with this Tender document.

b. Headings used in this Tender document are for convenience and ease of reference only, and shall not be relevant to or affect the meaning or interpretation.

c. In the event of any provision of this Tender document being held or becoming invalid, unenforceable or illegal for any reason, this Tender document shall remain otherwise in full force apart from the said provision, which will be replaced with a legally valid provision that most nearly reflects the same purpose as that of the deleted provision.

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Dean,
Forest College & Research Institute,
Mulugu, Siddipet District.

FINANCIAL BID FORMAT

S No.	Name of items with Description/Specification	Qty.	Unit	Unit Rate in Rs. (inclusive of all duty / taxes except GST)	Amount of GST in Rs.	Total Unit Rate in Rs.	Warranty period in years
1							
2							
3							
4							
5							
6							
7							
8							

TENDER ACCEPTANCE LETTER

(To be given on letter head)

To,
Dean,
Forest College & Research Institute,
Mulugu, Siddipet District.

Sub: Acceptance of Terms and Conditions of tender
Tender reference No: _____

Sir,

I/We have downloaded/obtained the tender document(s) for the abovementioned tender/work from the website(s) namely:

As per your advertisement, given in the above-mentioned website(s)

1. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No_____ to_____(including all documents like annexure(s), schedule(s), etc. which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance of tender.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirety.
4. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt./Department /Public sector undertaking/Institutions.
5. I/we certify that all information furnished by our firm is true and correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
6. We understand that you are not bound to accept the lowest or any bid you may receive.

Yours faithfully,

(Signature of the Bidder with official seal)

Information of the Bidder

1	Name of the firm/ Company/ Organization	
2	Registered/ Postal Address, Telephone No., E-mail id	
3	Correspondence address, details of contact person name, designation, mobile No. and email-id	
4	Type of organization (Proprietary/ partnership/ Pvt.Ltd./ PSU/ Govt./ Public Ltd). Certified copy in respect of registration must be enclosed	
5	Years of establishment and experience in business (in number of years)	
6	Annual Turnover in Rs.Lakhs for last five years (Certified copies of Annual statement of accounts i.e., balance sheet & profit loss accounts must be uploaded)	
7	GST registration No. (copy to be enclosed)	
8	PAN Card No. (copy to be enclosed)	
9	Details of Bank a) Bank name	
	b) Address of bank	
	c) Account No.	
	d) Type of Account (Current/ Savings)	
	f) MICR No.	
	f) RTGS/NEFT Code	
8	Details of the employees with qualification and experience, with Salary Slips (certified copies to be enclosed as a proof of technical expertise and experience)	
9	Details of the work orders issued by the organizations in particular related to the items for which tenders called for (certified copies to be enclosed as a proof of technical expertise and experience)	

Date: ……..
Place: …….

Name of the Authorized Signatory
Stamp & Signature

RECEIPT
(For refund of EMD)

Received with thanks from the Deputy Director, F.C.R.I an amount of Rs. _____/- (Rupees _____ Only) towards refund of Earnest Money Deposit made vide _____ (details of such deposit, if applicable) against Tender Enquiry No: _____ dated: _____

Affix Revenue Stamp of Rs.1

Signature Of the authorized signatory: _____

Name of Company / Firm's & Address: _____

_____

_____

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

I / We _____ Manufacture / Partner(s) / Authorized Distributer / Agent of M/s. _____ hereby declare that the firm / company namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or by any other organization from taking part in tenders in India.

Or

I / We _____ Manufacturer / Partner (s) / Authorized Distributer / Agent of M/s. _____ hereby declare that the firm / company namely M/s. _____ was blacklisted or debarred by Union / State Government or any organization from taking part in tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm / company is entitled to take part in tenders.

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

Name of the Authorized Signatory
Stamp & Signature

FORMAT FOR DISTRIBUTOR'S AUTHORIZATION

Dated:

To,
The Deputy Director,
Forest College and
Research Institute,
Mulugu - 502279

.

Reference: Tender No._____, Dated: //_____for Rate Contract for Supply of STATIONERY ITEMS.

Subject: Distributor's Authorization Letter

Dear Sir,

With reference to above mentioned Rate Contract, we wish to inform you that our below mentioned distributor is authorized to receive orders, to make the supplies, to raise the invoices for products manufactured/marketed by [Name of Manufacturer] and collect the payments thereof on our behalf.

1. Name of the firm :
2. Complete Address :
3. Contact Person :
4. Contact No.: :
5. Email ID: :

You are kindly requested to place your valuable orders and to make payment directly to our authorized distributor for prompt supply.

This authorization will remain valid for whole contract period.

[*Signature with date, name and designation*]

For and on behalf of Messrs.

_____

[Name and address of Manufacturer]

Note: -

1. Thisletterofauthorizationshouldbeontheletterheadofthemanufacturingfirmandshouldbesignedby a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter may be enclosed with Quotation Form during submission in the sealed cover.

CERTIFICATE OF PRICE JUSTIFICATION

[*To be given on letter head*]

Tender No.:

I/We, M/s._____Certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

[*Signatures of the Bidder with Name, Designation & Company's Seal*]

CERTIFICATE OF NO DEVIATION

[*To be given on letter head*]

Tender No.:

I/We, M/s_____hereby certify that notwithstanding any contrary indication / conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of Forest College and Research Institute, Mulugu tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in Forest College and Research Institute, Mulugu tender specification with associated amendments & clarification

[*Signatures of the Bidder with Name, Designation & Company's Seal*]

ANNEXURE – I

STATIONERY ITEMS RATE CONTRACT

APPROX. QUANTITY FOR STATIONARY MATERIAL FOR ONE YEAR					
S.No	**Description of Items**	**Specifications**	**Preferred Brand**	**Approx.. Qty. Per 1 Year**	**Unit**
1	A4 xerox Paper Bundle (Regular)	75 GSM	Andra/JK Sparkle	800	Pkts
2	Legal xerox Paper Bundle	70 GSM	Andra/JK Sparkle	300	Pkts
3	A3 xerox Paper	70 GSM	Andra/JK Sparkle	150	Pkts
4	A4 xerox Pista (Green)	100 GSM	Andra/JK Sparkle	3	Pkts
5	A4 xerox (Yellow)	100 GSM	Andra/JK Sparkle	3	Pkts
6	A4 xerox (Pink)	100 GSM	Andra/JK Sparkle	3	Pkts
7	A4 xerox (Blue)	100 GSM	Andra/JK Sparkle	3	Pkts
8	Registers (100 Pages)		Classic/Kapil	250	Nos
9	Registers (300 Pages)		Classic/Kapil	150	Nos
10	Registers (400 Pages)		Classic/Kapil	100	Nos
11	Register Cash Book 400 pages		Classic/Kapil	80	Nos
12	Log Books (200 pages)		Raising Sun/Classic	30	Nos
13	Pen Stand			20	Nos
14	Achiever Gel (Green)		Add Gel	80	Nos
15	Pen Black	0.6mm	Pentonic/Hauser	400	Nos
16	Pen Blue	0.6mm	Pentonic/Hauser	500	Nos
17	Pen Red	0.6mm	Pentonic/Hauser	400	Nos
18	Uni Ball Pens (Blue)	UB-157	Uniball eye	150	Nos
19	Uni Ball Pens (Green)	UB-157	Uniball eye	150	Nos

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S.No	**Description of Items**	**Specifications**	**Preferred Brand**	**Approx.. Qty. Per 1 Year**	**Unit**
20	Uni Ball Pens (Black)	UB-157	Uniball eye	150	Nos
21	Whitener		Graphix	60	Nos
22	Scale Steel	30 cm	Guru	80	Nos
23	Binder Clips	25 mm	Makson/VRS	35	Boxes
24	Binder Clips	32 mm	Makson/VRS	30	Boxes
25	Binder Clips	41 mm	Makson/VRS	30	Boxes
26	Calculator (Big)	CT-912	Cassio/Flair	15	Nos
27	Calculator (Medium)	MJ 12D	Cassio/Flair	20	Nos
28	Carbon paper	33X21 cm 20GSM	Kores Multy/Camlin	15	Pkts
29	CD Marker (Black)		Camlin/Doms	60	Nos
30	CD Marker (Blue)		Camlin/Doms	60	Nos
31	CD Marker (Green)		Camlin/Doms	60	Nos
32	Envelop covers Small Brown			600	Nos
33	Envelope Cloth Covers (A4)	10X12 (A/4 Size)		300	Nos
34	Envelope Cloth Covers	15X11 (F/C Size)		400	Nos
35	Envelope Cloth Covers	16X12 (A/3 Size)		400	Nos
36	Eraser		Natraj/Apsara	8	Boxes
37	Exam Tag threads		White	100	Bunches
38	Duracells	(AA)	Duracell	2000	Nos
39	Duracells	(AAA)	Duracell	500	Nos
40	Scissors (Big)	MS-75	Music 555 Brand	25	Nos
41	Scissors (Medium)		Scotch,Munix	30	Nos
42	Scissors (Small)		Scotch,Munix	50	Nos
43	File Tags	08 inches	Red&white colour	30	Pkts

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S.No	**Description of Items**	**Specifications**	**Preferred Brand**	**Approx.. Qty. Per 1 Year**	**Unit**
44	File Tags	12 inches	Red&white colour	30	Pkts
45	File Tags	14 inches	Red&white colour	30	Pkts
46	Fevistick	8 g	Fevi Stik	900	Nos
47	File Pad			800	Nos
48	Flags (sticky neon prompt)	25mmX75mmX3	Mangoose	100	Pkts
49	Gum Bottle small	150 ml	Modern Gum	50	Nos
50	Hole punch double	Dp-280	Kangaro	40	Nos
51	Hole Punch (Single)		Kangaro	40	Nos
52	L Folders A4 size with logo			350	Nos
53	L Folder (Legal)			300	Nos
54	Notice Board Pins/ Push pin		Aerotic	90	Boxes
55	Paper Weight	Small	Gravity	20	Nos
56	Pen Drives	64 GB	Sony/Sandisk	25	Nos
57	Pen Drives	128 GB	Sony/Sandisk	6	Nos
58	Pencils		Natraj/Apsara	90	Boxes
59	Permanent Marker (Black)		Kores	40	Boxes
60	Permanent Marker (Blue)		Kores	40	Boxes
61	Permanent Marker (Red)		Kores	40	Boxes
62	Sharpener		Natraj/Apsara	40	Boxes
63	Spiral Binding Sheets (Legal)	Legal		600	sets
64	Spiral Springs (Big)	20mm		40	pkts
65	Spiral Springs (Medium)	14mm		50	Pkts
66	Spiral Springs (Small)	10mm		40	Pkts

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S.No	**Description of Items**	**Specifications**	**Preferred Brand**	**Approx.. Qty. Per 1 Year**	**Unit**
67	Stamp pad (blue)	110mmX69mm	Faber-Castell	60	Nos
68	Stapler (Big)	No-24/6	Kores	15	pcs
69	Stapler (small)	No-10-1m	Kores	50	pcs
70	Stick Files A4 size			400	Nos
71	Stick Files Legal			300	Nos
72	Tappal Pads		Kwality	15	Nos
73	White Board Marker (Red)		Kores/Flair	500	Nos
74	White Board Marker (Black)		Kores/Flair	500	Nos
75	White Board Marker (Blue)		Kores/Flair	500	Nos
76	White Board Marker (Green)		Kores/Flair	300	Nos
77	White Cello Tape 1"		Wonders-555	50	nos
78	White Cello Tape 2"		Wonders-555	55	nos
79	Brown Cello Tape		Wonders-555	60	nos
80	Spiral sheets A4			970	Sets
81	Highlighter		Kores	20	pkts
82	Chalk pieces (White)		Kores	4	boxes
83	Chalk pieces (Colors)		Kores	8	boxes
84	Whitener bottles (small)		Kores	16	Bottles
85	Attendance Registers	70 pages	Classic/Agarwal	10	Nos
86	Students' attendance Registers with logo	100 pages		120	Nos
87	Office Dust bins plastic	10 ltrs	Chetan	30	Nos

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S.No	**Description of Items**	**Specifications**	**Preferred Brand**	**Approx.. Qty. Per 1 Year**	**Unit**
88	Flag Pins	700 pins	Bell pins	6	boxes
89	Stamp pad Black ink bottles		Camlin	10	Nos
90	File wrappers		Lords/Gravity	400	Nos
91	Notice boards (2X3 size)	Green & Red		3	Nos
92	White Boards (4X3 size)			3	Nos
93	Measurement Books	100 pages		20	Nos
94	Cash Book for Subordinate	Printing		20	Nos
95	Spiral Note Book	25 pages		150	Nos
96	Stamp pad blue ink bottle		Kores	25	Nos
97	Stamp pad red ink bottle		Kores	15	Nos
98	A4 excel bond Paper		JK/Andra	14	Nos
99	Registers (200 pages)		Classic	50	Nos
100	Colour Sketch pens (Set of 10)	Different Colours	Luxor, Doms	15	Pkts
101	CD marker (Red)		Camlin/Doms	15	Nos
102	White Cloth	Packing of Office Files		100	Mtrs
103	Toucher	Steel		10	Nos
104	Fevikwik 20g	Pack of 1 pcs	Fevikwik	50	Packets
105	Rubber Bond Packet 1 kg		World one/Leeras	4	Packets
106	Cash Book (100 Pages)		LSR/Neelgagan	15	Nos
107	Cash Book (200 Pages)		LSR/Neelgagan	15	Nos
108	Cash Book (300 Pages)		LSR/Neelgagan	3	Nos

APPROX. QUANTITY FOR STATIONARY MATERIAL FOR ONE YEAR					
S.No	**Description of Items**	**Specifications**	**Preferred Brand**	**Approx.. Qty. Per 1 Year**	**Unit**
109	Cash Book (400 Pages)		LSR/Neelgagan	2	Nos
110	Uni ball pens (Red)	UB-157	Uniball eye	40	Nos
111	Box File with Steel Clip	ABI-777, Classic	ABI, Ravi	40	Nos
112	Document Holder Bag with Snap button Blue	Pack of 5 pcs	Smart file,Staprico	50	Packets
113	A3 Photo papers	150-250 GSM	JK Copier/TNPL	3	Packets
114	Sealing Wax	Pack of 10 Sticks	Stag, Standard, JKI	20	Packets

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Sd/-
Dean,
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