



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL

DISTRICT SHIMLA, HIMACHAL PRADESH-171014

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Website:<http://hpnlu.ac.in>

No. HPNLU/Accounts/Consumables/2022

Dated:- 31/08/2022

**NOTICE INVITING TENDER FOR ENTERING INTO ANNUAL RATE CONTRACT
FOR THE SUPPLY OF CONSUMABLES ITEMS FOR HPNLU,SHIMLA**

Notice invites sealed quotations for selection of vendors for supply of consumable items enclosed at Annexure- 1 to the Himachal Pradesh National Law University, Shimla for the financial Year 2022-23 from award of contract letter to 31/03/2023. The quotations will be received at the office of the Registrar, HPNLU during office hours up to 05:00 pm on or before 15/09/2022. Quotation opening date and time will be notified in the University website [www. Hpnlu.ac.in](http://www.Hpnlu.ac.in). The Quotational or their authorized agents may remain present at the time of opening of the quotations. Quotational are advised to view the website regularly for update.

List of items is enclosed at Annexure- 1 (Consumables Items)

Terms and Conditions: -

1. The rates should be quoted as shown against the items/ articles and should be inclusive GST/Taxes and all other charges applicable at any point of time. Price should be quoted F.O.R at HPNLU, Shimla store .
2. The sealed envelope should bear the following 'superscription' on the top:
"The Registrar, Himachal Pradesh National Law University, Shimla".
3. The Quotation/Tenderer would have to deposit the Tender Fee of Rs. 1000/- and Earnest money of Rs. 10,000/- in the form of Demand Draft in favour of **Registrar, Himachal Pradesh National Law University payable at Shimla** . The EMD will be released after finalization of bid selection process. However, EMD in respect of the successful bidder will be retained as Security Deposit till completion of contract period.
4. The Quotationer/Tenderer to whom work would be allotted will have to execute a bond/undertaking/ agreement of annual rate contract as per University rules.
5. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.
6. Any deviation of terms and condition shall invite cancellation of Quotation. Tender/Bills etc. and forfeiture of security deposit.
7. Each firm must have GST registration certificate, Trade License, Income Tax Clearance certificate, Pan Card. A copy of the same must be submitted along with the Quotation/Tender. Subletting of bidder is not allowed .
8. Bidder registered office /agency/shop should be located within a radius of 50Kms from the university. The Bidder should submit a proof of its office address.
9. Bill should be raised in the name of the Registrar, Himachal Pradesh National Law University. Bills must be submitted along with necessary work order and a copy of challan etc. within seven days from the date of delivery of goods for payment,

otherwise no payment shall be made. The rates quoted for the consumables Items (inclusive of all taxes) shall be for Stores, HPNLU at Shimla, Himachal Pradesh. Any increase in taxes and others statutory duties/levies after the expiry of scheduled delivery date or award of contract/work order shall be to the supplier account. However, benefit of any decrease in these taxes/duties shall be passed on to the HPNLU by the supplier.

10. Supply order will be placed as per requirements of the University.
11. Delivery of the items within 3 days of the placement of the confirmed supply order or as stipulated in the supply order. Requirements indicated as "Immediate" will have to be supplied urgently not later than 2 days.
12. The work may be allotted to one or many suppliers depending upon the urgency of the work, time factor, quality of works and past record of the firms in doing delivery works within due time. Where it is observed that a single supplier does not have enough capacity to cater to the entire demand of an item, the University may enter into more than one rate contract with different suppliers for the same item. Such rate contracts are known as Parallel Rate Contracts.
13. In case there is no approved rate of any item, the supplier has to supply the same at reasonable price but not more than the Maximum Retail Price/Market Price, whichever is less.
14. In case lowest rate is quoted by one firm for same item and by other firm for other items then the firms will have to assure their willingness/submit consent letter to supply any or all of the materials as above, as per approved rates of the undersigned. If the lowest quoted rate is higher than the MRP/ Market Price, then payment will be made as per the MRP/ Market Price.
15. Any firm/ supplier indulging in any malpractice or adopting any unfair means will be barred working the University.
16. The Contract will be cancelled at any time, if the quality of supplied materials is not as per standard or the order is not supplied on time, and the security deposit will be forfeited.
17. If the selected Agency fails to deliver the consumables items or replace the defected/spurious items within the stipulated date & time, a penalty @ 0.5% per day of the delivered price of Delayed Goods with maximum limit of 10% as penalty and the actual cost paid to an outside agency by the HPNLU, Shimla for the desired consumables items, shall be deducted from the firm's pending bills or Security, as the case may be.
18. Past record of the firms/suppliers/contractors will be duly considered while awarding the work.
19. Selection criteria may include any other condition deemed to be just, fit and proper at that point of time.
20. Quantity can be increased or decreased as per requirement.
21. The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. Hundred only) within fifteen days of the issue of the Letter of notification of award.

22. 100% Payment will be released after satisfactory delivery and acceptance of consumables items by Stores of Himachal Pradesh National Law University situated at Shimla. No payment will be admissible for goods rejected. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules.

Notice Inviting Tender**Bill Of Quantities****Name of Work:- Supply of Consumables items for the campus at HPNLU, Shimla**

Sr. No.	Description of items	Yearly Usage (Approx QTY)	Unit	Make or equivalent	Rate to be quoted by the bidder	Amount to be quoted by the bidder
1	Wagh Bakri Spiced Tea (250 gm)	100	Pkt	Wagh Bakri		
2	Wagh Bakri Masala Chai (Tea Bags)	100	Boxes	Wagh Bakri		
3	Wagh Bakri Premium Tea Bags (100 Bags)	50	Boxes	Wagh Bakri		
4	Wagh Bakri Spiced Instant Tea (140gm Packing)	50	Pkt	Wagh Bakri		
5	Premium (Simple)Tea bags (100 bags Packing)	50	Pkt	Tata or equivalent		
6	Green Tea Lemon Grass Bags Box (2 x 37.5 g)	200	Box	Tetley,Lipton or equivalent		
7	Twinings English Breakfast Tea Teabags	5	Box	Twinings		
8	Instant Coffee Pouch (60 x 1.67 g)	30	Pkts	Nescafe Nestle Classic		
9	Nescafe Classic Coffee Pouch, (7.5 g)	200	Pouch	Nescafe Nestle Classic		
10	Jaggery (Gud) (220g)	10	Pkt	Dhampur Green		
11	Sugar (1 kg Packing)	80	Kg	Good Quility		
12	White Sugar Cubes	50	Boxes	Uttam Sugar		
13	White Sugar Pouch (5g x 200 sachets)	5	Pkt	Mawana		
14	Brown Sugar Pouch - (5g x 200 sachets)	5	Pkt	Mawana		
15	Sugar-free Gold Low-Calorie Sweetener, (50g-500 Pellets)	5	Pkt	Gold		
16	Dry Milk (200 gm)	100	Pkt	Nestle EveryDay		
17	Namkeen (khatta Meetha) (220g Packing)	50	Pkt	Haldiram's		

18	Namkeen Panchrattan (200g Packing)	20	Pkt	Haldiram's		
19	Namkeen (Moong daal) 200gm Packing	10	Pkt	Haldiram's		
20	Biscuits Britannia Good Day, (75 gm)	50	Pkt	Britannia		
21	PARLE Milano Chocolate Chip Cookies (75 g)	20	boxes	PARLE Milano		
22	McVities Digestive Biscuits (100 g Pkt)	20	Pkt	McVities		
23	Biscuits (Monaco Namkeen Biscuits)	50	Pkt	PARLE		
24	Catch Black Salt Sprinkle - 100 grams	5	Sprinklers	Catch		
25	Catch Pepper Sprinkles, 100g	3	Sprinklers	Catch		
26	Diamond Sugar/ Misri 50gm Packing	4	Pkts			
27	Cardamom/Elaich-(10 gms x 20 Packets) (20 gm) packing	20	Pkts	BLINK SPICES		
28	Meethi Sauf (50gm Packing)	4	Pkts			
29	Aluminum Foil Paper for Packaging	5	Roll			
30	Food Wrapper (Biodegradable Cling Film) (30 M =120 Meters)	5	Roll			
31	Salted Peanuts (200 gm)	10	Pkt	Haldiram's		
32	Roasted Light Salted Cashews (200g)	5	Kg	Nutraaj or equivalent		
33	Pistachio Nut (Pista) Light Salted (200 gm)	5	Kg	Nutraaj or equivalent		
34	Almonds (Badam) 200gm	5	Kg	Nutraaj or equivalent		
35	Walnuts (Akhrot giri) 250 g Pack	5	Kg	Nutraaj or equivalent		
36	Sesame Oil/ Till Oil(1 L Bottle)	5	Ltr			

Conditions:

1. The above-quoted items must be of Standard/Branded quality only. In case any item is found of low standard, the same shall be rejected and returned at the cost of the supplier. In case of any items in which brand is not mentioned the same should not be found of the low standard otherwise the same shall be rejected and returned at the cost of the supplier

2. Himachal Pradesh National Law University, reserves the Right to increase /decrease the quantity of the above items as per the requirement.

Sd/-

Registrar