

UNIVERSITY GRANTS COMMISSION
NEW DELHI

Minutes of the meeting held on 26.11.2015 at 03.00 p.m. to open the financial bid of the tender for procurement of stationery items part-I and part-II in UGC office.

A tender for procurement of stationery items Part-1 and Part II were advertised in the newspapers and the same were uploaded on UGC website also. As per the Notice Inviting Tender of **Part-I and Part-II**, three tenders on each NIT were received for which the closing date of both the tenders was 15.10.2015 upto 5.00 pm. After reviewing the tenders (Part-I & Part-II) the committee found that only two bidders qualified for opening of financial bids in **respect of Part-I** of which the details are as under:-

Sl. No.	Name of the firm
1.	M/s Vijay stationery Mart
2.	M/s Crescent Stationery

Part-1

S. N o.	Items	Make	Qty.	Rates quoted by M/s Vijay Stationery Mart (Rs)	Rates quoted by M/s Crescent Stationery (Rs)
1	Correcting Pen	Flair/Camlin	Pkt-10 Pcs.	185.00	185.63
2	Non-Dust Eraser(Pencil)	Apsara	Pkt-20 Pcs.	45.00	45.15
3	Pencil Lead(10 in a box)	Natraj	Pkt- 10 Pcs.	29.00	27.30
4	Sharpener with cap	Natraj	Pkt-20 Pcs.	73.00	74.00
5	Ball pen ordinary (10 in a pkt.)	Cello Gripper	Pkt-5 Pcs.	22.50	22.58
6	Gel Pen (10 in a Packet)	Cello	Pkt-10 Pcs.	78.00	78.75
7	Pilot Pen(0-5)	Luxor	Pkt-12 Pcs.	336.00	318.15
8	Stamp pad	Supreme deluxe	Pkt-15 Pcs.	203.00	203.63
9	Gum Bottle (700 ml)	Chelpark	Pkt-10 pcs.	470.00	472.50
10	Gum Bottle (300 ml)	Camel	Pkt-10 Pcs.	312.00	313.95
11	Gum tube(30 ml)	Chelpark/Pre mier	Pkt-10 pcs.	39.00	39.90
12	Gem Clip(in box)	Plastic quoted	Box-10 Pkt.	135.00	88.88
13	All pin(60 gm packet)	Apex	One packet	12.00	12.26

14	Punch-Single	Kangaroo	Box-10 Pcs.	438.00	438.75
15	Stapler G.10	Kangaroo	Box-10 Pcs.	415.00	416.25
16	Stapler G.45	Kangaroo	Box-10 Pcs.	640.00	641.25
17	Stapler Pin No.G.10	Kangaroo	Box-20 Pcs..	85.00	85.50
18	Stapler Pin No. 24/6	Kangaroo	Box-20 Pcs.	195.00	195.75
19	Cello Tape (1/2" x 35 mtrs.)	Omex/Premier	Pkt-12 Pcs	57.00	57.75
20	Shorthand Note Book	Saraswati/Bit too	Per Pcs	17.50	9.24
21	Color flag(tri-color) 3x3"	De'smat/pro mote	Pkt.-20 Pcs.	228.00	228.90
22	Pasting slip(big)	De'smat/Pro mote	Pkt.-10 Pcs.	292.00	294.00
23	Pasting slip(medium)	De'smat/Pro mote	Pkt-10 Pcs.	162.00	162.75
24	Pasting slip(small)	De'smat/Pro mote	Pkt-10 Pcs	125.00	126.00
25	Permanent Marker Product 69.75 No. 970	Luxor	Pkt-10 Pcs	125.00	114.45
26	Plastic Scale 12"	Elora	Pkt-10 Pcs.	80.00	69.75
27	Register(6 Qur.) Hard Board Cover	Neel gagan/ Bharat	Per Pcs.	88.00	88.20
28	Register(2 Qur.) Hard Board Cover	Neel gagan/ Bharat	Per Pcs.	44.00	44.00
29	Diary Register(Hard Board Cover)	Neel gagan/ Bharat	Per Pcs.	186.00	186.90
30	Lock (Steel body) (size-30mm)	Harrison	Per Piece	38.00	54.00
31	Lock (Steel body) (Size-60mm)	Harrison	Per Piece	95.00	76.50
32	Plastic Jug-(Model Jug-402)	Unilite	Per Piece	105.00	110.25
33	Dustbin (Plastic) size-10"	Unilite	Per Piece	82.00	84.38
34	Pin cushion	Kebica	Per Piece	14.00	14.51
35	Colin(500 ml)		Per Piece	69.90	68.06
36	Room freshener	Odonil/airwiche	Per piece	86.00	87.75
37	Rubber band(weight 1 kg.)		1 kg.	325.00	331.88
38	Plastic sutli		Bundle	75.00	78.75
39	Computer sticker		Box-100 Sheets	172.00	173.25

40	Cr-RW(Moserbear)	Moserbear	Box-10 Pcs.	305.00	309.75
41	White Duster(36" x 36") Fine quality Cotton	As per sample	One Dozen	240.00	245.00
42	Yellow Duster (36"x 36") Grade 'A'	-do-	One Dozen	280.00	285.00
43	Yellow Duster(24"x 24")-do-	-do-	One Dozen	165.00	168.00
44	Tag(white) (200 tags pack)	-do-	Bundle-100 tags	21.00	21.38
45	Dak Pad	Neelgagan	Per Piece	43.50	44.09
46	Soap (100 GM)	Lifebuoy(Red)	Per pcs.	23.00	23.34
47	Pencil cell, AA R-6	Red Eveready	Per Pcs	9.75	10.01
48	Glue Stick(15 g.)	Kores	Box-20 Pcs.	330.00	330.75
49	Sketch Pen(OHP)	Luxor	10 in a Set	128.00	130.20
50	Packing Brown(2 ^{1/2} x 65 mtrs)	Wonder	Pkt-10 Pcs.	230.00	231.00
51	Packing Cloth (White Markin)	As per sample	Per Meter	38.00	38.00
52	Glass Tumbler Plain	Yera	Per Piece	22.00	22.39
53	Paper weight (Glass)		Box-12 Pcs.	160.00	162.00
54	Ruled Paper		One Dozen	7.00	7.44
55	DVD-R	Moserbear	Box-10 Pcs.	290.00	294.00
56	Binding elements (Size-6mm, 10mm, 12mm, 14mm, 16mm, 19mm, 22mm, 25mm, 28mm, 32mm, 38mm, 45mm, 51mm)		Box	265.00, 445.00, 535.00, 625.00, 720.00, 1110.00, 1285.00, 1460.00, 1635.00, 1660.00, 1975.00, 2630.00, 2980.00	270.00, 450.00, 540.00, 630.00, 720.00, 1111.50, 1287.00, 1462.50, 1638.00, 1664.00, 1976.00, 2632.50, 2983.50
57	Glass tumbler cover		Dozen	105.00	106.88
58	Log book		Per Piece	137.50	138.60
59	Mortin(hit)		Per piece	138.00	129.38
60	Service book		Per piece	88.00	89.25

61	Plastic folder(doit)		One Dozen	165.00	165.26
62	Highlighter pen	Luxor or equivalent	Per Piece	11.50	10.08

Annexure-I

S.N o.	Items	Make	Qty.	Rates quoted by M/s Vijay Stationery Mart (Rs)	Rates quoted by M/s Crescent Stationery (Rs)
1	A-4 size Photocopy paper-75 gsm	ISI marked	Per ream	149.50 (century)	134.40 (Modi Trust) * 159.08 (JK) 156.98 (power)
2	A-5 size Photocopy paper-75 gsm	ISI marked	Per ream	186.50 (Century)	165.90 (Modi Trust) * 191.10 (JK) 189.00 (power)
3	A-3 size Photocopy paper-75 gsm	ISI marked	Per ream	314.50 (Century)	278.25 (Modi Trust) * 318.15 (JK) 316.05 (power)
4	Photocopy paper (legal) Green-75 gsm	ISI marked	Per ream	350.00 (Century)	NA

***do not meet NIT technical specification**

Part-II

Accordingly, as per the Notice Inviting Tender – Part – II three tenders were received by the closing date i.e. on 15.10.2015 upto 5.00 pm. After review of the tenders received, the committee found that all three bidders qualified for opening of financial bids, as per the details given below:

Sl. No.	Name of the firm
1.	M/s Vijay stationery Mart
2.	M/s Crescent Stationery
3.	M/s J.J. Paper Sales

The above firms who were qualified in the technical bids were invited on 26th November, 2015 to be present for opening of financial bids. The seal of the all the financial bids were checked by the member of the committee as well as the representatives of the bidders present in the meeting and was found in order. Accordingly, the financial bids were opened in present of the bidders, the details of the same are as on next page:-

S.N o.	Items	Make	Qty.	Rates quoted by M/s Vijay Stationery Mart (Rs)	Rates quoted by M/s Crescent Stationery (Rs)	Rates quoted by M.s J.J. Paper Sales (Rs.)
1.	File Board (10"x 13.5") Printed	As per sample	Per Pcs.	7.15 each	7.19 each	7.50 each
2.	File Cover(10"x 13.5") Printed	As per sample	Per Pcs.	6.10 each	6.14 each	6.60 each
3.	Envelopes Printed(12"x 16") with cloth pasted	As per sample	Box-100 Pcs.	4.10 each 410.00	4.15 each 414.75	5.70 each
4.	Envelopes Printed(10" x 12") with cloth Pasted	As per sample	Box-100 Pcs	3.58 each 358.00	3.62 each 362.25	3.60 each
5.	Envelopes Printed(8"x 10") with cloth pasted	As per sample	Box-100 Pcs	2.59 each 259.00	3.10 each 309.75	2.60 each
6.	Envelopes (without window) Printed(4.5"x 10") (90 GSM)	As per sample	Box-100 Pcs	0.62 each 618.00 per thousand	0.76 each 75.60	0.57 each 570.00 Per thousand
7.	Envelopes Printed(with window)(4.5"x 10')(90 GSM)	As per sam	Box-100 Pcs	0.62 each 618.00 per thousand	0.83 each 82.95	0.62 each 620.00 per thousand
8.	Note sheet (8.25"x 13") (95 GSM)	As per Sam	Pad-100 Pages.	57.95 each	72.45 each	58.00 each
9.	Slip pad (printed) (5.5"x 8")containing twenty pages	As per sam	Per Pcs-20 pages	5.10 each	5.15 each	5.70 each
10.	Writing pad for special meeting / conference /Commissions Meeting(5.5"x 8.25") Containing 100 pages	As per sam	Per Pcs-100 Pages	39.00 each	30.40 each	23.50 each
				Including VAT	Including VAT	VAT extra as applicable

Recommendations

Part-I items

After comparing the rates of NIT – Part I, the committee has observed that M/s Vijay Stationery Mart has quoted lowest rates for 56 items out of 66 items whereas M/s Crescent Stationery has quoted lowest rates for 10 items. As M/s Vijay Stationery Mart has quoted lowest rates for more items, the tender may be awarded to this firm for the items which it had quoted lowest rates. For the rest of items, the tender can also be awarded to M/s Vijay Stationery Mart if it agree to provide items at lowest rates quoted by M/s Crescent Stationery.

Part-II items

After comparing the rates of NIT – Part-II, the committee has observed that M/s Vijay Stationery Mart has quoted lowest rates for 08 items out of 10 items whereas M/s J.J. Paper Sales has quoted lowest rates for 02 items. As M/s Vijay Stationery Mart has quoted lowest rates for more items, the tender may be awarded to this firm for the items which it had quoted lowest rates. For the rest of items, the tender can also be awarded to M/s Vijay Stationery Mart if it agrees to provide items at lowest rates quoted by M/s J.J. Paper Sales.