



ANDHRA UNIVERSITY

VISAKHAPATNAM, ANDHRA PRADESH, INDIA

NAAC – Accredited “A⁺⁺” Grade with a CGPA of 3.74 out of four point scale

“ISO 9001: 2015 Certified”

No. A-IV(1)/Annual Indent/2025-26

Date:18-07-2025

TENDER NOTICE

Andhra University, Visakhapatnam desires to procure the annual requirement of stationery items for Financial Year 2025-26.

The interested Stationery supply agencies/Firms with not less than three years of experience in supply of stationery items to Government Departments/State Government undertakings are requested to submit their SEALED tenders to the Registrar, Andhra University, Visakhapatnam, as per the time schedule shown below: Tender Schedule super scribing the same on the envelope.

1	Sale of tender document	On all working days from 19-07-2025 to 31-07-2025 between 10.00 a.m. to 5.00 p.m.
2	Tender document which can be had from AIV Section CAO, AU, on payment of	Rs.1,000/- by way of Demand Draft drawn in favour of the Registrar, Andhra University, Visakhapatnam, which is non-refundable.
3	Availability and receipt of tender document	Office of the Registrar, Andhra University, Visakhapatnam.
4	Last date for submission of tenders	02-08-2025 upto 04.00 p.m.
5	Opening of sealed tenders, in the presence of the Tenderers present, before the authorities concerned.	02-08-2025 at 5.00 p.m.(on the same day)

3. The other terms and conditions will remain unchanged.
4. Other details can be had from the above address and www.andhrauniversity.edu.in


(E.N. DHANAMJAYA RAO)
REGISTRAR



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TENDER SCHEDULE FOR SUPPLY OF STATIONERY ITEMS

TERMS AND CONDITIONS

1. The required number of stationery items along with brand name and quantity required are Central Administrative Office & CDOE.
2. Have been registered with GST. (Copy of GST registration certificate to be enclosed).
3. Latest copy of the Certificate issued by the Department of Commercial Taxes, Copy of PAN Card and Bank Account details should be enclosed with the Tender Schedule.
4. The firm should have the experience of at least (3) years in supply of stationery items at-least Rs.10 lakhs to any Government Department/State Government undertaking and proof to that extent along with the satisfactory supply certificate from their client should be enclosed.
5. The Bids must reach this office before the due and time either in person or by post. Bids received after the stipulated time will not be accepted. For postal delays the concerned authorities are not responsible.
6. The rate should be quoted in the tender for each item in words and figures. Otherwise tender will not be considered. The offer should be valid for a period of one year from the date of approval of the tender.
7. A refundable Earnest Money Deposit (E.M.D.)for an amount of Rs.50,000 /-(Rupees fifty thousand only) in the form of a Demand Draft (Banker's Cheque) from a Nationalized Bank in favour of the “Registrar, Andhra University, Visakhapatnam” should be enclosed with the tender schedule. The bids without E.M.D. will be rejected summarily.
8. Incomplete tender schedule in any form will be rejected.
9. The tender should submit samples of the items as per the specified brand indicated in the tender scheduled, failing which the tender will not be considered.(On the sample, they shall quote the S. No. of the items with the Annexure No.)
10. Bids will be opened at the specified time in the chambers of the Registrar, Andhra University, Visakhapatnam in the presence of the bidders or their authorized representatives.
11. All the tenders received are subject to verification and approval by the University authorities and it shall be binding on all the tenders.
12. The acceptance of tender will be communicated to the successful tender only.
13. The items should be supplied as per requirement as and when demanded for a period of one year from the date of agreement entered into.
14. Payment shall be made within two months after receipt of material as per requirement, with that of the samples agreed to.

15. University reserves right to accept the tender in total or part: or reject any tender on administrative grounds. If it feels that any of the item, even if it is not lowest rate, when it is a quality product. University can have right to go for issuing purchase order for those items.

OTHER TERMS AND CONDITIONS

1. The offer / contract will be awarded to the Lowest-1 as per our specifications firm (Item-wise) as per the decision taken by the Central Purchases Committee depending on the quality.
2. An agreement to be signed by the successful tenderer with the Registrar, Andhra University, Visakhapatnam on the Non-Judicial Stamp Paper worth of Rs.100/- (Rupees one hundred only).
3. It will be the responsibility of the firm to ensure that the items to be supplied as per the quality and quantity demanded within stipulated time. The material supplied if found to be other than the specified brand and inferior in quality will summarily be rejected. The Andhra University shall also have the power to purchase the required item from elsewhere and any excess of cost so incurred by the Andhra University over the tendered price together with all charges and expenses incurred towards purchase shall be recovered by the Andhra University from the successful tenderer/firm.
4. In case the items are not supplied within the stipulated time, a fine of Rs.250/- (Rupees two hundred and fifty only) will be levied per day for the delay so caused and the same will be deducted from the payment against the bills raised.
5. Price shall remain fixed and valid during the period of contract.
6. The requirement of stationery items can be increased or decreased and the firm has to supply the items during the period of contract.
7. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same.
8. No advance payment will be made.
9. Interested bidders/vendors can visit this office on any working day, to inspect the specimens before submitting the bids.
10. If the tenderer fails to abide by any of the conditions of the contract, the Registrar, Andhra University will have the right to forfeit the E.M.D.
11. Upon complete fulfillment of the terms and conditions by the successful tenderer, the amount so deposited towards earnest money/bank guarantee shall be returned to him deducting the amount, if any, due by the tender to the Andhra University.
12. If any one item price quoted by more than one bidder is same, the Andhra University have right to negotiate with the lowest tender(s) regarding price.
13. The Registrar, Andhra University, Visakhapatnam reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
14. The Committee reserves the right to negotiate with lowest bidder(s) to arrive at a rate of any item.


(E.N.DHANAMJAYA RAO)
REGISTRAR