



Atal Medical & Research University, H.P.

(A State Government University)

(SLBS Govt. Medical College & Hospital Campus, Ner Chowk, Mandi, H.P.)

Phone No. 01905-243963 Email: fomedicaluniv.mandi@gmail.com

No. AMRU/STORE/3-STATIONERY ARTICLES/2020-Vol II-63-69 Dated: 25-02-26

Limited Tender for Rate Contract for providing Stationery articles in the Atal Medical & Research University, Mandi at Ner Chowk, Tehsil Balh, District Mandi, HP 175008.

The Registrar, Atal Medical & Research University intends to enter into Rate Contract for providing Stationery articles in the Atal Medical & Research University, Mandi at Ner Chowk, Tehsil Balh, District Mandi, HP 175008 as and when required basis as per LIST OF ITEMS (Annexure-C), for office use, for which duly sealed limited Tenders in two bid system (technical & financial) in offline mode are invited from the intended bidders.

TENDERING SCHEDULE:-

Last date and time for submission of tender	16-03-2026 till 10:30 AM.
Place for bid submission	Atal Medical & Research University, Mandi at Ner Chowk, Tehsil Balh, District Mandi, HP 175008
Date & Time for opening of Bids :	16-03-2026 at 11:00 AM.
Validity of Bids	180 days from the last date of bid submission
Address:	Finance Officer, Atal Medical & Research University, H.P. , 3 rd floor, Nursing College, SLBSGMC&H, Nerchowk.
Email:	FOMEDICALUNIV.MANDI@GMAIL.COM

Duly filled in limited Tender should reach Atal Medical & Research University, Mandi at Ner Chowk on or before **16-03-2026 up to 10:30 AM** through prescribed mode, which will be opened on same day i.e. on **16-03-2026 at 11:00 AM** in the presence of Tenderer(s) or their Authorized representative(s), whosoever may like to be present at that time. The Registrar, AMRU, reserves the right to accept or reject any or all tenders in part or whole without assigning any reason, whatsoever. Bidders are requested to kindly go through the Terms & Conditions (*Annexure-A*) and fill the limited Tender Document carefully before submitting


 Finance Officer
 Atal Medical & Research University
 Mandi at Nerchowk (H.P.)

the Tender. All communications/queries will be made through official e-mail. No other method of communication will be accepted.



Finance Officer,
Atal Medical & Research University,
Mandi at Ner Chowk.

Endst No. AMRU/STORE/3-STATIONERY ARTICLES/2022- Vol III- 62-69 Dated: 25-02-26

The copy forwarded to the following with the request to display the notice on their office Notice Board please: -

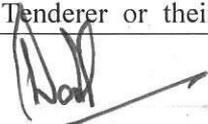
1. The Notice Board and Official Website of AMRU, HP.
2. Sun Star Graphics, Bhangrotu.
3. The Wisdom Gallery, Bhangrotu.
4. Mahajan BD and General Store, Ner Chowk.
5. Kia Enterprise, Bhangrotu.
6. Vats Paper Industry, Ner Chowk.
7. Shri Ram Gift Center, Ner Chowk.



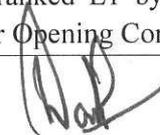
Finance Officer,
Atal Medical & Research University,
Mandi at Ner Chowk.

Annexure-A**GENERAL TERMS & CONDITIONS**

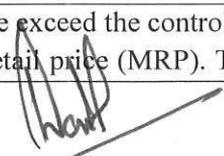
1.	The Bidder must be registered with appropriate authority.
2.	The period of rate contract will be from date of award to 31-03-2027, which may be extended for subsequent two years subject to the satisfactory performance in the contract period. The bid document is not exchangeable to any other party. Bidders are advised to satisfy themselves about the quantum of supply before submitting their Bid; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
3.	Bids/Quotations must reach in the Atal Medical & Research University on the specified date, time and address. The Last date and time for bid submission is 16-03-2026 upto 10:30 AM. The Tender will be opened on same day i.e. on 16-03-2026 at 11:00 AM in the presence of Tenderer(s) or their Authorized representative(s), whosoever may like to be present at that time. Technical and Financial bid/quotation should be dropped in the tender box placed in the office of Finance Officer, Atal Medical & Research University, Ner Chowk before the last date and time fixed for submission of the tender. Bids may also be submitted through Post/courier. No separate acknowledgement will be made. Finance Officer, AMRU will not be responsible for any delay or misplacing postal receipt. Bids/ Quotations received after the timeline for submission of Bids/Quotations as prescribed, shall not be entertained and rejected without any further correspondence to the bidder. Conditional bids/quotations will stand disqualified and will not be accepted.
4.	All pages of the Tender Document must be signed and stamped by the tenderer or his/her authorized signatory as token of having accepted all the Terms and Conditions of this Tender. The name and address of the tenderer shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing. Tenders received without proper documents shall be summarily rejected. The tender should be filled in and submitted strictly in accordance with the instructions contained herein; otherwise, the Tender is liable to be rejected.
5.	Bids shall be submitted in two separate sealed covers. First cover super-scribed as " Technical bid " shall contain detail of bidder (Annexure B), along with copies of all requisite documents, certificates etc. as specified in the (Annexure-C) of the tender document duly filled in and signed. All the documents should be page numbered. The Second cover super-scribed as " Financial bid " (Annexure-D) shall contain financial bid in the prescribed format. These sealed covers shall be put into a larger envelope sealed and super-scribed as " Limited Tender for providing Stationary Items in the Atal Medical & Research University " and should be addressed to the Registrar, Atal Medical & Research University, Mandi at Ner Chowk, Tehsil Balh, District Mandi HP PIN 175008. The bids (in the larger envelope) should be submitted in the Atal Medical & Research University on or before <u>16-03-2026 upto 10:30 AM</u> .
6.	The limited Tender will be opened by the Tender Opening –cum –evaluation Committee on <u>16-03-2026 at 11:00 AM</u> in the presence of the Tenderer or their Authorized


 Finance Officer
 Atal Medical & Research University
 Mandi at Nerchowk (H.P.)

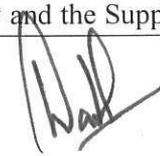
	<p>Representatives, whosoever may wish to be present. In case representative is sent to participate in the tender opening process, Letter of authorization shall be produced.</p> <p>First of all, the technical bids shall be opened and evaluated by the TOC in due course of time. Financial Bids only of those Tenderers, who qualify in technical bid shall be opened. Tenders not conforming to the essential requirements, as per the terms & conditions of the tender will be rejected and no correspondence thereof shall be entertained whatsoever. Time & Date for opening of financial Bid shall be intimated to the tenderer qualifying in the technical bid.</p>
7.	The bids shall be valid for a period of 180 days from the date of submission of Bid. A proposal valid for a shorter period may be rejected as non-responsive. On completion of the validity period, unless the Bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws his proposal.
8.	The bidder shall have to quote rates without GST. The quoted rates must be inclusive of freight, loading, insurance, Road permits, Handling, packing, clearing charges, if any. Only GST on items will be paid extra.
9.	Rates should be typed or written in ink and no over-writing should be done. Correction, if any, should be clear and initialed by the authorized person. The rates should be quoted in the figures and words without any overwriting, corrections, errors, omission etc. by the bidder on letter head as per prescribed format. If there is a discrepancy in the rates between figure & words, the rate quoted in words will be taken as correct for the purpose of evaluation. If a figure is to be amended, it should be neatly scored out, the revised figure be written above in figure and words and the same attested with full signature with date of the bidder. In the absence of the attested signature, the quotation is liable to be rejected.
10.	Committee may at its sole discretion wave any minor infirmity/ non conformity in the quotation which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any supplier. Wherever necessary, the tender inviting authority will convey its observation on such 'minor' issues to the tenderer by email etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.
11.	<p>The financial evaluation of Bids will be done item wise and tender will be awarded to the lowest bidder (L-1) accordingly. However, in cases where multiple bidders quote the lowest rates across different items, the bidder who has emerged as L-1 for the highest number of items shall be accorded first opportunity to match the L-1 rates for the remaining items for which they have not quoted the lowest rate.</p> <p>Normally, there would be no post negotiations. If at all negotiations are warranted, it would be only under exceptional circumstances i.e. where the price quoted by the lowest bidder is highly excessive as compared to the prevalent rates. TOC reserve the right to negotiate with the Bidder whose "Bid" has been ranked L1 by the committee. The decision of acceptance of the bid will lie with Tender Opening Committee who does not</p>


 Finance Officer
 Atal Medical & Research University
 Mandi at Nerchowk (H.P.)

	bind itself to accept the lowest quotation and reserves the right to accept or reject any or all the tenders in part or all without assigning any reasons.
12.	If due to any reason L1 bidder is unable to sign the agreement within stipulated time, then L2 bidder may be called for the negotiation and if L2 bidder agrees to work on the rates quoted by rejected L1 bidder then contract may be awarded to L2.
13.	Supply order shall be awarded to the supplier of the item quoting the lowest rate; provided that where the lowest supplier is not in a position to complete the whole assignment, the remaining work may be ordered to the next higher supplier at the rates offered by the lowest supplier on the same terms and conditions. The successful bidder shall have to sign an agreement in the prescribed form within seven days of the receipt of the Letter of Award of Contract;
14.	The tender of the person/ firm(s) who have been black listed by the State Govt. or Govt. of India shall not be entertained or accepted in any manner and may be rejected at any stage before or after opening of the bids and the contract, if any awarded may also be cancelled at any time without any notice/ without assigning any reasons thereof to the contractor. The tenderers will not be entitled to any compensation whatsoever for such termination. Bidder submitting a tender would be presumed to have considered and accepted all the terms and conditions of the tender form and Annexures annexed thereto. No inquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
15.	Tender Inviting Authority may ask for additional information / Document(s), if any. The tenderer has to submit the required information/document as asked for by the Tender Inviting Authority. If any information or documents furnished by the tenderer with the tender papers are found to be misleading or incorrect at any stage, the tender of the relevant items in the approved list shall be cancelled and steps will be taken to blacklist the said firm.
16.	The successful Tenderer shall have to deposit Performance Security of Rs.10,000/- upto the contract period in shape of FDR/DD/Bank Guarantee and shall be returned within two months of completion of the contract to the best satisfaction of the University.
17.	The rates should be F.O.R destination Atal Medical & Research University, HP at Ner Chowk. The supplier shall have to deliver the supply within stipulated time from the date of issue of supply order. The Registrar, AMRU may allow extension for a maximum period of one week after the stipulated date of supply with a penalty of 2% which will be deducted from the purchase order value as "Liquidated Damage", or Performance security . If the supplier fails to complete the supply within the extended period after being allowed by the University, the supply order(s) will automatically stand cancelled, Performance security will be forfeited and no further purchase order will be placed to the firm for the said item and the concerned firm will be blacklisted for two (2) years from the date of issue of letter for the said item.
18.	The items shall be brand-new & latest manufacturing.
19.	The price quoted by the bidder should not, in any case exceed the controlled price, if any fixed by the Central/State govt. and the maximum retail price (MRP). The rates quoted


 Finance Officer
 Atal Medical & Research University
 Mandi at Nerchowk (H.P.)

	by the bidder should be firm & valid up to Contract period. Prices quoted shall not be subject to any upward revision on any account whatsoever throughout the period of Agreement. The approved rates will be valid up to 31.03.2027 from the date of intimation of award of contract and Tender Inviting Authority has right to extend the Rate Contract on the same terms & conditions for further period subject to satisfactory performance
20.	<p>The bidder should confirm acceptance to the fall clause given herein under:-</p> <p>i) The price charges for the item supplied by the supplier shall in no event exceed the lowest price at which the supplier sells the items or offer to sell items of identical description to any person/organization including the purchaser or any department of Centre/State Govt. or any statutory undertaking of Central/State Govt. as the case may be during the period till the completion of delivery of medicines as per supply orders is completed.</p> <p>ii) In any subsequent date after submission of the quotation or placing of a supply order the manufacturer reduce the sale price of such stores i.e. "In case there is a fall in the institutional price due to reduction in price of raw material, custom duty exemption etc. the manufacturer will have to reduce the price proportionately" or sells or offer to sell such stores to any other party at a price lowest than the price charged/chargeable against the supply order placed by the indenting officer, the manufacturer will notify such reduction in sale price to the undersigned and the price payable for the item to be supplied against supply order after the date of such reduction in sale price coming into force shall stand correspondingly reduced.</p>
21.	The Tax Deduction at source (TDS) shall be deducted from the payment of supplier at prescribed rates under the GST/Income Tax Act/ Rules.
22.	No revision of rates or escalation of price due to any reason(s) will be accepted after bids are opened. Limited Tenders received without signature of the Tenderer or his Authorized Representative, or incomplete in any respect, are likely to be rejected. Envelope containing Tender Documents, if not properly sealed will not be accepted. Photocopy of the Limited Tender Form is not valid, and the limited Tender is likely to be rejected straightway.
23.	The limited Tender Form and documents attached to it shall not be detached from one another, and no alteration or mutilation (other than filling in all the blank spaces) shall be made in any of the documents attached there to.
24.	The Supplier shall be responsible for any breakage/ pilferage/ damage caused to any of the Items or Articles being supplied, during transportation at Atal Medical & Research University, Mandi at Ner Chowk.
25.	All goods and related services to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term "origin" used in this clause means the place where the goods are produced or manufactured or from where the related services are arranged and supplied.
26.	If the Item supplied by the Supplier are found substandard or below the required specification(s), it shall be viewed very seriously and the Supplier will be responsible to


 Finance Officer
 Atal Medical & Research University
 Mandi at Nerchowk (H.P.)

	replace the consignment at his own cost. In case of failure to do so, the Performance Security shall be forfeited, and the Firm would also stand black listed.
27.	The successful supplier shall not be allowed to transfer, assign, pledge or sub-contracts the works to any party.
28.	Any attempt of negotiations direct or indirect on the part of the bidder with the authority to whom he has submitted his bid offer or the authority which is competent to finally accept it, after he has submitted his bid offer or any endeavor to secure any interest for an actual or prospective bidder will render the bid liable for exclusion from consideration.
29.	The Performance security is liable to be “Forfeited” , if the bidder fails to supply the items as per requirement and as per agreed terms and conditions within prescribed timelines.
30.	The payment shall be paid on production of appropriate bills raised in favour of The Finance Officer, AMRU. No other payment shall be admissible except quoted amount. No interest on any deferred/ delayed payments arising out of this contract shall be payable in any case whatsoever. The contract can be terminated at any point of time if the services are not found satisfactory, by giving 30 days’ notice. In such an event, the supplies shall be procured from another agency at the risk & cost of the defaulting Firm.
31.	The Registrar, AMRU reserves the right to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers
32.	All disputes concerning the limited Tender, in any manner, will be subject to jurisdiction of AMRU authorities only.

Read and accepted

**Signature of the bidder
or the Authorized signatory with Seal.**



Finance Officer
Atal Medical & Research University
Mandi at Nerchowk (H.P.)

Annexure-B**TECHNICAL BID****Detail of the bidder /firm****(To be attached with technical bid by the bidder)**

Name of the bidder's Company/Firm	
Owner(s) Name(s)	
Status : Sole Proprietor /Partner /Director	
Business Address	
Registration / incorporation certificate No. with relevant authority	
Contact No.(s)	
E-mail	
Web site	
PAN	
GST Registration No.	

Date: _____

**Signature of the bidder
or the Authorized signatory with Seal.**



Finance Officer
Atal Medical & Research University
Mandi at Nerchowk (H.P.)

Annexure-C

TECHNICAL BID**CHECK LIST OF THE DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID**

All the technical bid documents duly signed and sealed must be submitted separately in sealed cover super-scribed as “**Technical bid for providing Stationary Items at Atal Medical & Research University, Mandi at Ner Chowk, Tehsil Balh, District Mandi, HP 175008 for F.Y. 2026-27**”:

Particulars of the Documents required to be submitted in the technical bid cover by the bidder:	Whether submitted or not		Page No.
	YES	NO	
Tender document (with Annexures) duly filled in, where applicable and with Signatures of the bidder or his/her authorized signatory on each page of the Tender Document in acceptance of the terms and conditions contained in the Tender Document.			
Detail of the bidder /firm in the enclosed format to be submitted			
Copy of PAN (Permanent Account Number) of the tenderer / firm issued by the Income Tax Department to be submitted. In case of a partnership firm, the PAN should be in the name of the firm only, in case of individual bidder, the PAN should be in the name of individual.			
Copy of Goods and Service Tax registration (GST) certificate (As applicable)			
Copy of Registration / incorporation certificate with relevant authority			
Copy of the valid authorization letter given by the directors / owner of the firm/agency in favour of the authorized signatory to be submitted or copy of Power of Attorney in case of a partnership firm to be submitted. (Not required in case of individuals).			
An undertaking as per Annexure-E to be submitted duly signed by the tenderer (Bidder) on the letter head of bidder.			

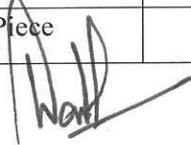
Signature of the bidder
or the Authorized signatory with Seal.



Finance Officer
Atal Medical & Research University
Mandi at Nerchowk (H.P.)

Annexure-D**FINANCIAL BID****(LIST OF ITEMS)**

Sr. No.	Name of Items	Quantity	Unit Rate (without GST)
1.	Copier Paper Ream A4 70 GSM	01 Ream	
2.	Copier Paper Ream A4 75 GSM	01 Ream	
3.	Copier Paper Ream Legal Size 70 GSM	01 Ream	
4.	Copier Paper Ream Legal Size 75 GSM	01 Ream	
5.	Copier Paper Ream A3 70 GSM	01 Ream	
6.	Copier Paper Ream A3 75 GSM	01 Ream	
7.	Copier Paper Ream A4 72 GSM (Green color)	01 Ream	
8.	Stapler No.10	01 Piece	
9.	Stapler HP-45	01 Piece	
10.	Stapler Pin of stapler No. 10	01 Piece	
11.	Stapler Pin No. 24/6	01 Piece	
12.	Paper Punch Machine Single Hole	01 Piece	
13.	Plastic Disposable Writing Ball Point Pen (Blue/ Red/ Black)	01 Piece	
14.	Pilot Pen V5 (Blue/Black/Red/Green)	01 Piece	
15.	Pilot Pen V7 (Blue/Black/Red/Green)	01 Piece	
16.	Uniball Eye 0.7 mm Pen (Blue/Black/Red/Green)	01 Piece	
17.	Marker Permanent (Blue, Red, Black, Green etc.)	01 Piece	
18.	Marker Board (Temporary) (Blue, Red, Black, Green etc.)	01 Piece	
19.	Whiteboard Duster (standard size)	01 Piece	
20.	High Lighter	01 Piece	
21.	Fevi Gum 100 ml	01 Piece	
22.	Fevi Stick 25 gm	01 Piece	
23.	Sello Tape 2 inches	01 Piece	


 Finance Officer
 Atal Medical & Research University
 Mandi at Nerchowk (H.P.)

24.	Sello Tape 1 inch	01 Piece	
25.	Paper Flag	01 Pack	
26.	Paper pin	01 Box (small)	
27.	Paper clip	01 Box (small)	
28.	Cell AAA	01 Piece	
29.	Cell AA	01 Piece	
30.	Envelope SE-4	01 Piece	
31.	Envelope SE-6	01 Piece	
32.	Envelope SE-7	01 Piece	
33.	Envelope A4 Size Laminated	01 Piece	
34.	Envelope Legal Size Laminated	01 Piece	
35.	Envelope A3 Size Laminated	01 Piece	
36.	Envelope Polynet 12x10 (Self-sticking, threaded and Laminated.	01 Piece	
37.	Envelope Polynet 11x5 (Self-sticking, threaded and Laminated.	01 Piece	
38.	Envelope Polynet 16x12 (Self-sticking, threaded and Laminated.	01 Piece	
39.	Tape Dispenser 01 inch	01 Piece	
40.	Tape Dispenser 02 inch	01 Piece	
41.	HP Pencil	01 Piece	
42.	Steno Pencil	01 Piece	
43.	Pokers	01 Piece	
44.	File Cover No. 360	01 Piece	
45.	File Cover No. 250	01 Piece	
46.	File Cover No. 666	01 Piece	
47.	File Cover No. 802	01 Piece	
48.	File Board	01 Piece	
49.	Damper	01 Piece	
50.	Eraser	01 Piece	
51.	Sharpener	01 Piece	
52.	Cutter knife (18 mm)	01 Piece	
53.	Correction Pen	01 Piece	


 Finance Officer
 Atal Medical & Research University
 Mandi at Nerchowk (H.P.)

54.	Note Pad	01 Piece	
55.	Steno Diary	01 Piece	
56.	Stamp Pad	01 Piece	
57.	Stamp Ink	01 Piece	
58.	9 V batteries	01 Piece	
59.	Sticky Notes	01 Pack	
60.	Plastic Folder	01 Piece	
61.	Lamination Sheet, size A3 (125 micron)	01 Piece	
62.	Waste bucket	01 Piece	
63.	Paper weight	01 Piece	

Signature of the bidder with seal :

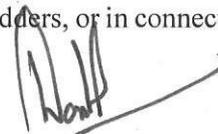


Finance Officer
Atal Medical & Research University
Mandi at Nerchowk (H.P.)

“UNDERTAKING ”

An undertaking to be submitted by the bidder is as under:

1. I/we have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them. We agree to undertake to be liable for all the obligations of the bidder under the Agreement.
2. The rates quoted by me/us are valid and binding upon me for the entire period of the Contract.
3. I/We agree that the Tender Inviting Authority can blacklist me/us if, any information furnished by me/ us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions. The condition herein contained shall form part of and shall be taken as included in the agreement itself.
4. I have not been penalized by any authority of the Government of HP/ any State Govt. or Govt. of India for providing unsatisfactory work. If the facts are proved to be concealed by the me/us, I/we will not only be debarred from participation in the tender but, also action under applicable law can be taken against me/us.
5. We shall make available to the Registrar, AMRU any additional information it may find necessary or require to supplement or authenticate any information/document provided by us.
6. We acknowledge the right of the Registrar, AMRU to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent as permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is understood that the Registrar, AMRU may cancel the Bidding Process at any time without incurring any liability to itself and that you are neither bound to invite the applicants to Bid for the services nor to accept any Bid that you may receive.
8. We have examined the bid document and have no reservations to the bid document.
9. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services. It is further certified that no investigation by any regulatory agency is pending against us.
10. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Registrar, AMRU in connection with the selection of Bidders, or in connection with



Finance Officer
Atal Medical & Research University
Mandi at Nerchowk (H.P.)

the selection/Bidding Process itself, in respect of the above-mentioned services and the terms and implementation thereof.

11. I / we confirm the acceptance to the fall clause as per terms & conditions.
12. I/We do hereby declare that I/We have not been de-recognized / black listed / banned/debarred by the Government of HP/ any state Govt / Union Territory/ Govt. of India Govt. Organization for supplying of sub-standard items / non-supply/ of required items as per specification given in the tender.
13. That no tax liability is pending against me/us to the Income Tax Department or any other Department of the State Government or Government of India.

Signature of the bidder with seal



Finance Officer
Atal Medical & Research University
Mandi at Nerchowk (H.P.)