

Dr Y S Parmar University of Horticulture & Forestry,
Nauni, Solan-173230(HP)
"Office of Comptroller"
(Ph: 01792 252336)

TENDER NOTICE

Sealed tenders are hereby invited on as & when required basis for the supply of "Stationery & Miscellaneous Items" for the period of one year from the date of notification until 31st July 2027, on a rate contract basis. Interested and eligible suppliers must ensure their tenders reach the office of the undersigned, complete in all respects, as per the schedule given below:-

Last date for receipt of sealed tenders: 10.08.2026 up to 4:00 PM

Date of opening of tenders: 11.08.2026 at 11:30 AM

Tenders received late, incomplete, or without the Tender Fee and Earnest Money will not be accepted. Interested parties/firms can download the detailed tender form from the University website www.uhfac.in/tenders, superscribed as "Tender for Stationery & Miscellaneous Items." The tender must be accompanied by a Demand Draft of Rs. 5,000/- (Rupees Five Thousand only) as a tender cost in favour of the Comptroller, payable at Nauni, on State Bank of India/UCO Bank, which is non-refundable, and Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand only) in the shape of FDR pledged in favour of the Comptroller. The Earnest Money will be refunded to the unsuccessful tenderer(s) after the finalization of the tender process.

The tenders (Technical Bids and Financial Bids) as mentioned on Annexure-A & Annexure-C will be opened on 11.08.2026 at 11:30 AM in the office chamber of the undersigned, in the presence of firms/authorized representatives who may wish to remain present on the day. Other terms and conditions of the tenders are annexed at Annexure-B.


Comptroller

Comptroller
Dr Y S Parmar University of
Horticulture and Forestry,
Solan

Technical Bid Envelopes

Tender for Stationery articles & Miscellaneous Items.

1. Technical Bid envelope contains following:

- a) Tenders condition of tender as per Annexure 'B' should be signed by firm/parties with stamp of the firm.
- b) GST No. & PAN No. along with certificate.
- c) Proof of identification i.e. voter ID card/ aadhar card etc.
- d) Demand Draft & FDR of cost of Tender Fee as prescribed in tender.
- e) ITRs for the last three years may be enclosed with the tender form.

2. Financial Bid Envelope: It shall contain format 'C' which reflected quoted rates only should be signed by contractors with stamps of firms. The financial bid shall be opened the technically qualified contractor only after samples selection of the articles.


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DR Y S PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY
NAUNI, SOLAN-173230 (HP)
"OFFICE OF COMPTROLLER"

Telefax: 01792 252336

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TENDER FORM FOR RATE CONTRACT OF STATIONERY ARTICLES AND MISCELLANEOUS ITEMS.

COST OF TENDER FORM Rs. 5,000/-

(For entering into rate contract for the supply of stationery articles and Miscellaneous Items)
for the period from the date of notification (Valid up to 31.07.2027)

Last date for receipt of tender :	10.08.2026 up to 4:00 (PM)
Tenders to be opened on:	11.08.2026 at 11:30 (AM)

1	Item with specifications	Brand/ Make	Rate per unit (in figures & words) <i>{Excluding GST}</i>	GST		Total Amount per unit {Col 4 + 6} (Rs.)
				Rate (%)	Amount	
2		3	4	5.	6.	7.
1.	All Pins					
2.	Ball Pens (ordinary) without print refills					
3.	Bodkins(Sua) a) All Steel b) Wooden Handle					
4.	Ball Pens (ordinary) with print of University Logo & Name of University i.e Dr Y S Parmar, UHF, Nauni, Solan					
5.	Ball Pens (ordinary) without print					
6.	Ball Pen refills for Pens at Sr. No.4					
7.	Ball Point Pen (Cello, Max writer, and Classmate Link Power.					
8.	Ball point Pen refills for Pens at Sr. No.6					
9.	Ball Pen Gel					
10.	Ball Pen Gel refills for Pens at Sr. No.8					
11.	Ball Pen Holder					
12.	Carbon paper black (20.5 x 33 cms)					
13.	Carbon paper black 41 x 33cms (big)					
14.	U-Clips (plastic coated)					
15.	Drawing pins (plastic coated head)					
16.	Spiral Slip pads No.11 (40 leaves) with print of University Logo & name of Univ. i.e. Dr. Y S Parmar					

	UHF, Nauni-Solan					
17.	Spiral Slip pads No.33 (40 leaves) with print of University Logo & name of Univ. i.e. Dr. Y S Parmar UHF, Nauni-Solan					
18.	Spiral Note Book					
19.	Pen stand with two socket holders					
20.	Paper roll					
21.	Paper weight (glass)					
22.	Ammonia liquid (Sample not required)					
23.	Ammonia roll (Sample not required)					
24.	Photostat paper B4 size 75gsm					
25.	Photostat paper Legal size 75gsm					
26.	Photostat paper Legal size 70gsm					
27.	Dot matrix printer Ribbon FX-105 (silk) 13 X10m (only Lipi) original					
28.	Khaki sheet/wrapping paper 70x90cm					
29.	Butter sheet					
30.	Drawing sheet (Full roll)					
31.	Short hand notebook					
32.	Short hand pencil					
33.	Desk diary stand (Plastic)					
34.	Fevicol pots (200 gms)					
35.	Pilot pen ink					
36.	Pocket Pen Jotter for VVIP					
37.	Uniball Pen, (Blue, Red, Black, Green)					
38.	Pilot Pen, (Blue, Red, Black, Green V5 & V7)					
39.	Cello Tape Transparent ½ inch					
40.	Cello Tape Transparent 1 inch					
41.	Cello Tape Transparent 2 inch					
42.	Brown Binding Tape (2 inch & 3 inch)					
43.	Double tape 1 & 2 inch					
44.	File covers laminated plain (25cms x35 cms with print of University logo & name Ordinary, Medium & Executive.					
45.	File Board (25cms x35 cms)					
46.	Envelops white 6x3					
47.	Envelops white 7x5					
48.	Envelops white 9x4					
49.	Envelops white 10x5					
50.	Envelops File Size inside laminated					
51.	Envelops A4 size inside laminated					

52.	File laces (long) thick 5approximately 28”(quantity & no o354f laces in bunch may also be ment55ioned)					
53.	File Tag (small) thin approximately 7”(quantity & no of tags in bunch may also be mentioned)					
54.	Foot Rule (Scale) Plastic & Steel					
55.	Fevistick tube 8gms					
56.	Gum bottle (150 ml)					
57.	Highlighter Pens (different colors)					
58.	Led Pencil					
59.	Note Sheet Pad (Green) 20.5 cms x33 cms					
60.	Pin cushion (Plastic)					
61.	Glossy Paper (A4 size)					
62.	Checking Pencil (Red, Green, Blue)					
63.	Paper Cutter (A) Small & (B) Big					
64.	Photostat Paper A4 size 75 Gsm					
65.	Photostat Paper A4 size 70 Gsm					
66.	Photostat Paper A3 size 75 Gsm					
67.	Photostat Paper A3 size 70 Gsm					
68.	White Fluid Correction pen					
69.	Dak Pad leather, Executive					
70.	Rubber(Eraser)					
71.	Ruled Paper(16x26x2)					
72.	White Paper (16x26x2)					
73.	Stapler Machine 24/5					
74.	Stapler Pin 24/5					
75.	Stapler Machine No.10					
76.	Stapler Pin No.10					
77.	Stapler Kangaru (FL12M24)					
78.	Stapler Pins for Sr. No.77					
79.	Ruled Register 2qr (18 cmsx29 cms)					
80.	Ruled Register 4qr (18 cmsx29 cms)					
81.	Ruled Register 6qr (18 cmsx29 cms)					
82.	Ruled Register 8qr (18 cmsx29 cms)					
83.	Ruled Register 10qr (18 cmsx29 cms)					
84.	Ruled Register 10qr Green ledger paper (21cmsx33.5 cms)					
85.	Stamp Pad					
86.	Stamp Ink					
87.	Sketch Pen					
88.	Transparency sheets 75 Microns					
89.	Transparency sheets 100 Microns					
90.	Transparency sheets 175 Microns					

91.	Permanent Marker (Thick Tip)					
92.	Permanent Marker (Fine Tip)					
93.	White Board Marker					
94.	Attendance Register 2qr & 4 qr					
95.	File Folder leather					
96.	File Folder PVC (L & U shape)					
97.	Chart Paper					
98.	Coloured photocopy paper 75 GSM					
99.	Yellow Sticky Pad 4"					
100.	Yellow Sticky Pad 2"x3"					
101.	Yellow Sticky Pad 1"x3"x3"					
102.	Dumper					
103.	Service Book With cover & Without cover					
104.	Pen drive 8 GB, 16GB, 32GB, 64GB, 128GB.					
105.	Pen stand with four socket holders					

MISCELENIUS ITEMS

106.	Dot matrix printer cartridge Ori109ginal (for Lipi 2250 printer)					
107.	Toner cartridges (Original) HP-12A, 88A, 36A, 78A, 110A, 137A, Canon 925A, Canon 925, Brother TN-2365)					
108.	Refilling of Toner cartridges of Printers HP - 78A, 110A, 137A, Canon 925A , Canon 925, Brother TN-2365)					
109.	Toner cartridges (Compatible) HP- 12A, 88A, 36A, 78A, 110A, 137A, Canon 925A, Canon 925, Brother TN-2365)					
110.	Toner cartridges and Drum for Photostat Machines (WC 5225/5325, WC 7025, WC 5020, WC 5022, WC 5019/21, WC 5020, WC B 7125, WC 8030 BLACK CMY, WX B 1025, RISO 5330, Bizhub wc363/367/206, WC C8145 CKMY					
111.	Antivirus (1) Quick Heal Pro (1,2,3,5,&10 Users) (2) Quick Heal Total Security (1,2,3,5,&10 Users) (3) Quick Heal Internet security (1,2,3,5,&10 Users)					
112.	Cell for Calculator					

Offset Printing & Binding material for printing section

113.	Art Paper 20"x30" 170 GSM					
114.	Art Paper 23"x 36" 170 GSM					
115.	White Printing Paper 20"x25" 70 GSM					
116.	White Printing Paper 20"x30" 70 GSM					
117.	White Printing Paper 23"x36" 70 GSM					
118.	Yellow Printing Paper 20"x30" 70 GSM					
119.	Yellow Printing Paper 23"x36" 70 GSM					
120.	Ledger Printing Paper 23"x36" 70GSM					
121.	Ledger Printing Paper 20"x30" 70GSM					
122.	Executive Bond Paper 18"x23 70 GSM					
123.	Chart Sheet (Yellow, Green, Pink, White, Blue) 22"x28" 170GSM					
124.	Four Clour Ink Set (Huber Group)					
125.	Blue Ink Popular Royal Blue-HGI-10554/IPO					
126.	Green Ink Popular Vivid Green HGI-1454/IPO					
127.	Turbo Chrom Back Ink-49F20TC/5P3					
128.	Gloria Red Ink HGI-1329/IPO					
129.	Blanket Wash for Technova Printing Machine					
130.	PS Plate Gum Protection Gum for (Technova)					
131.	Ultra Font for Technova Machine					
132.	Plate Cleaner (GP) for Technova Machine					
133.	PS Plate 675mmx790mm 0.28mm for Technova Machine.					
134.	PS Developer for Technova Machine					
135.	Print Enhancer (1 Litr. pack)					
136.	Stitching Wire (18, 20, 21, 22, 23, 24 Nos.)					
137.	Khakhi Craft Sheet 23'x36'					
138.	Cart Board (Gatta) (24,28,32,36 ounce)					

(Signature of the tenderers with seal)

Contact person:

Contact No.

TERMS AND CONDITIONS (of the University):

1. The rate contract will remain valid up to 31.07.2027 from the date of award.
2. The supplies will have to be delivered FOR destination (up to the store section), including the outstations of the University located in all the districts of Himachal Pradesh. In the event of failure to do so, a penalty of 5% will be charged on the amount paid by the Indenting Officer on this behalf.
3. The firms will have to submit one sample each, duly sealed and signed, at the time of opening of tenders. Tenders received without samples will be rejected outright (except where not required). These samples will, however, be returned to the unsuccessful tenderer on finalization of the rate contract.
4. An Earnest Money Deposit (EMD) of Rs. 20,000/- shall be furnished along with the tender in the form of an Account Payee Demand Draft, a duly Fixed Deposit Receipt (FDR from a scheduled commercial bank in the name of Comptroller, UH&F, Nauni, Solan (HP). The EMD of unsuccessful tenderer(s) shall be returned to them at the earliest after the expiry of final validity period of the tender as stipulated in the tender documents and the earnest money of successful, tenderer shall remain in the custody of Procuring Department till the entire supply of goods has been made by the contractor/firm to the best of satisfaction of Procuring Department, provided that the Procuring Department may retain the EMD of the contractor/firm supplying goods till further period depending upon the nature of contract.
5. No payment will be made in advance for any supplies under this contract.
6. No tender will be considered unless and until all the documents are properly signed.
7. The payments will be released within one month against the physical delivery of the store/supply duly supported with satisfactory inspection.
8. In case of failure of the firm to execute the ordered items or violation of the terms and conditions, the University will be at liberty to cancel the order and make distress purchases from other sources at the risk and cost of the rate contract firm. The University will also be at liberty to forfeit the Earnest Money of the firm and/or blacklist the firm from the University store purchase activities.
9. Each tender should be accompanied by a non-refundable Tender Fee in the shape of a Bank Draft for Rs. 4000/- in the name of the Comptroller, UH&F, Nauni, Solan, payable at Nauni on State Bank of India/UCO Bank, and an Earnest Money of Rs. 20,000/- in the shape of FDR pledged in favour of the Comptroller, UH&F, Nauni, Solan (HP), which shall be returned to the unsuccessful tenderer(s) after finalization of the tender process.
10. The Earnest Money of the successful firm will be released after three months from the date of expiry of the contract or after the date of satisfactory completion of the rate contract and receipt of certificates in this regard from the University departments/offices/outstations.
11. Any discrepancies arising out of the rate contract will be referred to the Comptroller, UH&F, Nauni, who will take necessary remedial action, as deemed fit.
12. Not only the lowest rates but the quality of articles will also be criteria for approving the rates.
13. The University reserves the right to hold negotiations for rates with any or all the firms.
14. The University reserves the right to reject one or all tenders.
15. The University will be at liberty to annul the rate contract of one or all firms at any time. The decision of the Hon'ble Vice-Chancellor of the University will be final and binding on all parties.
16. All disputes relating to this rate contract shall be settled within Solan jurisdiction.
17. All taxes/GST will be paid extra, applicable as per government rules/norms.
18. A non-blacklist certificate of the firm is required to be enclosed with the tender document.

TERMS AND CONDITIONS (of the Tenderer), if any:

(The tenders containing conditions put forth by the firm which are repugnant to those of the University will be treated as non-responsive.)

Contact person:

Contact No.

