



॥ अंतरी पेटवू ज्ञानज्योत ॥

**Kavayitri Bahinabai Chaudhari
North Maharashtra University, Jalgaon**

**TENDER FOR SUPPLY OF BRANDED COMPANY DOCUMENT BAG AND
BALL PEN (BLUE) and IDENTITY CARD CASE & RED COLOR LACE**

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites Tender for **Supply of Branded Company Document Bag, Ball Pen (Blue) and Identity Card case & Red Color Lace with printed matter "AVISHKAR-2019, KBC NMU, Jalgaon"** (Specification – B3) from Manufacturers /Distributors/Authorized Dealers and reputed supplier to participate in the competitive bidding process. For the detailed tender documents, interested bidder should visit www.nmu.ac.in.

The filled in tender must be submitted on or before **11/12/2019 up to 17.30 hrs**. Corrigendum regarding any change in tender or change in schedule of Tender will be published only at above mentioned website.

Ref.No.:KBCNMU/02/EM/ 76 /2019 (Dr. V. V. Katdare)

Date : 26/11/2019

Offg. Finance &Accounts Officer

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Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Post Box. No. : 80, UMAVINAGAR,
JALGAON – 425 001

Tel. No. (0257) 2257213 & 2257214

Fax No. : (0257) 2258406

TENDER FOR SUPPLY OF
**Branded Company Document Bag, Ball Pen (Blue) &
Identity Card case & Red Color Lace with printed matter**
“AVISHKAR-2019, KBC NMU, Jalgaon” (Specification – B3)

[PART – I, II, III & IV]
Pages : 01 to 06

Ref. No. : KBCNMU/02/EM/76/2019

Price **Rs. 1,000/-** inclusive of all taxes
(Non refundable)

Last date for submission of Tender : **11/12/2019**



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TENDER DOCUMENTS FOR SUPPLY OF **Branded Company Document Bag, Ball Pen (Blue) & Identity Card case & Red Color Lace with printed matter “AVISHKAR-2019, KBC NMU, Jalgaon” (Specification – B3)**

PART- I DETAILS OF THE TENDERER

- 1) Name of the Supplier :
- 2) Mailing address :
- 3) Telephone and Fax Numbers :
- 4) Constitution of the Company :
- 5) Certificate of Registration of Shop Act:
- 6) Experience in business :
- 7) *Turnover for last three Financial Year :
[Attach certified copies of Trading, profit & loss & Balance sheet must be enclosed]
- 8) *G.S.T. Registration No. :
- 9) *Income Tax Registration No. :
- 10) PAN No. (Attach certified copies) :
- 11) *Sales Tax clearance certificate : (Up to 31/03/2019 to be attached)
- 12) Details of Earnest Money and :
Cost of Tender
(D.D.No. & Date)
- 13) * Name of the company of which :
should be the authorized dealer
(Attested copy of certificate of
Authorized dealership must be
Enclosed)
(For the items marked (*) relevant documents
must be enclosed.)

Signature & Seal of the Tenderer



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PART- II TECHNICAL, GENERAL AND COMMERCIAL CONDITIONS OF THE TENDER

The Offg. Finance & Accounts Officer, K.B.C.N.M.U. Jalgaon called tender for supply of Document Bag, Ball Pen Blue & Identity Card case & Red Color Lace with printed matter “AVISHKAR-2019, KBC NMU, Jalgaon from Manufacturer/Distributors /Authorized Dealers and reputed supplier.

- 1) **Cost of Tender & Earnest Money Deposit** : - Vendors are required to submit a Demand Draft of **Rs. One Thousand only (Rs.1000/-)** for **Cost of tender** (non-refundable) & **Rs.Five Thousand only/- (Rs.5000 only)** as **Earnest Money Deposit** along with the tender. The Demand Draft must be drawn in favor of **The Finance & Accounts Officer, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**. **Offers made without E.M.D. & Cost of Tender will be rejected.** If the tenderer, whose tender is accepted, refuses to accept the order, the amount of E.M.D. will be forfeited. The demand drafts of E.M.D. & Cost of tender must be enclosed in Part- I.
- 2) **Payment**: - 100% payment after satisfactory delivery, within 30 days from the date of last supply, No part payment will be made. Rates quoted should be inclusive of freight, loading, unloading and insurance charges etc.
- 3) **Delivery Period**: - All items as per purchased order must be supplied within **08 Days** from the date of receipt of purchase order.
- 4) **Terms of Delivery**: - The rates quoted should be F.O.R. the University Campus (up to Event Management Cell). The rate quoted by the bidder should inclusive of all taxes, duties, freight, loading and unloading charges etc.
- 5) **Cancellation of Purchase Order** : University reserves the right to cancel the purchase order in case bidder fails to supply the ordered material “within the stipulated or extended time. The university reserves the right to go for next lowest tenderer or other appropriate action will be taken.

If due to the above mentioned reason purchase order is canceled, earnest money and security deposit shall be forfeited and also the tender may be allotted to the next lowest tender or the University reserves the right to take any other appropriate decision including legal action against the bidder to whom purchase order was given.

- 6) The Bid E.M.D. will be forfeited :
 - a) If the bidder withdraws his bid during the period of bid validity specified in the bid.
 - b) In case of successful bidder, if the bidder fails or refuse to honor his own quoted price for the product offer.
- 7) Conditional tender shall be out rightly rejected.
- 8) The detail description of all items are provided in the tender documents.
- 9) No tender shall be accepted without payment by D.D. of earnest money deposit and cost of tender.
- 10) The rate should be offered for only the item as mentioned in the Schedule.
- 11) The rate quoted for the items other than specification specified in the tender form shall not be considered for comparison of rate.
- 12) The University is not to bind to accept lowest tenders and reserve the right to Accept/Cancel any or all tenders without assigning any reason thereof.
- 13) University has the right to split the purchase order to more than one vendor/firms quoting lowest tender amount. Although before this, supplier may be invited for negotiation in University, if needed/required.
- 14) Tender offer must be valid for a period of **60 days** after the date of opening of tender. Any offer failing short of the validity period is liable for rejection.
- 15) Provide technical data sheets/Literature/product brochure along with the tender offer.
- 16) **Jurisdiction** : The courts at Jalgaon alone will have the jurisdiction to try any Matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Jalgaon court shall have Jurisdiction in the matter.
- 17) Only well-known /reputed brand of the items should be quoted.
- 18) Offer should be complete in all respect. Incomplete offers would not be entertained.
- 19) The University reserves the right to accept or reject any or all the tenders from any or all the parties without assigning reason thereof.
- 20) The tender is divided in two parts, i.e. **Technical Bid and Financial Bid**. Technical Bid includes, Part I, II, and III. Financial Bid includes only Part IV

21) The tender is divided in two parts, i.e. **Technical Bid and Financial Bid**. Technical Bid includes, Part I, II, and III. Financial Bid includes only Part IV

Part-I : Details of the tenderer.

Part-II : General and Commercial Conditions of the tender.

Part -III : Technical Bid.

Part -IV : Commercial bid.

The tenderer has to enclose **Part I to III in one envelope** and **Part-IV in a separate envelope**. Both envelopes should be submitted separately as **Technical Bid** and **Financial Bid**.

- 22) Tender offer should be complete in all respect and as per the format as prescribed by the university. Incomplete offers would not be entertained.
- 23) Your tender should be along with the documents (i) Attested copy of the Latest Income Tax Clearance Certificate, (ii) Attested copy of Statements of Annual Accounts certified by Chartered Accountant (Profit & Loss Account and Balance sheet) of last three years to be enclosed along with Part- I.
- 24) The University reserves the right to delete/ increase/ decrease items from the schedule of requirement specified in the tender.
- 25) The last date for submission of sealed tender is **11/12/2019** during office hours i.e. from **10.00 AM to 17.40.PM**. Any tender offer received by the University after the deadline for submission of tender offer prescribed by us will be rejected and/ or returned unopened to the tenderer. The University will not be responsible for tenders received late due to postal or any other type of delay.

Place : Jalgaon.
Date : 26/11/2019

(Dr. V. V. Katdare)
Offg. Finance & Accounts Officer

Signature & Seal of Vendor in

*Token of acceptance of all
Terms & Conditions of tender*



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PART- III TECHNICAL BID

SCHEDULE OF REQUIRMENT

Date : / /2019

Sr. No.	Name of Item & particular	Unit	Make & Model to be specified by tenderer	Remark
A) Branded Company Document Bag				
1	Branded Company Document Bag (Plastic Button Bag) (Size FC)	Nos.		
2	Branded Company Document Bag (Executive Twin Pocket Envelope) (Size FC) OR	Nos.		
	Branded Company Document Bag (Executive Briefcase Bag) (Size FC)	Nos.		
B) Branded Company Ball Pen (Blue) 1) Pens are widely renowned for excellent grip 2) Long lasting shine, 3) Continuous flow of writing etc.		Nos.		
C) Identity Card case & Red Color Lace with printed matter <u>“AVISHKAR-2019, KBC NMU, Jalgaon”</u> (Specification – B3)				

Note : Sample for such materials should be supplied by the tenderer

Name of Tenderer :

Signature & Seal of the Tenderer



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PART- IV : COMMERCIAL BID

LIST OF MATERIAL TO BE SUPPLIED

Date : / /2019

Sr. No.	Name of Item & particular	Unit	Make & Model to be specified by tenderer	Required Quantity	Rate per Unit after Discount on Company Rate (Inclusive of all taxes)
A) Branded Company Document Bag					
1	Branded Company Document Bag (Plastic Button Bag) (Size FC)	Nos.		4000	
2	Branded Company Document Bag (Executive Twin Pocket Envelope) (Size FC) OR	Nos.		1000	
	Branded Company Document Bag (Executive Briefcase Bag) (Size FC)	Nos.			
B) Branded Company Ball Pen (Blue)					
	1) Pens are widely renowned for excellent grip, 2) Long lasting shine,3)Continuous flow of writing etc.	Nos.		3000	
C) Identity Card case & Red Color Lace with printed matter “<u>AVISHKAR-2019, KBC NMU, Jalgaon</u>”(Size B3)					
		Nos.		1500	

Note : Sample for such all above materials should be supplied by the tenderer

Name of Tenderer :

Signature & Seal of the Tenderer