

॥ अंतरी पेटवू ज्ञानज्योत ॥



'A' Grade
NAAC Re-Accredied
(3rd Cycle)

NORTH MAHARASHTRA UNIVERSITY, JALGAON

POST BOX NO.80, UMAVINAGAR,

JALGAON- 425 001

Tel.No. (0257) 2257236&237

Fax No. (0257) 2258406



E- TENDER DOCUMENTS FOR SUPPLY OF STATIONARY AND OTHER ITEMS

REF :-NMU/8/ET/STATIONARY/514/2018

FOR MORE DETAILS VISIT THE PORTAL OF

<https://mahatenders.gov.in/> www.nmu.ac.in

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E-TENDER DOCUMENTS FOR
SUPPLY OF STATIONARY AND OTHER ITEMS
NORTH MAHARASHTRA UNIVERSITY, JALGAON

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TENDER SCHEDULE AND CONTACT DETAILS

SUPPLY OF STATIONARY AND OTHER ITEMS

Sr.No.	Key Days of the tender	Start date & time	End date and time
01	Tender Release	05/07/2018 17.30 hrs.	----
02	Tender documents downloading	06/07/2018 10.00 hrs.	26/07/2018 12.00 hrs.
03	Online submission	06/07/2018 10.00 hrs.	26/07/2018 15.00 hrs.
04	Technical Bid opening	30/07/2017 16.00 hrs.	----

Contact below if any query

- 1) SumitKatkar. 7745827385
For any Information / difficulty 7843024910
Regarding online submission of tender
- 2) General query :0257-2257236& 237
(Purchase Dept.)

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NORTH MAHARASHTRA UNIVERSITY, JALGAON

E- TENDER NOTICE FOR SUPPLY OF STATIONARY AND OTHER ITEMS

North Maharashtra University, Jalgaon invites tender for Supply of **Stationary and other items** from Manufacturers/ Distributors / Authorized Dealers and reputed supplier to participate in the competitive bidding process. For the detailed tender documents, interested bidder should visit <https://mahatenders.gov.in> and www.nmu.ac.in

The filled in tender must be submitted online on or before **26/06/2018 up to 15.00 hrs.** Any extension of tender, corrigendum or change in schedule will not be published in Newspaper; it will be published only at above mentioned website only.

Ref. :**NMU/8/ET/Stationary/514/2018**

Date :03/07/2018

(Dr.B.D.Karhad)
Finance and Accounts Officer

Instructions for filling of E-Tender

The Finance and Accounts Officers, North Maharashtra University, Jalgaon invites E-Tender for supply of stationary and other items from Manufacturer/ Distributors/ Authorized Dealers and reputed supplier. The details in this regard are given below.

1. Procedure to submit the tender: All eligible/ interested tenderer are required to be enrolled on portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering. The vendors should submit online tender in two bid system i.e. Technical Bid and Commercial/ Financial Bid. (BOQ)
2. Technical Bid: The technical bid shall contain the following documents. The Bidder must scan the documents and upload all these documents online with first page in technical bid compulsorily. All the documents must be valid and self attested by bidder. Non-submission of following requested documents may lead to rejection of offers.

Sr.No.	Name of Document
I	Information of the bidder as per Annexure –A. (The same should be submitted on letter head)
II	Certificate of Registration of Shop Act.
III	Copy of Sales / Vat registration certificate
IV	Copy of PAN card
V	Copies of Income tax return filed during last three financial year.
VI	Copies of SSI / NSIC registration certificate if exemption is claimed for payment of earnest money deposit.
VII	Proof of annual turnover for the last three financial year as per Annexure- B
VIII	List of clients to whom the tendered items supplied mentioning the name, address, Landline. No. / Mobile No. of the clients with quantity and date of supply. Copies of supply order should be uploaded.
IX	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency as per Annexure- C
X	Chart of description of stationary and other items Annexure-D
XI	Bidder's Declaration on letter head as per Annexure -E
XII	Receipts of payment of Cost of tender and earnest money deposit paid through Internet Banking
XIII	Audited balance sheet & profit & Loss account of the company / firm duly audited by Chartered Accountant for last three financial years.
XIV	Full set of tender documents with seal and signature of bidder or his authorized representative on each page of the tender.

3. **Financial Bid:** The tendering authority will first open the Technical Bid documents of all bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding process. Otherwise the tender may be disqualified. Financial bid should be submitted online by vendor in the form of BOQ excel sheet given over www.mahatender.gov.in, the supplier shall fill up the column of rate per unit offered by him.
4. Bidder should have valid Digital Signature Certificate (DSC) obtained from any Certifying Authorities.
5. The detail description of stationary and other items are provided in the tender documents.
6. The Technical and Financial bid shall be submitted online as per the schedule.
7. 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 negotiations in University, if needed/required.
8. The Bidders are strictly advised to follow the dates and times allocated to each stage. As indicated in the time schedule. All the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the Stage as defined in the tender schedule. At the sole discretion of the Tender Authority, the time schedule of the Tender stages may be extended.
9. University reserves the right for change in the number of items to be maintained in Schedule.
10. Rate to be quoted should be mentioned at appropriate place in provided in Schedule (BOQ) by the bidder, more over the rate should not be quoted anywhere else in the tender booklet as well as in the blank pages.
11. The university reserves the right to decide whether to open or not open the commercial Bid of the supplier and no objection of any supplier shall be entertained on any ground whatsoever it may be regarding this.
12. No Bid shall be accepted without payment by online earnest money deposit and cost Of tender.
13. The rate should be inclusive of all taxes, duties, packing, freight, installation, demonstration, and delivery of material shall have to be given in North Maharashtra University, Jalgaon.
14. The rate should be offered for only the item as mentioned in the Schedule.
15. The rates quoted for the items other than specification specified in the tender form shall not be considered for comparison of rate.
16. 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.

Finance and Accounts officer

General Terms and Conditions of the tender

- 1) The online tender is called for supply of stationary and other items of reputed brands
- 2) **Earnest Money Deposit & Cost of Tender:** - Vendors are required to pay **Rs.2,400/-** (Rs. Two Thousand only) and **Rs.12,000/-** (Rs. Twelve Thousand only) towards Tender Fee and EMD respectively through Net banking .
- 3) **Security Deposit:** The successful bidder to whom the purchases order is given shall be required to deposit an amount equivalent to 5% of total value of purchase order (inclusive of all taxes, duties etc) as security deposit within 7 days from the date of purchase order. The security deposit will not carry any interest which shall be refunded after supply and successful installation of the system. If the bidder fails to keep the security deposit, then the second lowest quoted bidder will be issued the similar purchase order or the University will hold the total authority for the necessary action to be taken.
- 4) **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.
- 5) 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 refuses to honor his own quoted price for the product offer.
- 6) Conditional E-tender shall be out rightly rejected.
- 7) **F.O.R:-**The rates quoted should be F.O. R the University Campus (up to store).The rate quoted by the bidder should inclusive of all taxes, duties, freight, loading and unloading charges etc.
- 8) **Payment** : 100% payment shall ordinarily be made within 30 days from the date of complete satisfactory supply as per purchase order.
- 9) **Delivery Period:** - All items as per purchased order must be supplied within 1 to 2 weeks from the date of receipt of purchase order. If the bidder fails to delivery goods/material within the period prescribed for deliver the University will entitle to recover penalty as liquidated damages @ 0.5% of total value of invoice each week or parts thereof during which the delay of such stores delays subject to maximum in limit of 5%.

- 10) Only online tender submitted through Government of Maharashtra portal for e-procurement will be consider. (<https://mahatenders.gov.in>)
- 11) Tender offer must be valid for a period of minimum 120 days from the date of opening of commercial / Financial bid. Any offer failing short of the validity period is liable for rejection.
- 12) **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.
- 13) Only well-known / reputed brand of items should be quoted.
- 14) The University reserves the right to accept or reject any or all the tenders from any or all the parties without assigning reason thereof.
- 15) Offer should be complete in all respect. Incomplete offers would not be entertained.
- 16) The University reserves the right to delete/ increase/ decrease items from the schedule of requirement specified in the tender.

Finance and Accounts Officer

Detailed Description of Stationary and other Items

Sr. No.	Items Description	Unit	Qty.
1	Zerox Paper 75 G.S.M. A -4	RIM	3000
2	Zerox Paper 75 G.S.M. F/S	RIM	750
3	Ruled Paper 58 G.S.M. 40 CM x 32 CM	RIM	50
4	Box file 11" x 14" Full Size (Kangaroo Clip) As per our sample	Per No	2000
5	Lace File 10" x 15" As per our sample	Per No	1000
6	Two side lace folder 10"x15" As per our sample	Per No	250
7	Lace folder – Four Flap	Per No	50
8	Register 1 quire 60 GSM Paper Deluxe 20cm x 32.5cm	Per No	25
9	Register 2 quire 60 GSM Paper Deluxe 20cm x 32.5cm	Per No	100
10	Register 3 quire 60 GSM Paper Deluxe 20cm x 32.5cm	Per No	100
11	Register 4 quire 60 GSM Paper Deluxe 20cm x 32.5cm	Per No	50
12	Steno book	Per No	75
13	Carbon Paper blue (Half Size)	Per Box	50
14	Double side Carbon blue (Half Size)	Per Box	05
15	Permanent Marker Pen -All colour	Per No	50.00
16	Highlighter Pen (Yellow & Pink)	Per No	50.00
17	Sketch Pen Set All Colour	Per set	150
18	Sketch Pen Set (Single Colour)	Per set	50
19	Tag- 8 Inch. (1000 Nos Bundles)	Per Bundle	15
20	Lace (white) Nylon 24" Best Quality	Per Gross	100
21	Lace (white) Cotton 24" Best Quality	Per Gross	150

Sr. No.	Items Description	Unit	Qty.
22	Scale 12 " Plastic Best Quality	Per No	100
23	O.H.P. Transferencies 100 micron	Per Box (100 no)	10
24	Pencil H.B.	Per No	1000
25	Eraser	Per No	400
26	Sharpner (Plastic)	Per No	250
27	Stapler No.10	Per No	200
28	Stapler No. 24 x 6 HP 45	Per No	40
29	Stapler Pin No. 10	Per Packet	2000
30	Stapler Pin No. 24 x 6	Per Packet	200
31	Punching Machine No.280	Per No	100
32	Punching Machine Table Model wooden Base	Per No	25
33	Stamp Pad (Big) Metal Only	Per No	50
34	Stamp Pad Ink 100 ml. Voilet	Per bottel	50
35	Steel Tocha (Best Quality)	Per No	20
36	Tisco Tape 1/2 " 50mtr.	Per No	200
37	Tisco Tape 1 1/2" 50mtr.	Per No	500
38	Gum Bottle 150 ml	Per No.	100
39	Sharp pin box net wet 320 gram	Per Box	100
40	U - Pin (100 pin pkt.)	Per Pkt..	400
41	Rubber Spunj Big Size Best Quality	Per No.	125

Sr. No.	Items Description	Unit	Qty.
42	Pincushion Magnet Best Quality	Per No.	50
43	Duster (Best Quality)	Per No.	100
44	Chock Box white (Dust less- Per Box 144 Nos)	Per Box	180
45	Chock Box color (Dust less- Per Box 144 Nos)	Per Box	72
46	Rubber Band Nylon 100 grm Pkt. (Big - 500)	Per Pkt..	400
47	Waste paper bucket(Plain)/Dustbin (Best quality Plastic.)	Per No.	50
48	Plastic tray A - Grade Net	Per No	40
49	Glass Paper Wet.	Per No	50
50	Sutali Plastic (0.5 Kg Packing)	Per Kg	25
51	Sutali Ordinary (5 Kg Packing)	Per Kg	200
52	White ribbon(feath) Best quality (1Kg Packing)	Per K.G.	150
53	Paper Cutter Big size - 1" Blade best quality	Per No.	200
54	Pencil cell Red	Per No.	75
55	Collin Bottle 500 ml	Per Bottle	125

Note : - Sample of Item No.4,5,6, 7, & 52 can be seen at university office (Purchase Section) on working days during office hours.

Finance and Accounts Officer

Information of the Bidder**Annexure –A**

Sr. No.	Particular	
1	Name of the Company / Firm	
2	Registered office Address, Telephone no., and E-mail ID	
3	Correspondence / Contact Address. Details of contact person name, designation, address, mobile no & e-mail ID.	
4	Type of the Organization /(Proprietary / Partnership/ Pvt. Ltd./PSU/Govt./Public Ltd)	
5	Year of establishment and Experience in business (In number of years)	
6	Annual Turnover	2015-16 2016-17 2017-18
7	Sales / V.A.T. Registration No.	
8	PAN Card No.	

Signature & Seal of the Tenderer

Annexure –B

Certificate of Annual Turn Over

Sr.No.	Financial year	Annual turnover (In Lacs)
1	2015-16	
2	2016-17	
3	2017-18	

Seal & Signature of the
Chartered Accountants

Seal & Signature of the
bidder authorized representative

Annexure –C

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR
TAKING PART IN TENDER.**

**(To be executed & attested by Public Notary / Executive Magistrate on
Rs.20/- non judicial Stamp paper by the bidder)**

I / We _____ Manufacture / Partner(s) / Authorized Distributor /agent
of M/S. _____ hereby declare that the
firm/company namely M/s. ----- has not been blacklisted or
debarred in the past by Union / State Government or by any other organization from taking
part in tenders in India.

Or

I / We _____ Manufacture / Partner(s)/ Authorized Distributor /
agent of M/s. -----hereby declare that
the Firm /company namely M/s.----- was blacklisted or debarred
by Union / State Government or any Organization from taking part in tenders for a period of
_____ years w.e.f. _____ to _____. The period is over on
_____and now the firm/company is entitled to take part in tenders.

In case the above information found false I / we are fully aware that the tender/ contract will
be rejected/cancelled by University and EMD / SD shall be forfeited. In addition to the above
University will not be responsible to pay the bills for any completed / partially completed
work.

DEPONENT

Name_____

Address _____

Attested:

(Public Notary / Executive Magistrate)

Annexure –D

Sr. No.	Name and Description of tender items	Unit	Make and other specification

CHART OF DESCRIPTION OF STATIONARY AND OTHER ITEM

Note : The above chart should be submitted on letter head of the bidder.

Date : /07/2018

Name, Signature and
Seal of the bidder

Bidder's Declaration

**E- TENDER DOCUMENT FOR SUPPLY OF STATIONARY
AND OTHER ITEMS**

Ref.No. : NMU/8/ET/ STATIONARY/514/2018

I hereby certify that I have gone through all the information and terms and conditions stipulated in the tender document and hereby confirm to abide by the same. I also hereby certify that the rates quoted in financial/ commercial bid (BOQ) are not more than the rate charged to any other Institution/ Department / Organization.

Signature : -----

Name of signatory : -----

Seal of the Bidder