



॥ अंतरी पेटवू ज्ञानज्योत ॥

**कचरिगी बहिणाबाई चौधरी  
उत्तर महाराष्ट्र विद्यापीठ, जळगाव**

**लेजर बायडिंग साठी निविदा सूचना**

कवचौडमवि अंतर्गत परीक्षा व मूल्यमापन मंडळ (परीक्षा रेकॉर्ड) विभागासाठी 'लेजर बायडिंग' करण्यासाठी नोंदणीकृत छपाईदारांकडून (लेजर बायडिंग कामासाठी) निविदा मागविण्यात येत आहेत. त्यासंबंधीची कोरी निविदा संपूर्ण माहिती, अटी व शर्तीसह विद्यापीठाच्या संकेतस्थळावर (Website: [www.nmu.ac.in](http://www.nmu.ac.in)) उपलब्ध करून देण्यात आली आहे. नोंदणीकृत छपाईदारांकडून (लेजर बायडिंग कामासाठी) दिलेल्या परिशिष्ट- अ नुसार सदरची निविदा विद्यापीठ संकेतस्थळावरून डाऊनलोड करून भरलेली निविदा दि.२१/०३/२०२२ रोजी सायं. ५.०० वाजेपर्यंत विद्यापीठाच्या परीक्षा व मूल्यमापन मंडळ कवचौडमवि येथे कार्यालयीन वेळेत कामकाजाच्या दिवशी जमा करावी. सदर निविदा सादर करण्यासाठी मुदतवाढ दिल्यास त्या संबंधीची सूचना फक्त विद्यापीठाच्या संकेत स्थळावर प्रसिध्द करण्यात येईल.

जा.क्र.: कवचौडमवि/लेजर बायडिंग/५२८/२०२२  
दिनांक : २४/०२/२०२२

(एस.आर.गोहिल)  
प्र. वित्त व लेखा अधिकारी



॥ अंतरी पेटवू ज्ञानज्योत ॥

**कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव**

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

पूर्वीचे उत्तर महाराष्ट्र विद्यापीठ, जळगाव

(Formerly North Maharashtra University, Jalgaon)

परीक्षा व मूल्यमापन विभाग

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# Tender Documents for Ledger Binding (Total Pages 8 )

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**LAST DATE FOR SUBMISSION OF TENDER 21 / 03/ 2022**

**Price: Rs.1000/-**



॥ अंतरी पेटवू ज्ञानज्योत ॥

# कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव

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

पूर्वीचे उत्तर महाराष्ट्र विद्यापीठ, जळगाव

(Formerly North Maharashtra University, Jalgaon)

परीक्षा व मूल्यमापन विभाग

Out. No.: KBCNMU/7 H/Tender/ 528 /2022

date: 24/02/2022

## **TENDER DOCUMENT**

Sealed Tenders are invited by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon, from reputed Binders having complete Bindery workshop/Machinery for Binding of Ledgers as specified in **Annexure 'A'** in accordance with the terms and conditions as specified in this tender document for binding of approx. 6000 to 6500 Ledgers.

### **Terms and Conditions:**

1. Tender shall be submitted in official tender form only. If submitted in any other form, the same shall be summarily rejected.
2. Tenderer will have to submit their tender along with **Earnest Money Deposit of Rs. 5000/- (Rupees Five Thousand only)** and cost of tender Rs.1000/- (non- refundable) in the form of separate DD in favour of **Finance & Accounts Officer, KBC North Maharashtra University, Jalgaon**. Tender received without prescribed earnest money deposit and cost of tender shall be summarily rejected.
3. The schedule issued with the form of tender listing the details of items for work to be carried out, should not be altered by the tenderer. Any modifications/ alterations of the schedule considered necessary by the tenderer should be in the separate letter accompanying the tender.
4. No paper shall be detached from the tender.
5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be duly filled in and submit tender in strict accordance with the instructions laid down herein otherwise, the tender is liable to be rejected.
6. The tender is liable to be rejected if complete information is not given there -in, or if the particulars and data (if any) asked for in the tender are not filled in. Individuals signing the tender or other documents connected with the tender must be authorized person by the Tenderer.

**SIGNATURE & SEAL OF THE TENDERER**

7. The duly filled tender must be submitted in sealed envelopes super scribed as "**Tender Document for Binding Ledgers**" and this envelope should contain two different envelopes - Envelope 'A' super scribed as 'Technical Bid containing EMD' cost of tender and all documents asked for Envelope 'B' – super scribed as Financial Bid should be addressed to the Director, Board of Examination & Evaluation, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon before 5 pm on or before **21 / 03/ 2022**
8. Financial bid of successful tenderers who have qualified in the technical bid will only be opened.
9. A Demand Draft of Rs.5000/- (Rupees five thousand only )/and Rs.1000/- (Rupees one thousand only) are required to be deposited as Earnest Money Deposit and cost of tender in favour of **Finance & Accounts Officer, KBC North Maharashtra University, Jalgaon** along with the Tender Documents. The Earnest Money Deposit of unsuccessful bidders will be returned as soon as the work order is finalized. The Tender Document without the DD for EMD shall be rejected.
10. Earnest Money Deposit of successful bidder will be converted into security deposit which will be kept until satisfactorily completion of work of ledger binding.
11. Correction if any must be attested.
12. Late tenders will not be considered.
13. In case L-1 is more than one, the decision of **Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon** will be final.
14. The specification of requirement is as per Annexure 'A' & the evaluation of Tender will be on the basis of total Tender value. The rates quoted should be inclusive of all taxes.
15. The rates quoted should be on FIRM & FIXED basis.
16. Prices may be quoted on per unit basis for the items as per Annexure 'A' including cost of material.
17. The Tenderer should enlist their Clients where in they have executed the binding job
18. The Work should be completed in the premises of **Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon** of which university will make necessary arrangements for the same.
19. Tenderer should be registered for GST and Income Tax and should enclose copies of relevant certificates.
20. The vendor should have the qualified staff to carry out the work.
21. Sample binding is made available for the Binders in the premises of **Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**.
22. This tender is issued within the jurisdiction of Jalgaon court.

**SIGNATURE & SEAL OF THE TENDERER**

23. **Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.** reserves the right to reject any or all the tenders at any stage without assigning any reason whatsoever.
24. The quoted rate will be valid for one year from the date of award of work.

**IMP:** **Scope of work should be included in tender document only and not as separate annexure.**

**25. Scope of Work:**

- A.** The binder will have to attach atleast one copy of award of contract for binding Job undertaken in any Govt./Semi-Govt., College/University or Research Libraries during the last two years.
- B.** The tenderer should own a regular binding unit which may be inspected at any given time
- C.** The rate shall be quoted both in words and figures on the attached prescribed form.
- D.** The approximate quantity of Ledgers to make binding is 6000-6500
- E.** Ledgers binding should be done in hard binding format having size of 15"x12"
- F.** Four Paper of white colour bond paper should be provide in the beginning an Each ledger. One paper will be pasted on the board and two papers will be pasted together. Buckram each cloth and sewing thread should be of white colour. It is to be the best unbleached line and suitable thickness. Sectional stitching should be done on both sides of buckram with thread.
- G.** A lined edge band should be provided on the both sides of the ledger
- H.** A Guide tape of book mark of ¼" width of any dark suitable colour of fine quality should be provided on both sides of the ledger. If any printed matter is eliminated in cutting the binder shall have to make rebinding of the ledger in proper manner.
- I.** Collge Name with College code, Year of Exam and Class/Course name should be printed on the front page of the ledger in bold.
- J.** The Binder must handover Binded Ledgers within Maximum six months from the work order accepted. In case the binding work of ledgers are not completed within a stipulated timeframe penalty of Rs.500/- per day for each day of delay will be imposed.
- K** The binder will have to undertake re-binding and correction work, if any.
- L.** While making binding of ledger if any damage occurs vendor will have to make rebinding of the same.

**SIGNATURE & SEAL OF THE TENDERER**

- M.** Hard binding of Ledger type should be provided with the quotation.
- N.** The tender shall be accompanied by samples of binding materials to be used. The approved samples shall not be returned to the tenderer and shall become the property of the KBC North Maharashtra University, Jalgaon.
- O.** If the party fails to offer quality service, KBC North Maharashtra University, Jalgaon reserves the right to terminate the contract at any time

**26. Payment schedule:**

The payment will be released on production of Tax Invoice within 15 days from the receipt of such invoice and after confirming the satisfactory completion of binding works as per the specifications and quality laid herein above.

**I accept the above terms & conditions**

**(Full signature of the Tenderer alongwith stamp)**

**Name and Address of the Tenderer with contact details**

**SIGNATURE & SEAL OF THE TENDERER**

## Annexure A

<b>Sr. No.</b>	<b>Type of Work</b>	<b>Binding Description</b>
1	Binding of Ledgers Size 15"x12"	Full Hard binding with College Name with College code, Year of Exam and Class/Course name should be printed on the front page of the ledger in bold.

**SIGNATURE & SEAL OF THE TENDERER**

## Annexure B (Technical Bid)

1. **Name of the Agency** : \_\_\_\_\_
2. **Address of the Agency** : \_\_\_\_\_
3. **Phone No.:** \_\_\_\_\_ **Mobile No.:** \_\_\_\_\_  
**Fax No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_
- 4: **Type of organization:** (Whether Proprietary or Partnership Firm/ or a Private Ltd. Or Public Ltd. Company )

### Sr.No. Required Documents

Sr.No.	Type of Work	Complied Yes/ No
1.	Self attested copy of Shop and Establishment Certificate / GST Registration Certificate along with TIN Number Agency / firm.	
2.	DD for Earnest Money and cost of tender as per clause 9 on page3 of the document	
3.	Self attested copy of PAN Card number under Income Tax Act.	
4.	A list of owner / partner of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any government department nor any criminal case registered against the firms or its owner / partners anywhere in India.	
5.	Submit duly signed undertaking enclosed with the tender document.	
6.	List of clients.	
7.	Copy of terms & conditions and every page of the tender duly signed and seal of the firm, in token of acceptance of terms and conditions and tender as quote.	
8.	Proof of average annual turnover submit last three years certified by CA, P&L / Income & Expenditure balance sheet i.e. 2018-19, 2019-20,2020-21	

**Authorized Signature & Stamp**

**Name and Address of the Tenderer with contact details**



Date: / /2022

## Price –Bid

Sr. No	Type of the Source,	Binding Description	Rate per Unit (with GST)	Remark if any
1	Ledger Binding work Size 15”X12”	Full Hard binding with College Name with College code, Year of Exam and Class/Course name should be printed on the front page of the ledger in bold.		

### SIGNATURE & SEAL OF THE TENDERER

1. Quantity of Ledger to be binding is approximate and may be increase or decrease as per actual volumes.

### SIGNATURE & SEAL OF THE TENDERER

Name and Address of the Tenderer with contact details