



॥ अंतरी पेढवू ज्ञानज्योत ॥

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

**E-TENDER NOTICE**

K.B.C. N.M.U., Jalgaon invites tender for **“Supply of Pre-Printed Computer Stationary (One time Purchase)”** from Manufacturer, Authorized Dealers and Reputed Suppliers 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](http://www.nmu.ac.in)

The filled in tender must be submitted online on or before **10/12/2022 up to 15.00 hrs.** Any extension of tender, corrigendum or change in schedule will not be published in news paper, it will be published only at above mentioned website only.

Ref.:KBCNMU/7/ET/Comp. Stationary/2986/2022

Date :02/12/2022

Finance and Accounts Officer



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**कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव**  
**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**

POST BOX NO.80, UMAVINAGAR, JALGAON- 425 004

Tel.No. (0257) 2258437, 325 & 326

Fax No. (0257) 2258407

**E- TENDER DOCUMENTS FOR**  
**SUPPLY OF PRE-PRINTED COMPUTER STATIONARY**  
**(One Time Purchase)**

**REF :- KBCNMU/7-G/ET/COMPUTER STATIONARY/2986/2022**  
**Date :02/12/2022**

**FOR MORE DETAILS VISIT THE PORTAL OF**

**<https://mahatenders.gov.in> / [www.nmu.ac.in](http://www.nmu.ac.in)**

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**KAVAYITRI BAHINABAI CHAUDHARI NORTH  
MAHARASHTRA UNIVERSITY, JALGAON**

**E-TENDER DOCUMENTS  
SUPPLY OF PRE-PRINTED COMPUTER STATIONARY  
(One Time Purchase)**

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## **TENDER SCHEDULE AND CONTACT DETAILS**

### **SUPPLY OF PRE-PRINTED COMPUTER STATIONARY**

**(One Time Purchase)**

Sr. No.	Key Days of the tender	Start date & time	Closing date and time
01	Tender Release	03/12/2022 10.00 hrs.	---
02	Tender documents downloading	03/12/2022 10.00 hrs.	10/12/2022 15.00 Hrs
03	Online Submission	03/12/2022 10.00 hrs.	10/12/2022 15.00 Hrs
04	Technical Bid opening	12/12/2022 03.00 hrs. (if possible)	---

**Contact below if any query to**

1	Mr.Sumit Katkar, For any information/difficulty Regarding online submission of tender	7745827385 7843024910
2	Mr.Manoj S. Nile, Offg.Head, Computer Centre	9881219994 0257-2257325, 326
3	General query	0257-2257236,237 (Purchase Dept.)



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

**E- TENDER NOTICE OF SUPPLY OF PRE-PRINTED COMPUTER  
STATIONARY (One Time Purchase)**

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites tender for Supply of Pre-Printed Computer Stationary one time purchase from manufacturers, authorized dealers/distributors or reputed suppliers 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](http://www.nmu.ac.in)

The filled in tender must be submitted online on or before 10/12/2022 up to 15.00 hrs. Any extension of tender, corrigendum or change in schedule will not be published in news paper; it will be published only at above mentioned website only.

Ref. : **KBCNMU/7/ET/Comp. Stationary/2986/2022**

Date : 02/12/2022

**Finance and Accounts Officer**

## Instructions for filling of E-Tender

The Finance and Accounts Officer, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites e-tender for supply of pre-printed computer stationary from manufacturers, authorized dealers/distributors or reputed suppliers . 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 (BOQ Rate quoted inclusive of all taxes)
  - a) 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
2.1	Information of the bidder as per (The same should be submitted on letter head ) <span style="float: right;"><b>Annexure –A.</b></span>
2.2	Certificate of incorporation/registration.
2.3	Valid Copy of GST registration certificate
2.4	Copy of PAN card
2.5	Copies of Income tax return filed during last five financial year.
2.6	Proof of annual turnover for the last five financial year as per <span style="float: right;"><b>Annexure- B</b></span>
2.7	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency as per <span style="float: right;"><b>Annexure- C</b></span>
2.8	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. <span style="float: right;"><b>Annexure-D</b></span>
2.9	Detailed Description of required pre-printed computer stationary <span style="float: right;"><b>Annexure-E</b></span>
2.10	Bidder's Declaration on letter head <span style="float: right;"><b>Annexure –F</b></span>
2.11	Receipts of payment of Cost of tender and earnest money deposit paid through Internet Banking
<b>2.12</b>	<b>Audited balance sheet &amp; profit &amp; Loss account of the company / firm duly audited by Chartered Accountant for last Five financial years.</b>
2.13	<b>Full set of tender documents with seal and signature of bidder or his authorized representative on each page of the tender. ( list of document upload with serial page number.)</b>

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](http://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 Computer pre-printed stationary 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 items of this tender 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 what so ever 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 quoted in BOQ form should be inclusive of all taxes, GST, freight packing, transits Insurance and delivery of material shall have be to given in Kavayitri Bahinabai Chaudhari 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 description 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 pre-printed computer stationary. (One Time Purchase)
- 2) **Earnest Money Deposit & Cost of Tender:** - Vendors are required to pay **Rs.3000/-**(Rs. Three Thousand only) and **Rs. 50,000/-** (Rs. Fifty Thousand only) towards Tender Fee and EMD respectively through Net banking (Tender fee Non-refundable & Amount of EMD Refundable )
- 3) **Security Deposit :-**The successful bidder to whom the awarded of tender item shall be required to deposit Rs.1,25,000/- (Rs. One Lacs Twenty Five Thousand only) as a security deposit within 7 days from the date of receipt of letter order. The security deposit will not carry any interest which shall be refunded within 60 days from the date of expiry of the Purchase Order. If the bidder fails to keep the security deposit, then the order will be awarded to the second lowest bidder or the University with holds the total authority for the necessary action to be taken.
- 4) **Termination of Purchase order:** University reserves the right to terminate the purchase order in case bidder fails to supply the ordered material “within the stipulated time. The University also reserves the right to go for next lowest tenderer or other appropriate action will be taken.  

If due to the above mentioned reason supply of item is terminated, security deposit shall be forfeited and also the tender may be allotted to the next lowest tenderer or the university reserves the right to take any other appropriate decision including legal action against the bidder to whom purchase order was awarded.
- 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 accept the purchase order.
- 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 GST, duties, freight, loading and unloading charges etc.
- 8) **Payment :-100% payment shall ordinarily be made within 30 days from the date of supply of stationary as per description and approved art work and after receipt of GSM Report from University Lab/school. The payment will be made by account payee cheque only.**
- 9) **Delivery Period:** - All items as per purchased order must be supplied within 3 to 4 weeks from the date of receipt of purchase order. If the bidder fails to deliver goods/material within the period prescribed for delivery 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 subject to maximum in limit of 5%.
- 10) **Art Work:- The bidder will be required to obtain final approval to art work of concerned department before printing of stationary.**
- 11) The University will verify GSM of supplied stationary in University Lab/School and if GSM not found as mentioned in purchase order the University will reject the whole lot of stationary or accept the stationary after charging an appropriate penalty and deducted it's from invoice at the time of payment. However, the decision of University in this regard shall be final.
- 12) The Stationary must be supplied in boxes containing 1000 sheets in each box. Each sheet of computer stationary must be serially numbered. The details of numbering will be provided by concerned department of University.



- 13) Only online tender submitted through Government of Maharashtra portal for e-procurement will be considered. ( <https://mahatenders.gov.in> )
- 14) 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.
- 15) **The average turnover of the bidder in the last 5 financial year must be at least 50 lakh each year.**
- 16) **Agreement:- The successful bidder will be required to submit an agreement on stamp paper of Rs.500/-within 7 days from the date of receipt of letter for awarding purchase order from University. The agreement should be registered with notary.**
- 17) **Commencement of Purchase of Item :** The P.O. will commence from the date of submission of agreement along with amount of security deposit.
- 18) **Jurisdiction:** The courts at Jalgaon alone will have the jurisdiction to try any Matter, dispute or reference between parties arising out of this tender purchase order. It is specifically agreed that no court outside and other than Jalgaon court shall have Jurisdiction in the matter.
- 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) Offer should be complete in all respect. Incomplete offers would not be entertained.
- 21) The University reserves the right to delete/increase/decrease items from the schedule of requirement specified in the tender.

**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 last five years	
7	GST Registration No.	
8	PAN Card No.	
9	Details of Bank :- Name of Bank Account : Name of Bank : Types of Account : Account Number : IFSC Code : MICR Code :	
10	Capacity in which bid is signed by the bidder each pages of the tender. (Proprietor/Partner/Director)	

**Signature & Seal of the Tenderer**

**Annexure -B**

**Certificate of Annual Turn Over**

Sr.No.	Financial year	Annual turnover (In Lacs)
	Last five year	
1		
2		
3		
4		
5		

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.200/- 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/ purchase order 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)

**List of Clients**

<b>Sr. No.</b>	<b>Name and Address of Clients</b>	<b>Contact Number</b>	<b>Supply/Purchase Order no &amp; dt.</b>	<b>Qty &amp; Description of stationary supplied</b>

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

Date : / /2022

Name, Signature and  
Seal of the bidder

## Annexure-E

### Detailed Description of Required Pre-Printed Computer Stationary. (One Time purchase )

Sr. No.	Item Description	Approximate Qty.
1	80 Col (10x12x1) with logo -60 GSM	2,00,000
2	80 Col (10x12x2) 1+1 Pre-Printed Stationary with logo -60 GSM	1,50,000
3	80 Col (10x12x1) Single Blank Stationary-60 GSM	1,00,000
4	132 Col (15x12x1) Single Pre-Printed Stationary with logo-60 GSM	1,00,000
5	* 132 Col (15x12x2) 1+1 Ledger Pre-Printed Stationary 1 <sup>st</sup> part on 90 GSM and 2 <sup>nd</sup> part on 60 GSM	6,00,000
6	* 132 Col (15x12x2) 1+1 (Finance) Ledger Pre-Printed Stationary-1 <sup>st</sup> part on 90 GSM and 2 <sup>nd</sup> part on 60 GSM	50,000

- निविदाधारकांनी दिलेले दर हे एकत्रितपणे न घरता अॅटम निहाय ग्राहय धरले जातील.
- निविदाधारकांनी निविदा सादर केल्यानंतर अॅटम निहाय पेपरच्या नमून्यावर मेक नमूद करुन विद्यापीठात पेपरचे नमूने जमा करणे आवश्यक आहे.

- Note :
- 1) \* **A-Grade paper is required alongwith company authorization letter.**
  - 2) The above mentioned quantity is approximate requirement of computer pre-printed Stationary. The orders for supply of stationary will be placed as an when required.
  - 2) Above required stationary Serial number on each page.

**Seal & Signature of the tenderer**

**Annexure-F**

**E- TENDER DOCUMENTS FOR SUPPLY OF  
SUPPLY OF PRE-PRINTED COMPUTER STATIONARY (One Time Purchase)**

**Bidder's Declaration**

**Ref.No. :-KBCNMU/7-G/ET/ Comp. Stat./2986/2022, Date - 02/12/2022**

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