

ई-निविदा सूचना

क.ब.चौ.उ.म.विद्यापीठाच्या संगणक केंद्र (परीक्षा) साठी “ संगणकीय स्टेशनरीचा (Pre-Printed Computer Stationary)” नोंदणीकृत पुरवठादारांकडून ई-निविदा मागविण्यात येत आहेत.

ई-निविदा सूचना , तांत्रिक माहिती, अटी व शर्तीसह महाराष्ट्र शासनाच्या <https://mahatenders.gov.in> या पोर्टलवर उपलब्ध असून सदरची ई-निविदा ऑनलाईन पध्दतीने सादर करावयाची आहे. तसेच सदरची ई-निविदा विद्यापीठाच्या संकेतस्थळावर **Website: www.nmu.ac.in** फक्त माहितीस्तव उपलब्ध करून देण्यात आलेली आहे.

परिपूर्णित्या भरलेली ऑनलाईन स्वरूपातील ई-निविदा दि. २८/०६/२०२५ रोजी सायं. ५.०० वाजेपर्यंत किंवा तत्पूर्वी जमा करावी. सदरची ई-निविदा सादर करण्यासाठी मुदतवाढ दिल्यास अथवा शुध्दीपत्रक निर्गमित केल्यास त्या संबंधीची सूचना वरील संकेतस्थळावर प्रसिध्द करण्यात येईल.

नाकः kbenmu/7G/ET/Comp.cent.-1709/2025 (सोपर्वोद्वि.पाटील)
दिनांक : ०६/०६/२०२५ **वित्त व लेखा अधिकारी**



॥ अंतरी पेटवू ज्ञानज्योत ॥
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, 2257326,327

Fax No. (0257) 2258407

E- TENDER DOCUMENTS FOR
SUPPLY OF PRE-PRINTED COMPUTER STATIONARY
(Rates Valid for Three Years)

REF :- KBCNMU/7-G/ET/COMPUTER STATIONARY/1709/2025
Date : 06 /06 /2025

FOR MORE DETAILS VISIT THE PORTAL OF

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

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KAVAYITRI BAHINABAI CHAUDHARI NORTH
MAHARASHTRA UNIVERSITY, JALGAON

E-TENDER DOCUMENTS
SUPPLY OF PRE-PRINTED COMPUTER STATIONARY
(Rates Valid for Three Years)

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TENDER SCHEDULE AND CONTACT DETAILS

SUPPLY OF PRE-PRINTED COMPUTER STATIONARY

(Rates Valid for Three Years)

Sr. No.	Key Days of the tender	Start date & time	Closing date and time
01	Tender Release	07/06/2025 10.00 hrs.	---
02	Tender documents downloading	07/06/2025 10.00 hrs.	28/06 /2025 17.00 Hrs
03	Online Submission	07/06/2025 10.00 hrs.	28/06/2025 17.00 Hrs
04	Technical Bid opening	30/06/2025 15.00 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	Offg. System Analyst, Computer Centre	0257-2257325, 26,27
3	General query	0257-2257236,237 (Purchase Dept.)



॥ अंतरी पेटवू ज्ञानज्योत ॥

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

**E- TENDER NOTICE OF SUPPLY OF PRE-PRINTED COMPUTER
STATIONARY (Rates Valid for Three Years)**

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites tender for Supply of Pre-Printed Computer Stationary 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

The filled in tender must be submitted online on or before 28/06/2025 5up to 17.00 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-G/ET/Comp. Stationary/1709/2025**

Date : 06/06/2025

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 tender 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)
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
2.1	Information of the bidder as per (The same should be submitted on letter head) Annexure –A.
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 three financial year. (2021-22, 2022-23, 2023-24)
2.6	Proof of annual turnover for the last three financial year as per Annexure- B
2.7	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency as per Annexure- C
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. Annexure-D
2.9	Detailed Description of required pre-printed computer stationary Annexure-E
2.10	Bidder's Declaration on letter head Annexure –F
2.11	Receipts of payment of Cost of tender and earnest money deposit paid through Internet Banking
2.12	Audited balance sheet & profit & Loss account of the company / firm duly audited by Chartered Accountant for last (2021-22, 2022-23, 2023-24)
2.13	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.)

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 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. (Rates valid for Three Years)
- 2) **Earnest Money Deposit & Cost of Tender:** - Vendors are required to pay **Rs.3500/-**(Rs. Three Thousand Five Hundred only) and **Rs. 75,000/-** (Rs. Seventy Five 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.1,50,000/- (Rs. One Lacs Fifty 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 tender 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 tender 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 3 financial year must be at least 50 lakh each year.** (2021-22, 2022-23, 2023-24)
- 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 Three years (2021-22, 2022-23, 2023-24)	
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 Tender

Annexure –B

Certificate of Annual Turn Over

Sr.No.	Financial year	Annual turnover (In Lacs)
	Last Three year	
1	2021-22	
2	2022-23	
3	2023-24	

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.500/- 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

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

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

Date : / /2025

Name, Signature and
Seal of the bidder

Annexure-E

Detailed Description of Required Pre-Printed Computer Stationary.

(Rates Valid for Three Years)

Sr. No.	Item Description	Approximate Qty. Pear Year
1	80 Col (10x12x1) with logo -60 GSM	50,000
2	80 Col (10x12x2) 1+1 Pre-Printed Stationary with logo -60 GSM	35,000
3	80 Col (10x12x1) Single Blank Stationary-60 GSM	10,000
4	132 Col (15x12x1) Single Pre-Printed Stationary with logo-60 GSM	10,000
5	* 132 Col (15x12x2) 1+1 Ledger Pre-Printed Stationary 1 st part on 90 GSM and 2 nd part on 60 GSM	2,50,000
6	* A-3 Size Ledger Photocopier Paper(420 x 297) 90 GSM	200 Rim (Each 500 Sheet)
7	* 132 Col (15x12x2) 1+1 (Finance) Ledger Pre-Printed Stationary-1 st part on 90 GSM and 2 nd part on 60 GSM	10,000
8	80 Col (10x12x1) with logo -60 GSM Pay Slip Single Perforated in two Parts	7,000
9	80 Col Pre-Printed Challan Stationary : Paper Size- 10x12x4 (1+3) 60 GSM	5,000
10	80 Col Pre-Printed Invoice Stationary : Paper Size- 10x12x3 (1+2) 60 GSM	10,000
11	80 Col *Ledger Stationary : Paper Size : 10x12x1 90 GSM	10,000
12	80 Col (10x12x3) 1+2 Pre-Printed Letter Head Stationary -60 GSM	10,000
<ul style="list-style-type: none">● निविदाधारकांनी दिलेले दर हे एकत्रितपणे न धरता अॅटम निहाय ग्राहय धरले जातील.● निविदाधारकांनी निविदा सादर केल्यानंतर अॅटम निहाय पेपरच्या नमून्यावर मेक नमूद करून 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.
 - 3) Above required stationary Serial number on each page.

Seal & Signature of the tender

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Annexure-F

**E- TENDER DOCUMENTS FOR SUPPLY OF
SUPPLY OF PRE-PRINTED COMPUTER STATIONARY (Rates valid for Three Years
Purchase)**

Bidder's Declaration

Ref.No. :-KBCNMU/7-G/ET/ Comp. Stat./1709/2025, Date : 06/06/2025

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