

॥ अंतरी पेटवू ज्ञानज्योत ॥



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

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**E- TENDER DOCUMENTS FOR  
SUPPLY OF STATIONARY (A-4 , F/S Legal & B-4 75 GSM) Paper**

**REF:- KBCNMU/8/ET/STATIONARY/849/2022**

**FOR MORE DETAILS VISIT THE PORTAL OF**

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

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**E-TENDER DOCUMENTS FOR**

**SUPPLY OF STATIONARY (A-4 , F/S Legal & B-4 75 GSM) Paper**

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## **TENDER SCHEDULE AND CONTACT DETAILS**

### **For SUPPLY OF STATIONARY (A-4 , F/S Legal & B-4 75 GSM) Paper**

Sr.No.	Key Days of the tender	Start date & time	End date and time
01	Tender Release	03/11/2022 17.30 hrs.	----
02	Tender documents downloading	04/11/2022 10.00 hrs.	25/11/2022 12.00 hrs.
03	Online submission	04/11/2022 10.00 hrs.	25/11/2022 15.00 hrs.
04	Technical Bid opening	28/11/2022 16.00 hrs. (If Possible)	----
05	Opening of eligible tenderer's Financial Bid	01/12/2022 11.00 hrs (If Possible)	----
06	Place of Opening of Tender document	Finance Dept. KBCNMU, Jalgaon	----

#### 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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**KAVAYATRI BAHINABAI CHAUDHARI**  
**NORTH MAHARASHTRA UNIVERSITY, JALGAON**

**E- TENDER NOTICE FOR SUPPLY OF STATIONARY**  
**(A-4 , F/S Legal & B-4 75 GSM) Paper**

Kaviyatri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites tender for Supply of Stationary (A-4 , F/S Legal & B-4 75 GSM) Paper from Manufacturer / 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](http://www.nmu.ac.in)

The filled in tender must be submitted online on or before **25/11/2022 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 Any extension of tender, corrigendum or change in schedule will not be published in Newspaper; it will be published only at above mentioned website only.

**( CA. R. N. Patil )**  
**Finance and Accounts Officer**

Ref.: **KBCNMU/8/ET/Stationary/849/2022**

Date: 03/11/2022

Copy to: 1) The Systems Analysts, School of Computer Sciences, KBCNMU, Jalgaon (to upload the PDF file of e-tender on University website only for information)

**(CA. R. N. Patil)**  
**Finance and Accounts Officer**

## Instructions for filling of E-Tender

The Finance and Accounts Officers, Kaviyatri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites E-Tender for supply of stationary (A-4 , F/S Legal & B-4 75 GSM) Paper 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 <b>Annexure- B</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 <b>Annexure- C</b>
X	Chart of description of stationary <b>Annexure-D</b>
XI	Bidder's Declaration on letter head as per <b>annexure -E</b>
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](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 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) in soft copy of xls file 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 be to 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. 3,000/-** (Rs. Three Thousand only) and **Rs.50,000/-** (Rs. Fifty 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 receipt 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 with holds 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 outrightly 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 e-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**



<b>Detailed Description of Stationary Paper</b>			
<b>Sr. No.</b>	<b>Items Description</b>	<b>Unit</b>	<b>Qty.</b>
1	Zerox Paper 75 G.S.M. A -4 Size	RIM	4000
2	Zerox Paper 75 G.S.M. F/S Size	RIM	1000
2	Zerox Paper 75 G.S.M. B-4 Size	RIM	100

Note:- Sample of Item No. 1,2 & 3 can be seen at university office (Purchase Section) on working days during office hours.

Finance and Accounts Officer

**Information of the Bidder**

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) 2019-20 2020-21 2021-22	
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 (Last Three Years)	Annual turnover (In Lacs)
1	2019-20	
2	2020-21	
3	2021-22	

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/ 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**

**CHART OF DESCRIPTION OF STATIONARY (A-4 , F/S Legal & B-4 75 GSM)**

**Paper**

<b>Sr. No.</b>	<b>Name and Description of tender items</b>	<b>Unit</b>	<b>Make and other specification</b>
<b>1</b>	A-4 -75 GSM	4000	
<b>2</b>	F/S Legal- 75 GSM	1000	
<b>3</b>	B-4 75 GSM	100	

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

Date: /11/2022

Name, Signature and  
Seal of the bidder

**Bidder's Declaration**

E- TENDER DOCUMENT FOR SUPPLY OF STATIONARY

(A-4 , F/S Legal & B-4 75 GSM) Paper

Ref. No.: **KBCNMU/8/ET/ STATIONARY/849/2022**

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