



॥ अंतरी पेटवू ज्ञानज्योत ॥

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

वित्त (खरेदी) विभाग

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**E-TENDER DOCUMENTS FOR ANNUAL RATE
CONTRACT FOR PRINTING**

REF :- NMU/8/ET/PRINTING/434/2019

FOR MORE DETAILS VISIT THE PORTAL OF

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

Total Pages 01 to 12

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E-TENDER FOR ANNUAL RATE CONTRACT FOR PRINTING

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Tender Schedule and Contact details

Sr. No.	Key Days of the tender	Start date & time	End date and time
01	Tender Release	14/06/2019 17.30 hrs.	----
02	Tender documents downloading	15/06/2019 10.00 hrs.	05 /07/2019 15.00 hrs.
03	Online submission	15/06/2019 10.00 hrs.	05/07/2019 15.00 hrs.
04	Technical Bid opening	08/07/2019 16.00 hrs. (If possible)	----

Contact below if any query

<u>Sr.No.</u>	<u>Name of the Contract Person</u>	<u>Mobile No.</u>
01	Sumit Katkar. For any Information / difficulty Regarding online submission of tender	7745827385 7843024910
02	General tender Equiry (Finance Dept.)	0257-2257236,237



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Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

E-TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR PRINTING

North Maharashtra University, Jalgaon invites tender for annual rate contract for printing of forms, stationary registers etc. from printers 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 **05/07/2019 up to 15.00 hrs.** Any extension of tender, corrigendum or change in schedule will be published only on above mentioned website only.

REF :- **NMU/8/ET/PRINTING /434/2019**

Date : 14/06/2019

(S. R. Gohil)
Offg. Finance and Accounts Officer

Instructions for filling of E-Tender.

The Finance and Accounts Officers, North Maharashtra University, Jalgaon invites E-Tender for annual rate contract for printing (for example forms, registers, reports, stationary etc.) from reputed printers. 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**)
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 of bidder)
II	Certificate of incorporation of company issued under the company act or by any other competent authority in case of proprietary / partnership firm etc.
III	Copy of Sales / Vat registration certificate
IV	Copy of CST Registration certificate
V	Copy of PAN card
VI	Copies of Income tax return filed during last three financial years.
VII	Copies of SSI / NSIC registration certificate. In case of Exemption in payment of Tender Fees/EMD is claimed. The related G.R./ circular should be uploaded
VIII	Proof of annual turnover for the last three financial year as per Annexure- B
IX	List of clients mentioning the name, Landline. No. / Mobile No. of the clients. Copies of supply/ work order should be uploaded.
X	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency as per Annexure- C
XI	Bidder's Declaration on letter head (as per annexure - D)
XII	Receipts of payment 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. (2015-16, 2016-17, 2017-18)
XIV	Full set of tender documents with seal and signature of bidder or his authorized representative on each page of the tender.
XV	Resources available (e-g. machinery, man power, vehicle etc.) (The information to be provided on letter head of the firm.)

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 quantity offered by him.
4. Bidder should have valid Digital Signature Certificate (DSC) obtained from any Certifying Authorities.
5. The detail specifications of printing are provided in the tender documents.
6. The Technical and Financial bid shall be submitted online as per the schedule.
7. Bidder may be invited for discussion 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 item wise 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, duties, packing, freight, loading / unloading.**
14. The rate should be offered for only the item as mentioned in the Schedule.
15. The rates quoted for the quantity other than specifications 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.

(S.R.Gohil)
Offg.Finance and Accounts officer

-: General Terms and Conditions of the tender :-

- 1) The online tender is called from reputed Printers for annual rate contract for printing.
- 2) Bidder are compulsory required to submit all documents online as mentioned in Annexure-A If bidder fails to do so the financial bid of such bidder may not be considered / opened.
- 3) **Earnest Money Deposit & Cost of Tender:** - Vendors are required to pay **Rs.3300/-**(*Rs. Three thousand & three hundred only*) and **Rs.55,000/-** (*Rs. Fifty five thousand only*) towards Tender Fee and EMD respectively through Net banking.
- 4) **Security Deposit :** The successful tenderer to whom the supply / purchase order is given shall be required to deposit an amount as security deposit within 7 days from the date of the Tender issued for ARC. The security deposit will not carry any interest which shall be refunded after supply and successful completion of the contract. If the bidder fails to keep the security deposit, then the second lowest quoted bidder will be awarded the ARC or the University with holds the total authority for the necessary action to be taken.
Cancellation of ARC awarded: University reserves the right to cancel the ARC in case tenderer fails to enter into agreement for ARC and pay requisite Security Deposite and also supply printing material within the stipulated time given in the order. 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 ARC order is canceled, earnest money and or 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 ARC 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
 - i) Fails to sign the contract/ agreement in accordance with the terms of the tender documents.
 - ii) Fails to furnish required security deposite in accordance with the terms of tender document within the time frame specified by the client.
 - iii) Fails or refuses to honor his own quoted price for the printing.
- 6) The successful bidder is required to execute an agreement on Rs.100/- stamp paper regarding acceptance of ARC The agreement should be registered with notary. The same should be submitted along with security deposit.
- 7) Conditional tender shall not be accepted.
- 8) **F.O.R :** -The rates quoted should be F.O. R Concerned University departments. The rate quoted by the bidder should inclusive of all the taxes, duties, loading and unloading, freight etc.
- 9) **Payment :** 100% payment shall ordinarily be made within 30 days after satisfactory completion of job. The payment will be made through RTGS/cheques only.
- 10) **Completion Period:** - The Tab should be completed within 1 to 2 weeks from the date of receipt of final proof of Job from concerned department. If the bidder fails to supply printing material within the period prescribed for completion of work 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%.
- 11) North Maharashtra University, Jalgaon is not bound to accept the lowest tender and reserves the right to accept any tender or to reject or all tenders without assigning any reasons whatsoever.

- 12) Tender must submit with cost of tender documents and EMD only through '**INTERNET BANKING**'
- 13) Only online tender submitted through Government of Maharashtra portal for e-procurement will be consider. (<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) **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.
- 16) The University reserves the right to accept or reject any or all the tenders from any or all the parties without assigning reason thereof.
- 17) Offer should be complete in all respect. Incomplete offers would not be entertained.
- 18) The University reserves the right to delete/ increase/ decrease items from the schedule of requirement specified in the tender.
- 19) Designing and Art work will be responsibility of the vendor No extra charges will be paid for designing and Art work.
- 20) It will be the responsibility of the vendor to keep and secure the offset plate for at least three months from the date of completion of concerned Job. The same plates must be reused if the same Job is repeated without charging the cost of plates.
- 21) The amount of statutory deductions (i.e. T.D.S. etc.) will be directly deducted from bills while making payments.
- 23) Samples of papers must be submitted physically immediately after online submission of tender. The details of GSM, type/make of paper must be mentioned on each sample with stamp and Signature of vendor.
- 24) Before taking the jobs for final printing, the proofs of job must be checked and okayed by concerned department.
- 25) Charges for wastages of paper will not be paid extra. The same will be in the scope of vendor.

(S.R.Gohil)
Offg.Finance and Accounts officer

Information of the Bidder

Sr. No.	Particular	
1	Name of the Company/ Organization/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) certified copy in respect of registration must be enclosed	
5	Year of establishment and Experience in business (In number of years)	
6	Annual Turnover 2015-16 2016-17 2017-18 (Certified copies of Annual Statement of Accounts i.e. Balance sheet & Profit Loss Account must be uploading)	
7	Service Tax Registration No.	
8	CST / VAT/TIN Registration No..	
9	PAN Card No.	
10	Details of Bank – Name of Bank Name of Bank Account Type of Account Account Number IFSC Code MICR	
11	Capacity in which the bidder has signed the bid	

Signature & Seal of the Tenderer

Annexure –B

Certificate of Annual Turn Over

Sr. No.	Financial year	Annual turnover (In Lac)
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 _____ reputed printers 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 _____ reputed printers 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)

Bidder's Declaration

E- TENDER DOCUMENTS FOR ANNUAL RATE CONTRACT FOR
PRINTING

Ref.No.. : **NMU/8/ET/PRINTING/434/2019**

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