



॥ अंतरी पेटवू ज्ञानज्योत ॥
Kavayitri Bahinabai Chaudhari
North Maharashtra University, Jalgaon

E-TENDER

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites tender for “**Annual Rate Contract for Supply of Pre-Printed Computer Stationary**” 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](https://mahatenders.gov.in) and www.nmu.ac.in

The filled in tender must be submitted online on or before 05/12/2019 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 Any extension of tender, corrigendum or change in schedule will not be published in news paper; it will be published only at above mentioned website only.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/71/COMP.ST/531/2019
Date : 14/11/2019

Offg.Finance and Accounts Officer



॥ अंतरी पेटवू ज्ञानज्योत ॥
कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

POST BOX NO.80, UMAVINAGAR,

JALGAON- 425 001

Tel.No. (0257) 2257302, 306 & 307

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E- TENDER DOCUMENTS FOR
ANNUAL RATE CONTRACT FOR
SUPPLY OF PRE-PRINTED COMPUTER STATIONARY

REF :- **KBCNMU/7/ET/COMPUTER STATIONARY/5318/2019**

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 FOR
ANNUAL RATE CONTRACT FOR
SUPPLY OF PRE-PRINTED COMPUTER STATIONARY**

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TENDER SCHEDULE AND CONTACT DETAILS

ANNUAL RATE CONTRACT FOR SUPPLY OF PRE-PRINTED COMPUTER STATIONARY

Sr. No.	Key Days of the tender	Start date & time	Closing date and time
01	Tender Release	14/11/2019 17.30 hrs.	---
02	Tender documents downloading	15/11/2019 10.00 hrs.	05/12/2019 15.00 Hrs
03	Online Submission	15/11/2019 10.00 hrs.	05/12/2019 15.00 Hrs
04	Technical Bid opening	09/12/2019 03.00 hrs. (if possible)	---

Contact below if any query to

1	<u>Mr. Sumit Katkar</u> , For any information/difficulty Regarding online submission of tender	7745827385 7843024910
2	Mr. Kapil Giri Systems Analyst, K.B.C.N.M.U.Jalgaon	8999156427 0257-2257325, 326
3	General query	0257-2257236,237 (Purchase Dept.)



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

**E- TENDER NOTICE OF ANNUAL RATE CONTRACT FOR SUPPLY
OF PRE-PRINTED COMPUTER STATIONARY**

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites tender for Annual Rate Contract for Supply of Pre-Printed Computer Stationary 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](https://mahatenders.gov.in) and www.nmu.ac.in

The filled in tender must be submitted online on or before 05/12/2019 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-I/ET/Comp.Stationary/5318/2019**

Date : 14/11/2019

Offg.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 annual rate contract 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)
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	Copy of GST registration certificate
2.4	Copy of PAN card
2.5	Copies of Income tax return filed during last three financial year.
2.6	Copies of SSI / NSIC/MSME registration certificate (In case of exemption in payment of Tender Fees / EMD is claime). The related G.R. /Circular must be upload.
2.7	Proof of annual turnover for the last three financial year as per Annexure- B
2.8	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency as per Annexure- C
2.9	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
2.10	Detailed Description of required pre-printed computer stationary Annexure-E
2.11	Bidder's Declaration on letter head Annexure –F
2.12	Receipts of payment of Cost of tender and earnest money deposit paid through Internet Banking
2.13	Audited balance sheet & profit & Loss account of the company / firm duly audited by Chartered Accountant for last there financial years. (2016-17, 2017-18, 2018-19)
2.14	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, 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 rate contract 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 GST, packing, freight 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 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.

Offg.Finance and Accounts officer

General Terms and Conditions of the tender

- 1) The online tender is called for Rate Contract for supply of pre-printed computer stationary.
- 2) **Earnest Money Deposit & Cost of Tender:** - Vendors are required to pay **Rs.2,500/-**(Rs. Two Thousand Five Hundred only) and **Rs.15,000/-** (Rs. Fifteen Thousand only) towards Tender Fee and EMD respectively through Net banking .
- 3) **Security Deposit :-**The successful bidder to whom the rate contract is awarded shall be required to deposit Rs.25,000/- (Rs. Twenty Five Thousand only) as a security deposit within 7 days from the date of receipt of letter of rate contract. The security deposit will not carry any interest which shall be refunded within 60 days from the date of expiry of the rate contract. If the bidder fails to keep the security deposit, then the rate contract 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 Rate Contract:** University reserves the right to terminate the rate contract 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 rate contract 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 rate contract 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 rate contract.
- 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 4 to 5 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 contractor 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) **Agreement:-** The successful bidder will be required to submit an agreement on stamp paper of Rs.200/-within 7 days from the date of receipt of letter for awarding rate contract from University. The agreement should be registered with notary.
- 16) **Commencement of Rate Contract:** The rate contract will commence from the date of submission of agreement along with amount of security deposit.
- 17) **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.
- 18) The University reserves the right to accept or reject any or all the tenders from any or all the parties without assigning reason thereof.
- 19) Offer should be complete in all respect. Incomplete offers would not be entertained.
- 20) The University reserves the right to delete/increase/decrease items from the schedule of requirement specified in the tender.

Offg. 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 2016-17 2017-18 2018-19	
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)
1	2016-17	
2	2017-18	
3	2018-19	

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 _____ 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)

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 : / /2019

Name, Signature and
Seal of the bidder

Annexure-E

Detailed Description of Required Pre-Printed Computer Stationary.

Sr. No.	Item Description	Approximate Qty.
1	80 Col (10x12x1) Single Blank Pre-Printed Stationary with logo -60 GSM (Serial number each page)	2,50,000
2	80 Col (10x12x2) 1+1 Pre-Printed Stationary with logo -60 GSM	1,00,000
3	80 Col (10x12x1) Single Blank Stationary-60 GSM	20,000
4	132 Col (15x12x1) Single Pre-Printed Stationary with logo-60 GSM	1,00,000
5	132 Col (15x12x2) 1+1 Pre-Printed Stationary with logo -60 GSM	30,000
6	132 Col (15x12x2) 1+1 Ledger Pre-Printed Stationary- 1 st part on 90 GSM and 2 nd part on 60 GSM	3,00,000
7	132 Col (10x12x2) 1+1 (Finance) Ledger Pre-Printed Stationary-1 st part on 90 GSM and 2 nd part on 60 GSM	25,000
8	80 Col (10x12x1) Pay Slip Single Pre-Printed Stationary with logo-60 GSM	20,000
9	Hall Ticket (15x12x1) Single Pre-Printed Stationary-60 GSM	10,000
10	Paper Size- 10x12x2 (1+1) with carbon (with numbering without logo -60 GSM.	40,000
11	Paper Size- 10x12x2 (1+1) with carbon (with numbering without logo -60 GSM.	30,000
12	Single Paper Size- 10x12x1 (stationary) -60 GSM.	40,000
13	Pre-Printed Challan Stationary : Paper Size- 10x12x4 (1+3)-60 GSM.	60,000
14	Pre-Printed Invoice Stationary: Paper Size- 10x12x3 (1+2)-60 GSM.	10,000
15	Ledger Stationary: Paper Size- 10x12x1-on 90 GSM.	30,000
16	80 Col (10x12x3) 1+2 University letter head	30000

- Note :
- 1) The above mentioned quantity is approximate requirement of computer pre-printed stationary during the whole period of contract. 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 ANNUAL RATE CONTRACT FOR SUPPLY OF
PRE-PRINTED COMPUTER STATIONARY**

Bidder's Declaration

Ref.No. : **KBCNMU/7/ET/ Comp.Stat./5318/2019**

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