

NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY
COLLEGE OF VETERINARY SCIENCE & ANIMAL HUSBANDRY
JABALPUR (M.P.)

No. 159 /Store/Vety./2015

Dated 23/11/2015

2nd CALL SHORT TENDER NOTICE

Sealed tenders are invited from the reputed firms, manufacturers and their authorized dealers, distributors for supply of Stationery Items, separately.

The tender document including detailed specifications, terms and conditions of supply can be directly downloaded from our website www.mppcvv.org. Tender for stationery item may be submitted with IPO/D.D as Tender Cost worth Rs.1,000/- along with EMD separately for tender positively by Registered Post on 07.12.2015 at 05:00PM. Tender will be opened on 10.12.2015 at 11:00AM.

**Dean
College of Vety. Sci. & A.H.
Jabalpur**

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DEAN

TERMS & CONDITIONS OF TENDER FOR PURCHASE OF STATIONERY ITEMS, DURING THE YEAR 2015-2016

No. 159 /Purch./Vety/2015

Dated 23/11/2015

M/s. _____

- 1 The tenders has to be downloaded from the website of the University. In case of more than one tender submitted by a particular firm each tender has to be submitted along with Indian postal Order or Demand Draft of **Rs.1,000/-** in the name of the Dean, College of Veterinary Science & Animal Husbandry, Jabalpur, containing separate envelopes and mention tender cost in block letter. Tender for each item separately must be submitted in sealed cover addressed to the undersigned by **Registered Post only** and with acknowledgement due so as to reach on or before **07.12.2015 up to 05:00 P.M.** The cover shall bear **the address of the tenderer and super scribed with the words.**
- 2 The tender without tender fees will not be valid and hence it will be rejected.
- 3 The tender will be opened in presence of the tenderers or their authorized representatives at **11:00 AM on 10.12.2015**. In case any tenderer fails to present himself on the appointed time, the competent authority shall have the right to open any tender in the absence of the concerned tenderer or his representative.
- 4 The tender shall not be acceptable without the receipt of earnest money/security deposit in the shape of **Fixed Deposit Receipt** of Rs.10,000/- for Stationery Items issued by any Nationalized Bank duly discharged in the name of “**Dean, College of Veterinary Science & Animal Husbandry, Jabalpur**” which will be refunded after warranty period.
- 5 The amount of earnest money/ security shall be refunded in full if tender is / tenders are rejected.
- 6 The tenders are to be submitted in four envelopes. **Envelope-A** will contain I.P.O/D.D. in shape of Tender Cost, Income Tax clearance certificate/ VAT Tax certificate, Authorization/Manufacture certificate and other relevant documents. **Envelope-B** will contain Technical Bid. **Envelope-C** will contain Price Bid. **Envelope-D** will contain Fixed Deposit Receipt (FDR) as earnest money/ security deposit. **Envelope-E** will contain all the above four envelopes. All the envelopes should be properly sealed. The tender documents in **Envelope –E, A & B** will be opened on **10.12.2015** & the **Envelopes –C & D** will be opened on **14.12.2015 at 03:00PM**.
- 7 The above security is taken for due performance of the contract as per provisions of the conditions mentioned in tender form. The same will be refunded on the expiry of the contract on successful completion of the supply with reference to specifications with proper supply and adjustment of any loss by way of purchasing the goods from other party / parties in case of dishonoring of the indent for supply and deliberate non supply.
- 8 Specifications are attached as **APPENDIX “A”** as Technical Bid.
- 9 Specifications are attached as **APPENDIX “A-1”** as Price Bid.
- 10 Quantity of the items to be purchased will depend on the requirement and their shall be no obligation to place order for any quantity of the item.
- 11 For **Appendix No. “A”** authorized dealer, distributor or owner himself can submit the tenders but should have Tin No.
- 12 Tenders shall not be accepted without sales tax registration number of the firm.
- 13 All tenders must be accompanied by an **Income Tax Clearance Certificate** pertaining to the year **2014-2015**, assessment year **2015-2016** without which the tenders shall not be

entertained or in exceptional case where the income tax department has given a certificate that the concerned firm has been newly started. Tenders will be accepted only from those dealers who pay regular income taxes. The party who are not capable of **investing at least Rs. 1,50,000/-** in the contract transaction for each tender need not to submit the tender.

- 14 The rates of tender shall not be altered by the tenderer during the contract under tender.
- 15 The competent authority Dean, College of Vety. Sci. & A.H., Jabalpur reserves the right of the accepting the tender in part or whole or distribution of the supply between one or more tenderer.
- 16 The submission of a tender by a tenderer implies that he has read the terms and conditions of tender/contract and is fully aware of the scope and specification of the supplies to be made. He also must satisfy himself regarding the suitability and availability of the materials. **The tenderer, who is not satisfied by our terms and conditions of the contract need not submit the tender.**
- 17 The competent authority (Dean, College of Vety. Sci. & A.H., Jabalpur) reserves the right to increase, decrease or withdraw any item/items of supply during the contract under tender and the tenderer will be bound to comply without any claim for compensation.
- 18 The rates quoted shall be F.O.R. delivery at College of Vety. Sci. & A.H., Jabalpur for **Appendix Item No. "A"** the rates should be FOR College of Vety. Sci. & A.H., Jabalpur. The rates quoted should be inclusive of packing and forwarding charges loading/unloading/ handling charges, freight, full risk coverage, insurance, etc.
- 19 All losses during transit i.e. breakage and shortage, etc. will have to be supplied by the tenderer at his own Cost within a period of **15 days** from the date of receipt of such notices.
- 20 The undersigned does not bind himself to accept only the lowest rates.
- 21 The tenderer shall not submit whole or any portion of the contract to any party or parties, else the competent authority is free to cancel the contract and forfeit the security deposit.
- 22 The tenderer shall arrange to supply the commodities **within 2-4 week** from the date of receipt of the indent from the constituent units of this institution, unless otherwise indicated in the order of supply. In case the tenderer fails to execute the orders of supply within the stipulated period, the competent authority (Dean, College of Vety. Sci. & A.H., Jabalpur) will forfeit the security amount and will be free to make alternate arrangement for purchase of goods. The difference in cost of purchase from open market on quotation basis and approved tender rate will be recovered from the security of the tenderer and / or bills pending for payments it will be decided by the Dean. Further, defaulter firm, who has failed to supply the goods within prescribed period, may not be considered during next term or tender.
- 23 **The VAT TAX has to be shown separately which will be deducted by the institute and certificate regarding this will be issued by the institute.** All other taxes if any has to be paid by the supplier himself.
- 24 Single rate should be offered for the entire tender period i.e. up to **31.03.2016**. Rates quoted for less than this period are liable to be rejected.
- 25 The agreement bond should be executed on a non-judicial stamp paper worth Rs. 100/- not later than Two week by the successful tenderer. In the event of failure on the part of any successful tenderer to execute the agreement bond on non judicial stamp paper within the prescribed time limit, "Dean, College of Vety. Sci. & A.H." Jabalpur will be competent to forfeit the security deposit of such successful tenderer.
- 26 In case of any dispute arising out of this contract the arbitration power rests with the Vice-Chancellor, NDVSU, Jabalpur whose decision will be final to both the parties.
- 27 Tenders once submitted by the tenderer cannot be withdrawn by the tenderer.
- 28 Tenderer has to write clearly the name, address, and telephone number of the firm.
- 29 The photocopy of license issued by Nagar Nigam or Government office for its business should be submitted along with other documents. Original license will have to be produced within a week for verification if the tender is approved.
- 30 Photocopy of sales registration (Original registration will have to be produced within a week for verification if the tender is approved).

31 Please quote the rates in Indian Currency.

32 Firms should signature and seal on all the pages of above mentioned terms & condition.

Dean
College of Vety. Sci. & A.H.,
Jabalpur

APPENDIX-A

TECHNICAL BID FOR STATIONARY ITEMS

S. No.	Name of Item	Specification	Make
1.	Paper A4 size	Size 210 mm × 297 mm, 75 GSM, 2.34 kg	
2.	Paper legal size	Size 210 mm × 330 mm, 75 GSM, 2.78 kg	
3.	Paper legal size	Size 210 mm × 330 mm, 80 GSM green lazer paper	
4.	File pad with conia	Size 10"×14", 36 oz thickness board	
5.	File cover	Size 10"×14", 32 kg grey board	
6.	Stock register 288 pages and 432 pages	Size 8"×13½", binding with 32 oz yellow board inside paper 70 gsm lazer	
7.	Attendance register 144 pages (2 quires)	Size 8½"×13½", lazer paper 80 gsm, with 32 oz yellow board binding	
8.	Gum bottle (Mohini, Kores or Camel)	100 ml & 700 ml	
9.	Register 72 pages (1 quire)	Size 8½"×13½", maplitho paper 70 gsm, with 32 oz yellow board binding	
10.	Register 144 pages (2 quires)	Size 8½"×13½", maplitho paper 70 gsm, with 32 oz yellow board binding	
11.	Guard file: 200 pages	Size 11"×16", inner side brown leaf of 100 gsm with 36 oz yellow board binding	
12.	Register for receipt: 720 pages	Size 8½"×13½", 80 gsm lazer paper with 36 oz board binding with full binding cloth on both sides	
13.	Register for Dispatch: 720 pages	Size 8½"×13½", 80 gsm lazer paper with 36 oz board binding with full binding cloth on both sides	
14.	Peon book: 192 pages	Size 8"×5" lazer paper 70 gsm, 32 oz board binding protective binding cloth in each book compulsory	
15.	Cash book No. 4	Size 8"×13½" 90 gsm lazer paper, full cloth binding on 48 oz board	
16.	Cash book No. 5	Size 8"×13½" 90 gsm lazer paper, full cloth binding on 48 oz board	
17.	Cash book No. 6	Size 8"×13½" 90 gsm lazer paper, full cloth binding on 48 oz board	
18.	Cash book No. 7	Size 8"×13½" 90 gsm lazer paper, full cloth binding on 48 oz board	
19.	Cash book No. 8	Size 8"×13½" 90 gsm lazer paper, full cloth binding on 48 oz board	
20.	Envelope without printing 10"×12"	120 gsm yellow paper, lamination with 48 micron film	
21.	Envelope without printing 12"×16"	120 gsm yellow paper, lamination with 48 micron film	
22.	Envelope without printing 12"×6"	120 gsm yellow paper, lamination with 48 micron film	
23.	Envelope without printing 13"×7"	120 gsm yellow paper, lamination with 48 micron film	
24.	Envelope without printing 9"×14"	120 gsm yellow paper, lamination with 48 micron film	
25.	Envelope without printing 10"×14"	120 gsm yellow paper, lamination with 48 micron film	

26.	Envelope without printing 11"×5"	120 gsm yellow paper, lamination with 48 micron film	
27.	Envelope without printing 14"×19"	120 gsm yellow paper, lamination with 48 micron film	
28.	Envelope with printing on one side 10"×12"	120 gsm yellow paper, lamination with 48 micron film	
29.	Envelope with printing on one side 12"×16"	120 gsm yellow paper, lamination with 48 micron film	
30.	Envelope with printing on one side 10"×14"	120 gsm yellow paper, lamination with 48 micron film	
31.	Envelope with printing on one side 11"×5"	120 gsm yellow paper, lamination with 48 micron film	
32.	Envelope with printing on one side 14"×19"	120 gsm yellow paper, lamination with 48 micron film	
33.	CDR		
34.	CD Rewritable		
35.	DVD	4.7 GB	
36.	Yellow colour basta cloth	36"×36"	
37.	Yellow colour basta cloth	44"×44"	
38.	Table top	Size 15"×21", thickness 8mm and 12 mm Acrylic sheet white or smoke colour with brass rods to adjust at different angles	
39.	Paper Pin	300 Gm	
40.	Paper Pin	700 Gm	
41.	Paper Weight	Unbreakable Type	
42.	Pocker	With plastic handle	
43.	Tags	Small Good Quality & Thick	
44.	Tags	Large Good Quality & Thick	
45.	Correcting Fluid	Pen	
46.	Stapler	No. 24/6	
47.	Stapler	No.10	
48.	Pencil	HB	
49.	U-Clip	Metal	
50.	U-Clip	Plastic	
51.	Eraser	Apsara	
52.	Stamp Pad(Small)	Faber Castle/Ashoka/Camlin	
53.	Stamp Pad(Big)	Faber Castle/Ashoka/Camlin	
54.	Glue Stick	Small	
55.	Glue Stick	Large	
56.	Stapler pin	24/6	
57.	Stapler pin	No.10	
58.	Wrighting Pad Roled	50 Pages	
59.	Pin Cusion	Magnet, Standard Size Plastic	
60.	Punching Machine	Medium Size (Good Quality)	
61.	Calulator	10 Digits	
62.	Calulator	12 Digits	
63.	Laptop Bags	Good Quality Foam Leather	

64.	Dustbin	10 Ltr Plastic	
65.	Fevistick	Small	
66.	Fevistick	Large	
67.	Brown Tape	5 inches	
68.	Cello Tape	2.5 inches	
69.	Marker Pen	Red	
70.	Marker Pen	Blue	
71.	CD Writer Pen	Red	
72.	CD Writer Pen	Blue	
73.	Thread Roll		
74.	High Lighter	Red	
75.	High Lighter	Blue	
76.	High Lighter	Green	
77.	Coloured Flag	1" x 3"	

Note: - **Samples of all the above items has to be demonstrated at the time of opening of Technical Bid on 31.07.2015 at 11:00AM. After approval of sample along with Technical Bid after then Price Bid will be open.**

Seal & Signature of Firm/Proprietor

APPENDIX-A-1

PRICE BID FOR STATIONARY ITEMS

S. No.	Name of Item	Specification	RATE	VAT	TOTAL
1.	Paper A4 size	Size 210 mm × 297 mm, 75 GSM, 2.34 kg			
2.	Paper legal size	Size 210 mm × 330 mm, 75 GSM, 2.78 kg			
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75.	High Lighter	Blue			
76.	High Lighter	Green			
77.	Coloured Flag	1" x 3"			

Note: - If any discount provided by the firm shown separately.

Seal & Signature of Firm/Proprietor