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Nanaji Deshmukh Veterinary Science University Jabalpur
COLLEGE OF VETERINARY SCIENCE AND ANIMAL HUSBANDRY,
RASALPURA, MHOW – 453 446 (M.P.)

No. ~~5662~~ /Tender/19

Dated: ~~27~~.08.2019

TENDER NOTICE

Sealed tenders are invited from the reputed firms, manufacturers, and their authorized dealer(s) for supply of the **Office Stationery Items** during financial year **2019-20**. The cost of tender form is Rs. 100/- each only, which can be paid either in cash or by crossed DD in favor of Dean, Veterinary College, Mhow. Tender form can be purchased on working days up to **20/09/19**. The tender should be submitted in sealed covers addressed to the undersigned by Registered post/speed post//Courier or delivered personally, so as to reach on or before **23/09/2019 up to 4.00 p.m.** Technical bid of tender will be opened on **24/09/2019 and financial bid on 26/09/2019 at 11.00 a.m.** Tender submitted without EMD of **Rs.4000/-** shall be rejected. The undersigned reserves the right of accepting or rejecting the tender in full or in part.



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Mhow. (M.P.)

TERMS AND CONDITIONS OF TENDER FOR SUPPLY OF OFFICE STATIONARY DURING THE YEAR 2019-20

1. The tender can be purchased by paying an amount of Rs.100/- each either in cash or by crossed D.D. drawn in favour of Dean, Veterinary College, Mhow payable at Mhow during working days from 10.30 a.m. to 4.00 p.m. upto 20/09/2019.
2. The tender shall not be accepted without the receipt of earnest money in the form of FDR/TDR of Rs.4000/- for each tender issued on any nationalized Bank and duly discharged in the name of "Dean, Veterinary College, Mhow". EMD shall not be accepted in any other form, and be kept as security for one year if rates of firm are approved. Security thus taken for due performance of the contract and will be refunded after the end of financial year 2019-20 with reference to adjustment of any loss by way of purchasing from other party/parties. In case of dishonoring of the indent and deliberate non - supply, etc. the security deposit will be forfeited in full.
3. The list of items required are enclosed as Appendix 'A'
4. All tenders must be accompanied by Income Tax return of last three years and GST No without which the tenders will not be entertained. Tenders will be acceptable only from those suppliers who pay regular income tax and GST.
5. No person or firm is permitted to submit more than one tender under different names.
6. The submission of a tender by a firm implies that it has read the terms and conditions of tender/contract and has made itself aware of the scope and specifications of the supplies to be made. The firm also must satisfy itself regarding suitability and availability of the goods.
7. The rate quoted should be F.O.R destination in Indian Rupees, Taxes, duties and other charges, if extra, should be clearly mentioned.
8. GST shall be deducted as per government norms. Hence, the firm should quote their SGST/CGST No. and separate amount of GST in their bill.
9. The tender should be submitted in sealed covers addressed to the undersigned by Registered post/speed post/Courier of delivered personally, so as to reach on or before 23.09.19 up to 4.00 p.m. The cover shall bear the address or bidder and be super-scribed with words " TENDER FOR SUPPLY OF OFFICE STATIONARY DURING 2019-2020.
10. The tender are to be submitted in four envelopes. Envelope-A will contain money receipt/DD of Rs 100/- of tender purchase. Income Tax clearance certificate, GST No agreement bond, and other relevant documents. Envelope-B will contain fixed Deposit Receipt (FDR) as earnest money/ security deposit. Envelope-C will contain Technical Bid. Envelope-D will contain Price Bid. Envelope-E will contain all the above four envelopes. All the envelopes should be properly sealed.
11. The tender Envelope A, B, C and E will be opened on dt.24.09.2019 and Envelope D (Financial bid) opened on dt. 26.09.2019 at 11.00 a.m. in conference hall of college. In case any firm fails to be to present at the scheduled time, the competent authority shall have the right to open the tender in the absence of firm.
12. The committee reserves all rights to amend the terms and conditions of service.
13. In case item is not accepted or not supplied during the time limit prescribed or not made good according to the terms and conditions laid down as above, the bidder shall be liable to pay a penalty of 2% of the cost of order placed, which shall be deducted either from the bills to be paid or from the amount of security deposit. In case, however, no supply is made after the expiry of prescribed period, the undersigned reserves the right to purchase from open market or next bidder. In either of such event the extra cost shall be deducted from the amount of security deposit or the pending bills and the contract shall stand terminated. The remaining amount of security deposited will be forfeited to College of Veterinary Science and Animal Husbandry, Mhow.
14. In case if the item supplied does not match with the approved sample, the supply order shall be cancelled and EMD will be forfeited.

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15. The rate(s)/discount tendered cannot be altered during the term of contract.
16. The rates should remain valid upto 31.03.2020 at Mhow extendable for a period of 6 months, if asked for.
17. The undersigned reserves the right to accept or reject any or all offers in full or in part without assigning any reason[s]. It also reserves the right to place an order wholly or in part with one or more than one firm as convenient.
18. Should there arise any dispute in this contract, the matter will be referred for arbitration to the Hon'ble Vice-Chancellor, Nanaji Deshmukh Pashu Chikitsa Vigyan Vishwa Vidhyalaya Jabalpur, whose decision in the matter shall be final and binding.

Note: - Acceptance of above terms & conditions should be submitted on a non-judicial Stamp paper of Rs.100/- signed by the authorized signatory of the approved Firm (S)



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Appendix "A"

College of Veterinary Science & A.H., Mhow

List of Stationary Items to be purchased during 2018-19

S.No	Items & Specification
1	Envelope plain White (Sunshine)
	Size:
	9"x4"
	11"x5"
	12"x10"
	12"x16"
	8"x10"
2	Cloth Envelope (Superior Quality)
	9"x4"
	11"x5"
	12"x10"
	12"x16"
	8"x10"
3	Envelope (Laminated)
	9"x4"
	11"x5"
	12"x10"
	12"x16"
	8"x10"
4	A4 Photocopy paper (Red)
5	U1 Photocopy paper (Red)
6	A3 Photocopy paper (Red) 75GSM
7	Ruled Register 1Qr.
8	Ruled Register 2Qr.
9	Ruled Register 3Qr.
10	Ruled Register 4Qr.
11	Attendance Register 3 Qr.
12	Pen Carbon paper Blue Multi copy 13x16
13	Pen Carbon paper Blue "8x13"
14	Stapler Machine (Kangaro)No.10
15	Stapler Machine (Kangaro)No.24/6
16	Punching Machine DP-52, (Kangaro)
17	Pen stand (best quality)
18	Stamp pad (Small) Make -Mohni
19	Stamp pad (Large) Make -Mohni
20	Stamp pad ink Blue (Make -Mohni)
21	Stamp pad ink Red (Make -Mohni)
22	Twine ball (4 ball pkt)
23	Transparant Tape - (12mm., 1/2 wonder)
24	Transparant Tape - (24mm., 1/2 wonder)
25	Brown Tape - 48mm. 2" wonder
26	Tag Small
27	Laces 24" (Thick)
28	Duster for Black board (Goblnd)
29	Adhesive Gum bottle (300ml)
30	Stapler pin No.10 (Small)
31	Stapler pin No. 16 (Big)
32	Stapler pin No. 24/6 (Big), 23/17mm
33	Sealing wax
34	Chalk - White/Coloured
35	Permanent Marker
36	Office clip - Big & small size
37	Pencil Make - Apsara
38	Stick pads 3x3
39	Alpin T type
40	Highlighter pen
41	Poker 55
42	Paper Cutter 1"
43	White board Marker- Black, Blue, Red, Green
44	Whitner pen
45	File cover best quality(Laminated)
46	Ordinary file
47	Box file
48	plastic file cover with spring
49	Pasipad (32 onze putha)
50	Pasipad folding 13mm
51	GumTube
52	Fevistick small 15gm.
53	Fevistick Large 22gm.
54	Calculator (12 Digits) Make- ORPAT
55	Note sheet pad, A4 size, 100 leave printed on udger paps

Note: Include sample of items alongwith tender for approved.


 Dean
 Nanaji Deshmukh Veterinary Science
 University
 College of Vety. Sc. & A.H.
 MHOW (M. P.)