

**COLLEGE OF VETERINARY SCIENCE & ANIMAL HUSBANDRY
JABALPUR**

No. 4049 /Store/Vety./2024

Jabalpur Dated 14 /11/2024

To,

The IPRO,
Nanaji Deshmukh Veterinary Science University,
Jabalpur

Subject: - Regarding inviting Short Tender Notice for purchase of Stationery items for the financial year 2024-25.

Please find enclosed herewith the **Short Tender Notice for purchase of stationery items** for wide publicity through newspapers and its downloading from our website **www.ndvsu.org**.

**DEAN
COLLEGE OF VETY. SCI. & A.H.
JABALPUR**

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

No. 4049/Store/Vety./2024

Dated 14/11/2024

SHORT TENDER NOTICE

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

The tender's document including detailed specifications, terms and conditions of supply can be directly downloaded from our website www.ndvsu.org. Tender for stationery item may be submitted with IPO/D.D as Tender Cost worth Rs.2,000/- along with EMD for tender positively by Registered Post on 09/12/2024 at 06:00PM to the undersigned office address. Tender will be opened on 10/12/2024 at 11:00AM.

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

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

No.4049 /Store/Vety./2024

Dated 14/11/2024

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DEAN

TERMS & CONDITIONS OF SHORT TENDER FOR PURCHASE OF STATIONERY ITEMS DURING THE YEAR 2024-25

No. 4049 /Store/Vety/2024

Dated 14/11/2024

M/s. _____

- 1 The tender have to be downloaded from the website of the University. The tender submitted by a particular firm has to be submitted along with Indian postal Order or Demand Draft of **Rs.2,000/-** 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 stationery 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 **09/12/2024 up to 06:00 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 it will be rejected.
- 3 Tender Fee and Security deposit are mandatory, no relaxation for MSME.
- 4 The tender will be opened in presence of the tenderers or their authorized representatives at **11:00 AM on 10/12/2024.** 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.
- 5 The tender shall not be acceptable without the receipt of earnest money/security deposit in the shape of **Fixed Deposit Receipt** of **Rs.30,000/-** 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 **i.e. up to 31st March, 2025** or may be extended up to certain period agreed by both the parties.
- 6 The amount of earnest money/security shall be refunded in full if tender is / tenders are rejected.
- 7 The tenders are to be submitted in five envelopes. **Envelope-A** will contain I.P.O/D.D. in shape of Tender Cost, Income Tax clearance certificate, GST Registration certificate, Current GST Quarterly paid receipt, reputed firms/manufacturers/suppliers/their authorized dealers & distributors 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 and leveled. The tender documents in **Envelope –E, A & B** will be opened on **10.12.2024 at 11:00AM** & the **Envelopes –C & D** will be opened on **11.12.2024 at 03:00PM.**
- 8 The above security is taken for due performance of the contract as per provisions of the conditions mentioned in tender forms. 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.
- 9 Specifications are attached as **APPENDIX “A”** as Technical Bid.
- 10 Specifications are attached as **APPENDIX “A-1”** as Price Bid.
- 11 Quantity of the items to be purchased will depend on the requirement and their shall be no obligation to place order for any/all quantity of the item.
- 12 All tenders must be accompanied by an **Income Tax Clearance Certificate** pertaining to the assessment year **2022-23, 2023-24 & 2024-25** 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/suppliers who pay regular income taxes and GST. The party who is not capable of **investing at least Rs.2,00,000/- Stationery Items** in the contract transaction for tender need not to submit the tender.

- 13 Latest quarter GST return must be enclosed otherwise tender will be rejected.
- 14 The rates of tender shall not be altered by the tenderer during the contract period 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 tenderer has to submit the samples of quoted items positively, otherwise tender will be rejected.
- 17 The submission of a tender by a tenderer implies that he or she has read all 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.**
- 18 The competent authority (Dean, College of Vety. Sci. & A.H., Jabalpur) reserves the right to withdraw any item/items of supply during the contract under tender and the tenderer will be bound to comply without any claim for compensation.
- 19 The quoted rates shall be F.O.R. delivery at College of Vety. Sci. & A.H., Jabalpur for **Appendix Item No. "A"**. The rates quoted should be inclusive of packing and forwarding charges loading/unloading/handling charges, freight, full risk coverage, insurance/transport etc.
- 20 The firm has to provide GST certificate for the specific commodity as mentioned in the tender, the firm wishes to participate.
- 21 All losses during transit i.e. breakage, leakage 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.
- 22 The undersigned does not bind himself to accept only the lowest rates.
- 23 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.
- 24 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 institute, unless otherwise indicated in the order of supply.
- 25 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) may be forfeit the security amount.
- 26 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 competent authority i.e. Dean. Further, defaulter firm, who has failed to supply the goods within prescribed period, may not be considered during next term or tender.
- 27 **The GST 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.
- 28 Single rate should be offered for the entire tender period i.e. up to **31.03.2025**. Rates quoted for less than this period are liable to be rejected.
- 29 The notarized 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.

- 30 The firm has not been blacklisted by any agency neither in state nor in country. A notarized affidavit of Rs.100/- non judicial stamp paper is mandatory otherwise tender will be rejected.
- 31 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.
- 32 Tenders once submitted by the tenderer cannot be withdrawn by the tenderer.
- 33 Tenderer has to write clearly the name, address, email and telephone number of the firm.
- 34 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.
- 35 Copies of Trading and Profit & Loss Account and Balance Sheet of last 03 year, duly audited & certified by Chartered Accountant.
- 36 Please quote the rates in Indian Currency.
- 37 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
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	Size 8"×13½", binding with 32 oz yellow board inside paper 70 gsm lazer
7	Stock register 432 pages	Size 8"×13½", binding with 32 oz yellow board inside paper 70 gsm lazer
8	Attendance register 144 pages (2 quires)	Size 8½"×13½", lazer paper 80 gsm, with 32 oz yellow board binding
9	Gum bottle (Mohini, Kores or Camel)	100 ml
10	Gum bottle (Mohini, Kores or Camel)	700 ml
11	Register 72 pages (1 quire)	Size 8½"×13½", maplitho paper 70 gsm, with 32 oz yellow board binding
12	Register 144 pages (2 quires)	Size 8½"×13½", maplitho paper 70 gsm, with 32 oz yellow board binding
13	Guard file: 200 pages	Size 11"×16", inner side brown leaf of 100 gsm with 36 oz yellow board binding
14	Register for receipt: 720 pages	Size 8½"×13½", 80 gsm lazer paper with 36 oz board binding with full binding cloth on both sides
15	Register for Dispatch: 720 pages	Size 8½"×13½", 80 gsm lazer paper with 36 oz board binding with full binding cloth on both sides
16	Peon book: 192 pages	Size 8"×5" lazer paper 70 gsm, 32 oz board binding protective binding cloth in each book compulsory
17	Cash book No. 4	Size 8"×13½" 90 gsm lazer paper, full cloth binding on 48 oz board
18	Cash book No. 5	Size 8"×13½" 90 gsm lazer paper, full cloth binding on 48 oz board
19	Cash book No. 6	Size 8"×13½" 90 gsm lazer paper, full cloth binding on 48 oz board
20	Cash book No. 7	Size 8"×13½" 90 gsm lazer paper, full cloth binding on 48 oz board
21	Cash book No. 8	Size 8"×13½" 90 gsm lazer paper, full cloth binding on 48 oz board
22	Envelope without printing 10"×12"	120 gsm yellow paper, lamination with 48 micron film
23	Envelope without printing 12"×16"	120 gsm yellow paper, lamination with 48 micron film

24	Envelope without printing 12"×6"	120 gsm yellow paper, lamination with 48 micron film
25	Envelope without printing 13"×7"	120 gsm yellow paper, lamination with 48 micron film
26	Envelope without printing 9"×14"	120 gsm yellow paper, lamination with 48 micron film
27	Envelope without printing 10"×14"	120 gsm yellow paper, lamination with 48 micron film
28	Envelope without printing 11"×5"	120 gsm yellow paper, lamination with 48 micron film
29	Envelope without printing 14"×19"	120 gsm yellow paper, lamination with 48 micron film
30	Envelope with printing on one side 10"×12"	120 gsm yellow paper, lamination with 48 micron film
31	Envelope with printing on one side 12"×16"	120 gsm yellow paper, lamination with 48 micron film
32	Envelope with printing on one side 10"×14"	120 gsm yellow paper, lamination with 48 micron film
33	Envelope with printing on one side 11"×5"	120 gsm yellow paper, lamination with 48 micron film
34	Envelope with printing on one side 14"×19"	120 gsm yellow paper, lamination with 48 micron film
35	Envelope with printing on one side 12x18cm	120 gsm Blue/Yellow/PINK/Green, lamination with 48 micron film
36	Envelope without printing 12x18cm	120 gsm White/Brown, lamination with 48 micron film
37	Yellow colour basta cloth	36"×36"
38	Yellow colourbasta cloth	44"×44"
39	Table top	Size 15"×21", thickness 8mm and 12 mm Acrylic sheet white or smoke colour with brass rods to adjust at different angles
40	Paper Pin	300 Gm
41	Paper Pin	700 Gm
42	Paper Weight	Unbreakable Type
43	Pocker	With plastic handle
44	Tags	Small Good Quality & Thick
45	Tags	Large Good Quality & Thick
46	Correcting Fluid	Pen
47	Stapler	No. 24/6
48	Stapler	No.10
49	Stapler	No.23/17
50	Pencil	HB
51	U-Clip	Metal
52	U-Clip	Plastic
53	Eraser	Apsara
54	Stamp Pad(Small)	Faber Castle/Ashoka/Camlin

55	Stamp Pad(Big)	Faber Castle/Ashoka/Camlin
56	Glue Stick	Small
57	Glue Stick	Large
58	Stapler pin	No.24/6
59	Stapler pin	No.10
60	Stapler pin	No.23/17
61	Wrighting Pad Roled	50 Pages
62	Pin Cushion	Magnet, Standard Size Plastic
63	Punching Machine	Medium Size (Good Quality)
64	Calculator	10 Digits
65	Calculator	12 Digits
66	Laptop Bags	Good Quality Foam Leather
67	Dustbin	15 Ltr Plastic Good Quality
68	Dustbin	50 Ltr Plastic Good Quality
69	Fevistick	Small
70	Fevistick	Large
71	Brown Tape	5 inches
72	Blue Tape	5 inches
73	Cello Tape	2.5 inches
74	Marker Pen	Red
75	Marker Pen	Blue
76	CD Writer Pen	Red
77	CD Writer Pen	Blue
78	Thread Roll for binding etc.	
79	High Lighter	Red
80	High Lighter	Blue
81	High Lighter	Green
82	Coloured Flag	1" x 3"
83	Pen Ball	Red
84	Pen Ball	Blue
85	Pen Ball	Green
86	Pen Ball	Black

Note: - Samples of all the above items has to be demonstrated at the time of opening of Technical Bid on 06/12/2024 at 11:00AM. After approval of sample along with Technical Bid after then Price Bid will be open.

Seal & Signature of Firm/Proprietor

PRICE BID FOR STATIONARY ITEMS

S.No.	Name of Item	Specification	Rate	GST	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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42	Paper Weight	Unbreakable Type			
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46	Correcting Fluid	Pen			
47	Stapler	No. 24/6			
48	Stapler	No.10			
49	Stapler	No.23/17			
50	Pencil	HB			
51	U-Clip	Metal			
52	U-Clip	Plastic			
53	Eraser	Apsara			
54	Stamp Pad(Small)	Faber Castle/Ashoka/Camlin			
55	Stamp Pad(Big)	Faber Castle/Ashoka/Camlin			
56	Glue Stick	Small			
57	Glue Stick	Large			
58	Stapler pin	No.24/6			
59	Stapler pin	No.10			
60	Stapler pin	No.23/17			
61	Wrighting Pad Roled	50 Pages			
62	Pin Cushion	Magnet, Standard Size Plastic			
63	Punching Machine	Medium Size (Good Quality)			
64	Calculator	10 Digits			
65	Calculator	12 Digits			
66	Laptop Bags	Good Quality Foam Leather			
67	Dustbin	15 Ltr Plastic Good Quality			
68	Dustbin	50 Ltr Plastic Good Quality			
69	Fevistick	Small			
70	Fevistick	Large			
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82	Coloured Flag	1" x 3"			
83	Pen Ball	Red			
84	Pen Ball	Blue			

85	Pen Ball	Green			
86	Pen Ball	Black			

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

Seal & Signature of Firm/Proprietor