

**Tender Form No.:**

**TENDER- DOCUMENT**  
**FOR**  
**ANNUAL RATE CONTRACT**  
**OF**

**Supply of Office Stationery and other Essential Articles**

**Tender Notice No.: IPRO/Registrar/2017-18/ 25 dated**

**Last Date of Submission: 28.6.2017 upto 3.00 pm**

**Date of Opening: 29.06.2017 at 3.00 pm**

**FOR THE YEAR: 2017-2018**

**VALID UPTO : FINANCIAL YEAR 2017-18**

**Tender Cost Rs. 500/- (Rs. Five hundred) only**

**DD/Pay Order No.:.....**

**Date:..... Name of Bank:.....**



**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA**  
**KRISHI NAGAR, ADHARTAL, JABALPUR - 482004 (M.P)**  
**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA**

## JABALPUR (M.P.)

### Detailed Notice Inviting Tender

Issued to : M/s .....

Tender inviting from .....

The deadline for receipt of Application form for purchase of tender document  
.....up to ..... (Date & Time)

<b>Item needed/ Required</b>	<b>List enclosed</b>
<b>Amount of Earnest Money</b>	Rs. 10,000 (Rs. Ten Thousand) only.
<b>Cost of Tender</b>	Rs. 500/- (Rs. Five Hundred) only.
Time allowed for supply	As given in Tender Document

Supply of articles should be made as per sample & specification only.

Tender will be accepted only if it is submitted in the format supplied with the tender form. (List of items required).

Tender will be rejected if the terms and conditions are not completely followed.

**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA, JABALPUR (M.P.)****CHECK LIST**

<b>S.No.</b>	<b>Item</b>	<b>Put (✓) or (✗)</b>
1.	Terms & Conditions mentioned in the Tender Form have been read and fully accepted	<input type="checkbox"/>
2.	Tender Document obtained (a). Personally from AR(G) section (b). Downloaded from JNKVV website	<input type="checkbox"/> <input type="checkbox"/>
3.	Tender Document Cost Rs. 500/- in the form of Demand Draft/Pay Order attached	<input type="checkbox"/>
4.	Earnest Money of Rs. 10,000 in the form of Demand Draft/Pay Order/ Banker's/Manager's Cheque/FDR/TDR attached	<input type="checkbox"/>
5.	Signed and firm seal is affixed on each and every page of filled-in tender form	<input type="checkbox"/>
6.	Authorized Stockist / Dealer of the manufacturer/ company Certificate attached	<input type="checkbox"/>
7.	Conditions accepted for supply the items as per approved rates throughout the specified period.	<input type="checkbox"/>
8.	Rates quoted are FOR JNKVV and its constituent units	<input type="checkbox"/>
9.	VAT/GST Tax and any other taxes applicable shown separately	<input type="checkbox"/>
10.	Samples of stationery items attached with tender	<input type="checkbox"/>
11.	TIN and PAN Number/GST Number mentioned and supporting documents attached	<input type="checkbox"/>
12.	Certificate of Registration for the type of Business attached	<input type="checkbox"/>

Place:

Date:

**Sign. and Seal of Tenderer**

## TERMS & CONDITIONS

Sealed tenders are invited for supply of office stationery (as per list enclosed) which are required for the V.V. office during the financial year 2017-18 on the following terms & conditions:

1. The tenders are invited for preparation of an approved list, which will be valid up to **Financial year 2017-18.**
2. The tender (s) must be submitted in a sealed cover, address not in personal name, but be submitted by designation to the "**Registrar, Jawaharlal Nehru Krishi Vishwa Vidyalaya, Jabalpur (M.P.) 482004**" by Hand/Courier/Regd. Post/A.D. The cover shall bear the address of tenderer and shall be super scribed with the words, "**Tender for Supply of Office Stationery and other Essential Articles**".

### **Please note carefully:**

The **Technical Bid (Envelop A)** and **Financial Bid (Envelop B)** should be kept **separately** in sealed envelopes (Sealed envelope **marked A: for Technical Bid** and sealed envelop **marked B: for Financial Bid**) and both these envelopes (**A & B**) should be kept in one envelope superscribing "**Tender for Supply of Office Stationery and other Essential Articles**".

Sealed envelope **marked A: "Technical Bid"** will be opened first in the presence of committee and representatives. Envelope A should contain the following documents:

- (1). Covering letter of the firm
- (2). Check List, proper filled in
- (3). Tender Document Cost Rs. 500/- in the required form
- (4). Earnest Money Rs. 10,000/- in the required form
- (5). PAN/TIN/GST supporting document
- (6). Certificate of Registration for the type of Business supporting document
- (7). Samples of stationery items

Sealed envelope **marked B: "Financial Bid"** will be opened for only those bidders who qualify in Technical aspects, in the presence of committee members and representatives, who wish to present. **Envelope "B"** of unsuccessful bidders in technical aspects will not be opened. **Envelope "B"** must contains the price list of items mentioned under **ITEM LIST** of Tender document in the proper supplied format. It should be signed and sealed on each page. No overwriting or corrections in the financial bid is permitted. Also no cell should be kept blank.

3. The tender will be received on or before **28.06.2017 upto 3:00 pm** and will be opened on **29.06.2017 at 3:00 pm** in the Meeting Hall of the Vice-Chancellor, JNKVV, Jabalpur by an approved Committee constituted/notified for the purpose in presence of tenderers if so desire or their representative who choose to be present. The above committee does not undertake to make known the tendered rates of one tenderer (s) present or otherwise at the time of opening the tenders.
4. At the time of opening the tenders as in Para 3 above, it will be the duties of the tenderers elected nominee to bring to the notice of the Chairman any un attested over writing, erasures or ambiguous figures which shall not be accepted, unless properly initiated and clearly written by the tenderer. Subsequently these over writings and correction will be attested by the elected nominee(s) of the tendere's, if present at the time of opening.
5. The detailed list of requirement can be obtained from this office on payment of Rs. 500/- (Rs. Five hundred) only through Demand Draft/ Pay Order/ Banker's Cheque/Manager's Cheque in favor of "**JNKVV Main Account**", payable at **Jabalpur** on or before **28/06/2017** Tender documents can also be downloaded from website [www.jnkvv.org](http://www.jnkvv.org) however they have to deposit tender fee of Rs 500/- (Rupees Five thousand only) in the form of Demand Draft/ Pay Order/ Banker's Cheque/ Manager's Cheque in favour of "**JNKVV Main Account**", payable at **Jabalpur** at the time of submission of tender separately. **Without the tender form cost, the offer will be summarily rejected.**
6. Those suppliers whose supplies, services, material were not found satisfactory during last years and have not supplied the material as per order, the name of such firm (s) will not be considered and their tender will be rejected at the time of opening.
7. Agreement Bond have to be filled by the tenderer on Rs. 100/- (Rupees One Hundred only) Non-judicial Stamp Paper, whose rates have been approved by the V.V. and without the agreement bond, the V.V. will not issue the approved rate list of annual rate contract of concerned supplier(s).
8. The sealed tender must be accompanied by an **Earnest Money** of **Rs. 10,000/-** (Rs. Ten Thousand) only for Office Stationery and other essential articles in the form of Demand Draft/ Pay Order/ Banker's Cheque/FDR/TDR in favour of "**JNKVV Main Account**", payable at **Jabalpur** drawn in any of the Nationalized Bank. In any case, the **Cheque of the firm is not accepted** and will be rejected by the committee. The amount of Earnest money shall be refunded in full as and when the decision is arrived or the tender of the firm totally rejected, otherwise the same shall be adjusted against the Deposit and will be refunded after expiry of the contract, as the case may be.

9. All rate(s) shall be quoted indicating VAT and any other tax extra as applicable. Payment to firm will be made after deducting VAT at source and for which necessary certificate will be issued.
10. All correspondence in this connection shall be made by designation of the Registrar, JNKVV, Jabalpur and not by name of any individual.
11. Conditions such as prices are subject to change without notice shall not be considered. Rates of articles once approved for the specified period cannot be increased for supplies made during the period of contract.
12. Suppliers shall be responsible for the shortage in their supplies. The breakage or shortage of any order will have to be made good "FREE OF ALL COST" by suppliers before payment of the consignment. The broken, defective or otherwise rejected articles shall be replaced on specific request, within 07 days of intimation to the supplier at his own cost and risk.

**PRICES OFFERED IN THE TENDER SHOULD BE EXACTLY AS PER THE QUALITY OF THE MAKE AS SHOWN IN THE LIST OF REQUIREMENT. BRAND OF THE ARTICLES MUST BE WRITTEN AS PER REQUIREMENT LIST SO THAT PRICES ARE COMPARABLE.**

Except for valid reasons, duly considered and approved by the Registrar whose decision shall be final and binding, a supplying firm failing to deliver the goods ordered within the time allowed or failing to supply may attract forfeiting of security amount and likely to be blacklisted.

13. It must be understood that rates received will be considered as F.O.R. destination, and no other charges transport, like, fare hiring, insurance or any other charges will be paid.
14. Tender shall enclose a Photostat copy of the type of business. The original certificate may be got verified at the time of opening the tender.
15. The Registrar reserves the right to accept or reject all/ or any of the tenders out with giving any reason(s).
16. The quantity and quality of items required by the V.V., which shall have no bound to order for particular quantity. Please note that there will be no compromise with the quality and quantity.
17. The Registrar reserves the right to accept the lowest rate or any rate quoted in tender according to quality of sample item. Registrar also reserves the right to place an order wholly or in part on one or more than one firm as convenient to him.
18. Tenderers shall have to accept the decision of the Registrar, JNKVV, Jabalpur, as final and legally binding on all matters.

19. Supply of items indented in all instances be affected with a period of two days as mentioned in the supply order.
22. All correspondence, specially reminders, for non payment of bill, refund of Earnest Money must invariably state the order number and a photo copy of the order, to indicate the particular office, faculties, department of the college, otherwise it will be difficult to trace the bill and to attend to the omission promptly.
21. No firm or person is permitted to submit more than one tender under different name or names. The tenderer/ supplier shall not submit the contract or assign to any other party/ parties, the whole or any portion of the contract.
22. Prices of each item in tender document should be quoted separately indicating its specification as mentioned in the tender document.
23. Any articles supplied that are not found in accordance with the standards prescribed in the tender document shall be rejected outright & returned to the firm at their cost & risk and the Registrar, JNKVV, Jabalpur, shall reserve the right to purchase the articles in question from other firms giving the-notice and deduct the difference of cost & other charges, if any, from the Deposit forfeit the amount from Deposit withdraw the registration of the firm for supply of goods to all the units of the VV. Any deviation variation or non compliance of the conditions stipulated above, shall be considered as breach of the contract and the undersigned reserves the right to impose any or all the penalties as indicated above. Any dispute arises, shall be dealt within the jurisdiction of Jabalpur only.
24. Check List as the case may be, should be properly filled and attached at the beginning of Tender Document.

### **Please Note:**

1. Rates quoted should be FOR destination for all coordinating units of JNKVV, VAT will be deducted and deposited as per store purchase rules. Certificate will be issued for deducted VAT.
2. Supplies should be made within one week time from the date as mentioned in the supply order, from the date of receipt of order of the V.V.
3. Rates may please be quoted by enclosing samples of stationary items wherever applicable. In case the same is not enclosed with the rates, the offer is liable to be rejected.
4. In case of any dispute in regard to supply of goods, decision of the Registrar of the V.V. will be final.
5. The Registrar reserves right to accept or reject any/ all tenders without assigning any reasons thereof.
6. The V.V. Purchase Committee can visit the workshop/Shop/firm/Company at any time.

7. TIN/PAN number should be mandatorily mention in the Tender Form with supporting documents attached with tender.

### **Tenders are liable for rejection if**

1. Tender is not received on due date and time.
2. Earnest money as indicating in the tender document in the form of Demand Draft/ pay Order/ Banker's Cheque/ Manager's Cheque/FDR/TRD is not enclosed.
3. Earnest money as indicating in the tender document in the form of Cheque or any other form other than as mentioned above.
4. TIN/PAN number and Type of Business Registration Certificate, are not attached with tender,
5. The rates quoted are not F.O.R. JNKVV and its constituent units.
6. Samples of Stationery items are not enclosed alongwith the tender documents.
7. The tender not submitted in the format supplied by the V.V. will not be considered and rejected at the time of opening.

**REGISTRAR**



## *ITEM LIST*

### Stationery Item and Other Essential Articles

**Earnest Money : Rs. 10,000/-**

S. No.	Item	Quantity	Size	Rate (in Rs.)	VAT Tax – Rate & Amount	Total (Rs.)
1.	<b>Main Answer Copy</b> - 24 pages – Landscape orientation with printing, Centre Staple binding, hole at left top for threading ( <b>as per sample</b> )	1000 nos.	9"X11" 70 GSM paper			
2.	<b>Supplementary Answer Copy</b> - 08 pages – Landscape orientation with printing, Centre Staple binding, hole at left top for threading ( <b>as per sample</b> )	1000 nos.	9"X11" 70 GSM paper			
3.	<b>Practical Copy</b> - 08 pages – Portrait orientation with printing, Centre Staple binding, hole at left top for threading and ( <b>as per sample</b> )	1000 nos.	9"X11" 70 GSM paper			
4.	Photo Copy Paper- 70 GSM Good quality	per pkt. of 500 sheets	A-4			
5.	Photo Copy Paper- 70 GSM Good quality	per pkt. of 500 sheets	FS Legal			
6.	Photo Copy Paper - 70 GSM Good quality	per pkt. of 500 sheets	A-3			
7.	Envelop (White, 70 GSM)	Per 100	9"X4"			
8.	Envelope (White, 70 GSM)	per 100	5"x11"			
9.	Envelope Plastic coated 80 GSM	per 100	5"x11"			
10.	Envelop Plastic coated paper of 120 GSM	Per 100	12"X10"			
11.	Envelop Plastic coated paper of 120 GSM	Per 100	12"X16"			
12.	Register MB Paper (1 quire)	Each	11.5"x7"			

S. No.	Item	Quantity	Size	Rate (in Rs.)	VAT Tax – Rate & Amount	Total (Rs.)
	70 GSM 96 Pages hard board size					
13.	Register MB Paper (2 quire) 70 GSM, 196 Pages hard bound size	Each	11.5"x7"			
14.	Register MB Paper (4 quire) 70 GSM, 400 Pages hard bound size	Each	11.5"x7"			
15.	Paper pin good quality	Per pkt	280 gm			
16.	U-clip (Plastic Coated)	Per Pkt.	100 nos			
17.	Gum-Standard make	per	700 ml			
18.	Gum-Standard make	per	60ml			
19.	Guard File 200 Pages	per	10"x14			
20.	File Pad with cloth patti Good quality	per dozen	10"x14"			
21.	File Cover with cloth	per dozen	10"x14"			
22.	Dak Pad 4 Folder Good quality	Each	10"x14"			
23.	Basta Cloth (Each)	Each	36"x36"			
24.	Pen Drive - 16 GB, Standard make	Each	per			
25.	Pen Drive - 32 GB, Standard make	Each	per			
26.	Anti Virus (single User, 1 year)- Standard	Each	per			
27.	Anti Virus (Three Users, 1 year)- Standard	Each				
28.	Anti Virus (Ten Users, 1 year)- Standard	Each				
29.	USB KEYBOARD, Standard make	Each	per			
30.	USB MOUSE, Standard make	Each	per			
31.	18.5" LED Monitor with 3-years on-site warranty	Each	Standard make			
32.	22" LED Monitor with 3-years on-site warranty	Each	Standard make			

**Printer Toner Cartridges : Original make.**

S. No.	Item	Quantity	Size	Rate (in Rs.)	VAT Tax – Rate & Amount	Total (Rs.)
33	HP Cartridge CB 436A	Per				
34	HP Cartridge Q 2612A	Per				
35	HP Cartridge CE 255A	Per				
36	HP Cartridge CE 278A	Per				
37	HP Cartridge C388A	Per				
38	HP Cartridge C7115A	Per				
39	HP Cartridge CB 436A	Per				
40	HP Cartridge Q 7551A	Per				
41	HP Cartridge Q 6511A	Per				

**Battery Branded with ISO 9001-2000 or ISI Quality Stationery Batteries recommended specially for UPS/Inverter (Only one standard brand is to be quoted)**

S. No.	Item	Quantity	Size	Rate (in Rs.)	VAT Tax – Rate & Amount	Total (Rs.)
42	12V, 7AH, maintenance free dry battery	Per				
43	12V, 45AH, maintenance free dry battery	Per				
44	12V, 60AH, maintenance free dry battery	Per				
45	12V, 80AH, maintenance free dry battery	Per				
46	05-12v, 28AH, maintenance free dry battery	Per				
47	Tubular wet Battery 12V, 130 AH for UPS/Inverter	Per				
48	Tubular Battery 12V, 150 AH for UPS/Inverter	Per				
49	Tubular Battery 12V, 180 AH for UPS/Inverter	Per				
50	Wet battery 12V, 130 AH for UPS/Inverter	Per				
51	Wet battery 12V, 150 AH for UPS/Inverter	Per				
52	Wet battery 12V, 180 AH for UPS/Inverter	Per				
53	<b>Scrap Value/ Buy-back of old /unused/ un-servicable batteries (any make, model)</b>					
	7AH	Per				
	45AH	Per				
	60AH	Per				
	80AH	Per				
	130AH	Per				
	150 AH	Per				
	180AH	Per				
	Any other	Per				

S. No.	Item	Quantity	Size	Rate (in Rs.)	VAT Tax – Rate & Amount	Total (Rs.)
	<b>Purchase of offline UPS</b>					
54	600 VA offline UPS with internal SMF battery, 15-20 min. backup	Per				
55	1000 VA offline UPS with internal battery, min. 60 min. backup at full load	Per				

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Note:- For battery and UPS company price list should be attached.

**AGREEMENT BOND**

**(Agreement Bond will be filled by the tenderer on Rs. 100/- (Rupees One Hundred only) non-judicial Stamp Paper, whose rates are approved by the V.V.)**

I/we hereby tender for the **Annual Rate Contract (2017-18)** for Supply of ..... (Items mentioned under Item List to the Purchaser of JNKVV as per rates and terms & conditions approved stipulated in the annexure to this memorandum.

If this tender be accepted I/We hereby agree to abide and fulfill all the terms & conditions, as per provision of contract annexure as applicable or in case of proving defaulter by the authority of JNKVV thereof otherwise agree forfeit and pay to the Registrar, JNKVV, Jabalpur, the sum of ..... Rs. ....only, deposited as Earnest Money at the time of submission of tender in the form of demand draft/Pay Order/ Banker's Cheque/ Manager's Cheque/ FDR/ TDR No. .... dated..... drawn on ..... (Name of Bank). The full value of which is to be absolutely forfeited to the said Registrar, JNKVV, or his successor in office without prejudice to any other right of remedies in case I/WE fail to undertake the supply of commodities specified in the annexure, or fail to abide with the said terms & conditions of the contract.

Dated: ..... The day of .....

Witness: .....Signature of Tenderer

Address: .....  
.....  
.....  
.....

Occupation: .....

The above tender is hereby accepted by me on behalf of the Vice-Chancellor J.N.K.V.V., Jabalpur.

**REGISTRAR**

Signature of sanctioning authority