

Office of the Principal Jabalpur Engineering College Jabalpur(M.P)

Tender Details (For supply of Stationery Items)

The Principal, Jabalpur Engineering College Jabalpur invites sealed tenders from the interested and eligible tenderers for supply of stationery items through E-Tenders on portal at <http://www.mptenders.gov.in> from the reputed Firms / Contractors / Suppliers.

1.	Tender Number :	JEC / Stationary / Store / 2023 / 1
2.	Tender publishing date on MP Tender portal:	15/06/2023
3.	Bid submission start date	15/06/2023
4.	Bid submission end date	10/07/2023
5.	Technical Bid opening date	11/07/2023
6.	Financial Bid opening date(Only for those bidders who have qualified in Technical bids)	17/07/2023
7.	Cost of Tender document:	Rs. 500/-

Principal

Jabalpur Engineering College
Jabalpur (M.P.)-482011

TERMS AND CONDITIONS

1. Tender documents may be downloaded from Government of Madhya Pradesh E-Procurement portal at <http://www.mptenders.gov.in> or from the college website www.jecjabalpur.ac.in as per the schedule given in table above.
2. Estimated bid value is Rs.5 lac.
3. The firm should be a registered under relevant competent authority (Registrar of Firm & Society /Shop and Establishment / Company etc.). Scanned copy of registration certificate should be enclosed.
4. Firm/ Proprietor must have valid PAN No. and GST No. (Photocopy of PAN Card of the Firm/Proprietor and certificate of GST is to be submitted with the technical evaluation form).
5. Bidder(s) must have minimum three years of experience of supplying Stationery items to the Govt. Departments/Semi Govt. Institutions / Govt. Undertaking Institutions /Govt. State Universities/PSUs [Copies of purchase orders of minimum Rs 2.5 Lac(for each financial year) received from these Institutions during EACH of the last three years should be enclosed].
6. Bidders have minimum Turnover of Rs. 10 lac per year during each of the last three years (valid and certified proof has to be attached).
7. Bidders have to deposit the Earnest Money Deposit (EMD) of Rs. 10000/- and cost of the tender document Rs.500/- through online mode.
8. For incomplete supply, EMD will be forfeited.
9. Bidders registered under NSIC/MSME for the manufacturing of similar items will be exempted from EMD, if they will submit the exemption certificate.
10. This tender is non transferable.
11. Rates should be quoted on FOR basis.(The items shall be supplied to the office of JEC Jabalpur & transportation for all the items will be born by the supplier/ bidder)
12. The rates quoted shall be valid for at least three months from the date of opening of the tender.
13. The supply shall have to be made within 21 days from the date of supply order. If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from the next lowest.
14. The payment shall be made after satisfactory supply of stationery items, approved by the committee.
15. In case of any dispute the decision of the Principal Jabalpur Engineering College Jabalpur will be final. Principal Jabalpur Engineering College Jabalpur also reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Document, without assigning any reason thereof. The Authority also reserves the full rights to increase/decrease the quantity of items in the tender as per requirement. Further disputes if any, shall be under the Jurisdiction of Jabalpur(M.P.), India.
16. Price should be quoted for the items listed in Annexure II, without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
17. GST and other taxes should be quoted separately for each item. Showing rates like “Tax Included/Inclusive of tax/Tax paid” etc. are not acceptable and such offer shall not be considered.

18. Any notice, statement and / or other communications sent by Principal Jabalpur Engineering College Jabalpur through registered/speed post or through Email to the bidder at his specified address shall be deemed to have been delivered to the supplier.
19. Order shall be issued on requirement basis. Bills in triplicate for the items supplied should be raised for payment. Payment shall be released after deducting TDS/GST as per prevalent Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items /quantity and quality of items supplied are to the entire satisfaction of this office and matching with the samples submitted earlier. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by JEC Jabalpur.
20. After receiving the supply order, supplier will present & submit sample of respective item before the committee and get clearance for the supply.
21. **Evaluation of Tender:** The Institute will only consider those quotations (Financial price) for comparison which are technically responsive (Fill Technical evaluation form in Annexure-I carefully and enclose all the relevant documents).
22. **Order for supply:** The Institute will issue the order for supplying the item/ items to the bidder who will quote lowest price rate for the item/items(List of items shown in Annexure-II)

23. DOCUMENTS TO BE ATTACHED WITH BID(Duly signed and sealed by the Bidder):

- a) Original Tender Document duly signed with seal of the firm on each page as token of acceptance of the terms and conditions of tender.
- b) Signed copy of EMD and Cost of tender document online payment receipt or exemption certificate
- c) Complete audited annual turnover reports for last 3 years i.e. FY 2020-21, 2021-22, 2022-23
- d) Photocopy of PAN No. of the Firm /Proprietor.
- e) Photocopy of GST /Income Tax return for last 3 years i.e. FY 2020-2021, 2021-22, 2022-23.
- f) Copies of Purchase Orders (of minimum Rs 2.5 Lac for each financial year) received from Govt. Departments/ Semi Govt. Institutions / Govt. Undertaking Institutions /Govt. State Universities/PSUs during each of the last three years i.e. FY 2020-21, 2021-22, 2022-23 in support of the experience.

(Technical Evaluation form)

S.No.	Particulars	Details of Documents to be attached	Page No.
1.	Name & Address of the Bidder with contact person's mobile numbers and email address		
2.	Registration No. of the firm (attach required document)		
3.	Registering Authority (for Ex Under Shop & Establishment, Society registration or any registrar under respective act)		
4.	GST/Service Tax registration Number (attach required documents)		
5.	PAN No. of the firm/ Proprietor (attach required document)		
6.	Details of Online payment submission for EMD and Cost of tender document or exemption certificate (attach signed copy of Online payment receipt for EMD and Cost of tender document or exemption certificate)		
7.	Turnover (in Lac) during last three financial years (attach self attested copy of duly audited balance sheet)	FY 2020-21: FY 2021-22: FY 2022-23:	
8.	Details of experience (attach copies of purchase order of minimum Rs 2.5 Lac received from Govt. Departments/Semi Govt. Institutions / Govt. Undertaking Institutions /Govt. State Universities/PSUs during EACH of the last three years)		
	Name of departments	Date of issue order and respective duration of work order	
	1.		
	2.		
	3.		
	4.		

I/ We hereby declare that the above information provided by us is true to the best of my/ our knowledge and belief. I/ We have ensured that the relevant documents / references that authenticated the information given above are true and available with us and can be provided if so required by Jabalpur Engineering College authority.

Authorized Signature (in full and initials)

Name and Title of Signatory:

Name of the Firm:

Address:

(Affix the Official Seal of the firm)

(Name of Items & Description)

S. No.	Name of items	Description	Approx Quantity(pcs./pkts)	Cost per pcs/pkts (in Rs)	GST (CGST / SGST)	Total cost per piece/pkt inclusive of all taxes and FOR
1.	Drawing sheet	55cm×70cm in Orient/Camlin or MB Paper, weight 11kg per ream in 150 sheet, good/smooth & superior quality (+/- 10% Tolerance)	15 pkt			
2.	Long Copy	100 pages (ruled) with soft cover, good quality paper size 18cm ×30cm, 56GSM (+/- 10% Tolerance)	3000 copy			
3.	Drawing Pencil	HB- Apsara/Kohinoor/Camel or any good quality	800 piece			
4.	Drawing Pencil	H - Apsara/Kohinoor/Camel or any good quality	400 piece			
5.	Drawing Pencil	2H - Apsara/Kohinoor/Camel or any good quality	400 piece			
6.	Eraser	Small size 33×17×11mm Non Dust	800 piece			
7.	Graph Paper	Single sheet having centimetre Block, Dimension at 47cm.×72cm., Graph Paper Should be at Bright(Galaxy)-Green/Red colour at good quality Glazed Paper.	800 piece			
8.	Practical Register	100 pages size 20cm x 27cm, Pest winding, paper black ruling, one side ruled, laminated cover with certificate and index.(+/- 10% Tolerance)	1000 Register			
9.	File Cover	Printed with College mono 36×25cm with clip(Full escape size)	1000 piece			
10.	White Writing Paper	Double full escape size 34cm x43cm , 500 sheet per ream, oriented/ MB/ Omega Paper with good quality 60GSM	200 Ream			
11.	Pen	Ball point pen (Reynolds/LINK Pentonic/ Montex/ Cello)	400 piece			
12.	Refill Jotter	Blue (Reynolds/LINK Pentonic/ Montex/ Cello)	400 piece			
13.	Refill Jotter	Black (Reynolds/LINK Pentonic/ Montex/ Cello)	200 piece			
14.	Refill Jotter	Red (Reynolds/LINK Pentonic/ Montex/ Cello)	200 piece			