



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

Deemed to be University

(Declared under Distinct Category by Ministry of Education, Government of India)

NAAC ACCREDITED WITH A++ Grade

Gola Ka Mandir, Gwalior (M.P.)- 474005, INDIA

Ph.:+91-751-2409300, E-mail: vicechancellor@mitsgwalior.in, Website: www.mitsgwalior.in



Cost of Tender Form: Rs **1000/-**(Non-refundable)

S.No.....



TENDER DOCUMENT

FOR

Procurement of Stationery & Printing Items

2024 - 2025

The tender documents contains pages (07) from page No.01 to 07



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TENDER NOTICE

Sealed tenders are invited from eligible Suppliers/agencies having PAN/GST No. and Income Tax return form. The tender form shall be issued to those Suppliers/agencies who qualify the above criteria.

Cat.No.	Category of Tenders	Earnest Money (Rs.)	Cost of Tender form Rs.
1.	Procurement of Stationery & Printing Items	5,000/-	1,000/-

The tender form can be obtained from the office of the Registrar, on or before **04-12-2024** up to 2:00 PM by depositing the cost of tender form in cash (Non-refundable) during Institute working hours. The last date for the submission of completed tender form is **04-12-2024** up to 3:00 PM and tenders will be opened on **04-12-2024** @ 4:00 PM in the presence of the renderers or their representatives. The tender documents can be downloaded from the institute website www.mitsgwalior.in. The tenders directly downloaded from the Institute website, must be attached with a demand draft of Rs 1,000/- in favor of the **Director**, MITS, Gwalior, payable at Gwalior, as the cost of tender form.

(Registrar)



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GENERAL TERMS AND CONDITIONS

1. Tender documents can be obtained against cash payment/DD of Rs.1000/- in favour of **Director**, MITS, Gwalior payable at Gwalior (non-refundable) on or before **04-12-2024** upto **02:00 PM** from the Institute during working days. The tender form can also be directly downloaded from the institute website **www.mitsgwalior.in** and shall be enclosed with tender form fees of Rs.1000 in form of a D.D. in name of vice Chancellor, MITS, payable at Gwalior.
2. Earnest money amount of **Rs. 5,000/-** deposit (EMD) is to be submitted directly as per item Head along with the completed tender form duly sealed in 1st cover. The EMD shall be in the form of Demand Draft in favour of the **Director , MITS, Gwalior** payable at Gwalior.
3. Eligibility Criteria for applying for the tender:-
 - A. Valid GST Number is compulsory.
 - B. Valid PAN Card.
 - C. Proof of the Latest Income Tax Return

These certificates along with tender cost DD & EMD DD are to be put inside the 1st envelope.

4. The tenderers shall submit the tender in two sealed envelopes marked as 1st and 2nd. **The first envelope should contain the E.M.D. Tender Cost (if downloaded from institute website) and copies of all relevant documents pertaining to eligibility criteria and the second envelop should contain the tender form of the price bid.** In case the 1st cover is not annexed for eligibility criteria in the proper form as mentioned above in clause (3) and/or is without E.M.D. the envelop marked 2nd will not be opened at all and the same will be rejected and no representations shall be entertained in this regard. The sealed covers must be super-scribed with the contents contained there in.
5. The last date and time of submission of tenders is on **04-12-2024** upto **03:00 PM**.
6. Tenders will be opened on **04-12-2024** at **04:00 PM**. First envelop will be opened from **04:00 PM** and the second envelope for the eligible tenderers will be opened on the same date.
7. **Validity of the rates will be upto one year** & can be extended with the due permission of the Hon. Vice Chancellor of MITS-DU.
8. Telegraphic/Fax and conditional tenders shall not be accepted.
9. Vice Chancellor , **MITS, Gwalior**, reserves the right to accept or reject any or all tenders without assigning any reason thereof, **even the lowest tender does not necessarily qualify for the order.**
10. The rates should be **F.O.R. at site (Institute Premises)**. No extra charges on this account (for Octroi, sales tax and surcharge, etc) shall be payable to the suppliers.
11. Our Institute is exempted to pay excise duty.
12. The rates should include all material, labour charges, profit & relevant taxes including GST, if any.
13. The tenderers whose tender is accepted shall have to sign an agreement as per the format of institute.
14. Any amount due or becoming due for the tender shall be recovered from their bills.



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15. The competent authority reserves the right to increase or decrease the quantity of any item or cell during the period of contract. The tenderers will be bound to comply with the order of the competent authority without any claim and compensation.
16. The rate should be competitive and workable.
17. Any controversy will be subject to display in Gwalior Jurisdiction only.
18. The Income Tax shall be deducted from the bills as per the rules.
19. The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
20. The supplier shall execute the work as per specification mentioned in the supply order.
21. Before making any supply of any materials to the Institute, the tenderers or his representative shall get it approved by the competent authority, otherwise the supply shall not be approved. To check the rest of supply, he should submit the approved sample in our office, if items do not belong to reputed or registered make.
22. The tenderer should satisfy himself regarding the magnitude of the supply and no claim on this account shall be entertained thereafter.
23. Warranty period should be clearly specified as per the latest terms & conditions of the original manufacturers and the parts and labour cost are to be included for the full warranty period.
24. The warranty period will be considered from the date of supply of the items.
25. M.I.T.S., Gwalior will have rights to check the sample before supply.
26. Payment will be made after the successful and satisfactory supply of the items.
27. The EMD of successful tenderers will be released only after Completion of Tender duration.

Dr. R.K.Pandit
(Vice Chancellor)

I have studied the above general terms & conditions of contract and shall abide by them.

Signature with Seal of Contractor/Firm

Name:.....

Date :.....

Signature :



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Stationery Items

S.No.	Name of Item	specifications	Unit	GST %	Rate with GST
1	Punching Machine Big (DP-600)	Kangaro/ Equivalent	Per No		
2	Punching M/c Medium Size (DP-52)	Kangaro/ Equivalent	Per No		
3	Gum Bottle (700 ml)	Any make	Per No		
4	Gum Bottle (150 ml)	Any make	Per No		
5	File Cover	As per sample	Per No		
6	Box File / Index file	As per sample	Per No		
7	Four Fold /index File	Jambudeep / Equivalent	Per No		
8	File cover	Jambudeep /Equivalent	Per No		
9	File cover - With Spring	Jambudeep/ Equivalent	Per No		
10	Register No.4, (160 Page)	As per sample	Per No		
11	Register No.5 (194 Page)	As per sample	Per No		
12	Register No.6-(250Page)	As per sample	Per No		
13	Register No.8 (300 Page)	As per sample	Per No		
14	Stock Register (160 Page)	As per sample	Per No		
15	Stock Register (250 Page)	As per sample	Per No		
16	Stock Register (400Page)	As per sample	Per No		
17	Attendance Register (Staff / Student)	As per sample	Per No		
18	Permanent Marker (Black , Red,)	Camlin/Equivalent	Per No		
19	White board Marker (Blue, Green)	Camlin/Equivalent	Per No		
20	White Board Duster	As per sample	Per No		
21	Cloth Duster -20x20 inch	As per sample	Per No		
22	Stapler No.10	Any Make	Per No		
23	Stapler 24/6	Any Make	Per No		
24	Stapler pin -(24/6)	Any Make	Per No		
25	Stapler pin (No.10)	Any Make	Per No		
26	Ink Pad- (Purpal/Blue/Red)	Kores /Equivalent	Per No		
27	Highlighter	Any make	Per No		
28	Paper cutter- Big	As per sample	Per No		
29	Paper cutter - Small	As per sample	Per No		
30	Gel pen (Red, Blue ,Green)	Reynolds /Equivalent	Per No		
31	Ball Pen (Red, Green ,Blue)	Reynolds /Equivalent	Per No		



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32	Pencil - HB	Camlin / Equivalent	Per Pkt		
33	Carbon Paper – (Big Size)	Kores / Equivalent	Per Pkt		
34	Paper- A-4 Size (75 GSM)	Jk /Century/ Equivalent	Per Pkt		
35	Paper A-3 Size (75 GSM)	Jk /Century/ Equivalent	Per Pkt		
36	Excel Bond (85 GSM)	Jk /Century/ Equivalent	Per Pkt		
37	Baste Cloth -1m X 1m	As Per Sample	Per No		
38	Favi Stick Big	Any Make	Per No		
39	Scale Big -Steel	Any make	Per No		
40	All pin pkt. 100gms.	Any make	Per Pkt		
41	Cello Tap - 1”	As Per Sample	Per No		
42	Brown tap 2”	As Per Sample	Per No		
43	White tap 2”	As Per Sample	Per No		
44	Tape Dispenser 2”	Any make	Per No		
45	Rubber band - Big size Nylon	As Per Sample	Per Pkt		
46	Envelope (White)- Size 9” x 4”	As Per Sample	Per No		
47	Envelope - A 4 Size (Yellow)	As Per Sample	Per No		
48	Envelope - A 4 Size (Plastic coated yellow)	As Per Sample	Per No		
49	Tag (Small & white color)	As Per Sample	Per Pkt		
50	Lace (Big size -Green)	As Per Sample	Per Bundel		
51	4 Color Page Marker	As Per Sample	Per Pkt		
52	Board Pin	As Per Sample	Per Pkt		
53	Writing Pad 14 x22 cm	As Per Sample	Per No		
54	Writing Pad Spiral	As Per Sample	Per No		
55	s	As Per Sample	1 Pad		
56	Duty leave pad	As Per Sample	1 Pad		
57	Joining Pad	As Per Sample	1 Pad		
58	Cancelling Leave Pad	As Per Sample	1 Pad		
59	Compensatory Leave Pad	As Per Sample	1 Pad		
60	Guardian Certificate	As Per Sample	1 Pad		
61	Gate Pass	As Per Sample	1 Pad		

Seal and sign of the supplier with date.

Name :