

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: director@mitsgwalior.in, Website: www.mitsgwalior.in



Cost of tender form: Rs. 500+18% GST= Rs 590/-(Non-refundable)

S.No.: MITS-DU/26/06/005

2nd call

TENDER DOCUMENT

FOR

Procurement of Stationery Items

Tender, 2026-27

Pre Bid Meeting: - 06/07/2026 at 03:00 PM at the Conference Hall

Date/Time of Closing: 10/07/2026 at 02:00 PM

Bid Opening: 10/07/2026 at 04:00 PM

The tender documents contains pages 08 from page No.01 to 08

Seal & Signature of the Agency/Firm

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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 and provide documentary proof of past satisfactory assignments of same nature of works done in the reputed department.

Category No.	Category of Tenders	Earnest Money (Rs.)	Cost of Tender form Rs.
MITS-DU/26/06/005	Procurement of Stationery Items	5,000/-	Rs 500 +18% GST= Rs. 590/-

The tender document can be obtained from the Account Office of MITS-DU, on or before **10/07/2026** up to **01:00 PM** by depositing the cost of tender form in cash/DD in favor of "**Vice Chancellor, MITS-DU self-finance**" payable at Gwalior (Non-refundable) in the Institute working hours. The last date for the submission of completed tender form is **10/07/2026** up to **02.00 PM** and tenders will be opened on **10/07/2026** at **04:00 PM** at the conference hall in the presence of the tenderers/ vendors or their representatives. **The pre-bid meeting will be held on 06.07.2026 at 03:00 PM at the conference hall.** The tender documents can be downloaded from the web-site www.mitsgwalior.in. The tenders directly downloaded from the website, must be attached with a Demand Draft in favor of the "**Vice Chancellor, MITS-DU self-finance**" payable at Gwalior, for the tender form cost.

P. Sharma
05/06/2026
(Prof Prabhakar Sharma)
OSD
Office of the Vice Chancellor

Sharma



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GENERAL TERMS AND CONDITIONS

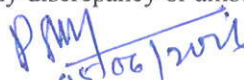
1. Tender documents can be obtained against cash payment of Rs. 590 (Rs 500/- + 18% GST) OR DD in favour of **“Vice Chancellor, MITS-DU self-finance”** payable at Gwalior (non-refundable) on or before **10/07/2026** up to **01:00 PM** from the Account office of MITS-DU during working days. The tender form can also be directly downloaded from the University website www.mitsgwalior.in and shall be enclosed with tender form fees of Rs. 590/- in form of a D.D. in favour of **“Vice Chancellor, MITS-DU self-finance”**, payable at Gwalior.
2. Earnest money deposit (EMD) of amount **Rs 5,000/-** is to be submitted along with the completed tender form duly sealed in 1st envelop. The EMD shall be in the form of Demand Draft in favour of the **“Vice Chancellor, MITS-DU self-finance”** payable at Gwalior. The EMD of the successful bidder will be released after the expiry of the tender duration. Institute will not liable to pay any interest on EMD Cost.
3. Eligibility Criteria for applying for the tender:
 - A. Firms/Agencies Registration Numbers
 - B. Valid PAN Card Number.
 - C. Valid GST Number (Applicable as per Govt. of India Norms).
 - D. Last three-year ITR /income Tax clearance certificate.
 - E. Proof of Past Satisfactory assignment of the same nature done in the reputed departments/ Institute.
4. **Submission of completed tender:** Tender shall be submitted in two bid system.
 - (i) **All relevant documents pertaining to eligibility criteria (as per clause no. 3) along with signed tender document, DD of E.M.D., Receipt of Purchase the tender document from MITS-DU/ DD of Tender form Cost (if downloaded from institute website),** are to be kept in duly sealed envelope-I marked as **Technical Bid**. *In case the 1st envelop 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.*
 - (ii) Second envelope duly sealed shall have **only financial bid marked as Financial Bid**. *In case of any mismatch in numbers, only the amount written in words shall be considered final. In the event of overwriting, crossing out, or corrections, the committee reserves the right to cancel the document.*
 - (iii) Both envelopes (sealed envelopes marked as 1st and 2nd) shall be kept into a duly sealed third envelope. Third envelope must be addressed to the Vice Chancellor, MITS-DU Gwalior and clearly written as **“The tender document for.....”** (Name of tender).
5. The last date and time of submission of tenders is on **10/07/2026** upto **02:00 PM**.
6. Tenders will be opened on **10/07/2026** at **04:00 PM**. Technical bid will be opened at **04:00 PM** and the financial bid for the eligible tenderers will be opened on the same day.
7. Validity of the rates will be up to one year. This period may be further extended at the discretion of the MITS-DU; subject to mutual agreement/ consent to another subsequent 01 (one year).
8. Telegraphic/Fax/E-mail and conditional tenders shall not be accepted.
9. **Vice chancellor, MITS-DU, 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 (University Premises)** & No extra charges on this account (for Octroi, VAT, sales tax and surcharge, etc) shall be payable to the suppliers.

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11. For items that are to be used or installed temporarily, the responsibility of **transportation, unloading at the University premises and loading from the University premises shall rest with the supplier, and no separate payment shall be made in this regard**
12. Our University is exempted to pay excise duty.
13. The rates should include all material, labour charges, profit & relevant taxes including GST, if any.
14. The tenderers whose tender is accepted shall have to sign an agreement as per the format of University.
15. Any amount due or becoming due for the tender shall be recovered from their bills/ Security Deposit/ EMD.
16. 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.
17. The rate should be competitive and workable.
18. **Arbitration:**
 - (i) This has been mutually agreed between the MITS-DU and successful vendors that any dispute arising out of this agreement shall be referred for "Arbitration" to the Vice Chancellor, MITS-DU, Gwalior and his decision shall be binding on the vendor. The vendor shall not raise any question of competence of the Vice Chancellor, MITS-DU, Gwalior, to act as sole arbitrator.
 - (ii) During the pendency of the arbitration proceeding and currency of contract, the Contractor/ vendor shall not be entitled to suspend the work / service to which the dispute relates on account of the arbitration and payment to the contractor/ vendor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Gwalior only.
 - (iii) The arbitration would be conducted and governed by and under the provisions of Arbitration Act. 1996. Any legal dispute will be subject to jurisdiction of civil court of Gwalior (MP) and no other court shall have the jurisdiction.
19. The Income Tax shall be deducted from the bills as per the rules.
20. The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
21. The tenderers shall execute the work as per specification mentioned in the supply order.
22. The tenderer should satisfy himself regarding the magnitude of the supply and no claim on this account shall be entertained thereafter.
23. M.I.T.S-DU., Gwalior will have rights to check the sample before supply.
24. Payment will be made after the successful and satisfactory supply and installation/completion of the work.
25. The contractor/firm have to be completed the assigned works or part of work positively otherwise it will be treated as breach of the contract and deposited earnest money shall be forfeited.
26. The EMD of the selected vendor will be adjusted in security deposit (interest free). The EMD of successful tenderers will be released only after Completion of Tender duration.
27. The University shall not be responsible for any loss or damage of materials or labor of any kind.
28. The final rates shall be indicated both in figures and in words, and in case of any discrepancy or ambiguity, the amount expressed in words shall prevail.


(Prof Prabhakar Sharma)
OSD, Office of the Vice Chancellor

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

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Financial Bid

S. No.	Name of Item With specifications	Unit	AMOUNT (Rs.) Without GST	GST (%)	AMOUNT With GST Rs.	Total Amount (In words)
1.	Acrylic Colour 500 ML Bottle	Per No.				
2.	Ribbon	Per pkt				
3.	White tap 2"	Per No.				
4.	Color Page Marker	Per No.				
5.	Acrylic Colour 500 ML Bottle	Per No.				
6.	All pin pkt. 100 gms.	Per pkt				
7.	Aluminium Wire	Per kg				
8.	Attendance Register (For-Staff/Student)	Per No.				
9.	Ball / Gell- (Reynolds / Cello)	Per No.				
10.	Black Tape	Per No.				
11.	Board Pin	Per pkt				
12.	Box File / Index file (Jambudeep)	Per No.				
13.	Brown Mount Board	Per No.				
14.	Brown Tape 2"	Per No.				
15.	Brush	Per No.				
16.	Carbon Paper –Kores (Big Size)	Per No.				
17.	Card Board	Per No.				
18.	Card Sheet	Per No.				
19.	Cello Tape 1"	Per No.				
20.	Century Paper A-4 (75 GSM)	Per pkt				
21.	Century/ J.K Paper A-3 (75 GSM)	Per pkt				
22.	Cloth Duster -20x20 inch	Per No.				
23.	Coffee Cup	Per No.				
24.	Colour Paper (100 Sheet)	Per No.				
25.	Cup Small	Per No.				

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26.	Cutter Tharmacol Sheet Big	Per No.				
27.	Doms Dairy Ring	Per No.				
28.	Double Sided Tape	Per No.				
29.	Envelope - A 4 Size (Plastic coated yellow)	Per No.				
30.	Envelope (White)- Size 9" x 4"	Per No.				
31.	Favi Stick Big	Per No.				
32.	Fevicol 1 Kg	Per No.				
33.	Fevicol 100 Gm	Per No.				
34.	File Cover (J-55 Jambudeep)	Per No.				
35.	File cover J-115 (Jambudeep) - With Spring	Per No.				
36.	File cover J-315 (Jambudeep)	Per No.				
37.	Folder Botton	Per No.				
38.	Folder Superior	Per No.				
39.	Four Fold /index File (128 No)	Per No.				
40.	Gum Bottle (150 ml)	Per No.				
41.	Gum Bottle (700 ml)	Per No.				
42.	Highlighter	Per No.				
43.	Ink Pad- Kores (Purpal/Blue/Red)	Per No.				
44.	JK Excel Bond (85 GSM)	Per pkt				
45.	JK Paper- A-4 (75 GSM)	Per pkt				
46.	Lace (Big size -Green)	Per pkt				
47.	Measuring Tape 30m	Per No.				
48.	Paper A-4 Size 75 GSM	Per pkt				
49.	Paper cutter - Small	Per No.				
50.	Paper cutter- Big	Per No.				
51.	Paper Pin	Per pkt				
52.	Pencil (Camlin / Nataraj)-HB	Per No.				
53.	Permanent Marker (Black , Red, Blue, Green)	Per No.				
54.	Permanent Marker Thin	Per No.				

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55.	Pilot Pen	Per No.				
56.	Postal Sheet	Per No.				
57.	Punching M/c Medium Size (Kangaro DP-52)	Per No.				
58.	Punching Machine Big (Kangaro DP- 600)	Per No.				
59.	Register No.10	Per No.				
60.	Register No.4, (160 Page) Make - Ashoka/Rajeev	Per No.				
61.	Register No.5(194 Page) Make - Ashoka/Rajeev	Per No.				
62.	Register No.6(244 Page) Make - Ashoka/Rajeev	Per No.				
63.	Register No.8(300 Page) Make - Ashoka/Rajeev	Per No.				
64.	Rubber (Eraser)	Per pkt				
65.	Rubber band - Big size Nylon	Per pkt				
66.	Scale Big -Steel	Per No.				
67.	Scissors Big	Per No.				
68.	Scissors Small	Per No.				
69.	Sharpener	Per No.				
70.	Sketch Pen	Per No.				
71.	Spray Paint	Per No.				
72.	Spung	Per No.				
73.	Stapler 24/6	Per No.				
74.	Stapler No HP 45	Per No.				
75.	Stapler No.10	Per No.				
76.	Stapler pin (No.10)	Per No.				
77.	Stapler Pin 24/6	Per No.				
78.	Stock Register No.4 (Jambudeep)	Per No.				
79.	Stock Register No.5 (Jambudeep)	Per No.				
80.	Stock Register No.8 (Jambudeep)	Per No.				
81.	Sutly	Per kg				
82.	Tag (Small & white color)	Per pkt				
83.	Tape Dispenser 2"	Per No.				

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84.	Tape Masking	Per No.				
85.	Thermacol Sheet	Per No.				
86.	Thread Rolls	Per pkt				
87.	Uni Ball Pen Blue	Per No.				
88.	Unomax Ball/ Gel pen (Red, Blue ,Green)	Per No.				
89.	Water glasses Card board	Per No.				
90.	White Board Duster	Per No.				
91.	White board Marker – Camlin (Black, Red, Blue, Green)	Per No.				
92.	Writing Pad 14x22 cm	Per No.				
93.	Writing Pad Spiral - Navneet	Per No.				
94.	Yellow Paint 500 ML	Per No.				

(Signature of Tenderer with seal)

Name:

Full Address:

.....

.....

Mobile phone No. :.....

E-mail:

Place:.....

Date:.....

Handwritten signature and initials in blue ink.