

**Vasantao Naik Marathwada Krishi Vidyapeeth
Parbhani - 431 402 [Maharashtra State] India**

TENDER NOTICE

Vasantao Naik Marathwada Krishi Vidyapeeth, Parbhani intends to purchase stationary for the period of one year from finalisation of rate contract for different offices in the university. The details for purchase of stationary along with specifications, terms and conditions of purchase are available in the Tender form. The Blank Tender forms will be available from 14/11/2014 in the office of the Comptroller, VNMKV, Parbhani during office hours by paying Rs. 5000.00 in the form of D.D. (only Nationalized bank/Scheduled bank) drawn in favour of Comptroller, VNMKV, Parbhani. Tender forms are also available on University website, <http://mkv2.mah.nic.in>, or <http://www.mkv.ac.in>. The last date of submission of filled tender form is 29/11/2014 up to 15:00 hrs.

The tenders will be opened on 29/11/2014 at 16:00 hrs.


Registrar
VNMKV, Parbhani

**VASANTRAO NAIK MARATHWADA KRISHI VIDYAPEETH
PARBHANI-431402 (M.S.)**

No. RCS/Comp/ 1534 /2014

Dt: 14/11/2014

Tender form No.	
FDR/CDR/TDR	
Amount	Rs.5000/-

To
M/s -----

Sub: Blank Tender Form

Ref: Your letter No.

Dt:

Sir,

This office is in receipt of Rs.----- by Demand Draft/Banker's cheque towards the blank tender form for the required stationary for various faculties of VNMKV, Parbhani. I am enclosing herewith the set of tender form as desired by you. The earnest money deposit prescribed for the above mentioned quotations is @1% of the value of the quoted by the tender. You are requested to go through the terms and conditions of the tender before filling the tender form. The following points may be noted while submitting the tender form. The EMD as prescribed above should be submitted in the shape of TDR/CDR/FDR of Nationalized Bank Schedule Bank drawn in favour of Comptroller, VNMKV, Parbhani and should be enclosed with the tender form. The tender form should be submitted in the two envelopes A and B both the envelopes should be super scribed as Envelop A and B.

Envelop A

- EMD for Rs._____in shape of TDR/CDR/FDR of Nationalized Bank /Schedule Bank only drawn in favour of Comptroller, VNMKV, Parbhani as prescribed.
- EMD exemption will be given if the valid certificate is enclosed.
- Copy of valid VAT / LBT certificate.
- Copy of firm registration certificate
- Copy of Partnership deed if any along with the general power of attorney.
- Copy of PAN No.
- Authority letter of manufacture ,certificate of sole manufacture

Envelop B

- Envelop B containing
- Rates of stationeries quoted on the tender form
- Undertaking in the prescribed form for supply stationary

Both the envelopes are to be enclosed in a large envelope addressed to the Registrar, Vasantryao Naik Marathwada Krishi Vidyapeeth, Parbhani and submitted on or before 29/11/2014 up to 15:00 hrs in the office of Comptroller, VNMKV, Parbhani.

Sd/-

Chairman,

Centre Rate contract Committee &
For purchase of Stationary,
Registrar, VNMKV,Parbhani

**To,
Chairman, Central Rate Contract Committee
For purchase of Stationary
Office of the Registrar,
VNMKV, Parbhani**

Sub: Tender for Supply of stationary.

Sir,

I am submitting herewith Tender form duly filled in for the Supply of stationary to Registrar, VNMKV, Parbhani. I am enclosing herewith the following documents with the tender form.

Envelop A

- **EMD for Rs._____in shape of TDR/CDR/FDR of Nationalized Bank /Schedule Bank only drawn in favour of Comptroller, VNMKV, Parbhani as prescribed.**
- **EMD exemption will be given if the valid certificate is enclosed.**
- **Copy of valid VAT / LBT certificate.**
- **Copy of firm registration certificate**
- **Copy of Partnership deed if any along with the general power of attorney.**
- **Copy of PAN No.**
- **Authority letter of manufacture ,certificate of sole manufacture**

Envelop B

Envelop B containing

- **Rates of stationary quoted on the tender form**
- **Undertaking in the prescribed form for supply of stationary**

I have gone through the terms and conditions for the Supply of stationary and I fully agree with Terms and Conditions enclosed with the tender form.

Yours faithfully,

**Contact No.: Name and Signature of the Mobile: Manufacturer / Dealer/ Supplier
with Rubber stamp**

TENDER FORM

Sr. No.	Name of the items	Make	Specification	Rates	
				In figure	In words
1	Xerox Paper A/4 copy power	Bilt	75 gsm 210/297 2.3 kg		
2	Xerox Paper legal copy power	Bilt	75 GSM 215/345 2.8 kg		
3	Xerox Paper copy power	Bilt	75 GSM 420/297 4.6 kg		
4	Xerox Paper A/4 Excelent Copy	April	70 GSM 210/297 2.18 kg		
5	Xerox Paper legal Excelent Copy	April	70 GSM 215/345 2.6 kg		
6	Xerox Paper A/3Excelent Copy	April	70 GSM 420/297 4.36 kg		
7	Ruled Paper	Ballarpur	60 GSM A grade 500 pkg 42cmX331/2 cm 4.2 kg wt		
8	Executive Bond Paper A/4	Ballarpur	85 GSM		
9	Continous Stationery single	Sanvira	10 x 12 60 gsm		
10	Continous Stationery duplicate	Sanvira	10 x 12 60 gsm		
11	Continous Stationery Triplicate	Sanvira	10 x 12 60 gsm		
12	Continous Stationery single	Sanvira	15 x 12 60 gsm		
13	Continous Stationery duplicate	Sanvira	15 x 12 60 gsm		
14	Continous Stationery Triplicate	Sanvira	15 x 12 60 gsm		
15	Envelops Pink Brown	Shakti	9 x 4" 80 gsm		
16	Envelops Pink Brown	Shakti	11 x 5" 80 gsm		
17	Envelops Pink Brown	Shakti	10 x 12 80 gsm		
18	Envelops Pink Brown	Shakti	10 x 14 80 gsm		
19	Envelops Pink Brown	Shakti	16 x 12 80 gsm		
20	Envelops Pink Brown	Shakti	18 x 14" 80 gsm		
21	Envelope Cloth Coated	Shakti	9 x 4" sonal		
22	Envelope Cloth Coated	Shakti	11 x 5" Sonal		
23	Envelope Cloth Coated	Shakti	10 x 12 Sonal		
24	Envelope Cloth Coated	Shakti	10 x 14 Sonal		
25	Envelope Cloth Coated	Shakti	16 x 12 Sonal		
26	Envelope Cloth Coated	Shakti	18 x 14" Sonal		
27	Register 1 qur	Gold line	19.5 x 31 cm		
28	Register 2 qur	Gold line	19.5 x 31 cm		
29	Register 3 qur	Gold line	19.5 x 31 cm		

30	Register 4 qur	Gold line	19.5 x 31 cm		
31	Toner Cartridge 88A	HP			
32	Toner Cartridge 15A	HP			
33	Toner Cartridge 12A	HP			
34	Toner Cartridge 78A	HP			
35	Toner Cartridge 36A	HP			
36	Toner Cartridge 305A	HP			
37	Xerox Machine Toner	Canon/Ricow	NPG 28		
38	Toner Cartridge 2900	Canon			
39	Toner Cartidge 49A	HP			
40	Inkjet Cartridge 725	Canon			
41	Inkjet Cartridge 726 Black	Canon			
42	Inkjet Catridge 726 Cyan	Canon			
43	Inkjet Cartridge 726 Magenta	Canon			
44	Inkjet Cartridge 726 Yellow	Canon			
45	Calculator 12 digit	Citizen	555 n		
46	Calculator 12 digit	CASIO	MJ 120		
47	Calculator 12 digit	Citizen	666 n		
48	DVD	Sony	4.7 gb		
49	Antivirus	Net protector	Single user 1 yr		
50	Antivirus	Quick Heal pro	Single user 1 yr		
51	Antivirus	Quick Heal TS	Single user 1 yr		
52	CD cover		Single		
53	Pen Drive 4 gb	sony/Hp/l ball			
54	Pen Drive 8 gb	sony/Hp/l ball			
55	Pen Drive 16 gb	sony/Hp/l ball			
56	Wireless Data Modem usb card	l ball	21.6 Mbps		
57	GUM BOTTLE 300 ML	camel	300 ml		
58	GUM BOTTLE 700 ML	camel	700 ml		
59	STAMP PAD PLASTIC BIG	camel	157 mm X 96 mm		
60	STAMP PAD PLASTIC MED.	camel	65 mm		
61	WHITENER PEN	camel			
62	HIGHLIGHTER PEN	camel			
63	CARBON BOX	camel			
64	CD Maker	camel			

65	Whiteboard marker	camel			
66	Whiteboard marker	camel			
67	Permanent Marker	camel			
68	Permanent Marker Ink	camel			
69	Pencil Box HB	Apsara			
70	Sharpner	Apsara			
71	Eraser	Apsara			
72	Paper Pin	Lion	65 gms		
73	Paper Pin	Lion	320 gms		
74	OHP Transperency 100 No	Kent	100 microns		
75	Poker steel				
76	Paper weight				
77	File Tag pkg 1000 no		Red 12 inch		
78	File Tag pkg 72 no		White 24 inch		
79	Compact Disc	Sony	700 mb		
80	Stapler	Kangroo	10 No.		
81	Stapler	Kangroo	HP 45		
82	Stapler pin	Kangroo	10 No.		
83	Stapler pin	Kangroo	24 x 6		
84	Jumbo size steppler	Kangaroo	DS12S17		
85	Jumbo size steppler	Kangaroo	HD 23S17		
86	Punching machine	Kangroo	small DP 52		
87	Punching machine	Kangroo	Medium DP 500		
88	Punching machine	Kangroo	DP 800		
89	jumbo size Punching Machine	Kangaroo	HDP 2150		
90	White Board	Alkosign	ATRW90120		
91	white board ATRW120180	Alkosign	ATRW120180		
92	white board ATRW 120240	Alkosign	ATRW120240		
93	Infrared Interactive whiteboard	vamaa/	78"		
		panasonic	Physical size		
			1730X1280X26 mm		
			Active Screen area		
			1620X1170 mm		
			Nett wt 14+- 2kg		
95	Infrared Interactive whiteboard	vamma/	82"		
		panasonic	Physical size		
			1955X1150X26 mm		
			Active Screen area		
			1845X1050 mm		

			Nett wt 14+- 2kg		
96	Notice board with cover	Alkosign	NBFC 120180		
97	Notice board with cover	Alkosign	NBFC 90120		
98	Monthly Planner	Alkosign	AMP 600 mmX900mm		
99	Weekly Planner	Alkosign	AWP 300MMx450MM		
100	Yearly Planner	Alkosign	AYP 600mmX900mm		
101	Acrylic Writing Desk	Alkosign	AWD 580mm x 400 mm		
102	Grooved Welcome Board	Alkosign	AGBP 60x90 cms		
103	Grooved Welcome Board	Alkosign	AGBP 90x120 cms		
104	Perforated Display Board	Alkosign	ASB 60 x90 cms		
105	Perforated Display Board	Alkosign	ASB 90 x120 cms		
106	Golden pedestal stand	Alkosign	APSG		
107	Golden letters	Alkosign	ASL/G 24mm		
108	Golden letters	Alkosign	ASL/G 36mm		
109	Golden figures	Alkosign	ASF/G 24 mm		
110	Golden figures	Alkosign	k		
111	Dustless Chalk White	HI brand Taiwan	100 pc pkg		
112	Dustless Chalk colour	HI brand Taiwan	100 pc pkg		
113	Dustbin Plastic with mesh				
114	Dustbin with Cover				
115	Cobra file		27.2 kg board		
116	Box file paper rexin cover	Sangam brand			
117	Report File A4	Nikon brand			
118	Report File F.S.	Nikon brand			
119	Rainbow cobra file	Sangam brand	1.5 " box size		
120	Table Call Bell metal				
121	Table Call Bell spring				
122	Wireless Bell	Vinay brand			
123	Duster	Alkosign			
124	File Tray mesh				
125	File Tray Plane				
126	File Cover single		18.1 kg board with rivette		
127	Sticky Pad Tricolor		1X3 inch		
128	Napthalin Balls		900 grams pkg big		

			balls		
129	Water Mug		1 liter		
130	Water Bucket medium		10 liter		
131	Water Bucket big		15 liter		
132	wiper				
133	Cleaning Acid	white cat	5 liter		
134	Phenyl	Swan	5 liter		
135	Room Freshner				
136	Cell AA size	Eveready			
137	Cell AAA size	Eveready			
138	Sketch Pen Pkt	Pik			
139	Notice board pins				
140	C.D. Wallet 80 cd	SAGA brand			
141	Key Box for 45 keys	Alkosign	AEKB-45		
142	Three leg stand for boards	Alkosign	AWBS/3L		
143	Graph Boards	Alkosign	ATRWG 120180		
144	Notice board without cover	Alkosign	ATRNBF 90120		
145	Notice board without cover	Alkosign	ATRNBF 120180		
146	First Aid Box	Alkosign	AFAB-1		
147	Letter box	Alkosign			
148	Magnetic Writing Boards	Flag brand	4X6		
149	Writing Boards supreme	Flag brand	3X4		
150	Writing Boards supreme	Flag brand	4X6		
151	Magnetic Writing Boards	Flag brand	4X8		
152	Photo Paper	Desmat brand	180 gsm 20 sheets pkg		
153	Color Paper A4	Bilt Matrix	80 gsm		
154	Titlon Four Flap File	Sangam brand			
155	File pad	Sangam brand			
156	Premier Account Registers	Oswal	Rate per quoir		
157	Qaidak file	Sangam brand	CI 901		
158	PP ring binder F.S.	Bright			
159	Conference Pad				
160	Conference Pen				
161	Conference Folder KC bag	Nikon	14"X10"		
162	Conference Folder button bag	Nikon	model no.1051		
163	Conference Folder	Nikon	model no.1031		

164	Conference Folder double pkt	Nikon	model no. 1021		
165	Conference Folder button bag	SVS	2 color thread sewing		
166	Conference Expanding File				
167	Conference Office Bag	Winsor brand	5 no.matty size 16"X12"		
168	Conference Office Bag	Winsor brand	7 no matty size15"X12"		
169	Tapal Bag	Winsor brand	3 comp. matty 16"X12"		
170	Drawing Sheet 22"X28" color	Andhra	thick 9.7 kg		
171	Drawing Sheet 22"X28" white	Andhra	thick 9.7 kg		
172	Rubber bands	pure nylon	1/2 kg pkt		
173	Pin-O- Clip	omega	elegant		
174	Tape Dispenser jumbo	omega	Art no.1748		
175	Fevicol 50 gm	Pidilite			
176	Fevicol 100 gm	Pidilite			
177	Fevistick 8 gm	Pidilite			
178	Fevistick 15 gm	pidilite			
179	Dungray cloth Red/white/green/yellow				
180	Scales				
181	Scissors				
182	Tocha Vkspk				
183	Cutter dVj				
184	Wax				
185	Candles				
	Total				
	1 % Amount of total for EMD				
	3% Amount of Total for security deposit				

Signature & Name of Supplier

UNDERTAKING

I/We agree and accept the terms and conditions of the tender No._____ dated_____ and also it is binding on me/our part to fulfill the supply of the stationary etc. I will give the delivery of the material at the sites suggested in the work order. Installation, trial or demonstration will be carried on under the suggestion of the concerned officer/Scientist and as required.

I also agree to provide support for Maintenance/Service after the period of guarantee/warranty.

Signature with seal

Name of the Firm with full address:

Reg. No.

Income Tax No.(PAN):

VAT No:

CST/BST/LBT Reg. No.:

Service Tax No:

Sale Tax Reg. No.:

Place:

Date:

Signature with seal

TERMS AND CONDITIONS

- 1) Sealed tenders are invited from manufacturers/authorized dealers of manufacturers/authorized suppliers/dealers of overseas who are willing to undertake supply of stationary as per the specifications mentioned in the tender on working days during 9.00 to 4.45 hrs (last date is 29/11/2014). Tenders received late in person/by post will not be considered.
- 2) The tender should be accompanied with the EMD at the rate of 1 % for the value of the item quoted by the tender. The EMD will have to be deposited in the form of TDR/CDR./FDR for one year of Nationalized Bank's/Schedule bank only cheque drawn in favour of Comptroller, VNMKV, Parbhani. If the EMD is not enclosed, the tender will be rejected. The Earnest Money deposited by a firm or a person whose tender is accepted will be returned after the decision is taken on the said tenders after six months.
- 3) All the articles will have to be supplied FOR VNMKV Parbhani University jurisdiction,(Faculties, Colleges, Departments, Research Stations).
- 4) The material should be of the approved quality as per the sample called for in a specific case or the specifications given by this office in the tender. The article which do not conform to approved specification(s) and consequently rejected will have to be replaced at the cost of the firm or supplier. In the absence or unsatisfactory supply, the articles will be rejected and corresponding cost will be deducted from the supplier's bill.
- 5) The details with all specifications ,make of stationary and also authorized dealer / manufacturer certificate from company should be accompanied with tender.
- 6) It is discretion of the Registrar, VNMKV, Parbhani to increase or decrease the quantity of stationary and/or to relax the conditions in exceptional circumstances.
- 7) The articles should be supplied within a period of 8 days time limit from the date of issue of the orders for supply. In case of failure the University shall have the right to purchase the article from the open market and to make good loss from the firm or supplier from his EMD or to impose a penalty @ Rs 100/- per item per day for the period for delay in supply. The decision of the matter will be final.
- 8) It is open to accept even higher rates or to reject or to recall the tender without assigning any reason. Discretionary power of University Chairman to reject/accept tender without scrutiny and any prior reason is with Registrar, VNMKV, Parbhani.
- 9) The rates of each item be stated separately. The rates should be quoted in the space provided in the tender form or separately. Each paper should be signed by the Tender.
- 10) The rates should be quoted as per tender specifications only, rates without the specifications will not be considered.

- 11) In Tender coat the rate for minimum 75% items will be covered. If less than 75 items coated by supplier, the tender will be rejected.
- 12) The tender should indicate the rates in metric system of weights and measures thereof showing conversion rate, it should be allotted in the unit shown in the tender form only.
- 13) The purchasing officer will not pay LBT,VAT Octrai, taxes or dammahage of the Municipal Corporation/Council. The supplier will be responsible for this payment .
- 14) The supplier should note that the rates should be inclusive of all admissible taxes. VAT,LBT, Octrai packaging, loading and unloading, forwarding, transportation, installation, insurance etc. In this context the rate will be presumed to include all these charges.
- 15) Supply of stationary with satisfactory performance should be given before the payment is made to the supplier. Payment will be made after satisfactory report is received from the concerned Intender /Scientists/Officer In charge.
- 16) The tender cover must bear the word "Tender for supply of Stationary “ should be submitted to Chairman Central Rate Contract cum Registrar, VNMKV, Parbhani - 431 402 (M.S.)
- 17) The goods should be dispatched at suppliers risk; however, the supplier will be responsible until the entire items are supplied in good condition at the destination.
- 18) The material should have guarantee/warranty of one year from the date of installation /demonstration. The material should be replaced within 15 days at the cost of supplier, if necessary.
- 19) The prescribed tender forms will be available in office of Comptroller, VNMKV, Parbhani and can be purchased on payment of Rs.5000/- in the form of DD/Banker's cheque (Nationalized bank/Schedule bank only) payable in the name of Comptroller, VNMKV, Parbhani from 14/11/2014 on the website of University is <http://www.mkv.ac.in> / <http://www.mkv2.mah.nic.in>

Information in the ENVELOPE A

- i) If the firm is under partnership, in that case attested copies of partnership deed certificate and power of attorney should be attached in the Envelope A.
- ii) The Tender must be registered under CST and MST, LBT etc. Attested copy of such certificate must be enclosed in Envelope ' A' of the tender
- iii) Copy of latest Income Tax Clearance Certificate and PAN Card should also be enclosed.
- iv) The registration number of the bidder along with the CST Number TIN Number allotted by the Sales Tax Authorities must be given in the tender bid (Enclose necessary documents).
- v) Clients/Users list of item(s) of company/ Dealer and total experience in this field.

(Important: Above i-v documents if not enclosed, the envelope B will not be opened)

- 20) Failure to observe any of the conditions mentioned above will result in the cancellation of the tender.
- 21) The security deposit @ 3% of the total cost of the item quoted be deposited in the form of TDR/CDR/FDR of Nationalized Bank/ Scheduled Bank only in favour of Comptroller. VNMKV, Parbhani. The said amount will be returned after 6 months of successful supply of stationary with EMD.
- 22) The rates approved should be valid for period of one year from finalisation of rate contract.
- 23) Tenders will be opened on 29/11/2014 at 16:00 hrs in the chamber of Registrar, VNMKV, Parbhani in the presence of Tenderer or their representatives.
- 24) Unloading of item unskilled labour which may be required at the time of supply of stationary.
- 25) The warranty period shall be effective from the date having successful supply of stationary.
- 26) If committee demands, the items shown in tender should be kept ready for Physical verification.
- 27) The intending supplier shall also have to mention, the detail specifications, name of the manufactures/ make, model of the article and has to enclosed the only original catalogue, pamphlets / pictures of the appliances offered, for which the rates are quoted. The photocopies / Xerox/ fax of these documents will not be considered. In absence of the above original documents, the items offered will not be considered.
- 28) The tenders must encoded adequate documents to prove their authorization claims and if not university reserves right to accept or reject tender of these agencies. The decision of the university regarding this will be final and shall be binding on the renderer.
- 29) Undersigned will have to reserve full right to open / consider the second envelope, if and only if university is satisfied with information contents in envelope A. Comparison will be preferably made with same brand and same specifications with at least three tenders. However right to compare one brand with another one with same specifications and event to consider only one tender will be reserved with the undersigned and bind on the tenders. The decision of the university regarding this will be final and shall be binding on the renderers.
- 30) The quantity of stationary in this tender is subject to variation according to the actual requirement of Departments/College /Research Station of this University. The quantity may vary in case of competitive market rates. The right to enhance or reduce the quantity of any tendered item(s) and right to accept/reject whole or part of the tender, without assigning any reason, whatsoever, is reserved by the undersigned the decision of the undersigned shall be final and binding on the renderers'.
- 31) The respective head of the office also reserves the right to accept or reject the supplies in full which do not strictly stick up to the specifications.

- 32) The undersigned reserves the right to accept or rejects higher version of stationary or any other items under the same terms and conditions and the same price quoted by the renderer.
- 33) The bill should be presented in triplicate in the on acceptance of these terms and conditions by the users tender's name of the respective authority as quoted in final supply order. For any delay in payment (interest or any kind of compensations) the university will not make any extra payments. This contract will be given as per the terms and conditions mentioned above, agreement made and the provisions content in MAU account code 1991. Delay in supply within the prescribed time limit or the extended time limit making of supplies not up to the standard specifications and performance or non observance or non acceptance of these terms and conditions by the tenders shall constitute breach of contract and the security deposit of the renderers shall be forfeited by the university decides other action or reduction bills of supplies and other legal action and finally the decision of the university shall be binding on the renderers.
- 34) The committee will finalized the rates only for items. The supply order and payment of bill will be rest with intender/ concerned users/ college concerned depending upon the availability of funds with them
- 35) The right to accept/reject whole or part of the tender or all the tender without assigning any reason thereof is reserved by the University.

Sd/-
Chairman,
Central Rate Contract & Purchase Committee,
For stationary
Registrar, VNMKV, Parbhani.