

Office of the Principal Indira Gandhi Engineering College Sagar (M.P)

IGEC/Store/ISSG

**Tender Details (For supply of Stationery Items)**

Date: 20/6/23

The Principal, Indira Gandhi Engineering College Sagar 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 :	IGEC/Stationary/Store/2023/1556
2.	Tender publishing date on MP Tender portal:	26/06/2023
3.	Bid submission start date	26/06/2023
4.	Bid submission end date	17/07/2023
5.	Technical Bid opening date	18/07/2023
6.	Financial Bid opening date (Only for those bidders who have qualified in technical bids)	24/07/2023
7.	Cost of Tender document:	Rs. 500/-

Principal  
Indira Gandhi Engineering College  
Sagar (M.P.)

## 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.igeccsagar.ac.in](http://www.igeccsagar.ac.in) as per the schedule given in table above.
2. Estimated bid value is Rs. 3 lakh.
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 1.5 Lakh (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. 5 lakh 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. 6000/- 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 transferrable.
11. Rates should be quoted on FOR basis (The items shall be supplied to the office of Indira Gandhi Engineering College, Sagar & transportation for all the items will be borne 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 bidder with the next lowest bid.
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 Indira Gandhi Engineering College, Sagar will be final. Principal Indira Gandhi Engineering College, Sagar 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 Sagar (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 Indira Gandhi Engineering College, Sagar 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 Indira Gandhi Engineering College, Sagar.
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 1.5 Lakh for each financial year) received from Govt. Departments/Semi Govt. Institutions/Govt. Undertaking Institutions/Govt. State Universities/PSUs during each of the last three financial years, i.e., FY 2020-21, 2021-22, 2022-23 in support of the experience.



  
**PRINCIPAL**  
**I. G. Engg. College**  
**SAGAR (M. P.)**

## (Technical Evaluation form)

Annexure-I

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 documents)		
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 Lakh) 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 1.5 Lakh received from Govt. Departments/Semi Govt. Institutions/Govt. Undertaking Institutions /Govt. State Universities/ PSUs during EACH of the last three years)		
	<b>Name of departments</b>	<b>Date of issue order and respective duration of work order</b>	
	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 authenticate the information given above are true and available with us and can be provided, if so required by the authorities of Indira Gandhi Engineering College, Sagar.

**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 &amp; Description)

## Annexure -II

S. No.	Name of items	Description	Approx. Quantity (pcs./pkts)	Cost per pcs/pkts (in Rs.)	GST (CGST/SGS T)	Total cost per piece/ pkt inclusive of all taxes and FOR
1.	Bind Notebook (Copy)	Ruled Bind Notebook (Copy), 108 pages with cover size 11"x7", good quality with paper 58GSM, glassy thick cover with printed name of college.	3000			
2.	File Cover	Good quality, size 10.5"x13.5", Plastic coated with non-rusting sliding clip with printed name of college	3000			
3.	White Paper (Unruled)	13"x16" smooth, thick and good quality each paper with 60GSM rim of 480 sheets orient or equivalent	150			
4.	Drawing Pencil	HB - Apsara/Kohinoor/Camlin	1100			
5.	Drawing Pencil	H - Apsara/Kohinoor/Camlin	1100			
6.	Drawing Pencil	2H - Apsara/Kohinoor/Camlin	550			
7.	Eraser (Non-Dust)	Size 40x20x12 mm, Non-Dust, Apsara/Kohinoor/Camlin	970			
8.	Jetter Pen	Standard make - Reynold/Camlin	540			
9.	Jetter Pen Refill (Blue)	Standard make - Reynold/Camlin	550			
10.	Jetter Pen Refill (Black)	Standard make - Reynold/Camlin	240			
11.	Jetter Pen Refill (Red)	Standard make - Reynold/Camlin	100			
12.	Plastic Scale	Transparent plastic scale, length 30 cm, width 40 mm, rounded corners with smooth tapered edge that lie on flat surface	40			
13.	Drawing sheet	56cmx76cm smooth & good quality	3000			