

# **INDIRA GANDHI ENGINEERING COLLEGE** **SAGAR, MADHYA PRADESH**

(Near Makroniya Railway Station, Jabalpur Rd, Baheriya, Madhya Pradesh 470021)

Tender no-IGEC/store/2024/2994

Date: 30 /12/2024

## **(E-Tender document for Supply of Stationery items)**

E- Tenders are hereby invited for supply of Stationery items in store department at Indira Gandhi Engineering College, Sagar (M.P.) as briefly described hereunder:

1	Name of the tender	Stationery items in Store Department
2	Bid submission mode	<b>Online</b> through e-procurement mode on <b><u>E-tender</u></b> portal. <b><a href="https://mptenders.gov.in">https://mptenders.gov.in</a></b> <b>Three cover system:</b> Cover 1 – Fee. Cover 2 – PreQual/Technical Bid Cover 3 - Financial Bid.
3	Tender document fee	Rs. <b>500/-</b> (Rupees <b>Five hundred</b> only) <b>(non-refundable &amp; No Exemption is Allowed)</b>
4	EMD	10000/- (Exemption as per MP govt rule)
5	Publish Date and time of availability of bid document on e-tender portal / college website.	<b>06/01/2025, 12:00 PM</b>
6	Online Bid Submission Start Date & Time	<b>06/01/2025, 01:00 PM</b>
7	Online Bid Submission End Date & Time	<b>03/02/2025 01:00 PM</b>
8	Date and time of opening of bid at IGEC Sagar.	<b>03/02/2025 02:00 PM</b>
9	Contact details of concerned person for any query	<b>Dr. Vipasha Mishra</b> Ph. no.- 9993474350
10	<b>Portal -</b>	<b><a href="https://mptenders.gov.in">https://mptenders.gov.in</a></b>

## **Notice Inviting Tender**

Indira Gandhi Engineering college, Sagar (herein after referred to as IGEC Sagar) is an Educational Institution, invites E-tenders from reputed Original Equipment Manufacturers or their authorized agents/ dealers/ distributors/channel partners for Supply, of the Stationery items as per the detailed terms and conditions and technical specification given below:

### **TERMS & CONDITIONS**

1. Supply of mentioned items (including the essential accessories) should meet the specification and compatibility given in Annexure-I.
2. The quantity of the materials to be purchased may vary according to the requirement if the need arises.
3. Tender document can be viewed/ submitted only online on website [www.mptenders.gov.in](http://www.mptenders.gov.in) by making online payment for the tender document. The cost of Tender Form is Rs. 500/- (non-transferable & non-refundable)
4. The tender document is not transferable to any other bidder.
5. The Bidder must upload CA certified Turnover of preceding 3 years (2022 to 2024) along with PAN Card.
6. The Bidder must submit GSTIN Registration along with bid.
7. The specification of the items quoted by the bidder should not be inferior to the specifications mentioned in the Annexure-I.
8. The Bidder should submit the copies of supply orders in support of experience of supply of items in Govt./Semi-Govt. Organizations.
9. There are multiple items in the tender, separate L1 (Lowest Bidder) bidders may be identified for each individual item. Orders will be placed only for those items where the bidder has been declared the L1 (Lowest Bidder). For any specific item, the L1 bidder will be awarded the order for that item only.
10. Bidders are required to quote the price on a per-unit basis for each item.
11. In case similar L1 rates quoted by more than one Bidder for a given item, the experience of supply of such item in Govt./Semi-Govt. Organizations will be considered for taking final decision. Preference will be given to the bidder having more experience.
12. Proposal (tender) that is incomplete or not in prescribed format will be rejected.
13. The bidder is responsible for registration on the portal [www.mptenders.gov.in](http://www.mptenders.gov.in) at their own cost.
14. The Bidder must submit the tenders in **TWO BID SYSTEM**.
  - (a) The Technical and Financial proposal should be submitted only through the e-procurement Portal.
  - (b) Technical Bid – The proposal should be submitted in prescribed technical format and specifications given on Annexure-I on the portal ([www.mptenders.gov.in](http://www.mptenders.gov.in)).
  - (c) Financial Proposal – The proposal should be submitted in Financial Bid format given on the portal ([www.mptenders.gov.in](http://www.mptenders.gov.in))
15. Only Technical Bid shall be opened on the date of tender opening.
16. The Financial bid will be opened only on the prescribed date for those who qualify the Technical bid. This date will be announced later.
17. Full name and status of the person signing the tender documents must be clearly mentioned in the Tenders.
18. Tenders received after the due date and time shall not be accepted.
19. The Bidder is required to pay Earnest Money Deposit (EMD) of Rs. 10000/- (Ten Thousand only) on [www.mptenders.gov.in](http://www.mptenders.gov.in). and upload the details of tender document fee and EMD in technical bid in the prescribed format as given in Annexure-II.
20. As per "Madhya Pradesh Store Purchase and Service Procurement Rules 2015", exemption in EMD is applicable to Micro and Small Enterprises of State of Madhya Pradesh only.
21. No interest in any case will be paid on EMD.

22. The entire amount of EMD is liable to be forfeited and firm will be **blacklisted** and the order will be treated as cancelled in the following cases: -
  - (a) Supplier expresses inability to accept the order.
  - (b) Full ordered items not supplied.
  - (c) If the acceptance of the order is conditional as detailed in the execution of the order.
23. The delivery and installation time from the date of placement of order shall not exceed 30 days in any case.
24. In case the supplier fails to deliver and install the items within 30 days from the date of placement of order, the supplier will have to pay a penalty @ 2% per month on the order value or part thereof calculated for the period of delay.
25. The entire material will be delivered and installed by the supplier in Store Department at IGEC Sagar on FOR value.
26. In Financial Bid, the Bidder needs to quote price including basic cost, insurance, freight, installation, commissioning, warranty and should be inclusive of all taxes.
27. If defects of any kind or deviations from specifications are detected and reported to the supplier, the supplier should replace the article within 15 days from the date of report.
28. Payment will be made within 45 working days of the successful installation and demonstration.
29. If stationery Items supplied are not according to the specifications and are not of proper quality, the same will not be accepted. Similarly, second hand, reconditioned, damaged, repaired and substandard equipment having poor workmanship of not to the satisfaction of the verification committee, will not be accepted. The equipment rejected by the Committee will be returned to the supplier at his own cost and risk, and entire amount of Earnest Money/Security Deposit is liable to be forfeited.
30. Make and Model of the article should be mentioned with tender document. Year of manufacturing should be mentioned and it must be of the latest make.
32. Conditional bid will not be entertained and liable to be rejected.
33. Any dispute arising out of this agreement in respect of quantity/quality/ specification/delivery or payment shall be referred to the SOLE ARBITRATION of the Principal, Indira Gandhi Engineering College, Sagar. All legal disputes will be settled under jurisdiction of Sagar District.
34. The Principal reserves all rights to accept or reject any tender or the entire process.

Date: .....

Place: .....

Signature & Seal  
of the Bidder along with date

## **Annexure-I**

**Tender No -IGEC/Store/2024/2994 Sagar, Date:-30/12/2024**

**For technical bid- Stationery Items**

### **Specification**

S. No.	Name of Items	Specification
1	Drawing Instrument Box with Following Items.	a. Half set compass with center lever arrangement. Size 150 mm with pen, pencil & needle points lengthening Bar (set of 4) Hair spring divider control lever with slow motion adjustment size 150 mm (one) c. Centre wheel compass 100 mm. One link & one pencils (4items). d. Drawing pen (4No.) one sheet handle & one steel handle (2 items) one screw driver. e. One lead case (plastic) All items should be duly packed in plastic. -Box. Max, Omega, Camlin
2	Engineering Drawing Board	a. Imperial size seasoned softwood termite proof. (23''x32''x15mm thick
3	Mini Drafter	Suitable for Imperial Size Drawing Board: 4 steel rod frame arms with an unbreakable scale and protractor, provided with a clamping and locking device, and a foam leather cover. Arasker Deluxe / Omega / Camlin.
3	Set Square	Plastic Size-250x300 mm- Omega type or equivalent. 3mm thick
5	Calculator	LCD Scientific Calculator 10/12 digit Dual power.
6	Clip Pad (Sun mica)	a. Laminated sun mica top hard size 13''x8.5'', 4mm thickness with mild. b. Steel spring type clip.
7	Drawing Sheet	Size- 56x76 cm (smooth and Good quality)
8	Bound Not Book	Page 108 with cover size 11''x7'', good quality paper 58GSM, Glassy thick cover with printed name of college.
9	White Paper	a. Size -13''x16'' Smooth thick & good quality each 54 GMS Rim of 480 Sheets orient or equivalent.
10	Drawing Pencil -HB	Kohinoor/ Apsara/ Camlin.
11	Drawing Pencil- H	Kohinoor/ Apsara/ Camlin.
12	Drawing Pencil- 2H	Kohinoor/ Apsara/ Camlin.
13	Eraser	Non Dust, Size 40x20x12 mm Non dust, Kohinoor/ Apsara/ Camlin.
14	Pen	Jetter Pen –Standard make
15	Riffle	Blue, Black & Red
16	Graph Paper	a. Pad at 25 sheet having centimeter block dimension at 22cm x27cm. b. Paper with per sheet pad.
17	Plastic Scale	a. Transparent plastic scale length 30 cm. Width 40 mm. rounded corners with smooth tapered edge that lie on flat surface.
18	Lab Meanual	20 pages for drawing & 20 pages for writing work good quality 26x20.5cm.
19	Practical Register	a. 96 pages size 9.5''x7.5'' pest winging meplitho paper black rolling one side plan one side ruled laminated cover with certificate and index.
20	File Cover	a. Good quality size 10.5''x 13.5'' Plastic coated with non rusting sliding clip with printed name of college.
21	Engineering Drawing Board Clip Set	a. Set of 4 clips to be fitted at drawing board (steel clip of good quality.

**Signature & Seal**

**of the Bidder along with date**

**Fee Cover Form (Annexure -II)**

**INDIRA GANDHI ENGINEERING COLLEGE, SAGAR (M.P.)**

**Jabalpur Road, Makronia Station, Sagar- 470021**

Phone No. : 07582 - 263844, 263896, 9826735071 Fax No: 07582 - 263844

✉ Email Id: dr.principalgec@rediffmail.com

Tender no-IGEC/Store/2024/2994

Date: 30/12/2024

1. Name of Tendering Company/ Bidder/Firm/Agency:

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.....  
.....

2. Registered Office Address with telephone/mobile No:

.....  
.....  
.....

E-Mail Address.....

3. Particulars of Earnest Money deposit (EMD)

(a) Online pay ref No.....

(b) Date .....

(c) for Rs. ....

4. Particulars of tender **document fee**

**(No Exemption is Allowed)**

(a) Online pay ref No.....

(b) Date .....

(c) for Rs. ....

Place .....

Signature .....

Date .....

Name .....

Designation .....

Seal & Signature of the Tenderer

**Annexure-III**  
**TENDER FORM- Technical**

**Tender No -IGEC/Store/2024/..... Sagar, Date:-../12/2024**

To

The Principal

Indira Gandhi Engineering College,

Sagar.

I/We wish to submit the tender for the item advertised by you.

Item No.	Item Name*	Participating Yes/No
1	Drawing Instrument Box with the Items (follow specification table.)	
2.	Engineering Drawing Board	
3.	Mini Drafter	
4.	Set Square	
5.	Calculator	
6.	Clip Pad (Sun mica)	
7.	Drawing Sheet	
8.	Bound Not Book	
9.	White Paper	
10.	Drawing Pencil -HB	
11.	Drawing Pencil- H	
12.	Drawing Pencil- 2H	
13.	Eraser	
14.	Pen	
15.	Riffle	
16.	Graph Paper	
17.	Plastic Scale	
18.	Lab Manual	
19.	Practical Register	
20.	File Cover	
21.	Engineering Drawing Board Clip Set	

\* The specification of items to be seen and submitted as per format in Annexure-I.

1. Name of the firm: .....
2. Telephone/Mob. No: .....
3. Email.ID: .....
4. Full Address: .....
5. Registration No. of Firm and Place: .....
6. Details of GSTIN: .....
7. Details of PAN: .....

I/We have read all the terms and conditions of the tender and shall abide by them. The materials shall be supplied strictly as per specification at Annexure-I and in the given time period.

**Date:** .....

**Place:**.....

**Signature & Seal  
of the Bidder along with date**

**List of Documents to be uploaded by the Bidder**  
**In the Technical Bid**

S. No.	Document	Yes/No
1	CA certified turnover document of the firm of preceding 3 years	
	(i) 2023-24	
	(ii) 2022-23	
	(iii) 2021-22	
2	Signed and seal scan copy Permanent Account Number (PAN)	
3	Signed and seal scan copy GSTIN Registration	
4	Copies of supply orders in support of experience of supply of items in Govt./Semi Govt Organization (if any)	
5	Signed and seal scan copy of Fee Cover form specified in <b>Annexure-II</b>	
6	Scan Copy of EMD online payment receipt for Rs.10,000/- or EMD exception certificate	
7	Signed and seal scan copy of Technical tender form related to specifications of the equipment in <b>Annexure-I</b>	
8	Signed and seal scan copy of Technical tender form in <b>Annexure-III</b>	
9	Signed and seal scan copy of terms and condition of this tender document	

Date: .....

Place:.....

Signature & Seal  
of the Bidder along with date