

TENDER DOCUMENT
Supply of Stationary Items
for
Centre for Agribusiness Incubation and
Entrepreneurship (CAIE), Gwalior

Chief Executive Officer, CAIE invites sealed tenders from the interested and eligible tenderers to provide stationary items for CAIE, Gwalior for One year which is extendable further with mutual understanding, if needed.

Name of Work	Tender Form fee	EarnestMoney Deposit(EMD)	Last Date of Receiving of sealed tenderbids
Supply of Stationary Items for CAIE, Gwalior	Rs. 1000/-	Rs. 0.05 Lacs	23/06/2022 02:00 PM

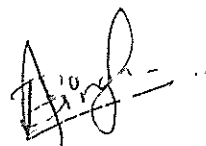
CENTRE FOR AGRIBUSINESS INCUBATION AND
ENTREPRENEURSHIP
RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA
GWALIOR - 474011 (M. P.)



CEO, CAIE

Signature of Tenderer
with Seal

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1. Introduction

Centre for Agribusiness Incubation and Entrepreneurship, Gwalior is a joint venture of NABARD and RVSKVV Gwalior. It is a non for profit, section 8 company. It was started in 2020 to promote entrepreneurship through Agri-startups in the Chambal region of Madhya Pradesh and extend the same on pan India basis to create wealth for the farming community through collaborations and partnerships with the technology development and start-up promotion organizations.

Bidder is expected to examine all instructions, forms, terms & conditions, and specification in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid. Bidder must submit the technical and commercial bid in prescribed format without any deviation.

2. ELIGIBILITY CRITERIA

1. **EXPERIENCE** : The bidder must have minimum three years of experience of supplying of Stationery items mentioned in the schedule of requirements to Govt. Departments/PSUs/Nationalized Banks. Copies of two such Purchase Orders (of Rs.1 lac or more) received during each of the last three years should be enclosed.
2. **STATUTORY REGISTRATIONS** : The tenderer must have valid PAN No. and TIN/GST No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and GST/Trade Tax return for last 3 years is to be submitted with the technical bid.


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3. INSTRUCTIONS FOR THE TENDERERS

- Sealed tenders are invited for Purchase of Stationary Items by Centre for Agribusiness Incubation and Entrepreneurship, Gwalior
- The tender(s) must be submitted in a **Sealed Cover Self addressed Envelop** not in person but by designation to the Chief Executive Officer, Centre for Agribusiness Incubation and Entrepreneurship; C/ o Directorate of Extension Services, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior by **Regd. Post**. The cover shall bear the address of the tenderer and shall be superscribed with the words **“Tender Form for Supply of Stationary Items”**.
- Before the tenders are actually opened, the tenderers or their representatives will elect a board of two nominees amongst, themselves who may put their signature (optional) on the envelopes along with the chairman of the said committee.
- All correspondence in this connection shall be made with the designation Chief Executive Officer, Centre for Agribusiness Incubation and Entrepreneurship; C/o Director Extension Services, RVSKVV, Gwalior (M.P.) and not by name of any individual.

4. Terms and Conditions

- Stationary Items should be of professional standard high quality.
- No person or firm shall submit more than one tender for the same item.
- Tender for **Item as per enclosed specification** (Annexure-I) must be submitted in a separate sealed cover envelope, duly superscribed with the name of work for which the rates are quoted addressed to the Chief Executive Officer, Centre for Agribusiness Incubation and Entrepreneurship; C/o **Director Extension Services, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior (M. P.) - 474011** so as to reach on or before **23.06.2022 up to 02:00 pm** (The last date for submission of the tender)
- Sealed envelope marked **A: “Technical Bid”** will be opened first on **27.06.2022 at 3.00 pm** in the presence of committee and representatives. Sealed envelope marked **B: “Financial Bid”**, will be opened on **27.06.2022 at 4.00 pm** for only those bidders who qualify in technical aspects, in the presence of committee members and representatives, who wish to present. Envelope B of unsuccessful bidders in technical aspects will not be opened.
- **Envelope A** should contain the following documents;
 - a. Duly filled **Annexure “A”**
 - b. Covering letter of the Tenderer, mentioning that all terms and conditions of CAIE, Gwalior have been accepted and bound to follow during the contract period.
 - c. PAN/GSTIN supporting document
 - d. Firm Registration document for such type of business
 - e. Authorized person should put signature and seal on all pages of tender.
 - f. List of institutes/ organization, where supply was done during last 05 years.

- g. Photograph/s, clearly mentioning the details with seal and sign on each sheet submitted. The supply is to be done as per Photos/ specifications attached.
 - h. EMD Demand Draft
- **Envelope “B”** must contains only the price list of items mentioned under **ANNEXURE-B** of tender document in the proper supplied format. It should be signed and sealed on each page. No overwriting or corrections in the financial bid is permitted. Also no cell should be kept blank, a dash ‘-’ should be put , if no rate has been filled in for any item.
 - Scaled envelope **Marked B: “Financial Bid”** will be opened for only those bidders who qualify in technical aspects, in the presence of committee members and representatives, who wish to present. **Envelope “B”** of unsuccessful bidders in technical aspects will not be opened.

Both envelopes ‘A’ and ‘B’ should be kept in one bigger envelope for submission.

- Belated Tenders due to postal or any other delay will be rejected.
- If offers for more than one item are clubbed together, tender will be rejected.
- The tender offers should have a validity up to 31.03.2023 or more from the due date.
- CAIE, RVSKVV reserves the right to extend the due date and or the date of opening the tenders.
- **Please do not offer specifications by quoting phrases like ‘Yes’ ‘As per your specifications’ etc.**
- Conditional tender will not be accepted.
- Authorized person should mark all the papers in the offer with signature and seal.
- **List of organization served must be enclosed to secure preference in the offers.**
- The rates should be quoted including freight.
- **Service tax (with and without concession certificate), GST/ ST and other levies, if any should be shown separately and the total price of each item should be worked out incorporating the same.**


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- All losses during transit will have to be made good by the tenderers at his cost.
- Necessary taxes as per the M.P. State Govt. norms will be deducted at source and necessary certificates will be issued by this office.
- The committee reserves the right to accept or reject any or all offers in full or in part without assigning any reason(s) thereof. It also reserves the right to place and order wholly or in part with one or more than one firm as may be convenient.
- The tenderers shall have to give an undertaking that the terms and conditions of the tender are acceptable to the tenderers.
- The bidder will have to quote the rates as per the units mentioned in the schedule inclusive of all taxes.
- The payment will be made only after receipt of the material as per specifications mentioned therein. No payment will be made for any deviation made during the work.
- The following document must be submitted with the tender form:
 - Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
 - Demand Draft of Earnest Money Deposit and cost of tender document.
 - Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2018-19, 2019-20, 2020-21
 - Photocopy of PAN No. of the Firm/Company/Proprietor.
 - Firm Registration supporting document
 - Photocopy of GST/Trade Tax return in for last 3 years i.e. 2018-2019, 2019- 2020, 2020-2021 in support of the annual turnover .
 - Copies of two Purchase Orders (of Rs.1 lac or more) received from Govt. Departments/ PSUs/Nationalized Banks during each of the last three years i.e. 2018-19, 2019-20, 2020-21 in support of the experience.
 - Bank Details and Pre - receipt for release of EMD after finalization of tender.
 - The undertaking (Annexure-“C”) duly signed by the tenderer.

All the aforesaid documents must be enclosed with the Technical Bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.
- Sample of paper with seal and sign should be supplied with the tender.
- Conditions such as prices are not subject to change without notice and shall not be considered. Rates of articles once approved for the specified period cannot be increased for supplies made during the period of contract.
- Tenderers shall have to accept the decision of the CEO, CAIE, RVSKVV, Gwalior (M. P) as final and legally binding on all matters. In case of any dispute in regard to supply of required items, the decision of the CEO, CAIE, RVSKVV, Gwalior (M. P.) will be final.
- The CAIE reserves the rights to accept or reject all/ or any of the tenders without giving any reason(s). The CAIE reserves the right to accept the tender according to requirement.

- The contractor shall not submit the contract or assign to any other party or parties the whole or any portion of the contract.
- Any article supplied that is not found in accordance with the standards prescribed in the tender shall be rejected outright and returned to the firm at their cost & risk and the CAIE shall reserves the right to purchase the articles from other firms giving the notice and deduct the difference of cost & other charges, if any, from the security deposit.
- The terms and conditions for payment will be as adopted by CAIE, RVSKVV, Gwalior (M. P.)
- No person or firm is permitted to submit more than one tender under different names.
- The rates tendered shall not be altered by the tenderer during the terms of contract. The rates will remain valid up to 31.03.2023.
- If tenderer fails to execute any part of the contract mentioned above, the security deposit will be forfeited by the competent authority.
- The submission of a tender by a tenderer implies that he has read all the terms and conditions of tender/ contract and has made himself fully aware of the scope and specification of the supplies to be made. He also must satisfy himself regarding the suitability and availability of the goods.
- The rates quoted shall be F.O.R. delivery at CAIE, RVSKVV, Gwalior (M P.) The rates quoted should be inclusive of packing and forwarding charges loading/unloading/ handling charges, freight, full risk coverage, insurance, etc. Rates quoted should be for destination inclusive of all taxes (Mentioned details of taxes separately like CST, GST, Local Taxes, Freight, loading and unloading, transit insurance, packing charges transportations charges etc.
- Delivery period: The items to be delivered on or before 7 days from raising Purchase Order
- The tenderer is mandatorily required to provide the Quality material as per specifications and in good condition. Without this, the payment will not be released.
- The tenderers are advised to quote their rates on the basis of costing/profitability of individual items because the Chief Executive Officer, CAIE reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.
- **RIGHT OF REJECTION OF TENDER:** The Chief Executive Officer, CAIE, Gwalior reserves the right to accept or reject any or all the tenders without assigning any reason.
- **EVALUATION OF BIDS:** On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (inclusive of GST) worked out in the price/Financial bid. The tenderers may note that quantities mentioned in the financial bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.


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- **Purchase Orders Raised during the contract period:**
 - A purchase order will be issued specifying the specifications, quantities, types etc. of the stationery items required by CAIE, Gwalior from time to time.
 - The time and the date of delivery of items stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the CAIE, Gwalior within 7 days from the date of raising Purchase Order
 - No additional charges for preparation and submission of proof/revised proof/samples shall be payable as the cost there of is presumed to be contained in the prices quoted in the financial bid. No charges shall be payable even if proof is not approved or the Purchase Order is canceled before supply.
 - The supply shall have to be made in several times during the year depending on the requirements for which separate purchase orders will be issued.
 - If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the risk purchase will be recovered from the contractor.

- **PACKING OF MATERIAL:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.

- **PAYMENT :** Payment shall be made after receipt of complete stores mentioned in the purchase orders and due inspection by the nominated official of CAIE, Gwalior. No advance payment shall be made.

- **PENALTY CLAUSE & RISK PURCHASE-** The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates
 - **For Delay in Supply-** Penalty of 2 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10% of total value of order/orders.
 - **For Non Supply-** If the order is still not supplied , the supply order will be canceled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.

- **Earnest Money Deposit (EMD):** The interested Bidders may put the tender document complete in all respects along with mandatory Earnest Money Deposit (EMD) of Rs. 5,000/ (Rupees Ten Thousand) in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favor of "CENTRE FOR AGRIBUSINESS INCUBATION AND ENTREPRENEURSHIP" payable at Gwalior. The bid securities of the unsuccessful Bidder shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the tender. No interest shall be payable by the Centre on EMD.

5. SPECIAL TERMS & CONDITIONS OF CONTRACT

1. **Technical Specifications:** The Specifications of stationery items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure "B")
2. **Inspection of supplies:** Supplies shall be accepted subject to the complete satisfaction of Chief Executive Officer, CAIE, Gwalior. Any defect found in the materials supplied will render the supplies open to rejection and the decision of the CAIE, Gwalior, shall be final and legally binding. The rejected material shall have to take the back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to the CAIE, Gwalior. Alternatively, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.
3. **Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, CAIE, Gwalior reserves the right to add/modify/delete any portion of this document by issuance of an Corrigendum, which would be published on the website and will also be made available to the all the bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents. The Contractor shall make available to the company copies of all maintenance schedules. If an amendments to the schedules shall be brought to the notice of the designated representative of company, in writing prior to their incorporation.


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TECHNICAL BID

1. Name of Firm :

2. Address for Correspondence:

3. TeleNo./FaxNo. and E-mail address:

4. Person responsible for conduct of business:

5. PAN No.:

6. GST No

7. TIN No..
 Annual Turnover: 2018-2019
 2019-2020
 2020-2021

9. Details of Purchase Orders received from Govt. Departments/PSUs/Nationalized Banks

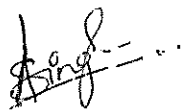
2018-2019	(1) _____	Value Rs. _____
	(2) _____	Value Rs. _____
2019-2020	(1) _____	Value Rs. _____
	(2) _____	Value Rs. _____
2020 2021	(1) _____	Value Rs. _____
	(2) _____	Value Rs. _____

I _____, proprietor/partner/director of _____
 _____(name of the company/firm) hereby declare that the information given in this form is
 true and correct to the best of my knowledge and belief.

Dated: _____

Signature with Stamp : _____

Place :


CEO, CAIE

**Signature of Tenderer
with Seal**

FINANCIAL BID

क्र.	सामग्री का नाम	विवरण	Unit Cost	GST	Total Price incl. GST
1.	सैन्युरी पेपर	A-4			
2.	फेवीस्टिक	15 gm			
3.	L-Type Folder	Transparent			
4.	Plastic File Cover				
5.	PVC Tape Brown	3"			
6.	सैलोटेप	1"			
7.	सैलोटेप	2"			
8.	सैलोटेप	3"			
9.	रंगीन टेप	1"			
10.	रंगीन टेप	2"			
11.	रंगीन टेप	3"			
12.	स्टेपलर पिन	small			
13.	स्टेपलर पिन	Big			
14.	स्टीकर शीट	A-4			
15.	फोम टेप	1"			
16.	फ्लेयर जैटर रिफिल				
17.	क्वाइटनर पेन				
18.	स्केच पेन	Set			
19.	पेन्सिल बॉक्स	Nataraj Red			
20.	रबर बॉक्स	Apsara Non dust			
21.	शार्पनर बॉक्स	Nataraj			
22.	परमानेन्ट मारकर (मोटा)	Red, blue, Green, Red			
23.	परमानेन्ट मारकर (पतला)	Red, blue, Green, Red			
24.	लिफाफा (सफेद)	9x4			
25.	लिफाफा (सफेद)	10x4			
26.	लिफाफा (पीला) लेमीनेटेड	A 4			
27.	लिफाफा (पीला) लेमीनेटेड	10x14			
28.	लिफाफा (पीला) लेमीनेटेड	12x16			
29.	ग्लॉसी पेपर	A-4			
30.	ग्लॉसी पेपर	A4			
31.	रजिस्टर प्लेन नं. 2	Jambudeep			
32.	रजिस्टर प्लेन नं. 4	Jambudeep			
33.	रजिस्टर प्लेन नं. 6	Jambudeep			
34.	रजिस्टर प्लेन नं. 8	Jambudeep			
35.	डुप्लीकेट बुक	Jambudeep			
36.	सिंंग फाइल (कोबरा फाइल लेमीनेटेड)	Jambudeep			
37.	सिंंग फाइल (स्पेसल कोबरा)	Jambudeep			
38.	3x4 Feet Magnetic Whiteboard				
39.	Magnetic Duster for Whiteboard				
40.	Marker for white board (Black + Blue)				

41.	ट्रान्सपेरेन्सी (प्लेन)	Desmat			
42.	लगेज लेबल				
43.	प्राइज लेबल				
44.	Click Pencil 0.5mm	Camlin			
45.	Graphite lead 0.5mm	Camlin			
46.	पंच छोटे (कंगारू 480)				
47.	पंच बड़े (कंगारू 600)				
48.	पंच (कंगारू FP-20)				
49.	स्टेपलर (कंगारू)	बड़े			
50.	स्टेपलर (कंगारू) 10 D	छोटे			
51.	स्टेपलर (कंगारू) HD-45				
52.	कैंची (कंगारू)	छोटी			
53.	कैंची (कंगारू)	बड़े			
54.	स्टॉक रजिस्टर (जम्बूदीप)				
55.	कार्बन कोरसा	A4			
56.	ट्रान्सपेरेन्सी कलर शीट सभी कलर				
57.	रिंग फाइल (जम्बूदीप)				
58.	इंकपैड	Faber Castle			
59.	हाइलाईटर	Yellow			
60.	पेपर कटर (बड़ा)				
61.	पेपर कटर (बड़ा)				
62.	पेपर कटर ब्लेड बड़े				
63.	पेपर कटर ब्लेड छोटे				
64.	Paper Weight	Glass			
65.	Paper Weight	Acrylic			
66.	Record Bandhne Ka Kapda (Basta)				
67.	Sticky Notes- 1 in x 3 in 3 in x 3 in 3 in x 5 in				
68.	Tape dispenser				

69.	Paper clips, + U clips + all pins + bulldog clips				
70.	Visiting card holder				
71.	VC book				
72.	Paper trays				
73.	Pen cups				
74.	Writing pads Small (20 Pages)				
75.	Writing pads Medium (50 Pages)				
76.	Writing pads Large (100 Pages)				
77.	Cash Book (Single Column)				
78.	Cash Book (Double Column)				
79.	Attendance Register (Small)				
80.	Dispatch Register (Small)				
81.	Ball Pen – Black				
82.	Ball Pen – Blue				
83.	Ball Pen – Green				
84.	Ball Pen – Red				

Date:

Place:

Signature & Seal of the Tenderer


CEO, CAIE

Signature of Tenderer
with Seal

Undertaking

To,

The Chief Executive Officer
CAIE, Gwalior,
College of Agriculture Campus,
Race Course Road,
Gwalior, MP 474002

Sir,

I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2) The firm is in this business since last three years.
- 3) The items quoted by me/us have not been and are not being supplied to any other Govt organization /institution in Madhya Pradesh region at rates lower than those quoted here and the rates quoted in this tender are not more than M.R.P. of the items.
- 4) The items quoted are of standard quality and workmanship
- 5) The firm is not black listed in any Govt. org./institution.
- 6) I/We give the rights to the Chief Executive Officer, CAIE, Gwalior to forfeit the EMD deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm
(Firms Name & Address)

(Signature of Authorised Signatory)

Name :

Designation:

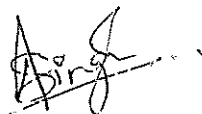
Seal.


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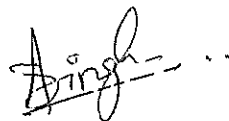
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Checklist for Bidders

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No
1	Terms and conditions mentioned in the Tender form have been read and fully accepted			
2	Signed and tenderer seal is affixed on each and every page of filled-in tender form			
3	The bidder must have minimum three years of experience of supplying of Stationery items mentioned in the schedule of requirements to Govt. Departments/PSUs/Nationalized Banks	Copies of Purchase orders		
4	Bidder should be registered with Income Tax and Goods & Service Tax department (if applicable)	i. Attested copy of PAN Card Attested copy of GST registration certificate		
5	Earnest Money Deposit (EMD) of Rs.5000/-	ii. Attached with technical bid.		
6	Profouna Of Technical Bid	Annexure A		



7	Proforma Of Financial Bid	Annexure B		
8	Proforma Of Undertaking	Annexure C		



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