

Handwritten signature and date: 10/01/17

Sr. No.

**MADHAV INSTITUTE OF TECHNOLOGY &
SCIENCE, GWALIOR-474005**



II Call

**TENDER DOCUMENT
FOR THE PURCHASE OF STATIONARY FOR SC-ST STUDENTS**

(2016-17)

(1) Make of material to be purchased
(2) Sample of item to be provided at the time of tender

M.R. No.: _____

Tender Cost : ₹500/- (Non Refundable)

Date : _____

EMD : ₹10,000/-

**MADHAV INSTITUTE OF TECHNOLOGY SCIENCE,
GWALIOR – 474005**

Sr. No. :

TENDER (II Call)

Schedule of item of stationary for SC/ST students session 2016-17.:

Sr.	Articles	Specification	Qty. (Approx.)	Make to be Mention	Amount with tax	
					(In Words)	(In Figure)
1	Laboratory Journal Orient/GSM Paper	Hard bounded one side rule sheet (Page 96) with 10 graph paper size 210x265 mm MITS, Gwalior printed on cover page	6,000			
2	Note Book	As per sample	12,000			
3	Drawing Sheet	White Colour 750x550 mm Size 30.8 Kg./500 Sheets.	7,200			
4	File Cover with lace with two punched whole	Printed	12,000			
5	A-4 Size Paper Rim	--	600 Pkt.			
6	Ball Pen (Blue)	--	2,400			
7	Refills of Ball Pen (Blue)	--	4,800			
8	Pencil	--	2,400			
9	Eraser	--	2,400			
10	Plastic Scale	300 mm long mark of learn acrylic sheet atleast 3 mm thick, 4cm wide	1,200			
11	Cello Tape (1/2")	1/2 wide	1,200			

Note : (1) Make of mentioned for each item.
(2) Sample of item to be provide at the time of tender.

Date :

Place:

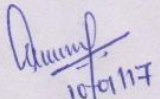
Seal & Signature of the Agency/ Firm

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR - 474005

General Terms & Conditions

1. Tender documents can be obtained against cash payment/D.D. (in favour of Director, MITS, Gwalior payable at Gwalior) only of cost of tender form, i.e. ₹ 500/- (Non- refundable) on or before **20.01.2017** upto **01.00 PM** from the Institute during working hours.
2. The tender documents directly downloaded from the website, must be attached with a draft of the tender cost in favour of Director, MITS, Gwalior payable at Gwalior. (website: www.mitsgwalior.in)
3. Earnest money deposit (EMD ₹ 10,000/-), is to be submitted along with the completed tender form duly sealed in 1st cover. The EMD shall be in the form of demand Draft/Pay order in favour of the Director, MITS, Gwalior, payable at Gwalior.
4. Eligibility criteria for applying for the tender.
 - i. Valid VAT and Commercial Tax registration for the similar work on the date of application.
 - ii. Latest income Tax clearance certificate.
 - iii. TIN Number
 - iv. Proof of past satisfactory assignment of the same nature done in the reputed departments.These certificates are to be put inside the 1st envelope.

The tenders shall submit the tender in two sealed envelopes *marked as 1st and 2nd*. The first envelope should contain the E.M.D. and copies of all relevant documents pertaining to eligibility criteria and second envelope should contain the tender form of the price bid. In case, the 1st cover is not annexed for eligibility criteria in the proper form as mentioned above in clause (4), and/or is without E.M.D., the envelope marked 2nd will not be opened at all and the same will be rejected and no representation shall be entertained in this regard. *These two envelopes are to be put inside the third separate envelop.*
5. All sealed cover envelopes must be super scribed "Tender For Purchase of Stationary for SC-ST Students" with Red Ink on the top of envelop.
6. The last date & time of submission of tender is, (on or before) **20.01.2017** upto **01.00 PM**
7. Tender will be opened on **20.01.2017** at **04.00 PM**. The second envelope of only the eligible tenders will be opened at **4:00PM** on the same day.
8. Telegraphic/Fax and conditional tenders shall not be accepted.
9. Director, MITS, Gwalior, reserves the rights to accept or reject any or all tenders without assigning any reason thereof.
10. The rates should be F.O.R. at site (Institute Premises) & no extra charges on this account (for octroi, VAT, and surcharge etc.) shall be payable to the suppliers.
11. The rates should include all materials, labour charges, profit & relevant taxes, if any.
12. Any amount due or becoming due for the tenders shall be covered from their bills.
13. The competent authority reserves the right to increase or decrease the quantity of any item of supply, during the currency of contract. The tenders will be bound to comply with the order of the competent authority without any claim and compensation.
14. The competent authority to dispose off the tenders will have the right of rejecting all or any part of the tender without assigning any reason; even the lowest tender does not necessarily qualify for the order.
15. The rates should be competitive and workable.
16. Any controversy will be subjected to disposal in Gwalior jurisdiction only.
17. The Income Tax and Commercial Tax shall be deducted from the bills as per the rules.
18. The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
19. The tenders shall execute the work as per specifications mentioned in the supply order.
20. Before making any supply of any materials to the Institute, the tender shall get it approved by the competent authority or his representative; otherwise the supply shall not be approved. To check the rest of supply, he should submit the approved sample in our office, if items do not belong to reputed or registered make.
21. The tender should satisfy himself regarding the magnitude of the supply & no claim on this account shall be entertained.
22. A duly constituted committee of the Institute may inspect the supply made by the tender at other place. The committee may also inspect infrastructure of those applicants who qualify the eligibility criteria in clause- 4, for satisfaction.
23. M.I.T.S. Gwalior will have the right to check the samples before supply.
24. Payment will be made after the successful and satisfactory supply.
25. Validity of rates will be for one year from the date of opening the tender i.e. 31.12.2017.


10/1/17
Registrar

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

Date:.....

Seal & Signature of the Agency/ Firm