

MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE, GWALIOR

(A Govt. aided UGC autonomous Institute affiliated to RGPV, Bhopal)

TENDER NOTICE

Sealed tenders are invited from eligible registered contractors/agencies who are registered and having TIN/PAN/GST No. and proof of Income Tax clearance Certificate. The tender form shall be issued to those agencies/firms who qualify the above criteria and provide documentary proof of past satisfactory assignments of same nature of works done in the reputed department.

Cat. No.	Category of Tenders	Earnest Money (Rs.)	Cost of Tender form Rs.
1.	Stationary items, Printing and Cleaning Items	5000/-	500/-

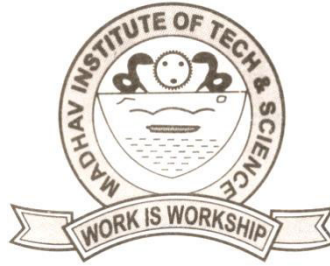
The tender document can be obtained from the office of the undersigned, on or before **27.06.2018** up to **02:00 PM** by depositing the cost of tender form in cash/DD in favour of Director, MITS, payable at Gwalior (Non-refundable) in the Institute working hours. The last date for the submission of completed tender form is **27.06.2018** upto **03.00 PM** and tenders will be opened on **27.06.2018** at **4:00 PM** in the presence of the tenderers or their representatives. The tender documents can be downloaded from the web-site www.mitsgwl.ac.in/www.mitsgwalior.in. The tenders directly downloaded from the website, must be attached with a Draft/Pay order in favour of the **Director, MITS, Gwalior, payable at Gwalior,** for the tender cost.

REGISTRAR

Cost of Tender Form: Rs.500/-(Non-refundable)

S.No.....

MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE, GWALIOR
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TENDER DOCUMENT
FOR
STATIONARY, PRINTING & CLEANING ITEMS

Tender, 2018-2019

The tender documents contains pages 07 from page no.01 to 07

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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List of Stationery Items year 2018-19

Sr.	Name Of Item	Clear, Unambiguous and Detailed specifications	Expected Quantity	Rate (Word)	Rate (Fig)
1	Punching Machine Big Punching M/c Medium Size	Big Size Kangaro DP- 600 Medium Size Kangaro DP-52	50 Each		
2	Spung		56		
3	Gum Bottle	700 ml, Camel / Kores	52		
4	Gum Bottle	150 ml, Camel / Kores	152		
5	Tuping Paper	Rice Paper 8"x13	10 Pkt.		
6	File Cover J-55 Jambudeep	Printed MITS, Gwalior with Mono as Per Sample	400		
7	Cloth Duster	20x20 inch	510		
8	Colour Chalk	Dustless, Kores 144 Stick Pkt.	100		
9	White Chalk	Dustless, Kores 144 Stick Pkt	200		
10	Jams Clip	26mm-Super (kores), Globe Or Equivalent	106 Pkt.		
11	James Pin/ Clip	Big-Super (35 mm Kores), Globe Or Equivalent	50 Pkt.		
12	Carbon Paper	Big Size,kores	2 Pkt.		
13	Carbon Paper	Small Size / Double side Kores	50 Pkt.		
14	All pin pkt. 100gms.	Ever bright or Equivalent	100 Pkt.		
15	All pin pkt. 250gms.	Ever bright 250gms.	50 Pkt.		
16	Watch cell	Eveready	75		
17	Ball/Gell-(Pen&Dot)	Red,Blue, Green&Black 045/Racer Gel Pen /dot.- Reynolds, (Reynolds Liouflo &Cello)	150		
18	Refill	Ball/Gel-Reynolds Cello	100		
19	Sketch Pen		5 Pkt.		
20	Permanent Marker	Black , Red, Blue, Green,	12 Nos.		
21	Call Bell	Citizen/ Sharp	20 Nos		
22	Register No.4	160 Page, Ashoka/Rajeev or Equivalent	100		
23	Register No.5	194 Page, Ashoka/Rajeev or Equivalent	100		
24	Register No.5	244 Page, Ashoka/Rajeev or Equivalent	100		
25	Register No.5	300 Page, Ashoka/Rajeev or Equivalent	100		
26	Register No.10		06		
27	Tag & Lace	Small & Lace Big size (Green)	10&20 Bundle		
28	Attendance Register	Staff/Student Omega	200		
29	Envelope (White)	Size 9x4, Printed MITS, Gwalior with mono, Tajmahal / Swarnmahal	3500		
30	Envelope (White)	Size 11x5, Printed MITS, Gwalior with mono, Tajmahal / Swarnmahal	2000		
31	Envelope	A 4 Size Yellow Printed as per Sample	2000		

32	Box File / Index file	Jambudeep	175		
33	Four Fold /index File	Jambudeep 128 no	200		
34	JK Paper	A-4 Size 70GMS & 75 GSM	100		
35	Century Paper	A-4 Size 70GMS & 75 GSM	230		
36	Century/ J.K Paper	A-3 Size 70GMS & 75 GSM	10 Pkt.		
37	Stapler No.10	Kangaro	100		
38	Stapler 24/6	Kangaro	100		
39	Stapler pin	Big kores/kangaroo(24/6)	110		
40	Stapler pin	kores/kangaroo No.10	100		
41	Stapler pin	Big Kores 23x17	04		
42	File cover (k)	(J-315 Jamudeep or Equivalent	100		
43	File cover J-115	With Spring	100		
44	Baste Cloth	1MX1M	240		
45	Envelope	A 4 Size , Plastic coated yellow , printed MITS with mono	2100		
46	Stock Register No.4	Jambudeep	100		
47	Stock Register No.5	Jambudeep	100		
48	Stock Register No.8	Jambudeep	100		
49	Pessi pad	Jambudeep	100		
50	Ink Stamp Pad	Kores/(Purpal/Blue)or Equivalent	10		
51	Stamp Pad 9 (Ashoka)	110mmX70mm	52		
52	Ink pad	Red	02		
53	Register	Printed As per Sample	500		
54	Writing Pad	Printed As per Sample	250		
55	Writing Pad	Printed As per Sample	100		
56	Lock Small	As per Sample	60		
57	Lock Big	As per Sample	60		
58	Sharpener	Nataraj	50		
59	Pencil(Camlin/Nataraj)	HB	50 Pkt.		
60	Rubber (Eraser)	Apsara(Not Duct)	50		
61	Sutly		05 kg		
62	Punch	Big Size	02		
63	Punch	Small Size	02		
64	Paper Weight	As Per Sample	10		
65	Cello Tap ½” 1”		100		
66	Brown tap 2”		10		
67	Masking Paper		02 Roll		
68	Rubber band	Big size Nylon	03 kg		
69	Paper cutter	Big	10		
70	Paper cutter	Small	10		
71	Scale Big	Steel	10		
72	Tracing paper	A-4(Jambudeep)	1000 Sheet		
73	Drawing sheet		2000 Sheet		
74	Favi Stick 8 gm		10		
75	Graph pad	A-4	25 Pad		
76	Sticker	84 sheet A-4	05 Pkt		

77	Computer Peripherals				
78	New Cartridge/Cartridge Refilling	HP Laser Jet 88A, HP Laser Jet, P1007, HP Laser Jet 1020,3117 Xerox ,MI 522 NF (Hir-1) Multifunction Printer And Samsung Scx -4100D3			
79	Black Board Duster	Wooden Body as Per Sample	200		
80	Board Pin	As Per Sample	20 Pkt.		
81	Ruled Paper 13X16	As Per Sample	500 Pkt.		
82	Leave Application pad	As Per Sample	50 Pad		
83	Duty leave pad	As Per Sample	25 Pad		
84	Joining Pad	As Per Sample	25 Pad		
85	Cancelling Leave Pad	As Per Sample	10 Pad		
86	Compensatory Leave Pad	As Per Sample	10 Pad		
87	Guardian Certificate	As Per Sample	100 Pad		
88	Gate Pass	As Per Sample	50 Pad		
89	White board Marker	Black, Red, Blue, Green	30 Nos		
90	Scale Small	Steel	10		
91	White Board Marker Ink	Black, Blue	20		
Cleaning Items					
92	Toilet Cleaner 500 M.L.	Cleanzo	400		
93	Glass Cleaner 500 M.L.	Cleanzo	400		
94	Black Hit 652 M.L.	As Per Sample	400		
95	Room Freshener 300 M.L.	As Per Sample	400		
95	Black Phenyle 500 M.L.	Cleanzo	400		
96	White Floor Cleaner 1 Ltr./5 Ltr.	Well Clean	300		
97	Bathroom Cleaner 500 M.L. /5 Ltr.	Well Clean	300		
98	Liquid Hand wash 300 M.L. /1 Ltr.	Well Clean	300		
99	Air Freshener 60 Gm.	Well Clean	300		
100	Room Freshener 250 ML/470 ML	Arochem/Mizz	400		
101	Floor Wiper Big 23"	As Per Sample	100		
102	Floor Duster (Green Patti) 1Kg 500 Gm.	Size 22x22	200		
103	Floor Duster (Red Patti) 2Kg	Size 24x30	200		
104	Broom Seenkh Super 350 Gm	As Per Sample	200		
105	Broom Phool Super 400 Gm	As Per Sample	200		
106	Broom Seenkh Medium 300 Gm	As Per Sample	200		
107	Broom Phool Super 350 Gm	As Per Sample	200		
108	Naphthalene Ball 22 MM	As Per Sample	200		
109	Cotton Guff (Poncha) 550 Gm.	20x19	200		
110	Drymop. Cotton 2'	Unicon	200		
111	Sweeper Broom 900 Gm.	As per Sample	200		
112	Broom Seenk Bundle 50 Kg.	Golden Cuttuck	200		

113	Bans Kadi Bundle	As per Sample	200		
114	Urinal Cubes	Cleanzo	200		
115	Toilet Brush Super	As per Sample	200		
116	Jhalak Powder	As per Sample	200		
117	White Board Duster	As per Sample	200		
118	Jhalak Powder I Kg	As per Sample	200		

Seal and sign of the supplier with date.

Name :

Signature :

Date :

TENDER 2018-19

GENERAL TERMS AND CONDITIONS

1. Tender documents can be obtained against cash payment/DD of Rs.500/- in favour of DIRECTOR, MITS, Gwalior payable at Gwalior (non-refundable) on or before **27.06.2018** upto **02:00 PM** from the Institute during working days. The tender form can also be directly downloaded from the institute website www.mitsgwl.in/www.mitsgwalior.in and shall be enclosed with tender form fees of Rs.500 in form of a D.D. in name of Director, MITS, payable at Gwalior.
2. Earnest money amount of **Rs. 5000/-** deposit (EMD) is to be submitted directly as per item Head 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.
3. Eligibility Criteria for applying for the tender:-
 - A. Valid GST Number is compulsory.
 - B. Valid TIN Number and PAN Card Photocopy.
 - C. Proof of Past Satisfactory assignment of the same nature done in the reputed departments.
 - D. Valid PWD Registrartion

These certificates are to be put inside the 1st envelop.
4. The tenderers shall submit the tender in two sealed envelopes marked as 1st and 2nd. **The first envelop should contain the E.M.D. and copies of all relevant documents pertaining to eligibility criteria and the second envelop 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 (3) and/or is without E.M.D. the envelop marked 2nd will not be opened at all and the same will be rejected and no representations shall be entertained in this regard. The sealed covers must be super-scribed with the contents contained there in.
5. The last date and time of submission of tenders is on **27.06.2018** upto **03:00 PM**.
6. Tenders will be opened on **27.06.2018** at **04:00 PM**. First envelop will be opened from **04:00 PM** and the second envelop for the eligible tenderers will be opened on the same date.
7. Validity of the rates will be upto **31.03.2019**.
8. Telegraphic/Fax and conditional tenders shall not be accepted.
9. **Director, MITS, Gwalior**, reserves the right to accept or reject any or all tenders without assigning any reason thereof, **even the lowest tender does not necessarily qualify for the order.**
10. The rates should be **F.O.R. at site (Institute Premises**. No extra charges on this account (for Octroi, sales tax and surcharge, etc) shall be payable to the suppliers.
11. Our Institute is exempted to pay excise duty.
12. **The rates should include all material, labour charges, profit & relevant taxes including GST, if any.**
13. The tenderers whose tender is accepted shall have to sign an agreement as per the format of institute.
14. Any amount due or becoming due for the tender shall be recovered from their bills.

15. The competent authority reserves the right to increase or decrease the quantity of any item or cell during the period of contract. The tenderers will be bound to comply with the order of the competent authority without any claim and compensation.
16. The rate should be competitive and workable.
17. Any controversy will be subject to display in Gwalior Jurisdiction only.
18. The Income Tax shall be deducted from the bills as per the rules.
19. The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
20. The tenderers shall execute the work as per specification mentioned in the supply order.
21. Before making any supply of any materials to the Institute, the tenderers or his representative shall get it approved by the competent authority, 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.
22. The tenderer should satisfy himself regarding the magnitude of the supply and no claim on this account shall be entertained thereafter.
23. Warranty period should be clearly specified as per the latest terms & conditions of the original manufacturers and the parts and labour cost are to be included for the full warranty period.
24. The warranty period will be considered from the date of supply of the items.
25. A duly constituted committee of the Institute may inspect the supply made by the tenderer at other places. The committee may also inspect infrastructure of those applicants who qualify the eligibility criteria in clause-3, for satisfaction.
26. M.I.T.S., Gwalior will have rights to check the sample before supply.
27. Payment will be made after the successful and satisfactory supply and installation/completion of the work.
28. The contractor/firm have to be completed the assigned works or part of work positively otherwise it will be treated as breach of the contract and deposited earnest money shall be forfeited.
29. The EMD of successful tenderes will be released only after 31.03.2019.

Registrar

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

Seal & Signature of the Agency/Firm