

Cost of Tender Form : Rs. 1000/-

Serial Number :

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR – 474 005
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal, M.P.)



TENDER DOCUMENT

FOR

ANSWER BOOKS AND BLANK MARKSHEETS

Tender 2019-20

The Tender Document contains Pages 05 From Page No. 01 to 05

TENDER NOTICE

Sealed tenders are invited from eligible registered Contractors/Suppliers who are registered and having TIN/PAN numbers and proof of Income tax clearance certificate. The agencies/ firms who qualify the above criteria and have documentary proof of past satisfactory assignments of same nature of works done in the reputed department need to apply only.

Cat. No.	Category of Tenders	Earnest Money (Rs.)	Cost of Tender Form (Rs.)
1.	<p><u>ANSWER BOOKS WITH OMR SHEET</u> Printing & supply of Complete Answer Books and OMR sheet as cover page with 3 Bar-codes. OMR Cover page as per the specifications mentioned below-</p> <ol style="list-style-type: none"> 1. OMR Cover page 105 GSM, “A” Grade Maplitho paper including two vertical & two horizontal perforations. 2. Back page of 105 GSM “A” grade Maplitho paper. 3. Inside ruled 36 pages of 70 GSM including printed first page, “A” Grade Maplitho paper. 4. With Mono on left side and page no. on right side top portion (Header). 5. Size: 8.5”x11.5” 6. The OMR cover-page will be stitched by a good quality thread on the answer-book. 7. The answer books must be packed in a polythene plain cover containing 100 Answer Books. The cover page should contain the first and last serial Number of Answer Books kept inside. 	40,000/-	
2.	<p><u>ANSWER BOOKS WITHOUT OMR SHEET</u> Printing & supply of Complete Answer Books as per the specifications mentioned below-</p> <ol style="list-style-type: none"> 1. Answer books with 12 ruled pages of 70 GSM including printed first page 2. With mono on left side and page no. on right side top portion (Header) 3. Size : 8.5” X 11.5” 4. The Answer book will be stitched by a good quality thread. 5. The answer books must be packed in a polythene plain cover containing 100 Answer Books. The cover page should contain the first and last serial Number of Answer Books kept inside. 	30,000/-	1000/-
3.	<p><u>BLANK MARKSHEETS</u> Multi Colour pre printed on parchment paper of 8”x11” of 120 GSM with high security features as – Void Micro line Printing, Prismatic Printing, Fine Line relief, Dual Hidden Image, Artificial water mark, high resolution border.</p>	30,000/-	

The tender form can be obtained from the office of the undersigned, on or before **11.09.2019** upto **2:00 PM** by depositing the cost of tender form in cash/ DD in favour of Director MITS, payable at Gwalior (Non-refundable) during the Institute working hours. The last date for the submission of completed tender form is **11.09.2019** upto **3:00 PM** and tenders will be opened on **11.09.2019** at **4:00 PM** in the presence of the tenderers or their representatives. The tender documents can be downloaded from **the web-site www.mitsgwalior.in**. The tenders directly downloaded from the website, must be attached with a DD/Pay order of Rs. 1000/- (tender fees) in favour of the **Director, MITS, Gwalior**, payable at Gwalior.

Director

TENDER 2019-20
GENERAL TERMS AND CONDITIONS

1. Tender documents can be obtained against cash payment/DD of Rs.1000/- in favour of DIRECTOR MITS, Gwalior payable at Gwalior (non-refundable) on or before **11.09.2019** upto 02:00 PM from the Institute during working days. The tender form can also be directly downloaded from the institute website **www.mitsgwalior.in.** and shall be enclosed with tender form fees of Rs.1000/- in form of a D.D. in name of Director MITS, payable at Gwalior.

2. Earnest money amount is as follows:

Cat. No.	Category of Tenders	Earnest Money (Rs.)
01	ANSWER BOOKS WITH OMR SHEET	40,000/-
02	ANSWER BOOKS WITHOUT OMR SHEET	30,000/-
03	BLANK MARK SHEETS	30,000/-

Earnest money amount as per the category deposit (EMD) is to be submitted directly as per item Heads 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 service tax number on the date of application.
 - B. Copy of Valid TIN Number & PAN Card.
 - C. Proof of past satisfactory assignment of the same nature done in the reputed departments.
- These certificates are to be put inside the 1st envelope.**
4. The tenderers 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 envelopes 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 envelope marked 2nd will not be opened at all and the same will be rejected and no representation shall be entertained in this regard. The sealed covers must be super-scribed with the contents contained therein.
5. The last date & time of submission of tenders is on **11.09.2019** upto **03:00 PM**.
6. Tenders will be opened on **11.09.2019** at **4:00 PM** First envelope will be opened from 04:00 p.m. and the second envelope only the eligible tenders will be opened at 4:30 PM on the same date.
7. Validity of the rates will be upto **31.03.2020**.
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, **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 materials, 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 the institute.
14. Any amount due or becoming due for the tenders shall be recovered from their bills.

15. The competent authority reserves the right to increase or decrease the quantity of any item of sale, during the period of contract. The tenderes will be bound to comply with the order of the competent authority without any claim and compensation.
16. The rates should be competitive and workable.
17. Any controversy will be subjected to disposal in Gwalior Jurisdiction only.
18. The Income Tax and commercial 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 on 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 & 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 manufactures and the parts and labour costs 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 the rights to check the samples 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.

Director

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

Seal & Signature of the Agency/Firm

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Cat. No.	Category of Tenders	Qty.	Rates quoted	
			In Words	In Figures
1.	<p><u>ANSWER BOOKS WITH OMR SHEET</u> Printing & supply of Complete Answer Books and OMR sheet as cover page with 3 Bar-codes. OMR Cover page as per the specifications mentioned below-</p> <ol style="list-style-type: none"> 1. OMR Cover page 105 GSM, “A” Grade Maplitho paper including two vertical & two horizontal perforations. 2. Back page of 105 GSM “A” grade Maplitho paper. 3. Inside ruled 36 pages of 70 GSM including printed first page, “A” Grade Maplitho paper. 4. With Mono on left side and page no. on right side top portion (Header). 5. Size: 8.5”x11.5” 6. The OMR cover-page will be stitched by a good quality thread on the answer-book. 7. The answer books must be packed in a polythene plain cover containing 100 Answer Books. The cover page should contain the first and last serial Number of Answer Books kept inside. 	2 lac		
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3.	<p><u>BLANK MARKSHEETS</u> Multi Colour pre printed on parchment paper of 8”x11” of 120 GSM with high security features as – Void Micro line Printing, Prismatic Printing, Fine Line relief, Dual Hidden Image, Artificial water mark, high resolution border.</p>	60,000		

Note : The successful tenderer has to sign an agreement with the institute to maintain confidentiality in printing work.

Name:

Signature:

Date: