



Govt. Women's Polytechnic College, Sehore (M.P.)

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Web:- www.gwpcsehore.org



S.No./Stationery/2024/692

SEHORE,DATE 19/07/2024

GOVERNMENT WOMEN'S POLYTECHNIC COLLEGE, SEHORE TECHNICAL EDUCATION MADHYA PRADESH

Tender Document Important Dates and Information

1.	Portal -	https://www.mptender.gov.in
2.	Name of Work -	Supply of Stationery at Govt. Women's Polytechnic College Sehore
3.	System Tender No. -	2024_DTE_358628_1
4.	Cost of of Work/Supply -	Rs. 08 Lakh Approximately
5.	Cost Tender Form -	Rs. 2000/- Plus portal/other Charges
6.	Earnest money Deposit -	Rs. 20000/- (Demand Draft in favor of Principal, Govt. Women's Polytechnic College Sehore payable at Sehore)
7.	Eligibility -	Manufacturer or their authorized agents/Reputed and experienced firms
8.	Institute Details -	Govt. Women's Polytechnic College Sehore, Bhopal Naka, Sehore, M.P. PIN- 466001 emails – prinwpoly.seh@mp.gov.in website- www.gwpcsehore.org

1. निविदा प्रपत्र ऑनलाईन <https://mptenders.gov.in> पर जमा किये जाएंगे।
2. निविदा शुल्क ऑनलाईन जमा करना अनिवार्य है।
3. समय सारणी :-

निविदा प्रकाशन की दिनांक व समय	20/07/2024 को 14:00 बजे
निविदा प्रपत्र डाऊनलोड करने की प्रारंभ दिनांक व समय	20/07/2024 को 14:00 बजे
संस्था में स्टेशनरी सेम्पल जमा करने की अंतिम दिनांक व समय	12/08/2024 को 17:00 बजे
निविदा ऑनलाईन जमा करने की अंतिम दिनांक व समय	13/08/2024 को 17:00 बजे
तकनीकी निविदा खोलने की दिनांक व समय	16/08/2024 को 12:00 बजे

:: ई-निविदा सूचना ::

शासकीय महिला पॉलिटेक्निक महाविद्यालय, सीहोर में पंजीकृत निर्माताओं/एजेन्सियों से वर्ष 2024-25 हेतु स्टेशनरी के दर निर्धारण किये जाने के लिए ऑनलाईन निविदा आमंत्रित की जाती है।

S. No.	Item Name	Specification	Make	Qty. Approx.	Tender Fees	EMD Paid Online through mptenders.gov.in
01	Long Registers	Size 20 X 28 CM Tint white paper with lining both sides, 300 pages including cover page, GSM paper 55-60, Paper back with printed college mono, college name & student block.	-	2000	2,000.00	20,000.00
02	Rough Registers	Size – 20 X 26 CM, 300 pages good quality (White Paper) with lining, Paper back with printed college mono, college name & student block.	-	2000		
03	Practical Copy	Size – 26 X 21 CM approx, 60 pages (Inc. cover page) Tint white paper] GSM paper 55-60, Paper back with printed college mono, college name & student block.	-	2000		
04	Shorthand Note Book	144 pages, size- 18 X 12 cm	Royal	2000		
05	Shorthand Pencil	Steno Pencil	Apsara	3000		
06	Pencil Packet	Pencils Platinum 10 Pack with Free Sharpener and Eraser	Natraj	400 packet		
07	Pen	Blue Ball Pen Cello Fine Grip 0.7mm (Pack of 5)	Cello	800 packet		
08	Non Dusting Rubber	Non Dusting Rubber (60mmX21mmX11mm)	Apsara	2000		
09	File Cover	Superior quality with printed college name & mono.	Cobra	2000		
10	Sharpener	Long point Sharpener	Apsara	2000		
11	Highlighter	Highlighter (Color – Yellow)	Luxer	400		
12	Permanent Pen Marker	CD/DVD/OHP - (Blue)	Luxar	400		
13	Glue Stick	8 gm	Fevi Stik	400		
14	Stapler Machine	HD-10D	Kangaro	400		
15	Photocopy Paper a4 Size	Size – 210 X 297 mm, No of Sheets 500 per pkt, 70 GSM , Minimum Weight 2.18 kg	JK Premium Copier Paper	400 packet		
16	Executive File	20 Flag	-	120		
17	Plastic Scale	Superior quality, 30 cm length,	Nataraj	120		
18	Pen Drive	32 GB	Sandisk	120		
19	Small Stapler Pin	No. 10 – 1M	Kangaro	120		
20	Compo Box	Complete Set	Camlin	120		
21	Punching Machine	Size - 52, 8 cm 1mm Punching Capacity	Kangaro	120		
22	College Bag	14" X 18" with 4" width (Dirt resistant, water proff, nylon 600 denier PVC coated fabric, handle – soft nylon with 2.5 cm., bottle case – synthetic net and elastic tape.	-	120		
23	Scientific Calculator	FX991MS	Casio	60		
24	Simple Calculator	12 Digit Larg Display Check & Correct Electronic Calculater (MZ 12Sa)	Casio	60		
25	Mini Cutter	Mini Cutter	Natraj	50		

नोट– उपरोक्त सामग्री की संख्या अनुमानित है।

स्टेशनरी क्रय हेतु ई-निविदा की शर्तें

1. निविदाकर्ता को विगत 02 वर्षों की आयकर विवरणी, जीएसटी पंजीयन क्रमांक अंकित करने के साथ-साथ वर्तमान में वैध पेन नंबर का प्रमाण-पत्र प्रस्तुत करना होगा।
2. वित्तीय वर्ष 2021-22, 2022-23 एवं 2023-24 अर्थात् विगत 03 वर्षों की सीए ऑडिट रिपोर्ट जिसमें विगत तीन वर्षों में से किसी एक वर्ष का टर्नओवर रू0 10,00,000/- लेखन सामग्री विक्रय के लिए निविदा में संलग्न किया जाना अनिवार्य हैं।
3. ई-निविदा दो भागों में ऑनलाईन प्रस्तुत किये जावे।
(अ) प्रथम भाग में तकनीकी निविदा होगी।
(ब) द्वितीय भाग में वित्तीय क्षमता संबंधी दस्तावेज ऑनलाईन जमा किया जाना अनिवार्य है।
4. ई-निविदा में दर्शाये अनुसार सुरक्षा निधि की राशि (ई0एम0डी0) के रूप में वेबसाईट <https://mptenders.gov.in> ऑनलाईन निविदा में जमा कराना होगी।
5. निविदाकर्ता को निविदा मान्य होने की स्थिति में या सफल निविदाकर्ता को क्रयादेश जारी होने के 07 दिवस के अंदर रू0 100/- (सौ रूपये मात्र) के मध्यप्रदेश से जारी नॉनज्यूडिशियल स्टॉम पर विधिवत रूप से अनुबंध तैयार कराया जाकर हस्ताक्षर/पदमुद्रा सहित संस्था में अनिवार्य रूप से प्रस्तुत करना होगा।
6. यह सामग्री की (प्रतिनग या प्रति पैकेट) दर एवं सामग्री प्रदाय अनुबंध, अनुबंध दिनांक से एक वर्ष के लिए होगा। जिसके अनुसार समय-समय पर आवश्यकतानुसार स्टेशनरी सामग्री क्रयादेश जारी किये जावेंगे।
7. संविदा का उचित निष्पादन सुनिश्चित करने के लिए सफल निविदाकर्ता से आवश्यकतानुसार निष्पादन प्रतिभूति (Performance Guarantee) प्राप्त की जा सकेगी। निष्पादन प्रतिभूति की राशि सामान्य संविदा के मूल्य के 05% होगी। सफल निविदाकार को निविदा स्वीकृत होने के उपरांत प्रदाय आदेश जारी होने पर अनुबंध पत्र के साथ सामग्री के कुल मूल्य का 05% राशि का किसी भी वाणिज्यिक बैंक का डिमांड ड्रॉफ्ट/बैंक गारंटी सुरक्षा निधि के रूप में जमा करना आवश्यक होगी। उक्त 05% सुरक्षा निधि जमा करने पर निविदा के साथ जमा की गई सुरक्षा निधि (ई0एम0डी0) राशि वापिस कर दी जावेगी।
8. निविदा शुल्क किसी भी दशा में वापिस नहीं होगा एवं न ही इसमें कोई छूट प्रदान की जावेगी। केवल म0प्र0 भण्डार क्रय एवं सेवा उपार्जन नियम 2015 के नियम 25.03 के पालन में प्रदेश के सूक्ष्म एवं लघु उद्यमों को स्वयं द्वारा उत्पाद की जाने वाली सामग्री हेतु निविदा प्रस्तुत करने हेतु निःशुल्क निविदा फार्म तथा निविदा प्रतिभूति (अर्नेस्ट मनी) के भुगतान से छूट की पात्रता रहेगी।
9. निविदाकारों को भण्डार शाखा में तकनीकी परीक्षण हेतु सभी सामग्रियों के एक-एक सेम्पल पीस निर्धारित दिनांक एवं समयवधि में जमा करना अनिवार्य है।
10. निविदाकर्ता को निविदा में दस्तावेजों की छायाप्रति पर फर्म की सील जिसमें फर्म का नाम एवं पूरा पता तथा विवरण हो, अंकित कर ऑनलाईन जमा करना अनिवार्य है।
11. क्रय की जाने वाली सामग्री की संख्या आवश्यकतानुसार एवं बजट के आधार पर दर्शाई गई अनुमानित संख्या से कम या अधिक हो सकती है।

12. यदि फर्म द्वारा क्रयादेश उपरांत निर्धारित अवधि में सामग्री प्रदाय नहीं करती है तथा प्रदाय अवधि में विस्तार के लिए अनुरोध भी नहीं करती है तो बिना कारण बतायें क्रयादेश निरस्त किया जा सकता है। फर्म द्वारा जमा ईएमडी एवं पूर्व में जारी क्रयादेशों के तहत प्राप्त सुरक्षा निधि राजसात की जावेगी तथा अनुबंध अवधि में सामग्री स्थानीय बाजार से क्रय किये जाने पर सामग्री की दर बढ़कर आती है, इस बढ़कर आने वाले अंतर की राशि को भी फर्म से वसूल की जावेगी। फर्म का नाम विभागीय काली सूची में एक निश्चित अवधि के लिए दर्ज किया जावेगा।
13. समयावधि में सामग्री प्रदाय न करने की दशा में तर्कसंगत कारण होने पर प्रदायावधि विचारणोपरांत बढ़ाई जा सकती है।
14. निर्धारित प्रदाय अवधि/विस्तारित प्रदायावधि समाप्त होने के उपरांत सामग्री का प्रदाय स्वीकृत नहीं किया जावेगा। निविदा अनुबंध दिनांक से एक वर्ष हेतु वैध रहेगी।
15. निर्धारित दिनांक एवं समय के पश्चात् कोई भी निविदा/नमूना/प्रमाण पत्र अथवा किसी भी प्रकार के दस्तावेज स्वीकार नहीं किये जावेंगे। ऑनलाईन निविदाएं खोलते समय निविदाकर्ता के प्रतिनिधि भी उपस्थित रह सकते हैं।
16. निविदाकर्ता संस्था के स्टोर्स में कार्यालयीन समय में उपस्थित होकर निर्धारित सेम्पल का अवलोकन कर सकते हैं।
17. सामग्री के स्वीकृत होने/पूर्ण प्रदाय होने के उपरांत ही भुगतान किया जावेगा तथा आहरण एवं भुगतान प्रक्रिया में शासकीय व्यवधानों के कारण विलंब भी हो सकता है। विलंब के लिए पृथक से अतिरिक्त भुगतान नहीं किया जावेगा।
18. फर्म किसी भी शासकीय एवं गैरशासकीय संस्थान द्वारा ब्लेकलिस्ट नहीं की गई है, इस बावत् निर्धारित प्रारूप फार्म – IV में घोषणा पत्र फर्म के लेटर हेड पर सील एवं हस्ताक्षर के साथ ऑनलाईन दस्तावेजों के साथ प्रस्तुत करना अनिवार्य है।
19. प्रत्येक निविदाकर्ता को जी0एस0टी0 सहित ही दर ऑनलाईन भरनी है। पृथक से कॉलम में जी0एस0टी0 को प्रदर्शित नहीं करना है।
20. निविदा में किसी भी प्रकार का संशोधन ऑनलाईन ही किया जावेगा। निविदा का विज्ञापन समाचार पत्रों में प्रसारित नहीं किया जावेगा। समस्त संशोधन की जानकारी वेबसाइट <https://mptenders.gov.in> पर देखी जा सकती है।
21. निविदा को बिना कारण बतायें पूर्णतः अथवा अंशतः स्वीकृत या अस्वीकृत करने का पूर्ण अधिकार प्राचार्य को होगा।

MADHYA PRADESH, BHOPAL
TENDER FORM

NIT No. GWPC/Store/2024/692

Sehore dated 19/07/2024

1. Tender applied for
 2. Name & full address of the Firm submitting the tender
.....
 3. Name of contact personnel
 4. Name of local contact personnel (If any)
 5. Phone Number/Fax No.
 6. E-Mail Address
 7. Tender fee deposited vide online Receipt No.Dtd
 8. GSTN No.
 9. Earnest money paid online through Yes/No.
 10. Agreed to abide by terms and conditions laid down for NIT No.
Dtd Yes/No.
 11. Signed on each pages as a token of acceptance of terms & condition laid down for NIT No
Date
- Date
- Place

**Signature of Proprietor/
Manager/Representative of firm**

Following Declaration duly filled in must be enclosed with the “Technical Bid” as given below:-

:: DECLARATION ::

I, (Name of M.D./Proprietor of firm)
son of Sri(Name of firm and full
Address) have read all the Terms and Condition of the tender given above.
These are acceptable to me. Earnest Money Paid Online of Rs
(In words) I (Name of
M.D./Proprietor of firm) son of Shri of M/s
.....(Name of firm and full Address)
certify that we are registered and experienced firm for this work and manufacturing/trading since
(date). We also certify that we are not black listed by any state or central Govt./University/Bank/Corporation/
Autonomous institute etc. Each page of tender documents is duly signed with seal by us. We undertake to adhere
the ethical commitment as required in this tender mandated by the law.

Place :

Date :

Signature

Name

& Seal of the Tenderer (Supplier)

(On the Letterhead of the Participant bidder firm/Company)

UNDERTAKING

IS/o Shri
Resident of

..... Being Director/Proprietor/Partner of M/S

Whose Income Tax PAN No. is
and GST No. is

Hereby give consent to “Principal GWPC, Sehore” to deduct from our Bills whatever Amount is payable by us on account of the necessary Tax dues.

Place :-

Date :-

Signature :-

Name :-

Post :-

Seal :-

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date :

To,

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

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. :-

Name of Tender/Work :-
.....
.....
.....

Dear Sir,

1. I/We have downloaded/obtained the tender document (s) for the above mentioned 'Tender/Work' from the web site(s) namely:
.....
..... as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. To (including all documents like annexure(s), schedule(s) etc.,) which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender documents(s) /corrigendum(s) in its totality/entirety.
5. I/ We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/ Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other right or remedy including the forfeiture of the full said earnest money deposit absolutely.

Your Faithfully,
(Signature of the Bidder, with Official Seal)

**BANK GUARANTEE PROFORMA FOR FURNISHING
PERFORMANCE SECURITY**

In consideration for the President of India (hereinafter called "the Government") having agreed to exempt (hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Agreement dated made between and of Performance Security for the due fulfillment of the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs. (Rupees (indicated the name of the Bank) at the request of contractor(s) do hereby undertake to pay to Government an amount not exceeding Rs. against any loss or damage caused to or suffered would be caused to or suffered by the Government by reason of any breach of the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage to or would be caused to or suffered by the Government by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.

3. We undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal. The payment so made by us under this Bond shall be a valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of Government under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the Guarantee thereafter.

5. We, further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. Notwithstanding anything contained herein above our liability under the guarantee is restricted to Rs. and shall remain in force until Unless a claim or suit under this guarantee is filed with us on or before ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and the Bank shall be relieved and discharged from all liabilities therein.

7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

Signature

Name of the Officer

(in Block Capitals)

Designation of

Code No.

Name of the Bank and Branch

Check List

(To be submitted with first page in Technical Bid Compulsory)

Name of Firm :

S.No.	Description	Enclosed Yes/No	Page no.
1	Tender Fee Receipt		
2	EMD Receipt		
3	PAN Number		
4	G.S.T. Certificate		
5	Form - I II III IV		
6	Turnover Last 3 years 2021-22 2022-23 2023-24		
7	Income Tax Return Last 2 Year 2022-23 2023-24		

Signature of Bidder with seal

||AFFIDAVIT||
(On Non Judicial Stamp of Rs. 100)

I/weWho is/are
..... (Status in the form /company) & component for submission of
the affidavit on behalf of M/S (Contractor/bidder) does
solemnly affirm on oath and state that:

I/we am/are fully satisfied for the correctness of the certificate/records submitted in support of
the following information in bid document which are being are submitted in response to notice inviting e-
tender no./store/2024/692 for supply of Stationery (name of work) dated **19/07/2024** issued by the
Govt. Women's Polytechnic College Sehore.

I/we am/are fully responsible for the correctness of following self certified information of
documents and certificates:

1. That the self certified information given in the bid document is fully true and authentic.
2. That :
 - a. Term deposit receipt deposited as earnest money, demand draft for cost of bid document and other relevant document provided by the bank are authentic.
 - b. Information regarding financial qualification and annual turnover is correct.
 - c. Information regarding various technical qualifications is correct.
3. I/We have read all the terms & Condition of the tender document and shall abide by them. The material shall be supplied strictly as per order and in the given time period.
4. I/We will follow business/general ethics and will not involve in any type of illegal activities.
5. No close relative of the undersigned and our firm/company is working in department.

OR

Following close relatives are working in the department:

Name Post
Present posting

Signature with seal of the deponent (Bidder)

I/we, Above deponent do hereby certify that the facts mentioned
in above Para 1 to 4 are correct to the best of my knowledge and belief. Verified today
..... (Dated) at (Place).

Signature with seal of the deponent (Bidder)