

## जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/स्टोर/23/ 102

दिनांक: 23/3/23

### ई-निविदा-सूचना

जीवाजी विश्वविद्यालय, ग्वालियर द्वारा डिप्टी कन्टेनर, सामान्य मुद्रण कार्य, प्री एण्ड पोस्ट परीक्षा कार्य एवं बाईन्डिंग कार्य हेतु ई-निविदा <https://mptenders.gov.in> पर (TWO BID TENDER SYSTEM) आमंत्रित की जाती है। निविदाओं का विस्तृत विवरण जीवाजी विश्वविद्यालय, ग्वालियर की वेब साइट [www.jiwaji.edu](http://www.jiwaji.edu) पर भी उपलब्ध है।

  
कुलसचिव

#### सम्पर्क :-

1. सुश्री. साधना हर्मा - मोबा. - 8989132462
2. भण्डार विभाग - मोबा. - 9826074682

# JIWAJI UNIVERSITY, GWALIOR

Tender No./Store/2023/102

Date: 23.03.2023

## E-Tender Notice

Online E-Tenders on <https://mptenders.gov.in> are invited from the reputed and established manufactures for supply of degree containers as per tender document.

The Tender Document along with all Terms and Conditions can also be seen on our website [www.jiwaji.edu](http://www.jiwaji.edu).

S.No	Tender ID MP/JUG/Tender NO.	Description of work	Qty.	Estimates Cost of work	EMD	Cost of Tender
1.	2023_JIWAJ_	Supply of Degree Containers (Third Call)	1,00,000	20,00,000/-	60,000/-	2,000/- (Non refundable)

1. Last date of purchase of tender online 18.04.2023 up to 5:00 P.M.
2. Last date of submission of online price bid 19.04.2023 up to 5:00 P.M.
3. Opening of Technical bid 24.04.2023 at 3:00 PM.
4. The remaining term and condition, corrigendum and amendment is issued (if any) related above were will be published on website only.
5. Registrar reserves the right to cancel, amend or extend the tender at any time without assigning any reason.

**Registrar**

## PRE-QUALIFICATIONS CRITERIA

1. The bidder should be a paper and paper products manufacturer organisation with not less than Five years of operation in manufacturing stationery items.
2. The total turnover of the bidder should not be less than Rs. 10 lakh for the previous 5 years.
3. The bidder firm must have an MSME registration EM1/EM2/Udyam Registration
4. The bidders should be an Income Taxpayer with PAN issued by Income tax department.
5. Interested and qualified bidders are requested to submit Online Technical bid giving details of adherence to prequalification criteria listed above with self-attested documents in Support of their claim.
6. The earnest money EMD and tender cost must be paid through e-portal (<http://mptenders.gov.in>)
7. The Financial bid must be submitted in *e-mode* through **e-portal** (<http://mptenders.gov.in>).
8. The bidder should have valid GST number.
9. The bidder should have its own four colour offset printing machine.

## Tender Form for supply of Degree Containers

### Jiwaji University, Gwalior

Tender Form No.

*Name of work* : *Supply of Degree Containers*

*Last date for purchase of online Tenders through <https://mptenders.gov.in>* : *18.04.2023 up to 5.00p.m.*

*Last date for receiving online Tenders (Price bid)* : *19.04.2023 up to 5.00p.m.*

*Last date for receiving EMD, Technical bid And other document* : *19.04.2023 up to 5.00p.m.*

*Tender Cost* : *Rs. 2,000/-*

*Earnest Money Deposit (EMD)* : *Rs. 60,000/-*

E-Tenders are invited from Reputed Manufacturers for the supply of degree containers specification as mentioned in the enclosed list. Tenders will be considered subject to the following terms and conditions.

- 1) All tenders must be Deposited EMD Online at [www.mptenders.gov.in](http://www.mptenders.gov.in) (as applicable) for an amount mentioned above. Tenders received without earnest money will be liable to be rejected and may not be considered.
- 2) The tender document containing terms, conditions & specifications of the items can be downloaded from the website [www.mptenders.gov.in](http://www.mptenders.gov.in) by paying Rs. 2000/- online. Tenders can also be seen at University website [www.jiwaji.edu](http://www.jiwaji.edu)
- 3) The bidder should agree to furnish a Bank Guarantee from a Nationalized Bank for up to 10% of the work and should have validity for the entire supply Period.
- 4) The bidder should agree to execute an agreement for proper supply and satisfactory quality of the containers exactly to the specifications mentioned.
- 5) The rates quoted should be FOR Gwalior. The prices should be inclusive of GST and other charges. However, the exact details of taxes should be given separately.

**Signature of the Bidder with seal**

- 6) The transportation up to Jiwaji University should be undertaken by the supplier and prices should be included in the bid. All relevant documents shall be provided by the University
- 7) The manufacturer's name, their trademark and brand should invariably be mentioned in the tender and illustrated leaflets giving technical particulars/ details etc. should be attached with the quotation to facilitate consideration of the offer.
- 8) The Bidder should quote their best willing price which should be valid for the period of 120 days from the due date of tender.
- 09) The period of delivery of the containers should be quoted.
- 10) The tender should avoid the use of vague terms such as "extra as applicable".
- 11) Printed conditions on the back of the offer submitted will not be binding unless separately mentioned
- 12) E-tender along with terms and conditions must be submitted separately so that for individual item separate comparative statements could be prepared.
- 13) Advance payment either direct or through bank will not be accepted under any circumstances. As per rule, full payment will be made after receipt of material, inspection thereof and after satisfactory supply of the Containers.
- 14) Offers received not according to our terms and conditions and within the time prescribed shall be rejected.
- 15) In all matters of dispute the decision of Registrar, Jiwaji University, Gwalior shall be final & binding on the Bidders.
- 16) The date and time of opening of tender is 24.04.2023 **at 3.00pm** in the presence of intending Bidders or their representative who may like to be present in the office of the Registrar, Jiwaji University, Gwalior.
- 17) If any of the dates of the receipt /opening of Tender happen to be declared as holiday, the schedule will be shifted to the next working day automatically. The University reserves the right to change the date.
- 18) The Online Tender should contain.
  - A. The "Online,, Technical Bid should contain the specifications of the container and terms & conditions of supply, and the questionnaires for terms of supply and the specification sheets (supplied by the University along with Tender document) duly checked yes/no etc. No price should be mentioned.

**Signature of the Bidder with seal**

- 19) If any time, during the period of supply, the tender reduces the sales price chargeable for any item, he shall forthwith notify such reduction to the Registrar, Jiwaji University, Gwalior, and the price payable for the items supplied after the date of coming into force of such reduction or sale shall stand corresponding reduced.
- 20) Canvassing for support in any form for the acceptance of any tender is strictly prohibited. Any tenderer doing so will tender himself liable to the penalties, which may include removing of his name from the register of approved Suppliers.
- 21) We shall forfeit the EMD if we find the bidder providing any false information and no further communication in this respect shall be entertained.

**Registrar  
Jiwaji University**

I/We accept the terms and conditions of the tender and understand the decision of the University shall be final and acceptable to me /us

**Signature and Seal of the Tenderer  
With Date**

**Signature of the Bidder with seal**

**Terms and Conditions for the Submission of Tenders for the Supply and Delivery of Degree Containers for Jiwaji University, Gwalior.**

**1. Requirement of containers:**

The manufacturer must adhere to following Specifications:

- a) Total length of the degree container should be 31 cm.
- b) Length of Container Cap should be 7.5 cm.
- c) Container bottom length should be 16.5 cm.
- d) Container diameter should be 4.7 cm.
- e) Container should be perfectly cylindrical throughout uniformly.
- f) Printing on the container should be in 4 colour
- g) Print Area: Height 9 inches (or) 23Cm including header. Width: 6.5 inches (or) 16.5 Cms.
- h) The paper required for printing: Chromo art paper
- i) The container should have a weight of 50 gram(approx)

**Jiwaji University, Gwalior**

(To be upload with the Technical Bid)

**Tender for Degree Containers**

**Tender No.**

**Date:**

Name of the party submitting:  
the Tender

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To  
The Registrar  
Jiwaji University  
Gwalior 474 011, MP, India

Dear Sir,

1. I/We hereby submit our tender for : \_\_\_\_\_
2. I/Weam/are uploading \_\_\_\_\_ here with EMD receipt No.....DatedFor  
Rs..... towards EMD, and Receipt dated..... For Rs. \_\_\_\_\_towards tender fee  
paid through www.mptenders.gov.in (TENDERS NOTACCOMPANIED WITH EMD RECEIPT ALONG WITH  
THE TECHNICAL BID SHALL BE SUMMARILY REJECTED).
3. I/We have gone through all terms and conditions of the tender documents before submitting the same.
4. I/We hereby agree to all the terms and conditions, stipulated by the Jiwaji University, in this connection including  
delivery, warranty, penalty, etc. Quotations for each item are being uploaded under separate sheet, and shall be  
considered on their face value.
5. I/We have noted that overwritten entries shall be deleted unless duly cut & re-written and initialed.
6. Tenders are duly signed (No thumb impression should be affixed)
7. I/We undertake to sign the contract/agreement, if required, within 15 (Fifteen days) from the date of issue of the letter  
of acceptance, failing which our/my earnest money deposited may be forfeited and our/my name may be removed from  
the list of suppliers at Jiwaji University, Gwalior.

Yours faithfully,

**Signature of Tender(s) with full Address.**



**CHECK LIST FOR TERMS AND CONDITIONS :**

Check list for Terms and Conditions (To be filled by the bidder and uploaded along with the technical bid). Supporting documents must be numbered serially and the same must be indicated here on this page. These documents should be uploaded with technical bid.

1. MSME registration enclosed.
2. List of organizations supplied with paper products(at least 03 in India)\_\_\_\_\_
3. Whether the quoted price is – FOR Gwalior:
4. Whether rates are quoted as per tender's specifications \_\_\_\_\_
5. Quotation being submitted directly by the manufacturer \_\_\_\_\_
6. Quality assurance certificate like ISI, ISO 9002, IP/BP or any other, please specify.
7. Proof of tendering firm having filled IT Return for FY 2018-19, 2019-20 & 2020-21 uploaded\_\_\_\_\_
8. EMD receipt amounting is uploaded 60,000/-\_\_\_\_\_
9. Copy of GST registration uploaded\_\_\_\_\_
10. Tender fee Receipt of MP Online uploaded\_\_\_\_\_
11. Copy of PAN uploaded. ....

**(SIGNATURE OF THE BIDDER WITH NAME & SEAL)**

**// AFFIDAVIT//**

(To be submitted along with Technical Bid)

I/We.....whois/are  
.....(status in the firm/company) and competent for submission of  
the affidavit on behalf of M/s.....  
(Contractor) do solemnly affirm an oath and state that:

I/we, am/are fully satisfied for the correctness of the certificates / records submitted in support of the following  
information in bid documents which are being submitted in response to notice inviting e-tender  
No.....for.....  
(name of work) dated .....issued by the .....(name of the department).

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

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
  - a. Receipt of EMD uploaded.
  - b. Information regarding financial qualification and annual turnover is correct.
  - c. Information regarding various technical qualifications is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

**OR**

4. Following close relative 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 paras 1 to 4 are correct to the best of my knowledge and belief.

Verified today .....(Dated) at.....(place)

## JIWAJI UNIVERSITY, GWALIOR

### COMMERCIAL BID (ONLINE) FOR PURCHASE OF Equipments

1. Name of the Firm :-

.....

2. Address of the Firm :-

.....

3. Name of the Proprietor / Partner / Director of the Firm :-

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4. Telephone No and e-mail ID. :-

.....

### COMMERCIAL BID FORM (e-Bid)

Sr. No.	Items	Qty.	Rate / Item	
			Price in Rs./Foreign Exchange Equivalent (Inclusive of GST & All Taxes)	
			In Figure	In words
1.	Degree Container	100000		
2.	Total length of the degree container should be 31 cm.			
3.	Length of Container Cap should be 7.5 cm.			
4.	Container bottom length should be 16.5 cm.			
5.	Container diameter should be 4.7 cm.			
6.	Container should be perfectly cylindrical throughout uniformly.			
7.	Printing on the container should be in 4 colour			
8.	Print Area: Height 9 inches (or) 23Cm including header. Width: 6.5 inches (or) 16.5 Cms.			
9.	The paper required for printing: Chromo art paper			
10.	The container should have a weight of 50 gram(approx)			
11.	Total length of the degree container should be 31 cm.			

(SIGNATURE OF THE BIDDER WITH NAME & SEAL)

## PROFORMA OF PERFORMANCE BANK GUARANTEE

In consideration of the Registrar, Jiwaji University, Gwalior (hereinafter called the “Client”) having offered to accept the terms and conditions of the proposed agreement (hereinafter called the “said

Agreement”) between Registrar, Jiwaji University, Gwalior and M/s..... (hereinafter called the “said Contractor”) for the work of Degree Container having agreed to production of an irrevocable bank guarantee for Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) as a security / guarantee from the contractor for compliance of its obligations in accordance with the terms and conditions in the said agreement.

We \_\_\_\_\_ (hereafter referred to as the “Bank”) hereby undertake following:

1. We undertake to pay to the Client any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the contractor(s) shall have no claim against us for making such payment.
2. We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Client under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Client certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee
3. We further agree with the Client that the Client shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & 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 Client 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 of omission on the part of the Client or any indulgence by the Client 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.
4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing.
6. This guarantee shall be valid up to ..... unless extended on demand by the Client Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

Dated the \_\_\_\_ day of \_\_\_\_ for \_\_\_\_\_

Signature of the authorized officer of the Bank

Name & Designation of the officer

Seal, Name & Address of the Bank and Address of the Branch

## **FORMAT OF CONTRACT AGREEMENT**

**(On Non-judicial Stamp Paper as per m.p Govt. rules)**

**THIS AGREEMENT** made the ..... day of ....., 2023 Between Registrar, Jiwaji University, Gwalior (hereinafter "the Client") of the one part and M/s \_\_\_\_\_ (hereinafter called "the Contractor") of the other part:

**WHEREAS** the Client is desirous that certain services viz. Supply Degree Container in the tender reference no. \_\_\_\_\_ Dated \_\_\_\_\_ and has accepted a bid by the Contractor for the performance services for the sum of Rs. \_\_\_\_\_ /- (*Rupees* \_\_\_\_\_ *only*) (hereinafter called "the Contract Price") and supply of consumables as per rates given in the financial bid of its tender.

### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

**1.** In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

**2.** The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) The Letter of Acceptance issued by the Client.
- b) The supplier's bid including enclosures, annexure, etc.
- c) Tender document along with all enclosed documents.
- d) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the service provider, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.

**3.** In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Client to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

**4.** The Client hereby covenants to pay the Contractor in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Contractor are as under.

Sl. No	Brief Description of Services	Contract Duration	Total Price	GST tax in %	Total value inclusive of GST tax
1					

5. This agreement is valid for one year from the date of agreement but validity of the same may be extended for further six month on the basis of satisfactory work under this agreement.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the Said \_\_\_\_\_ (For the Client) In the presence of .....

Signature

Name

Address

Witness 1.

2.

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Contractor)

In the presence of .....

Signature

Name

Address

Witness 1.

2.