



**Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola
CENTRAL PURCHASE COMMITTEE,
NAGPUR REGION, COLLEGE OF AGRICULTURE
NAGPUR – 440 001**

TENDER NOTICE

No.CPC/Nag Div/Tender/240/2016

Dated: 20/1/2016

Sealed tenders are invited for purchase of

Stationary & Sanitary Material

Tender Form for purchase of Stationary & sanitary material will be available on payment of Rs.1000/- in cash between 3 to 5 p.m. on working days from the office of the Member Secretary, CPC, Nagpur Region, College of Agriculture & Pay & Account Officer, Dr. P.D.K.V., Nagpur from 20-1-2016 to 10-2-2016 or Tender document can be downloaded from website (www.pdkv.ac.in). In case of tender documents are downloaded from website in PDF format, the cost of the tender form Rs. 1000/- will be accepted by DD and shall be attached with the offered document, failing which the tender will be summarily rejected. The same tender will be received by 1.00 P.M. till 11.2.2016 and shall be opened at 3.00 P.M. on the same day, if possible.

**Fax : 0712-2554820
Ph : 0712-2560059
0712-2525710**

**Chairman,
Central purchase Committee,
Nagpur Region & Associate Dean,
College of Agriculture,
Maharajbag, Nagpur – 440 001**

DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH, AKOLA



✧ 2015-16 ✧

TENDER FORM FOR PURCHASE OF

Stationary & Sanitary items

**CENTRAL PURCHASE COMMITTEE
NAGPUR REGION
COLLEGE OF AGRICULTURE, MAHARAJBAG,
NAGPUR -440001**

TENDER FORM FOR PURCHASE OF STATIONARY & SANITARY ITEMS

To,

The Chairman,
Central Purchase Committee,
Nagpur Region, & Associate Dean,
College of Agriculture,
Nagpur.

Dear Sir,

1. In response to the tender notice published in the daily newspaper _____ dated _____ the _____ 2016. I/We submit herewith the tender form for providing _____ .
2. I/We have thoroughly examined and understood the general and specified terms and conditions of the tender form and I/We agree to abide by them in toto and in testimony I had signed the declaration and undertaking.
3. I/We agreed to provide the _____ accordingly have quoted the rates inclusive of all taxes i.e. sale tax, excise duty, holding and packaging, freight and Insurance charges , VAT, LBT, Octroi, Gumasta etc as given in Appendix-II.
4. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
5. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the Chairman, CPC, Nagpur Region , Nagpur The decision of the Chairman, CPC will be final and shall be binding on me/us.
6. A Demand Draft (D.D.) of EMD for providing _____ payable at Nagpur bearing No. _____ & _____ dated the _____ 2016 in favour of the Comptroller, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola is enclosed herewith.
7. I/We agree to provide _____ as per the specifications of the final orders for the period specified in special conditions of the concerned activity.
8. As per the terms and conditions, we are submitting our offer in two envelopes. The documents as per Appendix – I are enclosed in envelop no. 1. (Technical envelope) along with DD of EMD. The envelope no.-2, (Commercial envelope) contains rates quoted by me/us.

9. I/We also agree that Chairman, CPC, Nagpur Region, Nagpur has full rights to open/consider the commercial envelope only, if Chairman, CPC, Nagpur Region, Nagpur is satisfied with contents in Technical envelope. The decision of the Chairman, CPC, Nagpur Region , Nagpur regarding this will be final and binding on me/us.
10. I/We hereby declare that the entries made in this tender form and enclosed draft of agreement on apex are binding for me/us. To facilitate checking and as a step for ensuing that all documents are enclosed. I have numbered all documents and attested copies, as provided in this tender I have filled relevant entries in the checklist provided along-with this form & same is enclosed in Technical envelope.
11. Committee will open both the envelopes simultaneously but if the documents and EMD are not as per the terms and conditions then offer will not be considered.

The following documents duly filled in and signed, are enclosed along-with the tender.

- Enclosures : 1) Envelop No. 1 (Appendix-I Part- I,II, III, along with Checklist and declaration)
2) Envelop No. 2 (Appendix II) along with the DD of EMD of **Rs. _____/-**

Place _____

Yours faithfully,

Date _____

(_____)

Name and Signature of
the Tenderer/Contractor

Phone No. _____

Mob. _____

Paste recent
passport size
photograph
with
signature

Appendix – I (Part-I)

(This should be enclosed in envelope No. 1)

CHECKLIST MUST BE FILLED BY THE TENDERER

The documents enclosed with tender form are as listed below. Any omission makes the tender liable for rejection. Before sealing the tender please check up each item and score at the appropriate place with YES or NO. You must also quote the relevant page number. You may attach other information also but state in the list after numbering the same pages.

| Sr. No. | Details | Whether Attached | Page No. |
|---------|---|------------------|----------|
| 1 | D. D. of E. M.D. | Yes / No | |
| 2 | Company profile, Information booklet if any | Yes / No | |
| 3 | Documents in support to reveal capacity to supply the material | Yes / No | |
| 4 | Identity Card and address proof | Yes / No | |
| 5 | Envelop 1 (Appendix – I, Part I, II, III and IV) | Yes/No | |
| 6 | Envelop 2 (Appendix-II for rate per _____ with specification) | Yes/No | |
| 7 | DD of tender form / Xerox copy of receipt of Tender form Rs. _____/- | Yes/No | |
| 8 | Xerox copy's of Income Tax return, PAN Card, Sale tax, excise duty, VAT, LBT, Gumasta, etc. | Yes/No | |

The above details have been checked and found correct.

Place:

Date:

(Official Seal)

Signature of Tenderer

Appendix – I (Part –II)

“DECLARATION OF THE TENDERER”

- 1) That I / We _____ am / are the authorized nominee(s) of the firm _____ hereby submit tender to the Chairman, C.P.C., &Associate Dean, College of Agriculture, Nagpur for the supply of _____ to various Colleges and research stations and KVK of Dr. P.D.K.V. Akola in Nagpur, Wardha, Bhandara, Chandrapur, Gondia, Gadchiroli district of Nagpur division.
- 2) I am to state that the information provided in the tender form is true and correct
- 3) I / We may be punished as per law for any wrong information, misleading facts provided in the tender form besides rejection of my / our tender.
- 4) In case of any dispute, the Jurisdiction will be Nagpur only.
- 5) I / We have carefully read all the general and specific terms and conditions of the tender and I solemnly declare that the same are acceptable to me/us and binding on me/us.

Place:

Signature of Tenderer:

Date:

Name of Tenderer: _____

Capacity in which signed : _____

Full address of the Tenderer : _____

With seal & stamp :

(Attach Identity card Xerox) _____

Phone No. : _____

Mobile No. : _____

Signature of Tenderer

APPENDIX I (PART – III)

Terms and Conditions for Tenderers for providing Stationary & Sanitary material.

A. GENERAL

1. Sealed Tenders are invited from different firms/ Manufacturers/ suppliers in two bid system to supply Stationary & Sanitary material. Tender form will be available on working day on payment of **Rs. 1000/-** in cash in the office of Secretary, CPC & Pay & Account Officer, Dr. P.D.K.V. College of Agriculture, Maharajbag, Nagpur – 440 001.
2. The tender form will be accepted during working hours on any working day and latest upto **1 p.m. on 11/2/2016** at Chairman, CPC & Associate Dean, College of Agriculture, Nagpur and will be opened on the same day (if possible) **at 3.00 p.m.** in the office of Associate Dean in presence of members of Tender Committee and intending bidders who desires to attend. Only bidder or his representative will be allowed to remain present on production of Identity Card.
3. Tenders received late will not be considered. In case tenders are sent by Registered post, it shall be the responsibility of intending Tenderer to ensure that they are received before closing hours.
4. **Tenderer (s) must sign with seal on each page failing which Central Purchase Committee, Nagpur Region Nagpur may reject tender in toto.**
5. The rates submission on PTF (Plain Tender form) costing Rs. 1000/- is mandatory and PTF should be purchased in the name of such firm who is expected to use it. Otherwise his tender form will be rejected.
6. If any dispute arises in this regard, then Tenderer can submit his grievance before Grievance Committee on the same day. The decision of Grievance Committee will be final and binding on Tenderers.
7. (a) The Tenderer should provide the following documents in Technical envelope with superscription “**TENDER FOR SUPPLY OF Stationary & Sanitary material D.D.** of E. M. D. **Rs. 25000/-** (Rs. **Twenty five thousands** only) of Nationalised/Scheduled Bank payable at Nagpur (Maharashtra).

The E.M.D. should be in the form of Demand Draft payable at Nagpur and should be drawn on any Nationalised Bank only. **It should be drawn in favour of Comptroller, Dr. P.D.K.V., Akola.** No interest shall be paid on EMD.

8. Tenderer shall have to produce the certificate of Manufacturer or dealership should be attached with document of envelope No.1.
9. The Tenderer must submit Appendix II in commercial envelope with superscription kind of the material. **Envelop 1 and 2 should be enclosed in third Envelope with the same superscription.**
10. A Tenderer will not be permitted to withdraw or modify or amend the contents of the tender once submitted.
11. **In case of poor response from the tenderers, the decision of Chairman C.P.C. will be final.**
12. The tender form **without E.M.D. will not be considered at all.**
13. The EMD amount of the bidder will be retained till the finalization of activity.
14. The Tenderer will be informed about the acceptance, if his/her tender is approved by the competent authority.
15. The Specimen of “**Agreement Bond**“ will be provided alongwith office order to the tenderers whose rates are accepted by the Competent authority . **The Tenderer shall have to execute agreement in the prescribed form on Government Court Fee stamp paper costing to Rs. 100/- which should be submitted to this office within 7 days from the date of issue of order.** The agreement received with seal and signature of Tenderers will become Legal Agreement between the Tenderers and the University, which will be binding on both parties.
16. This contract will be governed as per terms and conditions mentioned in the Agreement. Delay in execution within the prescribed time limit, making of facilities not upto the standard specification, and or non-observance or non-acceptance of these terms and conditions by the Tenderers, shall constitute **breach of contract** and the EMD deposited by the tenderer shall be forfeited by the Central Purchase Committee.
17. The firm who make any undue effort to bring the pressure from outside or from any University authority will be liable for outright rejection. **AND WILL BE BLACKLISTED FOR EVER.**
18. **The Chairman reserves the right to accept or reject any or all the offers without assigning any reason.**
19. The terms of the supply of the material within one month from the date of issue of the supply order and F.O.R. at respective destination
20. The supplier should provide fresh, current and quality material.
21. The rates quoted should inclusive of Sale tax, excise duty, holding, packaging, freight and insurance charges, VAT, LBT, Service tax, Octroi etc.
22. Although the tender is called for various items and successful tenders is finalized, the purchase order will be implemented subject to availability of funds. In this regard the decision of Chairman will be final.

Signature of Tenderer

(This should be enclosed in envelope No. 2)

Appendix-II

TENDER FOR THE SUPPLY OF STATIONERY AND SANITARY MATERIAL Price Bid

| Sr. No. | Particulars | Specifications | Rate Rs.(Per) |
|---------|----------------------------|--|---------------|
| 1 | 4 Pages Answersheet | 60000 Nos | Nos |
| 2 | File cover | 1500 Nos | Nos |
| 3 | Brown paper bags | 18x8,13x5 inch | Nos |
| 4 | Butter paper bags | 5 ½ x 16" | Nos. |
| 5 | White lace | 18 inch | Pkt. |
| 6 | Pins | ----- | Box |
| 7 | A4 size computer papers | JK/Image copier | Reem |
| 8 | Legal computer papers | JK/Image copier | Reem |
| 9 | Registers | Different coirs | Nos. |
| 10 | Writing papers | Full size | Nos. |
| 11 | Carbons | Black/Blue | Box |
| 12 | Stapler | Jumbo 24/06 | Nos. |
| 13 | Stapler | Kangaro-10 | Nos. |
| 14 | Stapler pins | 24/6 | Pkt. |
| 15 | Stapler pins | 10-1M | Pkt. |
| 16 | Board bandi | ----- | Nos. |
| 17 | Printer Cartridge | For computer HP, Samsung and cannon Laser printers | Nos. |
| 18 | Gum bottle | Camel | Nos. |
| 19 | Blank CD | Moser baer (Recordable and Re-recordable) 52X | Nos. |
| 20 | CD Cover | ----- | Nos. |
| 21 | Pen Drive | HP- 8GB, 16 GB | Nos. |
| 22 | Red tags | ----- | Nos. |
| 23 | File cover | Different sizes | Nos. |
| 24 | Colour flags | Different colours | Nos. |
| 25 | Scissor | Different size | Nos. |
| 26 | Coloured cello tape | Different sizes | Bundle |
| 27 | Pencils (HB) | Camel, Apsara, Fabre Castle | Box |
| 28 | Sutfala | ----- | Kg. |
| 29 | Lock bags | 3x4 inches and Different sizes | Nos. |
| 30 | Gum powder | ----- | Kg. |
| 31 | Sutali | ----- | Kg. |
| 32 | Cloth bags | 12x7, 15x9 and 18x12 inch (Different sizes) | Nos. |
| 33 | Musline cloth bags | 6x12 and 12x24 inch | Nos. |
| 34 | Musline cloth & Major path | ----- | Meter |
| 35 | Garden pipe | Plastic- 1/2, ¾ & 1 inch | Feet |
| 36 | Tonner for Xerox machine | ----- | Nos. |
| 37 | Stamp Pad | ----- | Nos. |

| Sr. No. | Particulars | Specifications | Rate Rs.(Per) |
|----------------|-------------------------------------|------------------------------------|----------------------|
| 38 | Punching Machine | ----- | Nos. |
| 39 | Whitener tube (Pen) | ----- | Nos. |
| 40 | Stamp Pad ink | ----- | Bottle |
| 41 | Digital Calculators | ----- | Nos. |
| 42 | Dust bin | Different sizes- 10x10 /10x08 inch | Nos. |
| 43 | Broom | ----- | Nos. |
| 44 | Bamboo broom | Different size | Nos. |
| 45 | AllOut | ----- | Nos. |
| 46 | Room freshener | ----- | Nos. |
| 47 | Bucket | Different sizes | Nos. |
| 48 | Mug | Different sizes | Nos. |
| 49 | Kharata | ----- | Nos. |
| 50 | Zadu | ----- | Nos. |
| 51 | Phenyle | ----- | Liter |
| 52 | Naphthalene balls | ----- | Kg. |
| 53 | Sanitary acid | ----- | Liter |
| 54 | Pochha | ----- | Nos. |
| 55 | Floor wiper | ----- | Nos. |
| 56 | Washing powder | Nirma, Wheel, Tide | Kg. |
| 57 | Soap | Lifeboy, Dettol, Hamam | Nos. |
| 58 | Glue stick | Fevistick or Camel | Nos. |
| 59 | Liquid hand wash bottle | | |
| 60 | Liquid hand wash refill | | |
| 61 | Bleaching powder | | |
| 62 | Hard disc 50 GB and 1 TB | | |
| 63 | Brown paper envelop | Different sizes | |
| 64 | White paper envelop (Plastic Lined) | Different sizes | |
| 65 | Paper weight | Square glass type | |

The quoted rates will be valid up to 31-12-2016

Signature of Tenderer
Name and Full address

Place:
Date

Affidavit/Indemnity Bond

My tender for supplying _____ at respective destination of Central Purchase Committee Nagpur Region, Nagpur has been accepted by the Central Purchase Committee, Nagpur Division, Nagpur.

I, Mr./Mrs.

..... Aged, years Son of / Daughter of

..... Residential of (Address)

the supplier, agree to abide by and fulfill all terms and conditions included from page No. 1 to 8 of the tender or in default to forfeit the EMD to the Chairman, CPC & Associate Dean, College of Agriculture, Nagpur subsequent upon failure in supply of material due to default.

I am fully aware that in case of any dispute, the decision of the Chairman, CPC & Associate Dean College of Agriculture, Nagpur shall be final and binding on me.

Signature

Date _____

Full Name _____

Address _____

Ph. _____

Verification

Verified & signed at Nagpur on this (the day) (month), 2016

DEPONENT

I know the deponent

Advocate

In presence of

1. Witness; Signature _____
Name _____
Address _____

2. Witness: Signature _____
Name _____
Address _____

Place : Nagpur

Date :

Chairman,
Central Purchase Committee,
Nagpur Region, & Associate Dean,
College of Agriculture, Nagpur

(This should be enclosed in envelope no. 1)

Price Rs. _____/-

Tender Sr. No. : _____

Issued to : _____

Money Receipt No.: _____ Date _____

Signature of the Cashier with office stamp: _____

Signature of Tenderer