

Tender Document
For
Rate Contract of Stationery item for a Period of Two Years

**Dr. Babasaheb Ambedkar Technological
University, Lonere-Raigad, Maharashtra, India**



Bid Ref No. DBATU/Store/Stationery Items/2022-23/01
Dated: June 30, 2022

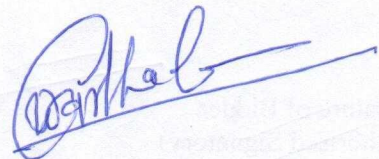
Signature of Bidder
(Authorised Signatory)

Stamp

Date

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Dr. Babasaheb Ambedkar Technological University

(Established by Government of Maharashtra and Governed by
Dr. Babasaheb Ambedkar Technological University, Maharashtra Act No. XXIX of 2014)
www.dbatu.ac.in

Tender Notice No.: DBATU/Store/Exam/Estate/2022/10

Following tenders are invited by Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere

| Tenders details | Start Date | End Date |
|---|------------|------------|
| Online Mode (available on http://www.mahatenders.gov.in) | 30/06/2022 | 06/07/2022 |
| 1. Supply of Answer books & other stationery | 11:00 am | 11.00am |
| 2. Digital valuation systems | | |
| Offline Mode (available on www.dbatu.ac.in) | 30/06/2022 | 14/07/2022 |
| Tenders in B-1 format for the work at DBATU, Lonere | 11:00 am | 4:00 pm |
| 1. Proposed cast iron fencing work around Statue Pedestal | | |
| 2. Rate contract for supply of stationary and miscellaneous items | | |

Extension for tender, retender, corrigendum or change in schedule will be published at <http://www.mahatenders.gov.in> for online mode and University website (www.dbatu.ac.in) for offline mode only. Right to reject any or all Tenders without assigning any reason there of is reserved by the University.

Date: 30/06/2022

Registrar

Signature of Bidder
(Authorised Signatory)

Stamp

Date

TENDER NOTIFICATION

The Dr. Babasaheb Ambedkar Technological University, Lonere invites bids from interested and qualified firms for Supply of stationery items for DBATU, Lonere. The Proposal titled '**Rate Contract of Stationery items for a period of two Years at DBATU, Lonere**' can be downloaded from the website Dr.Babasaheb Ambedkar Technological University – www.dbatu.ac.in on or after June 30, 2022. Qualified firms may submit their bids as per the specifications provided in the document. The last date to submit the bids is 1600 hours on July 14, 2022.

Registrar

The Dr. Babasaheb Ambedkar Technological University, Lonere Raigad

TENDER NOTIFICATION

Place of Opening of Tender:

The Registrar,
Dr. Babasaheb Ambedkar Technological University, Lonere.
"Vidyavihar", AP Lonere, Tal: Mangaon
Dist: Raigad, Maharashtra, INDIA
PIN: 402103
Phone no: +91-2140-275081/212
Email: registrar@dbatu.ac.in

Address for Communication:

The Registrar,
Dr. Babasaheb Ambedkar Technological University, Lonere
"Vidyavihar", AP: Lonere, Tal: Mangaon
Dist: Raigad, Maharashtra, INDIA
PIN: 402103
Phone no: +91-2140-275081/212
Email: gswarkhade@dbatu.ac.in

Gsw

Gswarkhade

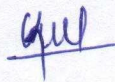
DISCLAIMER

The information contained in this Tender Document or subsequently provided as corrigendum or response to the queries of the interested bidders by the University is provided to the interested bidders on the terms and conditions set out in this Tender document.

This Tender document is not an agreement and is not an offer or invitation by the University to any other Party. The purpose of the document is to provide interested bidders with information to assist in formulation of their Proposal. The tender document does not purport to contain all the information any bidder / Service Provider may require. The interested bidders / Service Providers should check the accuracy, reliability and completeness of the information in this tender document and respond suitably for the proposal.

The University may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in the tender document at any point of time before the submission of the proposal by the service providers or the bidders.

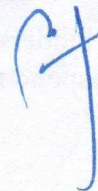
Signature of Bidder
(Authorised Signatory)



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Date



Introduction

1.1 About The University

2. The district of Raigad is blessed with historical legacy of Chhatrapati Shivaji Maharaj and Bharat Ratna Dr. Babasaheb Ambedkar, both role models to the community. The University provides an environment, ideal and conducive for nurturing academic progress and pursuit of knowledge.
3. This University was established on 5th May 1989 by the Government of Maharashtra under the Dr. Babasaheb Ambedkar Technological University Act No. XXII, 1989. We celebrated the Silver Jubilee Year in 2014.
4. 1st March 2016 is another milestone in the history of this university, when the state Government has declared this university as State Technical University to which the Engineering & Technology, Pharmacy, Architecture and Hotel Management and Catering Technology Institutes from the State shall get affiliated over the next few years.
5. The University is committed to provide guidance and directions in quality technical education, research and development to meet the needs of industry, businesses, and the society, at large. The benefits of the research and education at the University has to flow to the eco-system in its surrounding.
6. At present, the University administers Diploma, Advanced Diploma, Undergraduate, Postgraduate and PhD Programmes in Engineering and Technology, Architecture and Pharmacy education. There are approximately 54, 500 students enrolled under various courses running under this University. The total number of students are likely to increase up to 80,000 by next Academic Year.

1.2 Request for Proposal

Tenders are invited from eligible, reputed, qualified Firms with sound capabilities for Rate Contract of Stationery for DBAT University, Lonere as detailed out in the Scope of Work of this tender Document. This invitation to bid is open to all Bidders meeting the pre-qualification criteria as mentioned in this Tender Document. In order to provide prospective Bidders reasonable time for taking the corrigendum into account if any, the University may, solely, at its discretion, extend the last date for the receipt of Proposals.

1.3 Pre-Qualification Criteria

Prospective bidders meeting the following minimum pre-qualification criteria are ONLY eligible to respond to this tender document.

Checklist of Eligibility Criteria for Qualification of Bidders for Qualifying Bid

| Sr. No | Criteria | Supporting Documents |
|--------|--|---|
| 1. | The bidder should be a company registered under the Indian Companies Act 1956 or similar at and should have been in existence for at least 3 years as on 31 st March 2022 | Certified copy of Company Registration Certificate issued by the ROC |
| 2. | The bidder should have an average annual turnover of Rs. ----- in the previous three Financial Years | Chartered Accountant's Certificate to this effect (a) Audited Balance Sheets and Statement of Profit & Loss for last three financial years (b) Certificate as per the prescribed format |
| 3. | The bidder should be registered with statutory authorities as required | Certified copies of Service Tax Registration Certificate, GST registration Certificate, PAN Card copy, etc should be attached |
| 4. | Bidder should have its own Office supply & Service facility and should have experience in services as per Tender document | An Affidavit by competent authority of the Bidder |
| 5. | Bidder should not have been blacklisted for any reason by any government institution / department in the past three years | An Affidavit by competent authority/Self Declaration |
| 6. | Tender Form Fee in Rs. 2000/- | Scanned copy of Receipt/DD which is mentioned in Tender document |
| 7. | EMD Rupees. 10000/- | Scanned copy of Receipt/DD which is mentioned in Tender document |
| 8. | Authorization Certificates of selling any items of stationery | Authorization Certificates dealership |

Signature of Bidder
(Authorised Signatory)

Stamp

Date

2. BLANK TENDER FORMS

Tender Form can be downloaded from Dr.Babasaheb Ambedkar Technological University website www.dbatu.ac.in as per the **Tender Schedule / Notice**.

3.1 COVER NO. I (TECHNICAL BID - DOCUMENTS)

The first Cover clearly marked as "**Cover No. I**" shall contain true Xerox copy of documents as per the check list criteria of eligibility for pre-qualification.

3.2 QUALIFYING CRITERIA

(a) The Bidder shall submit an affidavit regarding completeness, correctness and truthfulness of documents submitted in Cover I

(b) All the documents shall be given by the Bidder in Cover I correctly and completely otherwise his Cover II will not be opened even though the Bidder meet the above qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the Statements attachments submitted in proof of the qualification requirements.

3.3 COVER II (FINANCIAL BID-TENDER)

The second cover "COVER II" shall contain only the main tender. The Bidder should quote his offer in terms of **Item rates** at the appropriate place of (Price schedule form C.2).

Note : Cover I & Cover II will be in individual envelopes. These two envelopes will be in third single envelope and will be submitted to university.

4 SUBMISSION OF TENDER

Refer to Dr.Babasaheb Ambedkar Technological University Lonere –Central Stores for details www.dbatu.ac.in

Signature of Bidder

Stamp

Date

5 OPENING OF TENDERS

Following procedure will be adopted for opening of the Tender.

(A) COVER I: (TECHNICAL BID-DOCUMENTS)

First Cover I of the tender will be opened to verify its contents as per requirements. If the attested Xerox copies of various documents contained in this cover do not meet the requirements of the Department, a note will be recorded accordingly by the tender opening authority and the said tenderer's Cover II will not be considered for further action and the same will be recorded.

The decision of the tender opening authority in this regard will be final and binding on the contractors.

(B) COVER II: (COMMERCIAL BID-TENDER)

This Cover II shall be opened after opening of Cover I, only if contents of Cover I are found to be acceptable to the Department. The quoted tender rates of the items in Schedule 'C2' of shall then be read out from the template at the time of opening of Cover II.

The validity of rate contract will be two year and it can be extended up to further one more year if services from bidders are found satisfactorily.

6 TENDER RATE

No alteration in the form of tender and the schedule of tender and no additions in the scope of special stipulation will be permitted.

7 TENDER ACCEPTANCE

Acceptance of tender will rest with **Dr. Babasaheb Ambedkar Technological University, Lonere** who reserves the right to reject any or all tenders without assigning any reason therefore.

Signature of Bidder
(Authorised Signatory)

[Handwritten Signature]

Stamp

[Handwritten Signature]

[Handwritten Signature]

Date

8 VALIDITY PERIOD

Rates quoted in the price bid should be valid for Contracts periods from the date of submission.

09 Bid Evaluation Process

09.1 Proposal Evaluation Process

1. Proposals will be evaluated by a Committee of Experts (the "Committee") appointed by the university. Evaluations of bids will be only on the basis of information provided by the bidders in the proposals, or any additional information provided by the bidders against specific requests for clarifications sent by the university during the evaluation process.

- a. Evaluation of prequalification proposal
- b. Opening of commercial proposal

Only those bids that have been technically qualified will be considered for opening the commercial bid..

09.2 Notification of Award of Purchase Order/signing of Work Contract/Rate contract

1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract.

2. The university reserves the right to negotiate further with the bidder whose proposal has been accepted as successful bidder before award of the purchase order.. Expression of vendor's inability for the supply or delivery of good/s as per specifications will lead to cancellation of PO. Further Institute may also disqualify / debar the Vendor from participating in any of its future enquiries for a period as recommended by institute authorities.


2. The bid process shall be considered valid even if there is one responsive Bid, provided that:

The tendering authority shall prepare a justification note for approval by the next higher authority of the procuring entity and with the concurrence of the committee.

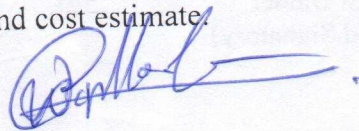
1. In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.

2. If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

Signature of Bidder
(Authorised Signatory)



Stamp

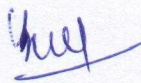


Date

10 GENERAL INSTRUCTIONS, TERMS & CONDITIONS FOR THE BIDDER / VENDOR**1. Price Bid**

- a) The price should be quoted FOR DBATU, Lonere on delivery basis. Including Taxes and duty's
- b) The price/rates quoted by the bidder shall be FIRM & FIXED and shall not be variable/subject to adjustment on any account.
- c) The price bid shall be valid for a period of 180 days from the date of opening.
- d) The duties, taxes and other levies payable by the vendor shall be shown separately in bidding document. The price per unit should be inclusive of all taxes, duties, transport and other levies payable by the vendor in price bid in the given format.
- e) The bidder is requested for special educational discount to the Institute.
- f) The contract shall be for the full quantity as described in QFA/Bill of Material. Correction if any shall be made out by crossing out, initialing, dating and re-writing.

11. All Legal Disputes are subject to the jurisdiction of Raigad, Maharashtra.
The contract may be terminated at any point in time due to Government rules, regulations or policy or Judicial Act.



Signature of Bidder
(Authorised Signatory)



Stamp



Date

TENDER ACCEPTANCE UNDERTAKING

(To be returned by Tenderer along with the Tenderer duly signed)

TENDER ACCEPTANCE UNDERTAKING

To

The Registrar,
Dr. Babasaheb Ambedkar Technological University, Lonere
Raigad.

Having examined the tender Document for supply of **STATIONERY UNDER RETE CONTRACT**, we the undersigned hereby offer to supply the **STATIONERY** as per terms and conditions set out in the tender document. **In case downward price movements during the period, we promise to pass on the advantage to DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**

Certified that the price List /Catalogue of -----for-----
---submitted with rate contract tender for the year 2022-2023 is uniform price list throughout the territory of India.

We enclosed all the relevant documents as per the tender.

Date:

(Signature of Bidder)

Name :

Designation:

Seal

Signature of Bidder
(Authorised Signatory)


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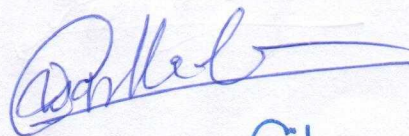
Date

(To be returned by Bidder along with the Tender duly signed)

| | |
|------------------------------|---|
| CATEGORY OF STORES | |
| NAME & ADDRESS OF THE BIDDER | |
| TELEPHONE NO | |
| FAX NO. | |
| MOBILE NO. | |
| E-MAIL | |
| FIRM STATUES | MANUFACTRUTER/AUTHORI SED DISTRIBITTOR |
| BRAND OFFERED | |
| DISCOUNT OFFERED | |
| SPECIAL DISCOUNT IF ANY | |

Signature of Bidder
(Authorised Signatory)

 Stamp





Date

| | |
|---|--|
| WHETHER AUTHORISATION FROM MANUFACTURED IS ATTACHED | |
| DELIVERY BY | |

Date:

(Signature of Bidder)

Chel *[Signature]*

Name:

Designation:

Signature of Bidder
(Authorised Signatory)

Stamp

Date

Cover 2

PRICE/COMMERCIAL BID

Form c.2
Price / Commercial Bid
Company letterhead

TENDER NO. DBATU/store/stationery/2022-23/1, 30 June 2022

| Sr.No | Stationery items | Unit | Brand | Rate per unit(inclusive of taxes, duties, transport) |
|-------|--------------------------------|---------------|------------------------|--|
| 1 | Whitener/Correcting Pen | Pkt | Camlin, Faber-Castell | |
| 2 | Chalk Box (White 100) | Single Packet | Deepak, Kores, Alton | |
| 3 | Duster For Black Board | Numbers | Generic wooden | |
| 4 | Eraser | Pkt | Apsara, DOMS | |
| 5 | Gum Bottle 300 ml | Numbers | Camlin | |
| 6 | Black Metal Blinder Paper Clip | Box | Bambalio | |
| 7 | Paper Weight | Numbers | Rasper Designer | |
| 8 | Highlighter Pen Set | Pkt | Faber-Castell, Camlin | |
| 9 | Pencil Box | Box | Apsara, Natraj, DOMS | |
| 10 | Punch Machine Small | Numbers | Kangaro | |
| 11 | Paper Cutter Big | Numbers | Natraj, Glossix | |
| 12 | Permanent Marker Pen Big | Numbers | Camlin, Luxor | |
| 13 | Scale 12 Steel | Numbers | Omega, Stainless steel | |
| 14 | Stamp Pad Mid. | Numbers | Camel, Faber-Castell | |
| 15 | Stapler No.10 Small | Box | Kangaro | |
| 16 | Stapler Pin No.10 Small | Box | Kangaro | |
| 17 | Stapler Big 555 | Numbers | Kangaro | |

Signature of Bidder
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Stamp

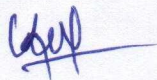
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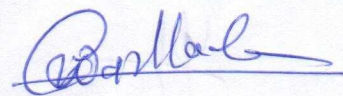


| | | | | |
|----|---|---------|---|--|
| 18 | Stapler Pin Big 555 | Box | Kangaro | |
| 19 | Cello Tape Transparent 2 | Numbers | Etipl & Generic cello tape | |
| 20 | U Pin Steel | Box | Metallic office u pin | |
| 21 | Sharpener Small | pkt | DOMS, Natraj | |
| 22 | Glue Stick 15 gram | Numbers | Pidilite fevi stick | |
| 23 | Stapler pin remover | Numbers | Kangaro | |
| 24 | Steel Pins/Head Pins | Box | | |
| 25 | Ball Pen (Blue, Red, Black) | Pkt | Reynolds, Laxi, Cello, DOMS | |
| 26 | Carbon Paper A4 Size (Blue) | pkt | Camlin, Kores carbon paper | |
| 27 | Punch Machine Big Heavy Duty | Numbers | Kangaro | |
| 28 | Paper Cutter Small | Numbers | Natraj, Glossix | |
| 29 | Paper Cutter Big | Numbers | Natraj, Glossix | |
| 30 | Rubber Band Big | Pkt | Rubands, Paraspapermart PPM | |
| 31 | Rubber Band Small | Pkt | Rubands, Paraspapermart PPM | |
| 32 | Scissor Big | Numbers | Cartini, Plus standard scissors, Mario scissors, Vega | |
| 33 | Scissor Small | Numbers | Cartini, Plus standard scissors, Mario scissors, Vega | |
| 34 | Cello Tape Brown 2" | Numbers | Etipl & Generic cello tape | |
| 35 | Calculator (office 12 digit) | Numbers | Casio, Orpot | |
| 36 | 2 Flag Folder | Numbers | Ace files | |
| 37 | 4 Flag Folder | Numbers | Ace files | |
| 38 | Manchester cloth | Meters | Manchester cloth | |
| 39 | Punch Machine Big Kangaro dp 800 paper | Numbers | Kangaro | |
| 40 | Stappler Big 3 in 1 Heavy Duty Stable Gun with staples (4.14mm) | Numbers | Kaymo/Stonley | |
| 41 | Numbering machine | Numbers | Colop, Infinity, Shing | |
| 42 | Dater Machine | Numbers | Colop, Infinity, Shing | |
| 43 | 1 Qr Register | Numbers | Sundram, Sunny, Standard | |

Signature of Bidder
(Authorised Signatory)



Stamp



Date

| | | | | |
|----|---|---------|--------------------------------|--|
| 44 | 2 Qr Register | Numbers | Sundram, Sunny, Standard | |
| 45 | 3 Qr Register | Numbers | Sundram, Sunny, Standard | |
| 46 | 4 Qr Register | Numbers | Sundram, Sunny, Standard | |
| 47 | Xerox paper A4 size, white paper, 70 gsm | Numbers | JK, Century | |
| 48 | Full scape size, Xerox paper, 70 gsm | Rim | JK, Red | |
| 49 | Full scape line 70 gsm | Rim | | |
| 50 | Bond paper 100 gsm | Rim | JK, Red | |
| 51 | B4 xerox paper white 70 gsm | Rim | JK, Red | |
| 52 | Spring File | Numbers | Kobra, vaishali | |
| 53 | Box File Kangaro clip | Numbers | Meet Lamina, Deluxe lever file | |
| 54 | Head Pin | Pkt. | Generic | |
| 55 | Chalk White-dustless | Box | Apsara, Kores, DOMS | |
| 56 | Chalk Colour-dustless | Box | Apsara, Kores, DOMS | |
| 57 | Permanent marker pointed | Numbers | Camlin, Luxor | |
| 58 | Permanent marker | Numbers | Luxor | |
| 59 | Sketch Pen | Pkt. | Luxor | |
| 60 | Duster | Numbers | Camlin, Faber-Castell | |
| 61 | White board duster | Numbers | Camlin, Faber-Castell | |
| 62 | White board marker | Numbers | Camlin, Faber-Castell | |
| 63 | Ink bottle Stamp ink | Numbers | Epson, Topperz | |
| 64 | Binder Clip-41 mm | Numbers | Nationa, KENT | |
| 65 | Highlighter Pen | Numbers | Camlin | |
| 66 | Tag White | Bundle | | |
| 67 | Tag Red | Bundle | | |
| 68 | Colour Flap | Numbers | | |
| 69 | Pin remover | Numbers | Kangaro | |
| 70 | HP laserjet toner/ cartridge 12A | Numbers | HP | |
| 71 | HP laserjet toner/ cartridge 15A | Numbers | HP | |
| 72 | HP laserjet toner/ cartridge 36A | Numbers | HP | |
| 73 | HP laserjet toner/ cartridge 49A | Numbers | HP | |
| 74 | HP laserjet toner/ cartridge 88A | Numbers | HP | |
| 75 | Canon 925 cartridge | Numbers | Canon | |
| 76 | Ricoh toner no. mp 60545S | Numbers | Ricoh | |

Signature of Bidder
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| | | | | |
|--------------|--|---------|-------|--|
| 77 | Ricoh toner no. w9037mc | Numbers | Ricoh | |
| 78 | Ricoh toner no. 210 su | Numbers | Ricoh | |
| 79 | Ricoh toner no. sv 310 SFN | Numbers | Ricoh | |
| 80 | Ricoh toner no Mp 2501F | Numbers | Ricoh | |
| 81 | HP laserjet toner W 9037mc | Numbers | HP | |
| 82 | Set of HP 312A cartridge Yellow print cartridge Magenta print cartridge Cyan print cartridge Black print cartridge | Numbers | HP | |
| Total Prices | | | | |

- Prices quoted should be inclusive of all taxes, duties and transports
- Guarantee /Warranty wherever applicable Required
- Please submit the sample at the time of submission of quotation
- Printing data will be available in the Store

-----End of the document-----

Signature of Bidder
(Authorised Signatory)

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