

Short term Tender

**TENDER DOCUMENT
FOR**

SUPPLY OF MATERIAL

FOR



B.N.MANDALUNIVERSITY

LALOONAGAR, MADHEPURA (BIHAR) – 852113



B.N.MANDALUNIVERSITY,

Laloo Nagar, Madhepura (Bihar) - 852113

1. SCHEDULE OF EXPRESSION OF INTEREST

Sl. No.	Items	Details
1	Tender No- 1/25	Dated: 10.03.2025
2	Name of the work	Supply of Materials
3	Date of Downloading Bid Documents	11.03.2025
4	Last date and time for submission of bids	21.03.2025
5	Date, Time and Place of Bid opening	24.03.2025, 12:30 AM at office of the Registrar, BNMU

By the Order of the Vice-Chancellor

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10.03.25
Registrar

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10/3/25

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B.N.MANDALUNIVERSITY,

Laloo Nagar, Madhepura (Bihar) - 852113

2. IMPORTANT INFORMATION RELATED TO BID

Sl. No.	Information	Details
1	Cost of Tender Documents:	₹5,000/-
2	Bid Security (Refundable Earnest Money Deposit)	₹1,00,000/-

By the Order of the Vice-Chancellor

Handwritten signature
Registrar 10.05.25

Handwritten initials
 10/3/25

3. BID DETAILS & SCOPE OF WORK

B. N. Mandal University, Madhepura, Bihar – 852113 came into existence on 10th January, 1992. It acts as an affiliating institution and offers Undergraduate, Postgraduate, and Ph.D. programs through its constituents, affiliated colleges, and institutes in Madhepura and nearby cities. The university conducts various professional, vocational [BBA BCA other BLIS, MLIS etc] and technical courses in Science, Commerce, Arts.

B. N. Mandal University, Madhepura, Bihar – 852113 invites short tender for “**SUPPLY OF MATERIALS**” from reputed, leading, professionally and financially sound firm and duly registered firms/ agencies/organizations which have the relevant and similar experience for the **SUPPLY OF MATERIALS**.

By the Order of the Vice-Chancellor

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10.03.25
Registrar

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10/3/25

4. PROCEDURE FOR SUBMISSION OF TENDERS

The University intends to get the rates for the **SUPPLY OF MATERIALS**. Interested Vendors/ Printers/ Suppliers may obtain the tender document from B. N. Mandal University, Madhepura, Bihar - 852113 on any working day by paying ₹5,000/- (Rs. Five Thousand Only) (Non – refundable) as Tender Fees in the form of DD/ Pay Order drawn in favor of “The Registrar, B. N. Mandal University” payable at **Madhepura from 11.03.2025 to 21.03.2025** It can also be downloaded from B. N. Mandal University, Madhepura website www.bnmu.ac.in in which case it's cost should be remitted along with the Technical Bid document.

B. N. Mandal University, Madhepura, Bihar - 852113 invites sealed tenders into two Bid formats (Technical Bid and Financial Bid) for Supply of Materials. The firms/ agencies are also required to carry adequate financial status with an **annual turnover of 3 crores (Three crores)** in each of the last three financial years and Net worth of one crore of each year. The firms and agencies should be a profit-making company/ organization. Technical & Financial bids are to be submitted in separate sealed envelopes “Technical Bid – Envelope A” and “Financial Bid – Envelope B” addressed to “The Registrar, B. N. Mandal University, Madhepura, Bihar- 852113. The technical bid should accompany the **Earnest Money Deposit of ₹1,00,000/- (Rs. One Lakh only) (Refundable)** in the form of account payee demand draft/ banker's cheque of any scheduled/ nationalized bank in favor of “The Registrar, B. N. Mandal University” payable at Madhepura. The tender containing technical bid and financial bid in separate envelopes should be put and sealed in an outer cover (bigger envelope) super- scribed as “**MATERIALS**” and addressed to “The Registrar, B. N. Mandal University, Madhepura, Bihar - 852113”. The tenders should be received through **speed post /courier/ by hand on or before 21.03.2025** The tender received after the stipulated date and time shall not be considered and is liable to be rejected summarily.

The tenders not conforming to the requirements mentioned above and as laid down in the terms and conditions or not accompanied by earnest money and tender fees are liable to be rejected summarily. All pages of the tender should be signed by the bidder with a seal and if not it will be rejected. The technical and financial bids shall be duly filled in and submitted in

original. The writing should be clear and legible. Where figures are furnished, the same is to be written in words. All columns in the tender documents should be filled up. Attach separate sheets wherever necessary.

The tender comprising the technical and financial bid should be signed by all the partners in the case of the partnership firm and by the Managing Director or Director or Secretary authorized by the resolution of the Board of Directors in the case of a private/ public limited firm and by the Proprietor in case of Proprietorship Firm. The bid must be unconditional and in the given format in the tender document.

5. TERMS & CONDITIONS

- a) The University does not bind itself to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers without assigning any reason.
- b) The University also reserves the right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the tender in the process. Preference may be given to the experienced bidder of the related work over the quality and rates.
- c) This document states the complete information on the Tender submission start date and end date.
- d) The tenderer shall be deemed to have studied the items, specifications, and details of the tender and to have acquainted himself / themselves with the conditions attached.
- e) Incomplete/ Conditional tenders are liable to be summarily rejected.
- f) The rates are to be quoted in Indian Rupees only. The bidder shall quote the prices both in words and figures. In case of differences in words and figures, the rates offered in words shall prevail for consideration. GST and Taxes will be paid extra.

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- g) There should not be any overwriting or corrections in the tenders. If the figure is required to be amended, it should be neatly scored out, the revised figure written above and the same attested with signature and date; otherwise, their tender will be liable for rejection.
- h) The bidder must have at least 3 years of work experience in Supply of Material, at least in 3 Universities or Senior/ Secondary School Examinations Board. As a Proof of such work order copies or agreement copies should be submitted along with the Tender.
- i) The bidder should not have been blacklisted or penalized by Any University of India/State Govt. /Any Senior/ Secondary School Examinations Board/ their affiliated Enterprises etc. and should furnish an affidavit on Rs 1000/- Non-Judicial or E-Stamp Paper notarized by Notary to this effect.
- j) The winning bidder is required to enter into a contract or agreement with the University that includes all of the terms and conditions outlined in the tender together with the final approved rates for a three-year period and it can be extended further upon the decision of the University and the Firm.
- k) The tender firm also has to submit oath letter stating that the proprietor has no crime record in any court.
- l) The tender firm also has submit by Notary which states that the firm has not been debarred/blacklisted for any allocated work assigned by any Government or Non Governmental institute.
- m) The firm should preferably be enrolled under EPFO & ESIC for the last 3 years. There should be at least 15 employees recruited under payroll basis. Along with that the tender firm also has to attach the challan of EPFO & ESIC of 10 employees.
- n) **Bid Security:** The **Bid Security of ₹1, 00,000/- (Rs. One Lakh only)**, will be deposited by the tenderer through account payee Demand Draft, Fixed Deposit Receipt, or Banker's Cheque drawn in favor of the "The Registrar, B. N. Mandal University" payable at Madhepura. The tenders will be rejected summarily in case of no submission of Bid Security. The Bid Security of those firms whose tenders are not approved will be refunded. However, no interest will be payable by The Registrar, B.N. Mandal University, Madhepura, Bihar - 852113.

- o) **Payment:** The bills will be settled within 30 days from the date of delivery to B.N. Mandal University, Madhepura, Bihar- 852113. The bills shall be prepared in duplicate in favor of The Registrar, B. N. Mandal University, Madhepura, Bihar – 852113 along with the received copy of challan along with a copy of the work order.
- p) **Delivery:** The supplier selected will be required to deliver it directly to the Central Store of B. N. Mandal University, Madhepura, Bihar – 852113.

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q) **Unresponsive Tenders:**

The following kind of tenders will be treated as unresponsive tenders:

- i) Not meeting the qualifying criteria i.e., carrying required financial status, registered with the appropriate authorities, furnishing the declaration regarding blacklisting on stamp paper, etc.
 - ii) Unsigned in any page of tender document/terms & conditions/ pricing bid document.
 - iii) The tenderer not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case, the tender shall be summarily rejected.
 - iv) In the event of furnishing false/ incorrect/ incomplete/ forged information by the bidder, the Bid Security in respect of such bidder shall be forfeited.
- r) **Amendment to Bid Document:** At any time prior to the deadline for submission of bids, The Registrar, B. N. Mandal University, Madhepura, Bihar may for any reason, whether on his own initiative or in response to query required by any prospective bidder, add/ modify/ delete any portion of the bid document by the issuance of an addendum which would be published on the website. The amendment will be uploaded on B. N. Mandal University, Madhepura, Bihar – 852113, website (www.bnmu.ac.in) for the benefit of all prospective bidders. The addendum shall be binding on all the bidders. It is the responsibility of the Bidder to verify the amendments if any from the tender portal.
- s) **Extension:** The Tender will be valid for three years from the date of award of the Contract and can be extended further upon the decision of the University and the Firm.
- t) **Dispute:** In any case of dispute, the decision of the Hon'ble Vice Chancellor of B.N. Mandal University, Madhepura, Bihar will be final and binding.

6. TECHNICAL BID CHECK LIST

Information on the profile of the item Supplier with Enclosure:		Website/ Office
1.	Tender Document received from	
2.	Name of Firm	
3.	Address	
4.	Nature of the Firm	
5.	Registration under the Shop and Establishment Act	
6.	NSIC Registration Number	
7.	Udyog Aadhar Number	
8.	UDYAM Registration Number	
9.	ISO 9001:2015 Certified Firm/ Company	
10.	SSI Registration Number or Municipal Factory License	
11.	Details of Bank Account: i) Name of the Bank ii) Address iii) Account No.: iv) Savings/Current Account v) IFSC Code: (Please enclose a copy of the cheque leaf duly cancelled)	
12.	Copy of PAN Card	
13.	Copy of GST Registration Certificate	
14.	Copy of I T Return for 2021-22,2022-23and 2023-24	

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15.	Work Order copies of Supply/Confidential Printing work of 3 Universities or Senior/Secondary School Examination Board	
16.	Copy of GST Return 2021-22,2022-23 and 2023-24	
17.	Audited Account Statement (Balance Sheets & Profit and Loss Account) & Annual report for each financial year 2021-22, 2022-23, and 2023-24.	
18.	Affidavit regarding black listing on Non-Judicial or E-Stamp paper of Rs.1000/-	
19.	Details of Cost of Tender i) Name of the Bank ii) DD/BC No. iii) Date iv) Amount	
20.	Details of Bid Security i) Name of the Bank ii) DD/BC No.: iii) Date iv) Amount	

Please sign all enclosures signed with a seal by the owner/partner/director/proprietor.

Please assign page no.- 09 and 10 and indicate against each of the above particulars.

Note:

1. All the documents submitted with this form should be self-attested and stamped by the bidder.
2. Bidder will not enclose any other additional documents other than those asked above.
3. All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned as _____ (Total No. of pages enclosed).
4. It is certified that I/ We have read and understood the above technical specifications and have quoted the rates accordingly. If any deviation is found, then the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

Signature of the bidder

7. UNDERTAKING TO BE GIVEN ON NON-JUDICIAL OR E-STAMP PAPER OF RS. 1,000/-

It is certified that my firm/ agency / tenderer has never been blacklisted by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/ agency as on.....

Signature of the Tenderer:

Place:

Name of the Signatory:

Date:

Name of the Firm/ Agency:

Seal of the Firm/ Agency:

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8. FINANCIAL BID

FOR SUPPLY OF MATERIALS (Taxes and GST will Paid Extra)

Sl. No.	Particulars (in inch)	Description	Rate as per description	Remarks
01	(a) Tabulation Register Page (80 GSM) (13X19) inch	Rate per 100 sheets		
	(b) Marks Sheet Page printed with two lane perforation (100 GSM) A4 White	Rate per 500 sheets		
	(c) Certificate Paper (180 GSM Non-Tearable) A4	Rate per 500 sheets		
	(d) (i) Press Copy setting paper - A4 Printed (ii) Office copy setting paper - A4 Printed	Rate per 100 sheets		
	(e) A4 White Paper (Cut Sheet) 70 GSM	Rate per 500 sheets		
	(f) Legal White Paper (Cut Sheet) 70 GSM	Rate per 500 sheets		
	(g) A3 White Paper (Cut Sheet) 70 GSM	Rate per 500 sheets		
	(h) Provisional certificate Paper 100 GSM	Rate per 500 sheets		
02	(i) Exam. Answer Book of 36 Pages 60 GSM Printed, whiteness 80%	Rate Per Book		
	(ii) Exam. Answer Book of 8 Pages 60 GSM Printed, whiteness 80%			
03	(a) Marks foil (Legal) Printed 60 GSM, with two lane perforation	Rate per 500		
	(b) Paper Setting Envelope (12x5) inch Two colour, Printed	Rate per 500 Envelope		
	(c) Marks Foil Envelope 10X4 inch Tri Color -Yellow, Green & Pink Each Printed	Rate per 500 Envelope		
	(d) TR Envelope (16.5 X 22.5)inch, Printed	Rate per 500 Envelope		
	(e) A4 Envelope (10 X 13)inch, Printed	Rate per 500 Envelope		
	(f) Envelope General, Exam Controller (11x4)inch, printed	Rate per 500		
04	Forwarding for Result 60 GSM Printed	Rate per 500		
05	Bank Challan 58 GSM Printed	Rate per 100 page		

(Note: Taxes/GST will be paid extra)

I / We declare that the financial bid has been submitted without any counter condition and strictly as per the terms and conditions of the tender documents.

Signature of the Bidder