

NOTICE INVITING TENDERS
(NATIONAL COMPETITIVE BIDDING)
SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RING ROAD, RAJA GARDEN
NEW DELHI -110027

1. Online bids are invited on single stage two bid system for "Rate Contract for Stationery Items". Manual bids shall not be accepted.
2. **Document Download:** Tender documents may be downloaded from Shivaji College, University of Delhi web site <http://www.shivajicollege.ac.in/tender.php> and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Published Date	As per CPPP
Bid Document Download	As per CPPP
Bid Submission Start Date	As per CPPP
Bid Submission End Date	As per CPPP
Technical Bid Opening Date	As per CPPP

3. **Bid Submission:**

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions "Instructions To Bidder for Online Bid Submission" provided in the Annexure "Rate Contract for Stationery Items" for online submission of bids - .

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The college has discretion to relax any of the condition mentioned in tender document and/or increase any criteria to short list the bidders during scrutiny of tender.
6. Tenderer who has downloaded the tender from the Shivaji College, University of Delhi website <http://shivajicollege.ac.in/Staffetrl/Tender> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> , <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is

found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Shivaji College .

7. Intending tenderers are **advised to visit again** Shivaji College website <http://www.shivajicollege.ac.in/> and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

8. Applicant contractor must provide demand draft for Rs 2000/- (Rupees Two thousand only) in favour of **Principal, Shivaji College, payable at New Delhi** from any Nationalized/ scheduled Bank valid for six months with their application/downloaded tenders as the cost of tender forms/ documents. The all applicable bank charges shall be born by the applicant and he shall not have any claim what so ever on this account on Government. In case of re- tendering, the firms which has submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sectors undertaking / Govt undertaking firms are exempted from the payment towards cost of tender documents.

EMD Payment:

Earnest Money Deposit of **Rs 20,000/-** is to be deposited through Demand Draft in favour of Principal, Shivaji College, payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods services at NSIC are exempted from furnishing the Bid Security deposit/ EMD/Tender fee. They should furnish with the Bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document. No other bidders are exempted from furnishing Bid Security/ EMD as mentioned above

9. The **Hard Copy of original instruments** in respect of cost of tender document, earnest money, original copy of ITRs, and Audit Reports(last three years) must be delivered to the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027 on or before bid opening date/time as mentioned in critical date sheet.** Tenderer shall likely to be rejected for non-submission of original payment instrument like DD,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.

10. The bidders should have the minimum average turnover of **Rs 5 laes** each in the last 3 financial years (2021-22, 2022-23 and 2023-24) in the same field. Certificate from Chartered Accountant for supporting the same shall be submitted



OR

The Bidders should have **at least three completed similar nature of contract of value Rs. 50,000 in** a single contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes. Relevant proof for supporting (like MOU, work order etc) the above shall be submitted.

AND

The Bidders should submit for the three years audit report and ITR. (**Hard copy to be submitted before closing date**)

11. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter
12. **Panel validity** :- The College will prepare panel for lowest three bides for **Rate Contract for Stationery Items**. In case of unsatisfactory service, **Rate Contract for Stationery Items** contract will be award to next bidder. The panel will be valid for two years for award any part of contract. In case of tie between two or more bidders, then decision of Principal will be final on recommendations of development committee after recording reasons in writing.
13. **Security** :- Rs.20,000/- as security deposit (Performance Guarantee) to be deposited before singing of agreement and refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages/penalty are reported during the tenure of contract period
14. **Period** :- Initially, **Rate Contract for Stationery Items** contract will be awarded for two months. Agreement will be signed for one year after two months on satisfactory report of authorized committee and approved by Principal.
15. **Penalty** :- In case of non-compliances of any terms & conditions mentioned in tender documents, penalty may be imposed from 20% to 100% of particular job.
16. **Extended** :- The agreement may be extended upto two years by Principal after satisfactory service report by authorized committee on same terms and condition.
17. The bidder must have its registered office in Delhi State. Address Proof of the same shall be submitted.
18. The selected bidder/ lowest bidder is bound to supply the items as and when required by the college and bill will be generated accordingly. The college is not bound for any minimum quantity for any of the item specified in the BOQ.
19. Other terms & conditions shall be mutually decided with the bidder at the time of finalization of contract.


PRINCIPAL


ADDITIONAL TERMS AND CONDITIONS

1. Legal Status

The bidder shall be a **proprietorship / partnership / LLP / company**, legally registered in India and active as on the date of bid submission.

2. Statutory Registrations (Mandatory)

The bidder must possess the following valid registrations as on the bid submission date:

- Permanent Account Number (PAN)
- Goods & Services Tax (GST) Registration (unless exempted under applicable law)

3. ELIGIBILITY CRITERIA FOR BIDDERS

1. The tenderer should have the registered / branch office in Delhi.
2. The tenderer should have valid registration / distributorship of supplying stationery or electrical items.

OR

The tenderer should have experience of annual rate contract in supplying of such goods or already serving under annual rate contract of such items in any of the Government department.

4. Past Performance – Similar Work Experience

The bidder must have successfully executed **any ONE** of the following in the last **three (3) financial years (FY 2021–22 onwards)**:

Option A

- At least **Ten (10)** similar completed supply orders of stationery items to **Government / PSU / Autonomous Bodies**, each having a minimum order value of **₹25,000 (Supply to Delhi University Preferred)**

OR

Option B

- At least **two (2)** similar completed supply orders of stationery items or electrical items, each having a minimum order value of **₹3.00 lakh**

Definition of Similar Work:

Supply of stationery items such as paper, registers, notebooks, pens, files, or equivalent office consumables or electrical items.

Supporting Documents:

- Copies of work orders
- Satisfactory completion certificates/ supply completion proof/ CRAC.

The employer reserves the right to **verify credentials and inspect supplied material at any stage** of contract execution.

5. Item-Wise Experience

The bidder must have prior experience in supplying **at least five (5)** items included in the current BOQ under one or more **Government / PSU / Autonomous Body** contracts.

6. Delivery Capability & Local Presence

- The bidder must confirm the capability to deliver the **entire tendered quantity within 15 days** from the date of issue of Purchase Order.
- Supporting proof may include previous delivery completion certificates or PO completion acknowledgements for all orders being shown as work experience.
- The bidder's **registered address must be located within 10 km of the college address** to ensure prompt delivery and compliance with ad-hoc / urgent requirements.

7. Non-Blacklisting Declaration

The bidder must submit a **self-declaration on ₹10 stamp paper** stating that it has **not been blacklisted or debarred** by any Government Department / PSU / Autonomous Body as on the date of bid submission.

8. Performance Security

The successful bidder shall submit a **Performance Security equivalent to 2% of the contract value** within the stipulated time, in accordance with procurement norms.

9. Mandatory Documents

The following documents must be uploaded along with the bid:

- PAN and GST certificates
- Copies of work orders and completion proof
- Self-declarations and requisites as mentioned in the bid document (including non-blacklisting declaration and acceptance of tender terms)

Non-submission of any mandatory document shall render the bid non-responsive.

All specifications mentioned are **minimum requirements**.
Non-compliance shall lead to rejection.

The bidder must meet all eligibility and technical criteria specified herein. Bids failing to meet any mandatory criterion shall be treated as **non-responsive**.

10. Right of Rejection

The buyer reserves the right to reject any or all bids in accordance with applicable procurement rules, without assigning any reason.

List of Documents

- a) Scan copy of UTR and signed tender documents
- b) Scan copy of DD of E.M.D
- c) Scan copy of PAN Card
- d) Copy of GST Registration Certificate (latest)
- e) Complete bank details / cancelled cheque
- f) Copy of working experience serving under annual rate contract in supplying such items

OR

Copy of valid registration / distributorship of supplying stationery or electrical items.

- g) Past Performance – Similar Work Experience Proof along with work order, successful completion certificate. (refer to Point 4 for more details)
- h) Proof of cumulative orders. (Attach order copies and work completion certificates)
- i) Proof of Item Wise Experience (To be highlighted in work orders provided as proof of work experience)
- j) Non-Black Listing Declaration on Stamp Paper
- k) EMD Proof/Receipt

The financial bid of the tender shall be opened only for the tenderers who qualify in the technical bid, and dates for the same will be conveyed to qualified bidders.

All the scanned documents must be sent to the college in hardcopy format (A4 size paper) before bid opening date as mentioned in the tender, with proper numbering on pages and index.