



कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव
कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विश्वविद्यालय, जलगांव
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon
Maharashtra, India
'A' Grade NAAC Re-accredited (4th Cycle)



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E- TENDER DOCUMENTS FOR
SUPPLY OF PRE-PRINTED COMPUTER STATIONARY
(Rates & Tender Valid for Three Years (for 06 (six) Semester))

REF: - KBCNMU/7-G/ET/COMPUTER STATIONARY/ 1569 /2026
Date: 12/05/2026

FOR MORE DETAILS VISIT THE PORTAL OF

<https://mahatenders.gov.in> / www.nmu.ac.in

TOTAL PAGES 01 TO 14

Last Date of Submission: 05/06/2026

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**KAVAYITRI BAHINABAI CHAUDHARI NORTH
MAHARASHTRA UNIVERSITY, JALGAON**

E-TENDER DOCUMENTS

**SUPPLY OF PRE-PRINTED COMPUTER STATIONARY
(Rates & Tender Valid for Three Years (for 06 (six) Semester))**

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TENDER SCHEDULE AND CONTACT DETAILS

SUPPLY OF PRE-PRINTED COMPUTER STATIONARY (Rates & Tender Valid for Three Years (for 06 (six) Semester))

Sr. No.	Key Days of the tender	Start date & time	Closing date and time
01	Tender Release	12/05/2026 10.00 hrs.	---
02	Tender documents downloading	14/05/2026 10.00 hrs.	05/06/2026 17.00 Hrs
03	Online Submission	14/05/2026 10.00 hrs.	05/06/2026 17.00 Hrs
04	Technical Bid opening	09/06/2026 15.00 Hrs. (if possible)	---

Contact below if any query to

1	Mr. Sumit Katkar, For any information/difficulty Regarding online submission of tender	7745827385 7843024910
2	For Technical Information about Tender Offg. System Analyst, Computer Centre	0257-2257325, 26,27
3	General query	0257-2257236,237 (Purchase Dept.)



कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव
कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विश्वविद्यालय, जलगांव
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Maharashtra, India
'A' Grade NAAC Re-accredited (4th Cycle)



**E- TENDER NOTICE OF SUPPLY OF
PRE-PRINTED COMPUTER STATIONARY
(Rates & Tender Valid for Three Years (for 06 (six) Semester))**

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites tender for Supply of Pre-Printed Computer Stationary purchase from manufacturers, authorized dealers/distributors or reputed suppliers to participate in the competitive bidding process. For the detailed tender documents, interested bidder should visit <https://mahatenders.gov.in> and www.nmu.ac.in (for information).

The filled in tender must be submitted online on or before 05/06/2026 5up to 17.00 hrs. Any extension of tender, corrigendum or change in schedule will not be published in newspaper; it will be published only at above mentioned website only.

Ref.: **KBCNMU/7-G/ET/Comp. Stationary/1569/2026**

Date: 12/05/2026

**Director
Board of Examinations and Evaluation**

Instructions for filling of E-Tender

The Director, Board of Examinations and Evaluation, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites e-tender for supply of pre-printed computer stationary from manufacturers, authorized dealers/distributors or reputed suppliers. The details in this regard are given below: -

1. Procedure to submit the tender: All eligible/ interested tender is required to be enrolled on Portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering The vendors should submit online tender in two bid system i.e. Technical Bid and Commercial/ Financial Bid. BOQ (BOQ Rate quoted inclusive of all taxes)
2. Technical Bid: The technical bid shall contain the following documents. The Bidder must Scan the documents and upload all these documents online with first page in technical bid Compulsorily. All the documents must be valid and self-attested by bidder. Non-submission of following requested documents may lead to rejection of offers.

Sr.No.	Name of Document
2.1	Information of the bidder as per (The same should be submitted on letter head) Annexure –A.
2.2	Certificate of incorporation/registration.
2.3	Valid Copy of GST registration certificate
2.4	Copy of PAN card
2.5	Copies of Income tax return filed during last three financial year. (2022-23, 2023-24, 2024-25)
2.6	Proof of annual turnover for the last three financial year as per Annexure- B
2.7	An affidavit that the bidder has never been blacklisted by any government department / government undertaking /any other agency as per Annexure- C
2.8	List of clients to whom the tendered items supplied mentioning the name, address, Landline. No. / Mobile No. of the clients with quantity and date of supply. Annexure-D
2.9	Detailed Description of required pre-printed computer stationary Annexure-E
2.10	Bidder's Declaration on letter head Annexure –F
2.11	Receipts of payment of Cost of tender and earnest money deposit paid through Internet Banking
2.12	Audited balance sheet & profit & Loss account of the company / firm duly audited by Chartered Accountant for last (2022-23, 2023-24, 2024-25)
2.13	Full set of tender documents with seal and signature of bidder or his authorized representative on each page of the tender. (list of document upload with serial page number.)
2.14	The University is looking for well proven branded products conforming to ISO 27001-2022 etc. which are volume produced and are used by a large number of users in India/Abroad. All products quoted should be associated with specific model numbers and names and with printed literature describing configuration and functionality.
2.15	Scan copy of Power of Attorney. - Valid power of attorney issued by the board of directors specifically for this bid in the name of authorized signatory.

3. Financial Bid: The tendering authority will first open the Technical Bid documents of all bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding process. Otherwise, the tender may be disqualified. Financial bid should be submitted online by vendor in the form of BOQ excel sheet given over www.mahatender.gov.in, the supplier shall fill up the column of rate per unit offered by him.
4. Bidder should have valid Digital Signature Certificate (DSC) obtained from any Certifying Authorities.
5. The detail description of Computer pre-printed stationary is provided in the tender documents.
6. The Technical and Financial bid shall be submitted online as per the schedule.
7. University has the right to split the items of this tender to more than one vendor/firm quoting lowest tender amount. Although before this, supplier may be invited for negotiations in university, if needed/required.
8. The Bidders are strictly advised to follow the dates and times allocated to each stage. As indicated in the time schedule. All the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the Stage as defined in the tender schedule. At the sole discretion of the Tender Authority, the time schedule of the Tender stages may be extended.
9. University reserves the right for change in the number of items to be maintained in Schedule.
10. Rate to be quoted should be mentioned at appropriate place in provided in Schedule (BOQ) by the bidder, more over the rate should not be quoted anywhere else in the tender booklet as well as in the blank pages.
11. The university reserves the right to decide whether to open or not open the commercial Bid of the supplier and no objection of any supplier shall be entertained on any ground whatsoever it may be regarding this.
12. No Bid shall be accepted without payment by online earnest money deposit and cost of tender.
13. The successful bidder should submit a printed original bill with GST mentioning the University's **GST no.27AAAJN0465A1ZL** while submitting the payment. proof of payment of the GST amount in the bill will be required to be submitted to the government. the payment will be made after 30 days after the recommendation of concern department (if required technical committee) regarding the satisfactory performance of work.
14. **The rate quoted in BOQ form should be inclusive of all taxes, GST, freight packing, transits Insurance and delivery of material shall have to be given in Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.**
15. The rate should be offered for only the item as mentioned in the Schedule. (as per Annexure-E).
16. **The rates quoted for the items other than description in the tender form shall not be considered for comparison of rates.**
17. **The University is not to bind to accept lowest tenders and reserve the right to accept/cancel any or all tenders without assigning any reason thereof.**

Director
Board of Examinations and Evaluation

General Terms and Conditions of the tender

- 1) The online tender is called for supply of pre-printed computer stationary. (Rates valid for Three Years)
- 2) **Earnest Money Deposit & Cost of Tender:** - Vendors are required to pay **Rs.6000/-** (Rs. Six Thousand only) and **Rs.100000/-** (Rs. One Lacs only) towards Tender Fee and EMD respectively through Net banking (Tender fee Non-refundable & Amount of EMD Refundable)
- 3) **Security Deposit:** -The successful bidder to whom the awarded of tender item shall be required to deposit Rs.2,00,000/- (Rs. Two Lacs only) as a security deposit within 7 days from the date of receipt of letter order. The security deposit will not carry any interest which shall be refunded within 60 days from the date of expiry of the Purchase Order. If the bidder fails to keep the security deposit, then the order will be awarded to the second lowest bidder or the University with holds the total authority for the necessary action to be taken.
- 4) **Termination of Purchase order:** University reserves the right to terminate the purchase order in case bidder fails to supply the ordered material “within the stipulated time. The University also reserves the right to go for next lowest tender, or other appropriate action will be taken.

If due to the above-mentioned reason supply of item is terminated, security deposit shall be forfeited, and the tender may be allotted to the next lowest tender or the university reserves the right to take any other appropriate decision including legal action against the bidder to whom purchase order was awarded.
- 5) The Bid E.M.D. will be forfeited:
 - a. If the bidder withdraws his bid during the period of bid validity specified in the bid.
 - b. In case of successful bidder, if the bidder fails or refuses to accept the purchase order.
- 6) Conditional E-tender shall be out rightly rejected.
- 7) **F.O.R:** -The rates quoted should be F.O. R the University Campus (up to store). The rate quoted by the bidder should inclusive GST, duties, freight, loading and unloading charges etc.
- 8) **Payment:** -**100% payment shall ordinarily be made within 45 days from the date of supply of stationary as per description and approved artwork and after receipt of GSM Report from University Lab/school. The payment will be made by account payee cheque only.**
- 9) **Delivery Period:** - All items as per purchased order must be supplied within 3 to 4 weeks from the date of receipt of purchase order. If the bidder fails to deliver goods/material within the period prescribed for delivery the University will entitle to recover penalty as liquidated damages @ 0.5% of total value of invoice each week or parts thereof during which the delay of such stores subject to maximum in limit of 5%.
- 10) **Artwork:** - **The bidder will be required to obtain final approval to artwork of concerned department before printing of stationary.**
- 11) The University will verify GSM of supplied stationary in University Lab/School and if GSM not found as mentioned in purchase order the University will reject the whole lot of stationary or accept the stationary after charging an appropriate penalty and deducted it's from invoice at the time of payment. However, the decision of university in this regard shall be final.
- 12) The Stationary must be supplied in boxes containing 1000 sheets in each box. Each sheet of computer stationary must be serially numbered. The details of numbering will be provided by concerned department of University.

- 13) Only online tender submitted through Government of Maharashtra portal for e-procurement will be considered. (<https://mahatenders.gov.in>)
- 14) Tender offer must be valid for a period of minimum 120 days from the date of opening of commercial/financial bid. Any offer failing short of the validity period is liable for rejection.
- 15) **The average turnover of the bidder in the last 3 financial year must be at least 50 lakh each year.** (2022-23, 2023-24, 2024-25)
- 16) **Agreement: - The successful bidder will be required to submit an agreement on stamp paper of Rs.500/-within 7 days from the date of receipt of letter for awarding purchase order from University. The agreement should be registered with notary.**
- 17) **Commencement of Purchase of Item:** The P.O. will commence from the date of submission of agreement along with amount of security deposit.
- 18) **ARBITRATION:** The indenter/buyer and the Vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the any of the or part of the terms and conditions of the contract. Parties may refer the disagreement to Hon'ble Vice Chancellor of the University, and his decision will be binding on both the parties.

If within thirty days from the commencement of such negotiations, the indenter /buyer and the Vendor have been unable to resolve dispute amicably, the parties agree that in respect of those matters, as are not defined in the terms and conditions of this Dispute Resolution Clause, or anywhere else in the Contract, the same shall be decided and settled by mutually appointed third party Arbitrator, in accordance with the Arbitration and Conciliation Act, 1996 and the amendments thereof as in operation on the date of execution of the Contract. As a sole arbitrator, his decision shall be final and binding on both the parties.

The place of Arbitration shall be Jalgaon and all costs relating to the Arbitration proceedings shall be borne equally by both the parties. The parties agree that the language for making all the documentation, decisions, orders and resolutions will be English.

- 19) **Jurisdiction:** The courts at Jalgaon alone will have the jurisdiction to try any Matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Jalgaon court shall have Jurisdiction in the matter.
- 20) **The University reserves the right to accept or reject any or all the tenders from any or all the parties without assigning reason thereof.**
- 21) Offer should be complete in all respect. Incomplete offers would not be entertained.
- 22) The University reserves the right to delete/increase/decrease items from the schedule of requirement specified in the tender.

Director
Board of Examinations and Evaluation

Information of the Bidder

Annexure- A

Sr. No.	Particular	
1	Name of the Company / Firm	
2	Registered office Address, Telephone no., and E-mail ID	
3	Correspondence / Contact Address. Details of contact person name, designation, address, mobile no & e-mail ID.	
4	Type of the Organization / (Proprietary / Partnership/ Pvt. Ltd./PSU/Govt./Public Ltd)	
5	Year of establishment and Experience in business (In number of years)	
6	Annual turnover last Three years (2022-23, 2023-24, 2024-25)	
7	GST Registration No.	
8	PAN Card No.	
9	Details of Bank: - Name of Bank Account: Name of Bank : Types of Account : Account Number : IFSC Code : MICR Code :	
10	Capacity in which bid is signed by the bidder each page of the tender. (Proprietor/Partner/Director)	

(All attached documents must be self-attested)

Signature & Seal of the Tender

Annexure –B

Certificate of Annual Turn Over

Sr.No.	Financial year	Annual turnover (In Lacs)
	Last Three year	
1	2023-24	
2	2024-25	
3	2025-26	
4	Average Turn Over (Minimum 1Cr.)	

Seal & Signature of the
Chartered Accountants
UDIN: _____

Seal & Signature of the
bidder authorized representative

(*The above declaration should be submitted on the letter head of supplier.)

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.500/- non judicial Stamp paper by the bidder)

I / We _____ Manufacture / Partner(s)/ Authorized Distributor /agent of M/S. _____ hereby declare that the firm/company namely M/s. ----- has not been blacklisted or debarred in the past by Union / State Government or by any other organization from taking part in tenders in India.

Or

I / We _____ Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. ----- hereby declare that the Firm /Company namely M/s ----- was blacklisted or debarred by Union / State Government or any Organization from taking part in tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in tenders.

In case the above information found false I / we are fully aware that the tender/ purchase order will be rejected/cancelled by University and EMD / SD shall be forfeited. In addition to the above University will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Name _____

Address _____

Attested:

(Public Notary / Executive Magistrate)

List of Clients

Sr. No.	Name and Address of Clients	Contact Number	Supply/Purchase Order no & dt.	Qty & Description of stationary supplied

Note: The above information should be submitted on letter head of the bidder.

Date: / /2026

Name, Signature and
Seal of the bidder

Annexure-E

Detailed Description of Required Pre-Printed Computer Stationery.

(Rates & Tender Valid for Three Years (for 06 (six) Semester))

Sr. No.	Item Description	-	Approximate Qty. Per Semester (Per Exam)
1	80 Col (10x12x1) with logo -60 GSM		25,000
2	80 Col (10x12x2) 1+1 Pre-Printed Stationary with logo -60 GSM		25,000
3	80 Col (10x12x1) Single Blank Stationary-60 GSM		6,000
4	132 Col (15x12x1) Single Pre-Printed Stationary with logo-60 GSM		5,000
5	* 132 Col (15x12x2) 1+1 Ledger Pre-Printed Stationary 1st part on 90 GSM and 2nd part on 60 GSM with logo		1,00,000
6	* A-3 Size Ledger Photocopier Green Paper with logo (420 x 297) 90 GSM		1000 Rim (Each 500 Sheet)
7	* A-3 Size Ledger Photocopier White Paper with logo (420 x 297) 75 GSM		1000 Rim (Each 500 Sheet)
8	* 132 Col (15x12x2) 1+1 (Finance) Ledger Pre-Printed Stationary-1st part on 90 GSM and 2nd part on 60 GSM		5,000
9	80 Col (10x12x1) with logo -60 GSM Pay Slip Single Perforated in two Parts (Finance)		4,000
10	80 Col Pre-Printed Challan Stationary: Paper Size- 10x12x4 (1+3) 60 GSM(Finance)		4,000
11	80 Col Pre-Printed Invoice Stationary: Paper Size- 10x12x3 (1+2) 60 GSM(Finance)		8,000
12	80 Col *Ledger Stationary: Paper Size: 10x12x1 90 GSM(Finance)		8,000
13	80 Col (10x12x3) 1+2 Pre-Printed Letter Head Stationary -60 GSM(Finance)		8,000

- **Item-wise Evaluation:** The rates provided by the bidders will be considered on an item-wise basis rather than as a collective (lump sum) total.
- **Submission of Samples:** After submitting the tender, it is mandatory for bidders to submit paper samples to the University. Each sample must clearly specify the make/brand for every individual item.
- **Phased Procurement:** The aforementioned stationery will be purchased in phases (instalments), depending on the specific requirements of the concerned department.

- Note:
- 1) * **A-Grade paper is required along with company authorization letter.**
 - 2) The above-mentioned quantity is approximate requirement of computer pre-printed Stationary. The orders for supply of stationery will be placed as and when required.
 - 3) Above required stationery needs Serial number on each page.

Seal & Signature of the tender

Annexure-F

**E- TENDER DOCUMENTS FOR SUPPLY OF
SUPPLY OF PRE-PRINTED COMPUTER STATIONARY (Rates &
Tender Valid for Three Years (for 06 (six) Semester))
Bidder's Declaration**

Ref.No.: -KBCNMU/7-G/ET/ Comp. Stat./1569/2026, Date: 12/05/2026

I hereby certify that I have gone through all the information and terms and conditions stipulated in the tender document and hereby confirm to abide by the same. I also hereby certify that the rates quoted in financial/ commercial bid (BOQ) are not more than the rate charged to any other Institution/ Department / Organization.

Signature: _____

Name of signatory: _____

Seal of the bidder

(*The above declaration should be submitted on the letter head of supplier.)

Annexure-G**Only for information (Please coat the rates in Excel BOQ Format)**

Name of Work: Supply of Pre-Printed Computer Stationary (Rates & Tender Valid for Three Years (for 06 (six) Semester))						
Contract No: : NMU/7-G/ET/Computer Stationary/ 1569 /2026, Date 12/05/2026						
SCHEDULE OF WORK / ITEM(S)						
Sl.No	Description of Work / Item(s)	No.of Qty	Units	Estimated Rate	Rate	Amount
1	80 Col (10x12x1) with logo -60 GSM	25,000	Nos	0.00		
2	80 Col (10x12x2) 1+1 Pre-Printed Stationary with logo -60 GSM	25,000	Nos	0.00		
3	80 Col (10x12x1) Single Blank Stationary-60 GSM	6,000	Nos	0.00		
4	132 Col (15x12x1) Single Pre-Printed Stationary with logo-60 GSM	5,000	Nos	0.00		
5	* 132 Col (15x12x2) 1+1 Ledger Pre-Printed Stationary 1st part on 90 GSM and 2nd part on 60 GSM with logo	1,00,000	Nos	0.00		
6	* A-3 Size Ledger Photocopier Green Paper with logo (420 x 297) 90 GSM	1000 Rim (Each 500 Sheet)	RIM	0.00		
7	* A-3 Size Ledger Photocopier White Paper with logo (420 x 297) 75 GSM	1000 Rim (Each 500 Sheet)	RIM	0.00		
8	* 132 Col (15x12x2) 1+1 (Finance) Ledger Pre-Printed Stationary-1st part on 90 GSM and 2nd part on 60 GSM	5,000	Nos	0.00		
9	80 Col (10x12x1) with logo -60 GSM Pay Slip Single Perforated in two Parts (Finance)	4,000	Nos	0.00		
10	80 Col Pre-Printed Challan Stationary: Paper Size- 10x12x4 (1+3) 60 GSM(Finance)	4,000	Nos	0.00		
11	80 Col Pre-Printed Invoice Stationary: Paper Size- 10x12x3 (1+2) 60 GSM(Finance)	8,000	Nos	0.00		
12	80 Col *Ledger Stationary: Paper Size: 10x12x1 90 GSM(Finance)	8,000	Nos	0.00		
13	80 Col (10x12x3) 1+2 Pre-Printed Letter Head Stationary -60 GSM(Finance)	8,000	Nos	0.00		
Total in Figures						