



MAA MANIKESHWARI UNIVERSITY
ମା ମାଣିକେଶ୍ଵରୀ ବିଶ୍ଵବିଦ୍ୟାଳୟ
माँ माणिकेश्वरी विश्वविद्यालय
(Erstwhile : Kalahandi University)
Manikya Vihar, Bhawanipatna, Kalahandi, Odisha

No. 9733/MMU

Dt. 17/7/25

NOTICE INVITING TENDER

Sealed quotations are invited from interested Dealers, Suppliers and Manufacturers having valid GSTIN certificate, PAN card and authorized dealer certificate for supply of office stationeries items to Maa Manikeshwari University, Bhawanipatna to be used at various departments and office of the university. The quotations completed in all respect should reach to the Office of the Registrar, Maa Manikeshwari University, Manikya Vihar, Bhawanipatna, Kalahandi by Regd. / Speed Post on or before dtd. 29.07.2025 by 5.00 PM. The tender papers will be opened on 30.07.2025 at 11.30 A, M. in the office chamber of the undersigned. The details tender papers are available in the University website [www.https://kalahandiuniversity.ac.in](https://kalahandiuniversity.ac.in). The authority reserves the right to cancel any/all the quotation(s) without assigning any reasons thereof.

Registrar

Maa Manikeshwari University

Bhawanipatna

REGISTRAR

Maa Manikeshwari University
Bhawanipatna

GENERAL TERMS AND CONDITIONS

1. Submission of quotation/ tender/ bid in one Bid System

The Bid/ Tender/ Quotation shall be submitted in one -bid system, i.e. Financial Bid. Financial bid of the quotation should be sealed in one envelop and it must be clearly mentioned on the top of the envelopes as (Financial Bid) and also indicating the following details thereon:

- i) Reference No. of Tender (in Capital letter on the top of the envelope):
- ii) Tender regarding (in Capital letter on the top of the envelope as **OFFICE STATIONERIES**).
- iii) Due date for submission of Tender:
- iv) Name and Address of the firm:

The bids are to be opened by the Purchase Committee for evaluation, scrutiny and ranking for awarding the Supply Order/ Contract.

1.1. General information in the tender paper should contain the following documents: (Annexure-I)

- a) The firm, desirous of quoting office stationeries must have annual turnover of Rs. 10.00 Lakhs or more for the financial year 2024-25. A declaration in this regard should be submitted along with supporting documents.
- b) Copy of Valid GSTIN Registration Certificate.
- c) Copy of PAN.
- d) Copy of Audited Balance Sheet for last 03 years.
- e) The authorisation certificate of OEM/ authorised Manufacturer/ Distributor/ Dealership Certificate for respective items
- f) Non-refundable tender fee.
- g) EMD Details:

1.2. Financial Bid Should Contain the Following Documents:

- a. Break up price as per format (Annexure-II)
- b. Total Price must include all admissible taxes including transportation charges and delivery charges. The University will make necessary payment in Indian currency only.
- c. No conditional price will be taken into consideration. No escalation of the price in later stage is acceptable.

1.3. Other Terms and Conditions:

- i: The cost of the tender is Rs. 200/- (Rupees hundred only) which is non-refundable.
- ii. EMD of Rs. 3,000.00 (Rupees three thousand only) of quoted amount in the shape of Bank Draft drawn in favour of Comptroller of Finance, Maa Manikeshwari University payable at Bhawanipatna with three-months validity.
- iii. Companies / Agencies which are registered with MSME and NSIC will be given preference and need not submit application fee and EMD amount (Copy certificate of MSME and NSIC should be attached).
- iv. Submission of quotations without tender cost, EMD and received after due date and time will be summarily rejected.
- v. The quotations completed in all respect should reach to the Office of the Registrar, Maa Manikeshwari University, Manikya Vihar, Bhawanipatna, PIN-766001 by Speed/Regd. Post only on or before Dt. 29.07.2025 by 5.00 PM. The quotations received after due date or incomplete in any respect shall summarily be rejected. The tender papers will be opened on 30.07.2025 at 11:30 AM in the Office Chamber of the Registrar, Maa Manikeshwari University, Manikya Vihar,



Bhawanipatna, Kalahandi- 766001. The quotationers or their authorized representatives may remain present during the opening of the tender papers.

- vi. The price should be quoted in the Indian currency only.
- vii. The bid should remain valid for a period of one year from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- viii. The successful bidders should supply the goods within a period of 15 days from the issuing date of purchase order by the competent authority and shall be delivered to the Person concerned of the University that will be mentioned in the supply order.
- ix. The EMD of the successful bidders will be refunded after the supply of the goods.
- x. The EMD of the unsuccessful bidders will be returned as such to the concerned quotationers immediately after finalization of the tenders by Regd. Post.
- xi. The invoices should be submitted in triplicate in the name of "The Registrar, Maa Manikeshwari University, Manikya Vihar, Bhawanipatna-766001" for pass and payment. The payments will be made only after supply of goods and receipt of related documents.
- xii. The University authority reserves the right to refuse payment in the event of supply of low-quality goods.
- xiii. The authority of the Maa Manikeshwari University, Bhawanipatna reserves the right to accept/ reject any part or all quotations; and also increase or decrease the number of individual items to be procured; or cancel the entire procurement process without assigning any reason thereof.
- xiv. Once the rate is approved by the Purchase Committee and supply order is placed to the successful bidder and in the event of failure on the part of the bidder for supply of goods on any account, the authority reserves the right to forfeit the EMD.
- xv. The rates/ price should be quoted in Indian currency only and payment shall be made in Indian Currency. The price shall be inclusive of all taxes (Rate & Taxes should be mentioned separately), including transportation cost charges.
- xvi. Disputes, if any arises, with regard to the tender/ quotation shall be settled within the jurisdiction of Bhawanipatna Court, Odisha only.


Registrar
Maa Manikeshwari University
Bhawanipatna


General information sheet for tender of office contingency items

1	Name	
2	(Registered with MSME/NSIC/Others):	Y/N
3	Address with telephone no. & fax	
4.	E-mail id of the Organization	
5.	Name of authorized signatory	
6.	Specimen signature of the authorized signatory	
7.	Telephone number of authorized signatory	
8.	Instrument No. and date of the tender document cost of Rs. 200/- (Non-Refundable) submitted by the organization	(In shape of Demand Draft)
9	Furnishing of EMD	Y/N
10	PAN	(Attach self-attested copy of PAN card)
11	Proof of Annual turnover above Rs. 10.Lakh (Attached the Statement of profit and Loss account of Last Three Years)	Y/N
12	Job Executed earlier: (attached proof)	Y/N
13	Undertaking that the firm has not been debarred / blacklisted by any Govt. Organization / Semi Government Organization / PSUs.	Attach the undertaking with signature & seal of the organization
14	Other Informations if any	

DECLARATION:

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/I/us that the information furnished above are full and correct to the best of my / our knowledge. I/we understand that in case of any deviation / false information in the above statement at any stage, our Firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

Place:**Date:****(Signature & Seal of the Authorized Signatory)**

Bhawanipatna, Kalahandi- 766001. The quotationers or their authorized representatives may remain present during the opening of the tender papers.

- vi. The price should be quoted in the Indian currency only.
- vii. The bid should remain valid for a period of one year from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- viii. The successful bidders should supply the goods within a period of 15 days from the issuing date of purchase order by the competent authority and shall be delivered to the Person concerned of the University that will be mentioned in the supply order.
- ix. The EMD of the successful bidders will be refunded after the supply of the goods.
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- xii. The University authority reserves the right to refuse payment in the event of supply of low-quality goods.
- xiii. The authority of the Maa Manikeshwari University, Bhawanipatna reserves the right to accept/ reject any part or all quotations; and also increase or decrease the number of individual items to be procured; or cancel the entire procurement process without assigning any reason thereof.
- xiv. Once the rate is approved by the Purchase Committee and supply order is placed to the successful bidder and in the event of failure on the part of the bidder for supply of goods on any account, the authority reserves the right to forfeit the EMD.
- xv. The rates/ price should be quoted in Indian currency only and payment shall be made in Indian Currency. The price shall be inclusive of all taxes (Rate & Taxes should be mentioned separately), including transportation cost charges.
- xvi. Disputes, if any arises, with regard to the tender/ quotation shall be settled within the jurisdiction of Bhawanipatna Court, Odisha only.


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Annexure II

(For Financial Bid of office contingencies)

Sl. No	Name of the Item *	Price	Tax in %	Total
1.	Dari (12 x 12 Feets)			
2.	Door Mat (2X3 feets)			
3.	Water Glass (250 ml)			
4.	Hard Bound Note Book			
5.	Stock Register (200 pages)			
6.	Register (120 Pages)			
7.	Dust free Chalk (White)			
8.	Dust free Chalk (Colour)			
9.	Duster			
10.	Water Bottle (1 lt)			
11.	Acid for toilet cleaning (1 lts)			
12.	Phenyl (1 litre)			
13.	Handwash (500 ml)			
14.	Towels (white Standard)			
15.	Rubber Band			
16.	Envelope (A4 size)			
17.	Stamp Pad (Small)			
18.	Eraser			
19.	Paper Punch (1 hole)			
20.	Paper Punch (2 holes)			
21.	Stapler (size 24/6)			
22.	Small Stapler (No.10)			
23.	Stapler Pin (size 24/6)			
24.	Stapler Pin (No.10)			
25.	Alpin			
26.	James Clip			
27.	Notice Board Pin			
28.	Pen Stand			
29.	70 GSM Paper (A4 size) Pkt			
30.	Dustbin (10 Litres)			
31.	Tea/Cup Glass/Tray Set			
32.	Distilled Water (in Ltr)			
33.	Bucket (15 Litres)			
34.	Mug (1.5 litre)			
35.	Table Cloth (3x5 feets)			
36.	Marker (Blue/Black/Red/Green)			
37.	Marker Ink (Blue/Black/Red/Green)			
38.	Whitener			
39.	Highlighter			

40.	Battery (AAA)			
41.	First Aid Kit (Medium)			
42.	Scale (24 inch)			
43.	Pen (Blue/Black/Red)			
44.	Pencil HB (In Pkt)			
45.	Guard File			
46.	Scissors (21cm)			
47.	Tag (Pkt)			
48.	Sticky Notes			
49.	Cello Tape			
50.	Glue (500 ml)			
51.	Transparent Folder (A4)			
52.	Cover Files			
53.	Files/Cobra File			
54.	Mop			
55.	Jhadu			
56.	Wiper			
57.	Windows Curtain			
58.	Door Curtain			
59.	Paper Weight			
60.	Lock & Key			
61.	Wall Clock (25 Cm)			
62.	Graph paper A4 Size (Pkt)			
63.	Tracing paper (A4 Size) (Pkt)			
64.	Extension cord (5 socket, 5 meters)			
65.	Calculator Scientific			

Undertaking of debarment

I/we hereby certify that our Firm / Agency has not been blacklisted / debarred by any organisation in the past. If any such antecedents are found against the firm/agency the award of tender may be forfeited.

Place:

Date:

(Signature & Seal of the Authorized Signatory)