

Veermata Jijabai Technological Institute
H R Mahajani Marg, Matunga, Mumbai – 400019

Tender Notice

TENDER ARE INVITED FOR SUPPLY OF PRINTING & STATIONERY MATERIALS.

(Tender No: VJTI/Institute/2021/Tender/01)

Downloading of Tender Document	From 28/06/2021 to 12/07/2021 (VJTI Website www.vjti.ac.in)
Last date & time or submission of Tenders	12/07/2021 at 3.00 PM
<ul style="list-style-type: none">• No Tender Document will be accepted after the date and time given above.	


23.6.21
REGISTRAR

4/6/21


DIRECTOR

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE,
Matunga, Mumbai 400 019.**

Date:- 15/06/2021

Tender Notice

Tender are invited for supply of printing & stationery material.

1	Name of work :	Printing & Stationery Material	
2	Period of Tender Download :	28/06/2021 to 12/07/2021	
3	Submission of tender fee :	Rs. 3,540/- (Non - Refundable)	Tender Fee Rs. 3,000/- GST 18% Rs. 540/-
4	Earnest Money Deposit :	Rs. 15,000/-	
5	Last date of submission of tender document :	12/07/2021	
6	Contract Period	One year	
7	Tender Submit :	Inward Section, Main Building 1 st floor, Veermata Jijabai Technological Insitute, H. R. Mahajani marg, Matunga, Mumbai 400 019.	

Tender forms, Tender qualification Criteria, Terms & Conditions are available on official website <http://vjti.ac.in> If any queries regarding tender please contact Store Department (022-24198111).


Director

TERMS & CONDITIONS OF TENDER

1. **Print in GST NO. Compulsory, otherwise Tender will be rejected.**
2. **Approved Rates will be valid for ONE YEAR (Material supply as per Requirement)**
3. The tender will be valid for a period of 30 days.
4. Method of payment for EMD & Processing Fee:-
5. - **(i) EMD of Rs.15,000/- (Rs. Sixty Thousand Only)**
- **(ii) Processing fees of Rs. 3,000 + GST 18% 540 = 3,540/- (Rs. Three Thousand Five Hundred forty Only)**
6. Steps to be followed for making **online payment** through “STATE BANK COLLECT”
 - a. Log On to <https://www.onlinesbi.com>
 - b. Home Page STATE BANK COLLECT
 - c. Click on State Bank Collect
 - d. Click Checkbox to Accept ‘Terms & conditions’
 - e. Then click on ‘Proceed’
 - f. Select State as ‘Maharashtra’
 - g. Select Type of Category as ‘Educational Institutions’
 - h. Click on ‘Go’
 - i. Select the Name of the institution as ‘Veer mata Jijabai Technological Institute’.
 - j. Select the ‘Payment category’ ‘EMD and/or Tender Processing Fee’ on next screen Enter Name Of firm, Place, PAN, GST No, Enter appropriate Tender Number, Enter appropriate Amount in Rupees.
 - k. Proceed as instructed and Click on ‘Submit’
 - l. On next screen verify details and click on ‘Confirm’
 - m. You will be taken to payment gateway.
 - n. Select appropriate payment mode.
 - o. Check the charges/commission applicable for selected ‘Mode of Payment’.
 - p. Follow instructions to Print Challan and pay at any branch of SBI Bank in Cash / Pay ‘online’ Using Internet Banking / Credit / Debit card.
 - q. Print e-receipt and submit along with Tender.
 - r. Mandatory RTGS /NEFT form should be attached with online receipt for refund purpose.
7. **The Earnest Money Deposit of the unsuccessful tenderers shall be returned within three months of the opening date without any interest.**
8. Sealed tender be submitted in office hours at the address mentioned below -
Tender should be submitted at the Inward Section, Veer mata Jijabai Technological Institute, Main Building 1st floor, H. R. Mahajani Marg, Matunga, Mumbai 400 019.
9. (a) Tender received after the due date and time will not be considered. If the due date turns out to be a Holiday for unforeseen reason, tender would be accepted on the next working day.
(b) The tender should be submitted on letter head with signature & seal only.
Xerox copy of the letter head will be rejected.
(c) Each bidder shall submit only one tender price quotation on which GST Pan No. should be Mentioned. Each price quotation page should be signed & stamped by tenderers / quoter.
(d) Information brochures/ product catalogue, if any must be accompanied with the tender.
(e) Detailed specification of items enclosed - annexure I.
(f) Correction / overwriting on rates quoted will not be accepted, if occurs, such tender is Liable to reject.
(g) If lower quoter deny to accept tender the EMD submitted be liable to forfeit.

10. Taxes:

- (a) Please provide your PAN Card No. & GST No.
- (b) Rates should be quoted exclusive of all taxes (if any) and be clearly indicated in prescribed format separately.

11. Delivery:

- (a) Delivery of material should be free at Institute premises.
- (b) Material should be delivered within 07 days from the date of the purchase order or in Specified time limit.
- (c) The order placed is liable to be cancelled if the delivery terms are not honoured.
- (d) Goods delivered after the due date are likely to be rejected.
- (e) Applicable taxes shall be quoted separately for all items.

12. Payment:- No advance payment will be made

13. All rights are reserved to cancel any part of it or all tender assigning without any reason.

ANNEXURE - I

**LIST OF ITEMS FOR SUPPLY STATIONERY & PRINTING MATERIAL WITH
SPECIFICATION**

RATE WILL BE VALID FOR ONE YEAR (MATERIAL SUPPLY AS PER REQUIRMENT)

Sr. no.	Specification	Qty.	Unit Price	%	Tax Amount	Price per unit (Including Tax)	Total Price
1	Xerox Paper A-4 Size-21cm X 29.7cm Original Mill Pack Bilt copy power 75 GSM 2.3kg Original mill packing 500 sheet in each packets.	2,500 Ream					
2	Xerox Paper 'F' Bilt copy power Size-21.5cm X 34.5cm Original Mill Pack Bilt copy power 75 GSM 2.80 kg Original mill packing 500 sheet in each packets.	50 Ream					
3	Xerox Paper A-3 Size-29.7cm X 42cm Original Mill Pack Bilt copy power 75 GSM 4.70 kg Original mill packing 500 sheet in each packets.	50 Ream					
4	Xerox Paper A-4 Size-21cm X 29.7cm Original Mill Pack Bilt copy power 100 GSM 3.12 kg Original mill packing 500 sheet in each packets.	50 Ream					
5	Box File 'F' Cap <u>original kangaroo clip to use.</u> VJTI Logo & Full address to be printed Standard Quality.	1,000 Nos.					
6	Office File 'F' 92 Lbs Std. Clip to be use. 31.5 kg card to be use, Mix Colour VJTI Logo & Full address to be printed Standard Quality.	3,000 Nos.					
7	Spring File 'F' 92 Lbs Std. Clip to be use. 31.5 kg card to be use, Mix Colour VJTI Logo & Full address to be printed Standard Quality.	500 Nos.					
8	Plain Envelope Brown Size-9.5"x4.5" Std size, 80gsm Paper to be use VJTI Logo & Full address to be printed Standard Quality.	5,000 Nos.					
9	Window Envelope Brown Size-9.5"x4.5" Std size, 80gsm Paper to be use VJTI Logo & Full address to be printed Standard Quality.	3,000 Nos.					
10	Brown Envelope Size-17"x14" 80gsm Paper to be use VJTI Logo & Full address to be printed Standard Quality.	5,000 Nos.					
11	Inside Laminated Green Envelop Size-17"x14" 80gsm Paper to be use VJTI Logo & Full address to be printed Standard Quality.	5,000 Nos.					
12	Brown Envelope Size-16"x12" 80gsm Paper to be use VJTI Logo & Full address to be printed Standard Quality.	1,000 Nos.					
13	Inside Laminated Green Envelope Size-16"x12" 80gsm Paper to be use VJTI Logo & Full address to be printed Standard Quality.	1,000 Nos.					
14	Envelope 16" X 6: Brown 80 gsm VJTI Logo & Full address to be printed.	3,000 Nos.					

Sr. no.	Specification	Qty.	Unit Price	%	Tax Amount	Price per unit (Including Tax)	Total Price
15	Envelope Green 16" X 6" VJTI Logo & Full address to be printed.	3,000 Nos.					
16	Brown Envelope 14" X 5" 80gsm VJTI Logo & Full address to be printed.	2,000 Nos.					
17	Green Envelope 14" X 5" 80gsm VJTI Logo & Full address to be printed.	2,000 Nos.					
18	Pension File 'F' Cap Spring file std. 240 GSM Card board paper to be used with printing matter (as per sample).	200 Nos.					
19	Register Full Scape 1Qr Original 60gsm Maplitho paper to be use standard quality (Sunny NX Delux).	240 Nos.					
20	Register Full Scape 2Qr Original 60gsm Maplitho paper to be use standard quality (Sunny NX Delux).	240 Nos.					
21	Register Full Scape 4Qr Original 60gsm Maplitho paper to be use standard quality (Sunny NX Delux).	60 Nos.					
22	Register Full Scape ledger paper 6Qr (Sunny NX Delux).	24 Nos.					
23	Drawing Sheet Half imperial 200gsm sunlight paper.	5000 Nos.					
24	Chalk Dustless kores make 144 stick in each box.	10 Box (18 Small Box Each.)					
25	Mix Colour Chalk kores make 144 stick in each box.	5 Box (18 Small Box Each.)					
26	Black Board Duster Plastic frame with standards sponge kores make / any standard make.	100 Nos					
27	Ribbon Folder Two Flap standard Use Cotton Patti only.	500 Nos.					
28	Ribbon Folder Four Flap Standard use Cotton Patti only.	100 Nos.					
29	Punching Machine small DP-280 Kangaroo.	50 Nos.					
30	Punching Machine Big Heavy Duty DP 800 Kangaroo Make	2 Nos.					
31	L Folder morocco Plastic A4 Size standard Clear Transferrent.	300 Nos.					
32	'U' Clip Delux Lion Clip / Raju make 26mm (10 Small Box in Each packet).	50 Box (10 Small Box Each)					
33	Big 'U' Clip Delux Lion Clip / Raju Make (10 Small Box in Each Packet).	10 Box (10 Small Box Each)					
34	Stamp Pad Ink 100ml kores purple.	100 Nos.					
35	Pure Rubber Band Leera's make (100 gm. each packet) Mix Assorted	100 Packet					
36	Brown Tape 2" inch Wonder 60mtr. Original wonder make only.	120 Nos.					
37	Transferrent Tape 2" inch Wonder make 60mtr. Original wonder make only.	120 Nos.					
38	Transferred Tape 1" inch	60 Nos.					
39	Signature Folder (as per Sample)	50 Nos.					
40	SVS – 307T Plastic File Std.	100 Nos					

Sr. no.	Specification	Qty.	Unit Price	%	Tax Amount	Price per unit (Including Tax)	Total Price
41	Writing Pad Size – 5.5” X 8.5” 10 Pages in each Pad (Deluxe Quality) (as per sample) (Conference pad (Navneet make)	500 Nos.					
42	Original HP Laser Jet Printer Cartridge CE505A Black with H/P company certificate/ Hard copy along with soft copy from HP.com	05 Nos.					
43	Original HP Laser Jet Printer Cartridge CC388A Black with H/P company certificate Make	50 Nos.					
44	Original HP Laser Jet Printer Cartridge Q2612A Black with H/P company certificate Make.	25 Nos.					
45	Samsung Printer Cartridge for – SCX- 3401 Make with certificate of original – Samsung company.	10 Nos.					
46	Pacific Compatible Toner Cartridge 88A	50 Nos.					
47	Pacific Compatible Toner Cartridge 12A	25 Nos.					
48	Brother Toner Cartridge Make	5 Nos.					
49	Muster Roll 2Qr with Ledger Paper & Rexene Binding (Navneet / Sundaram)	100 Nos.					
50	Magnetic Pin Cushion (Sunny Delux)	20 Nos.					
51	Post it Note MUSIC555 3A (Prompt MC) Three Colour	100 Nos.					
52	Sutal ½ Kg Bundle	50 Bundle.					
53	Correction Pen Camlin make	50 Nos.					
54	Pin Vikram make 90gm	100 Small Box					
55	Ball Pen – 20 Nos. each pkt Black, Blue, Red Use & Throw (BellyMake)	20 Box each					
56	Spong	20 Nos.					
57	Stapler Machine 10D Kangaroo Make	100 Nos.					
58	Stapler Machine HP-45 Kangaroo Make	5 Nos.					
59	Stapler Pin 24/6 Kores/Kangaroo Make	10 Box (20 Small Box Each)					
60	Stapler Pin Remover SR - 300	2 Nos.					
61	Red Tag 10 inch length	5 Bundle					
62	Highlighter Pens Yellow Colour	5 Box (10 Pcs in each Box)					
63	Permanent Marker Pen Black & Blue & Red Camlin make	20 Nos. each					
64	Peon Book Size 9” X 14 with Leader Paper & Rexine Binding (Sunny Delux)	50 Nos.					
65	White Thread / Twin White	100 Box (8 Small ball in each box)					
66	Graph Paper Inches A4 Size 100 Sheet	50 Pad.					
67	Graph Paper Semilog A4 Size 100 Sheet	50 Pad.					
68	Graph Paper Centimeter A4 Size 100 Sheet	50 Pad.					

Sr. no.	Specification	Qty.	Unit Price	%	Tax Amount	Price per unit (Including Tax)	Total Price
69	Personal File (as per sample)	100 Nos.					
70	Stamp Pad Big 95mm X 159mm Purple	100 Nos.					
71	Notice Board Pin	20 Pkt (in Colour)					
72	CD Marker Pen (Red, Green, Blue)	30 Nos.					
73	30cm Steel Scale 1MM (Ajanta Make)	20 Nos.					
74	Black Binder Clip						
	i) 19MM	10 Box (12 Small Box each)					
	ii) 25MM	10 Box (12 Small Box each)					
	iii) 32MM	10 Box (12 Small Box each)					
	iv) 51MM	20 Box					
75	Gum Bottle (Non toxic) (Camel Make 700 ml)	100 Nos.					
76	Page Divider Separator in Colour	10 Pkts.					
77	Pen Drive disk 16/32GB (Transcend Make)	25 Nos.					
78	White Board Marker (Camlin / Kores Make) Colour: Black, Blue, Red, Green.	50 Nos. (Each Colour)					
79	Apsara Non-Dust Eraser	50 Nos.					
	Net Amount :-						

Supplier Signature & Stamp

Total Bid Price in figure			
Total Bid Price in word			
Signature of Bidder with seal			
Business Address			
Tel No.		GST No.	
Mobile No.		PAN No.	
Fax No.		Service Tax No.	
e-mail			

Place :

Date :

Signature with seal

Mandatory form for NEFT / RTGS Payment to Party / Contractor

Name of the Party / Contractor As written on Passbook	
Address of Party / Contractor for Communication	
Party / Contractor Permanent Account No. (PAN No.)	
Party / Contractor Goods and services Tax (GST No.)	
Mobile No.	
Email ID	
Name of the Bank where NEFT / RTGS to be done	
Bank Branch Name	
Address of the Branch	
	State: _____ Pin: _____
Bank IFSC Code	
Bank Account Number	
I declare that all the information providing by me is true in all respect.	

Note: Cancelled cheque (Xerox Copy) attached this form.

Signature of Party / Contractor