



MAHATMA GANDHI CENTRAL UNIVERSITY

Tender Notice for Registration/Empanelment of Vendors/Suppliers for

Toner, Printer Cartridge, Office Stationeries & Others, Sanitation Items, Electronic Items, Computer Peripherals & Others, Audio Visual Equipment, Printing Materials, Office Furniture, Electrical Installation and Accessories, Laboratory Equipment, Laboratory Chemicals and Glassware, Sports & Gym Equipment, Event Management.

Schedule for processing of the Tender:

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| Tender No. & Dated: | Tender No. 11/03/2021/MGCUB Dated 12th March 2021 (Friday) |
| Date of Commencement for issue of Tender: | 12th March 2021 (Friday) |
| Last Date for submission of Tender: | 1st April 2021 (Thursday) (3:00 PM) |
| Date of Opening of Technical Bid: | 5th April 2021 (Monday) (11:00 AM) |

NOTICE

The University Invites offers from the interested companies/ firms/ registered (authorised) dealers, which are in the business of services of specified categories as mentioned in this offer. Registration Form can be filled, submitted and documents containing terms and conditions can be downloaded from the University website www.mgcub.ac.in.

Hard copy of the Registration Form along with non-refundable fee of **₹1,000/-** (₹ One Thousand only) **for each category (which category you are interested for)** in the form of **Demand Draft in favor of Mahatma Gandhi Central University**, payable at Motihari must reach the office of **The OSD Administration, Mahatma Gandhi Central University, Motihari, Dr Ambedkar Administrative Building, Near OP Thana, Raghunathpur, District - East Champaran, Bihar by registered post.** CPP Portal web site- www.eprocure.gov.in

The last date for submission of application is **1st April 2021 upto 03:00 p.m.**
Applications received after last date of submission will not be considered.

TERMS AND CONDITIONS

1. Eligibility & Categories for Registration / Empanelment

a) Companies/firms/registered (authorised) dealers, which are in the business of services of specified categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

b) Companies/Firms which has been registered at GEM Portal will be preferred.

2. Benefits of Registration

The Companies/firms/registered (authorised) dealers registered with Mahatma Gandhi Central University will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised are sent to the registered Companies/firms/registered (authorised) dealers by Speed Post/ Registered Post/ Registered E mail.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to them giving advance information to enable them to purchase the Tender sets.

3. Empanelment/Registration Procedure

- 3.1. The applicant should read all the pages of the document.
- 3.2. Correct/relevant information/data have to be furnished by the vendor.
- 3.3. The applicant should make sure before applying that they have the required eligibility criteria & experience of the work.
- 3.4. Service providers/suppliers seeking Empanelment / Registration shall have to pay the requisite (cost/fee) amount as stated below, for registration/empanelment. The amount shall be paid by a demand draft drawn in favour of **“MAHATMA GANDHI CENTRAL UNIVERSITY, MOTIHARI”**, payable at **Motihari**. The cost of Registration

and processing fees to be remitted along with the forms, shall be as ₹ 1,000/- (Rupees One Thousand only) or each category (which category you interested for).

- 3.5 Service providers/suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to **OSD Administration, Mahatma Gandhi Central University, Motihari, Dr Ambedkar Administrative Building, Near OP Thana, Raghunathpur, District - East Champaran, Bihar** by Speed Post/ Registered Post only on or before the due date i.e., **1st April 2021 upto 03:00 p.m.**
- 3.6. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.7. The sealed envelope containing the Registration Form, documents & fee should be clearly mentioned on the top of the envelope as **“APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE CATEGORY CODE ”**.
- 3.8. Vendors/Firms registered with NSIC/ NCCF (for items specified by NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.
- 3.9. The following self-certified essential documents (as applicable) should accompany the Registration Form:
 - 3.9.1. GST/ CST / VAT / TIN No.
 - 3.9.2. Trade License, Factory License.
 - 3.9.3. Income tax Permanent Account No.
 - 3.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - 3.9.5. Registration Certificates with DGS&D/NCCF
 - 3.9.6. Valid SSI/NSIC Certificate (If Registered)
 - 3.9.7. Current dealership Agreement /Registration Certificate from the Principal.
 - 3.9.8. Annual Turnover CA certified Certificate for last 3 years & Copy of IT Return for the year 2017-18, 2018-19, and 2019-20.
 - 3.9.9. Bank Details.
 - 3.9.10. Relevant ISO/ISI certificate.
 - 3.9.11. A notarized certificate that the vendor hasn't been blacklisted by any institution of the Central/ State government / PSU, University, Institute etc. in past three year.

- 3.10. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the Mahatma Gandhi Central University, Motihari
- 3.11. The firm will be considered for registration / Empanelment for an initial **period of one year** and will be considered for renewal for another one year based on the performance evaluated by the University.
- 3.12. **Service/ Branch Centers:** Service Centre (s) / Branch in Motihari/ Patna may be mentioned. For authorized distributor / Partner the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the vendor may be blacklisted by the University.

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4. CATEGORY WISE LIST OF ITEMS / WORK

| Sl. No. | Category | Category Code | Particulars of Items |
|---------|---|---------------|---|
| 1 | Toner | M001 | B & W and Colour Toner for Photo Copier Machine Ricoh Make etc. |
| 2 | Printer Cartridge | M002 | B & W and Colour Printer Cartridge for HP, Canon Make LaserJet/ Multifunction Printers etc. |
| 3 | Office Stationeries & Others | M003 | All types of Office Stationeries like A4, A3 Paper, Label Sheets, Hole Guard, Numbering Machine, Note sheets (Legal Size: printed or plain), Envelops (all sizes), Pen, Pencils, Calculators, Register, Log Book, Peon Book, Dispatch Register, Inward Register, Letter Pad (Printed), Drawing Sheets, Seal/ Stamp, Coloured Paper, Cedar Paper, Transparent Sheets, White Board/ Green Board Marker, Notice Board, File (all types), Meeting Folders, Tag, Punching Machine, Needle and all other office Stationary items etc. |
| 4 | Sanitation & Hospitality Items | M004 | Phenyl, Colin, Acid, Naphthalene Goli, Broom, Wiper, Mopping Wiper, Bleaching Powder, Surf, Dettol Hand washes, Soaps, Gloves & allied sanitary items, and Hospitality items like milk, snaks, biscuit, sugar and other kitchen items etc. |
| 5 | Electronic Items | M005 | LED/LCD/PLASMA TVs, Electric Iron, Refrigerators, Split/ Window A.C., Water Coller, RO, Vacuum Cleaner, Digital Camera, Voice Recorder, Sound & Mike System etc. |
| 6 | Computer Peripherals & Others | M006 | Desktop Computer , Laptop computer, Tablet of HP/ Dell/ Samsung/ Lenovo or Equivalent Make , HP/Samsung/ Canon or Equivalent Make Printer, Photocopier Machine Both Black & White / Coloured, Scanner, Software, Antivirus, UPS, UPS Battery , Server, Firewell Modem, Pen drive of Sony or Equivalent Make, Fax Machine, EPABX, Digital Podium etc. |
| 7 | Audio Visual Equipment | M007 | Audio Visual system for Conferencing, Audio Visual Equipment for Auditorium, LED/LCD Projector, DLP Projector, Mobile/ Pocket Projector, Projector Screen of Godrej / Sony / Samsung/ Bosch or Equivalent Make |
| 8 | Printing Materials | M008 | All types of printing materials. |
| 9 | Office Furniture | M009 | All types of Office/Classroom/ Home furnishing furniture/ of Godrej or Equivalent Make, Steel Almirah of Godrej or Equivalent Make Steel Chairs, Plastic Chairs, Tables, Computer Tables, Library Furniture Wooden or Metal, Podium etc. |
| 10 | Electrical Installation and Accessories | M010 | Fan (Ceiling, Table, Pedestal, Wall), Water Heater, Geyser, Inverters, Lamps, Voltage Stabilizer, Distribution Boards, Switches, Extension Cord, Wires, Wiring Tapes, PVC Pipes, Bulbs all types, Tube Lights, Power plugs and all other Electrical items etc. |
| 11 | Laboratory Equipment | M011 | All types of Laboratory Equipment of Physics Lab, Chemistry Lab, Zoology Lab, Biotechnology Lab, Bio Informatics Lab, Life Science Lab, Environmental Science Lab, Psychology Lab, and for Research Projects. |
| 12 | Laboratory Chemicals and Glasswares | M012 | All types of Laboratory Chemicals, Consumables and Glassware's of Physics Lab, Chemistry Lab, Zoology Lab, Biotechnology Lab, Bio Informatics Lab, Life Science Lab, Environmental Science Lab, Psychology Lab, and for Research Projects etc. |
| 13 | Sports & Gym Equipment | M013 | All fitness Equipment and Sports Equipment. |
| 14 | Event Management | M014 | To arrange Light, Sound System, Tent, Shamiyana, Chairs, Sofas, Tables, Carpets, & Stage decoration, flower decoration etc. On programmes & functions organized by the University from time to time |

Mahatma Gandhi Central University, Motihari reserves all the rights to modify or add any or all the categories as per the requirement from time to time.

5 Terms & Conditions for Vendor Registration / Empanelment as a Supplier

5.1 General Clause

- 5.1.1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empaneled. However, this will not give any claim to the party for award of work / purchase order.
- 5.1.2. The University reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the University in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered vendors in the panel of Mahatma Gandhi Central University, Motihari
- 5.1.3. Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of Mahatma Gandhi Central University, Motihari and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 5.1.4. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 5.1.5. This document is treated as a valid contract between Mahatma Gandhi Central University, Motihari and Vendor and adherence to all aspects of fair-trade practices in executing the purchase orders / work orders placed by the University from time to time during the registration period.
- 5.1.6 In case of empaneled vendor is found in breach of any terms & condition(s) of the University or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by the university besides debarring and blacklisting the vendor concerned for at least three years for further dealings with the Mahatma Gandhi Central University, Motihari.
- 5.1.7 The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empaneled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- 5.1.8 All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with the University, empaneled vendors are required to quote the Registration No.

- 5.1.9 The University has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

5.2 Price Variation Clause

During the validity of the empanelment including the extended period, if the vendor sells any empaneled item to any other department / Organization at a price lower than the price fixed for the University, the vendor must voluntarily pass on the price difference to the University with immediate effect.

5.3 Indemnity

The selected vendor shall indemnify the Mahatma Gandhi Central University, Motihari and user departments against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof MAHATMA GANDHI CENTRAL UNIVERSITY, MOTIHARI.

User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase order.

5.4 Termination for Default

a) Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the University. ii) If the vendor fails to perform any other obligation(s) under the empanelment.

b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the University (or takes longer period in spite of what the University may authorize in writing), The University may terminate the empanelment/ Purchase Order in whole or in part.

- 5.5 All disputes in this connection shall be settled in Motihari Jurisdiction only.



MAHATMA GANDHI CENTRAL UNIVERSITY, MOTIHARI

Dr Ambedkar Administrative Building, Near OP thana, Raghunathpur, Dist East Champaran, Bihar,845401

Application Format for Vendor Empanelment

1. Name of the Company/Agency/Contractor-----

2. a) Head Office / Registered Office

Mobile No

Email ID

Web site (if any)

Date of Establishment

b) Branch Office in Motihari, if any

Mobile No.

3. Name of Chief Executive /
Proprietor / Partners

Aadhar No.

Mobile No.

Email

4. Name of Contact Person

Mobile No.

Email

5. Type of Organization

a) Proprietary

b) Partnership

c) Private Limited Company

d) Public Limited Company

e) Public Sector

Documents to be enclosed

Trade License

Partnership Deed, Trade License

Memorandum of Article

Certificate of Registration

Trade License

6. Nature of Business

Manufacturing

Dealership

Contractor

Others (specify)

7. Audited Annual Turnover during last 3 years (₹ Lakhs) (Enclose Chartered Accountant's certification & Income Tax Return Copy)

| Year | ₹ in Lakhs |
|---------|------------|
| 2017-18 | |
| 2018-19 | |
| 2019-20 | |

8. Commercial Information Registration (Enclose Attested Copy Wherever Applicable).

| S. No. | Information | Details |
|--------|---|---------|
| 1 | GST Regn. No. | |
| 2 | CST / VAT Regn. No. | |
| 3 | State ST Regn. No | |
| 4 | TIN No. | |
| 5 | Excise Registration No. Trade / Factory License No. | |
| 6 | Service Tax Regn. No. | |
| 7 | PAN No. | |
| 8 | Details of Registration Certificate with DGS&D/NCCF | |
| 9 | SSI/NSIC Certificate | |
| 10 | Current dealership agreement with Principal Letter No. / Date / Valid upto | |
| 11 | Relevant IISI/ SO Certificate, if any | |
| 12 | <u>Bank Details:</u> Account No. | |
| 13 | Name of Bank & Branch | |
| 14 | IFSC Code | |

• **Details of Major Customers**

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your organisation is registered: (enclose Separate Sheet if required)

| Sl. No. | Name of the Institution / Organisation | Empaneled for Category/Item | Contact Person of the Organisation with whom empaneled | Contact Number with E mail ID |
|---------|--|-----------------------------|--|-------------------------------|
| | | | | |
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| | | | | |

• **Details of Registration fee (₹ 1,000/-) for each category (which category you interested)**

Category Code -

D.D. No. _____ Date: _____

Bank: _____

DECLARATION BY VENDOR

I/ We confirm that

The information furnished is correct to the best of my knowledge and belief, and if at any stage it is found to be false my registration will be cancelled, and Registration fee will be forfeited.

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(Signature of Proprietor/Partner/Chief Executive)

Full Name

Place:

(Official Seal)

Date: