MAHATMA GANDHI UNIVERSITY
NALGONDA – 508254

Ten. No.10/MGU/NLG/2026-27 **Date:22-07-2026**

Name of Tender: Supply of Stationery Items

Part – I

TENDER SCHEDULE

1) Name of the Tender	: Supply of Stationery Items
2)Sale of Tender Schedule	: dt. 21-07-2026 to 11-08-2026 (11 A.M – 5.00 P.M.) O/o the Registrar, Mahatma Gandhi University, Nalgonda -508254 (On all working days)
3)Last date for submission (Duly filled in tender bids)	: Dt. 11-08-2026 by 5:00 PM
4)Submission of Tender Document	: Sealed tenders in two parts (i) Technical Bid (Annex-I) and (ii) Commercial bid (Annex-II) Should be submitted at the O/o the Registrar Mahatma Gandhi University, Nalgonda. (on all working days)
5)Earnest Money Deposit (EMD)	: EMD (Refundable) Rs10,000/- separately in the form of Demand Draft/ Net Banking/ UPI in favour of Registrar, Mahatma Gandhi University, Nalgonda from any Nationalized Bank payable at Nalgonda. The bank account details are as follows:

Name of the Account Holder	:	Registrar Fee & Other Income A/c Account
Account Number	:	62048583586
Bank & Branch	:	State Bank of India, Anneparthy Branch
IFSC	:	SBIN0021270

The PQB template shall be filled completely duly signed.

I. List of Items to be procured under this tender:

ELIGIBILITY CRETERION:

1. Qualification requirements: To Qualify for consideration of award of the tender, each bidder should fulfil the following criteria:

i) Tender form and Tender processing fee Rs.1,000/- (Rupees one thousand only) towards cost of tender form and Rs.2,000/- (Rupees two thousand only) towards tender processing fee separately in the form of Demand Draft/Net Banking / UPI infavour of the Registrar, Mahatma Gandhi University, Nalgonda (Bank A/c No.62048583586) and handed over at Office of the Registrar, MGU before opening of technical bid (PQ Stage).

ii) Payment of Bid Security (Earnest Money Deposit): The EMD to be paid Rs.10,000/-.. The EMD shall be paid in the form of Demand Draft/Net Banking / UPI in favour of Registrar, Mahatma Gandhi University, Nalgonda from any Nationalized Bank payable at Nalgonda and handover it on or before closing date in the Office of the Registrar, Mahatma Gandhi University, Nalgonda. (Bank A/c No. 62048583586)

iii) The bidder is subjected to be blacklisted and the EMD is to be forfeited if he is found to have furnished false information in the forms/ statements / certificates submitted in proof of qualification requirement or record of performance such as abandoning of supply not properly completed in earlier contracts, inordinate delays in supply of requirement, litigation history, financial failures or participated in the previous tendering for the same supply and had quoted unreasonable high bid prices.

iv) Even while execution of the tender, if found that the produce false/ fake certificates of experience he will be black listed and the tender will be terminated.

PROCEDURE FOR SUBMISSION OF BIDS:

a. The technical bid evaluation of the tenderers will be done on the certificates /documents submitted in the standard formats prescribed in the Tender Documents, qualification criteria furnished by the tenderers.

b. The successful (L1) tenderer shall furnish the original hard copies of all the Documents / certificates/ statements submitted by him before concluding the agreement.

c. The tenderers shall be required to furnish a declaration submitted by them are genuine. Any incorrectness/ deviation noticed will be viewed seriously apart from cancelling the tender duly forfeiting the EMD. Criminal action will be initiated including suspension of business.

TERMS & CONDITIONS Of the Tender:

1. That the freight, insurance charges, if any will not be borne by the purchaser, similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without freight/ transport charge.

2. The delivery of goods will be taken at the risk and cost of the supplier from railway/ transport.
3. The supply of material will have to be completed within 15 days from date of issue of purchase order. The liquidated charges @0.5% per week shall be imposed if supply made after stipulated delivery period subject to maximum 10% of the total value of goods.
4. The payment of the bill will be made within 30 days on receipt of the goods in satisfactory condition.
5. No revision in rate (on higher side) will be accepted during supply period.
6. The order will be placed as per requirement irrespective of value of the order.
7. The firm has to supply the required items as per unit price mentioned in the price list.
8. Supply should be made in full against the order and shortage will be procured on the risk and cost of the supplier.
9. No payment will be made for unsatisfactory items supplied.
10. The articles should be securely packed to avoid damages etc. in transit.
11. Supply should be made from the latest batch of production with the maximum life period & original packing.
12. Advance stamp receipt bills should be sent along with goods.
13. The bills may be prepared in the name of the officer by whom the purchase order placed from Mahatma Gandhi University, Nalgonda. T.G.
14. In case a proposal is accepted by the University the firm shall sign an agreement with the University while entering into rate contract.
15. The Registrar, Mahatma Gandhi University, reserves the right to cancel the rate contract without assigning any reason.
16. <u>Validity</u>: The Annual Rate Contract is valid for the financial year 2025-26 and 2026-27 and may be extendable for another year on mutual consent.
17. <u>Delivery</u>: The Delivery should be made at Mahatma Gandhi University, Post. Yellareddigudem, Nalgonda – 508 254, No delivery and packing charges will be paid by the University separately.
18. <u>Sale Tax/GST</u>: The rate of sale Tax/ GST should be mentioned clearly.

LIST OF ITEMS:

S.No.	*Name of the items*	*Required Quantity*
1	A4 Transport Envelopes	100
2	A4 Green Envelopes	100
3	Internal Papers Joint	30
4	Internal Papers Single	70
5	All pins	50
6	Attendance Registers (100 pages) (Staff)	20
7	Attendance Registers (200 pages) (Staff)	20
8	Attendance Registers (300 pages) (Staff)	20
9	Binder Clips 15 mm	20
10	Binder Clips 25 mm	20
11	Binder Clips 32 mm	20
12	Binder Clips 42 mm	20
13	Binder Clips 50 mm	20
14	Blue Pens - Gel Pens	500
15	Box Files	600
16	Jyothi spring files	100
17	Carbon Papers	1
18	Cello Tapes (Big)	60
19	Cello Tapes (Small)	40
20	Calculators	20
21	Brown Sheets 100gsm	250
22	Brown Tape (Big)	50
23	Brown Tape (Small)	15
24	Colin Bottles	20
25	Cleaning Cloths (packet)	100
26	Closing Files (Tapple Files)	40
27	Cloths Registers 100 Pages	40
28	Cloths Registers 200 Pages	40
29	Cloths Registers 300 Pages	40
30	Deluxe Registers 100 pages	20
31	Deluxe Registers 200 pages	20
32	Deluxe Registers 300 pages	20
33	Dustless Chalk Piece - box	300
34	Dustless Chalk Box Colour	50
35	Dusters	100
36	Drawing Pins	20
37	Detol Handwash	20

38	Dumpers	20
39	Executive Paper Bundle	5
40	Fevisticks	96
41	File Pads	850
42	Flags Stick	40
43	File Tag bunch	20
44	Green Pens (Unibal)	100
45	Gum bottles 150 ml	20
46	Gum bottles 300 ml	20
47	Gum bottles 750 ml	60
48	Highlighters (yellow)	50
49	Jem Clips Each Boxes - Small	40
50	Jem Clips Each Boxes - Big	60
51	L Folders	1500
52	L-Folders (Transparent) A4	500
53	L-Folders (Transparent)- Legal	200
54	Iron Scales	40
55	Notice Board Pin Box	40
56	Packing Wires In Rolles	100
57	Paper Weights	40
58	Pens (Black) Each Boxes (20pc)	20
59	Pens (Blue) Each Boxes (20pc)	20
60	Pens (Red) Each Boxes(20pc)	10
61	Penstands	10
62	Planks	20
63	Permanent Markers	20
64	Hole Punching Machine	10
65	Single Hole Punch	10
66	Red Pens- Gel Pens	10
67	Rubber Bands(Big) in Kgs	3
68	Short Notes	20
69	Sanitizers - in litres	5
70	Scissors (Big)	10
71	Sribling Pads	200
72	Stamp Pads	20
73	Stamp Pads Ink	20
74	Staplers(Big)	6
75	Staplers(Small)	30
76	Stapler pins - small	400
77	Sketch Pens	2
78	Toshens	20

79	Trays	20
80	Naphtail Balls Kg Bags	1
81	White board Markers - Blue	20
82	White board Markers - Black	20
83	Wooden Dusters	40
84	White Tape(Transparent) Small	10
85	White Tape(Transparent) Big	10
86	Whitener Pens	10
TOTAL		

Note: ***Each page of the Tender document and annexure if any, should be signed by the tenderers failing which tender will not be considered.***

Signature................................

Complete address of the firm

INSTRUCTIONS TO BIDDERS

1. Incomplete proposals and tenders received after due date shall not be entertained.
2. A Certificate to be given by the tenderer that the price list supplied is the only one in circulation.
3. Printed & Bounded price list for 2025-26 duly signed & Certified by authorized signatory must accompany the tender, in duplicate.
4. In case of discrepancy between unit price & total price, the unit price shall prevail.
5. In case of supply of goods made through valid authorized dealer, their name & mail address may be declared / indicated in the tender.
6. Where supply of equipment, goods etc., imported (Subject to custom duty and foreign exchange fluctuations) and / or locally manufactured (Subject to excise duty and other duties & taxes) the percentage of price should be specifically stated along with the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported items.
7. Terms & Conditions given in the University format duly signed/ sealed should be submitted.
8. Proposal for rate contract may be submitted in the prescribed format and all columns must be filled up.
9. The Annual Turnover of the firm during last 3 years has to be furnished. (Enclose documents in support of the claim) minimum Annual Turnover is Rs.10,00,000/-
10. The competent authority reserve the right to accept or reject any or all tenders without assigning any reason.
11. Tenderers are requested to quote their prices on a firm & fixed basis.
12. Tenderers are requested to enclose a copy of their valid certificate of PAN No., GST, Service Tax No. With their tender.
13. Quotations/ Tender qualified by such vague and indefinite expressions such as “Subject to prior confirmation” Subject to immediate acceptance” etc. Will be treated as vague offers and rejected accordingly.
14. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday on subsequent day tenders will be opened.
15. Each and every page of the tender documents must be signed by bidder.

Signature.............................

Complete address of the firm

III. Following documents are to be enclosed at the time of Bid submission duly signed to consider the bid:

The tenderers are required to submit the original copies of the following documents along with technical/ financial bids at this office.

a. Copies of proof of payment of tender form cost, processing fee and EMD submitted.

b. Copy of PAN card.

c. Copy of GST Registration Number.

d. Copy of annual financial turnover (Trading A/c and Balance Sheet) for the last three years (2022-23,2023-24 and 2024-25), duly audited by C.A.) Annual Turnover should be minimum Rs.10,00,000/-

e. GST Returns up to 31.03.2026

f. Copy of authorization certificate issued by manufacturer of respective item, in case bidder is an authorized dealer.

g. Proof of at least three (03) work orders of similar nature.

h. Specification Comparison Statement (tabular comparison) of required specification and offered specifications.

i. Annexure –II duly filled in and signed by the Tenderer.

<u>Annexure - I</u>

Tender Cost: Rs. 1,000/-
Processing Fee: Rs. 2,000/-

<u>TECHNICAL BID</u>

(To be submitted in a separate sealed cover)

1.	Name of Bidder Company/ Authorized Dealer with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration):	
2.	Do you possess trade license issued by Competent Authorities? If so, please enclose a copy:	
3.	Name of Proprietor / Director	
4.	Furnish the following particulars of the Registered Office a. Complete Postal Address:	
	b. Contact No(s):	
	c. E-Mail Address:	
5.	Authorization Certificate issued by the manufacturing company:	
6.	GST No. (Attach Attested Copy)	
7.	PAN No. (Attach Attested Copy)	
8.	TIN No. (Attach Attested Copy)	
9.		
10.	Challan submitting of last three (2022-23, 2023-24 and 2024-25) GST / Annual Sales Tax Return, duly signed and stamped by Trade & Taxes Department of the concerned State.	

Financial Year	**Annual Turnover (Rs.)**	**Taxes Paid** (Rs.)	**Remarks, if any**
2022-23			
2023-24			
2024-25			

11. Give details of the major clients – Government Departments, PSUs, Research Organizations, Multinational Companies to whom Stationery items have been supplied by the bidder during the last three years in the following format. Copies of the Purchase Orders / Indents should be attached for proof.

Sl. No	Name& address of the Customers with details -	Name & quantity of the items supplied	Purchase Order/Indent No. & Date	Amount
1				
2				
3				
4				

(If the space provided is insufficient, a separate sheet may be attached)

12. Please attach copies of supporting documents of annual turnover for the last three financial years (2022-23, 2023-24 & 2024-25).
13. Details of Earnest Money Deposit D.D. / P.O. No. & Date & Name of the Bank/UTR Number.
14. Please specify the minimum time required to supply the furniture from the date of receipt of the Purchase Order.
15. Additional information, if any (Attach separate sheet, if required)

Annexure - II

PART – II

SCHEDLE OF ITEMS

The details of stationery which are to be supplied at Mahatma Gandhi University, Nalgonda under tender for the following.

COMMERCIAL BID

STATIONERY INDENT FOR THE YEAR 2026-27

S.No.	*Name of the items*	*Required Quantity*	*Quoted Price for each item*	*Total Amount*
1	A4 Transport Envelopes	100		
2	A4 Green Envelopes	100		
3	Internal Papers Joint	30		
4	Internal Papers Single	70		
5	All pins	50		
6	Attendance Registers (100 pages) (Staff)	20		
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69	Sanitizers - in litres	5		
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71	Sribling Pads	200		
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83	Wooden Dusters	40		
84	White Tape(Transparent) Small	10		
85	White Tape(Transparent) Big	10		
86	Whitener Pens	10		
TOTAL				

Note:(Price should be clearly mention the inclusive or exclusive GST)

Signature.........................

Complete address of the firm

Detailed Specifications of the bidder shall be uploaded duly signed.

Name of the Tenderer : ___________________
Signature of Authorized
Date
Seal of the Company

ANNEXURE – II

Note: Material and/or dimensional deviations if any should be clearly indicated. The Bidders are requested to quote for all the items and the contract will be awarded to the L1 vendor based on the Total amount.

CERTIFICATE OF ETHICAL PRACTICES

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute. I / We will have no conflict of interest in any of our works / contracts at the University.

Date: