



LALIT NARAYAN MITHILA UNIVERSITY

Kameshwaranagar, Darbhanga

Short Tender Notice for Supply of various Trolley Bags, Stationery Items and Diary 2022 with Printing (Communique No. 01/Senate/2021)

Sealed tenders are invited in 2-Bid systems (Technical Bid & Financial Bid) from reputed and experienced firms for supply of various trolley bags, Stationery Items and Diary 2022 with printing. The bidders are required to read the tender documents carefully and ensure compliance with all instructions herein. Non-compliance with instructions in these documents will disqualify the bidders from the tender process. Incomplete tenders, amendments and additions to tender after submission or tenders received after due date are liable to be ignored and rejected.

A. General Terms and Conditions:

1. The technical and financial bids should be quoted separately and put in different sealed envelopes marked "Technical bid" and "Financial bid" as applicable. The separate bid envelopes are to be put in an outer envelope which should also be sealed and marked as 'Short Tender Notice for Various Trolley Bags, Stationery Items and Diary 2022 with printing'.
2. Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the top left - hand corner (Communique No. 01/Senate/2021), Dated 19.12.2021
3. Cutting/Over writing will not be accepted. If there are cutting, those should be duly signed, failing which the bids are liable to be rejected.
4. All tenders should reach the office of the undersigned latest by 4.00 pm of 26/12/2021
5. Any bids received after due date or by any other means shall not be considered. The institution shall not be responsible for any postal delay. All tender documents should be sent through speed post, registered post or by hand only.

The Postal address for sending the tender is:

Registrar,
L. N. Mithila University,
Kameshwaranagar, Darbhanga (Bihar) – 846008

6. The Technical Bid will be opened on 27/12/2021 at 12:30 P.M. in the presence of representative of the firm duly authorized only. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders. In case the date mentioned above is declared Government Holiday, the date shall automatically be shifted to next working day.
7. All disputes shall be subject to the territorial Jurisdiction of court of law at Darbhanga only.
8. Any tender which does not fulfils all the prescribed conditions shall be summarily rejected.

Note: Financial bids of only those bidders will be opened whose technical bids are found eligible as terms and conditions of the tender by the committee constituted for the purpose. Date and time of opening of financial

Handwritten signature and date:
18/12/2021

bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be intimated only to the technically qualified bidders.

9. Bidders should go through the tender terms, conditions and specifications carefully and they should ensure that all the required documents are furnished along with the bid.
10. Per Piece rate (including freight, GST, unloading and all other charges) shall be quoted by the tenderers.
11. Tender of lowest rate alone will not form the basis for award of work order.
12. All materials will be required to be delivered to LNMU, Darbhanga.
13. The bidder may be asked to show the sample before finalising the order.
14. All documents are required to be sealed and signed by the bidder.

B. Technical Terms and Conditions:

1. Non – refundable DD of Rs. 2000.00 (Two Thousand Only) shall be submitted towards tender fee along with the technical bid by the tenderers in favour of **Registrar- L. N. Mithila University**, payable at Darbhanga.
2. EMD (Refundable) of Rs. 50000.00 (Fifty Thousand Only) shall be submitted along with technical bid by the tenderers in favour of **Registrar- L. N. Mithila University**, payable at Darbhanga.
3. Minimum turnover of the tenderer should be of Rs. 1 Crore during the financial year 2019-2020, Annual GST return for the relevant period should be submitted to verify the turnover in case of absence of Audited Financial Statement.
4. Important and mandatory documents to be submitted in technical bid:
 - a. Copy of Income Tax Return (ITR) of last three financial years.
 - b. Copy of GST Registration Certificate.
 - c. Copy of PAN Card.
 - d. Copy of GST Return of September 2021.
 - e. Affidavit in original, on non-Judicial stamp paper of Rs. 100/-, stating the tenderer is not blacklisted/ debarred/ de registered by any government department, public sector undertaking, private sector or any agency.
 - f. Solvency Certificate of minimum Rs. 20 Lakh issued by Bank.
 - g. Proof of any single order for supply of goods only of Rs. 55 lakh and above from any government department/institution during April'21 – September'21.
 - h. ISO 9001:2015 Certificate copy.

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C. Financial Bid:

Per Piece rate (including freight, GST, unloading and all other charges) shall be quoted by the tenderers.

Enclosed:

List of Required items

By the order of Hon'ble Vice – Chancellor

Sd/-

(Dr. Mushtaque Ahmad)

REGISTRAR

Copy forwarded to:

1. Development Officer, LNMU, Darbhanga for uploading to university website www.lnmu.ac.in.

Memo No. UB-627/21

Date. 18/12/2021


REGISTRAR


18/12/2021

List of Required Trolley Bags, Stationery Items and Diary 2022:

<u>S. No</u>	<u>Item</u>	<u>Specification</u>
01.	Trolley Bags	69 cms - VIP/ American Tourister
02.	Trolley Bags	55 cms - VIP/ American Tourister
03.	Laptop Strolley	VIP/ American Tourister
04.	Folder Set	Consisting of Conference Pad, Pilot Pen and Folder with side patti
05.	Diary 2022	Diary 2022 with box, customised leaflets inserted and pasted

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18/12/2021