

स्टेशनरी सामग्री हेतु निविदा प्रपत्र
(वर्ष 2024-25)

टेक्निकल बिड



आनलाईन निविदा जमा करने की अंतिम तिथि दिनांक **02/07/2024** अपरान्ह 5.00 बजे तक

मध्यप्रदेश राज्य सहकारी बैंक मर्यादित, मुख्यालय
टी0 टी0 नगर, न्यू मार्केट
भोपाल (मध्यप्रदेश)
पिन-462003

M.P RAJYA SAHAKARI BANK MARYADIT, HEAD OFFICE, BHOPAL

No. MP(HO)11/Printing & Stationery/

Dated :

**NOTICE INVITING E-TENDERS
(1st Call)**

Online tenders are invited for the supply of Stationery Item as per schedule given below.

Prescribed tender form along-with detailed terms and conditions for the tender(s) can be downloaded from the website <https://mptenders.gov.in> as per details mentioned as under :-

S. N.	Name of the tender /Item	Earnest money deposit required	Tender publishing Date	Tender purchase Start Date	Bid Submission closing Date	Technical Bid Opening	Commercial Bid Opening
1.	Supply of Stationery Items required for office of the M.P. Rajya Sah. Bank Mydt. H.O. Bhopal	Rs. 20,000/-	09/06/2024	10/06/2024	02/07/2024 (05.00 P.M.)	04/07/2024 (11.00 A.M.)	15/07/2024 (11.00 A.M.)

Tender documents complete in all respect, must be uploaded on the website <https://mptenders.gov.in> before last date & time of submission of tender.

Tenderers shall submit Firm's Registration, GST Number, PAN Number, No Relation Certificate, Affidavit of not Black Listed online and submit **EMD of Rs. 20,000/-** and **Tender document cost of Rs. 2,360/-** online to <https://mptenders.gov.in>

Incharge MANAGING DIRECTOR
M.P. RAJYA SAHAKARI BANK MYDT.

MADHYA PRADESH RAJYA SAHAKARI BANK MARYADIT, HEAD OFFICE, BHOPAL

No. MP(HO)/Printing & Stationery/

Dated :

Tender document cost of Rs. 2360/-

(ONLINE)

Term and conditions for e-tendering for procurement of supply of Stationery Item for Office of M.P. Rajya Sahakari Bank Maryadit, Head Office, Bhopal.

KEY DATES AND TIME

To submit online tenders log on to Important dates for Online submission are :-

- | | | |
|---------------------------------|---|-------------------------|
| (1) Tender Publishing Date | : | 09/06/2024 |
| (2) Bid Submission Closing Date | : | 02/07/2024 (05.00 P.M.) |
| (3) Technical Bid Opening | : | 04/07/2024 (11.00 A.M.) |
| (4) Commercial Bid Opening | : | 15/07/2024 (11.00 A.M.) |

1- Key Dates and Time :

The Bidders are strictly advised to follow the time schedule (Key Dates and time) of the Tender for their side for tasks and responsibilities to participate in the Tender, as all the stages of each Tender are locked before the start time and date and after the end time and date for the relevant stage of the tender.

2- Submission of Earnest Money Deposit and Tender Cost :

The Bidders shall submit their Earnest Money Deposit and Tender document cost online to <https://mptenders.gov.in>

3- Mode of submission of the tender :-

Tenders are to be submitted Online through <https://mptenders.gov.in>

TERMS AND CONDITIONS:

1. All Rates must be quoted only as per given in specification and should be clear in all respect.
2. The tenderer should submit online Technical Bid and Financial bid.
3. The Tenderer should submit the tender in following two bids;
 - A. Technical Bid- It should contain all mandatory documents.
 - B. Financial Bid – The tenderer shall quote the rates in the prescribed format for the purpose at Annexure-II
4. The tenderer should submit the following documents as Technical Bid with tender, failing which the tenderer will not be entertained and considered :-
 - A. An earnest money of Rs. 20,000/- must be submitted ONLINE only.
 - B. Those firms who have the completed following documents they have qualified for price bid.
 - (1) G.S.T. No. (02) PAN Card (03) Firm Registration (04) Turn over details last 03 years, Not less than 15.00 Lacs. (05) I.T. Return last 03 years. (06) Experience in any two Government Office in last three years.
 - C. An undertaking affidavit that their their firm/agency has not been black listed by any Authority/Department/Autonomous Body of State Govt. or Central Govt.
 - D. Please note that all required documents are to be submitted online only.
5. The tender must be submitted online on the website <https://mptenders.gov.in> before last date & time of submission of tender i.e. 02/07/2024 (05.00 P.M.). Tenders will not be accepted if sent by post or any other medium, under any circumstances. Technical Bid of all the tenders will be opened online on the 04/07/2024 at 11.00 A.M. and commercial Bid will be opened online on the 15/07/2024 at 11.00 A.M. in the M.P. Rajya Sahakari Bank Maryadit, Head Office, Bhopal.
6. Any person who is an employee of the M.P. Rajya Sahakari Bank Maryadit should not be made a partner to the tenderer by the tenderer directly or indirectly in any manner whatsoever.
7. The rate quoted should be inclusive of all Taxes, Transportation/ Handling charges.
8. The tenderer should quote only one rate for one item as per the specification. In case, if quoted more than one rates for one item, the rate of such items shall not be considered.
9. If required the purchase or tender committee nominated by the Competent Authority to assess eligibility will carry out the evaluation on the bids. Bank will verify the eligibility of bids.
10. The supply shall have to be made within a week from the date of receipt of the supply order or as desired in the order, failing which EMD submitted by the firm shall be forfeited. Supply order shall be given as and when required by the bank.
11. If any items required other than enclosed list. The rate should be decided as mutually agreed between Firm and Bank Manager/Assistant General Manager/ Officer on Special Duty/Managing Director and can purchase such items.
12. The supply, if not found as per approved sample or deficient due to any reason, shall be rejected without showing reason and will have to be removed/replaced immediately. In case of failure, these goods can be rejected by the Department and no claim for the same shall be entertained. In addition to above, the security Deposit shall also be forfeited.

13. The delivery of goods shall have to be made at the above given address of this Bank or as directed by this Bank without any extra charges. No incidental charges or cartage will be paid by the Bank.
14. If any information furnished by tenderer is found to be incorrect or false at any time, the tendere will be liable to be terminated without any notice and the security deposit is liable to be forfeited.
15. The Bank reserves the right to terminate the tender on reasonable ground by giving the tenderer one calander month's notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice to any right or remedy.
16. The tenderer shall indemnify the Bank against all damages/charges and expenses for which the Bank may be held liable or pay on account of the negligence of the tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in excuting the work or otherwise and against all damaged and demands thereof.
17. The approved rates shall be valid for one year with effect from the date of agreement. The work order shall be given in more than one installment instead of one consolidated work order whthin One Year as per our requirement of Bank with the consent of both parties, the rates could be extended further for one year.
18. The numbers of items shown in the list may vary according to the actual demand of the Bank.
19. In the event of specified date of opening of tender is declared as a holiday, the tender shall be opened at the same place and same time on next working day.
20. The Bank reserves the right to accept or reject any or all Tenders.
21. The Firm/Tenderer may quote on one or work of the item listed in List of Annexure-II to the tender documents.
22. The lowest rate of the itemwise technically qualifing tenderer would be taken in to consideration item wise for the item 01 to 95 of the list Annexure-II.
23. The Managing Director, M.P. Rajya Sahakari Bank Maryadit, Bhopal may give by written notice to terminate the contract in whole or in part at any time for its convenience. The notice period shall be minimum one month.
24. Any dispute arising between the Bank if the supply material is not as per specification & satisfaction of the bank and bidder shall be referred to an Arbitrator appointed by the Chairman/Administrator of the bank and it will be mandotery for the tenderer.
25. Any dispute arising after or during the currency of the Contract will be subject to Bhopal jurisdiction only.
26. The successful tenderer shall not sublet or assign to any other party or parties, the whole or any poirtion of the work under contract.
27. The E.M.D. of successful bidder shall be remain deposit with the bank for one year (or as sanctioned by bank) as security amount.

Incharge MANAGING DIRECTOR
M.P. RAJYA SAHAKAI BANK MYDT

MADHYA PRADESH RAJYA SAHAKARI BANK MARYADIT, BHOPAL

Name of work : Supply of stationery Item required for office of the M.P.
Rajya Sahakari Bank, Head Office: Bhopal

Tenderers shall submit EMD of Rs. 20,000/- Tender document cost of Rs. 2360/- Firm's Registration, GST Number, PAN Number, No Relation Certificate, Affidavit of not black listed online only before last date of submission.

- 1- Name of the Tenderer/
Firm with Address
2. Firm Registration No.
3. GST Number
4. PAN Number
5. No Relation Certificate
6. Affidavit of not Black Listed
7. Contact details:
 1. Mobile No.
 2. Phone No.
 3. E-mail

Certify that, I have read all the conditions prescribed by the Bank and I agree with them.

Dated :

Signature of the Tenderer
with full Name and
Address

MADHYA PRADESH RAJYA SAHAKARI BANK MARYADIT, BHOPAL

Name of work : Supply of stationery Item required for office of the M.P.
Rajya Sahakari Bank, Head Office: Bhopal

PROFOR MA FOR FINANCIAL BID

SN	Particular	Unit / packets	Rate Per Unit with	
			Rate	GST
1	All pin (DIAMOND T-PIN)	packet		
2	Attendance register 2quire 16 x 26 x 1½	No.		
3	Attendance register 4 quire laser paper laser binding	No.		
4	Ball pen mega top / Montex	No.		
5	Basta Cloth 44 x 44 Khadi cotton	No.		
6	Box file (JAMBUDEEP)	No.		
7	Brown tape 2" (ANIMAKE)	No.		
8	Calulator Casio check and correct 12 MJ-12 D-BK	No.		
9	Cello Blue/Black gel pen	No.		
10	Cello tape 2" (ANIMAKE)	No.		
11	Cobra file	No.		
12	Dak pad (JAMBUDEEP)	No.		
13	Dustbin	No.		
14	Envelop laminated 9 x 4 (120GSM)	No.		
15	Envelope laminated 10x12 (120 GSM)	No.		
16	Envelope laminated 11 X 5 (120GSM)	No.		
17	Envelope laminated 8x10 (120 GSM)	No.		
18	Eraser non dust (APSARA BIG)	No.		
19	File cover Spring	No.		
20	File pad	No.		
21	File tray (Omega superior)	No.		
22	Glue stick (NASA)	No.		
23	Green Tag/Less	bunch		
24	Gum bottle 700ml (STANDARD MAKE)	No.		
25	Gum tube (Fevigum) 18ml	No.		
26	LUXOR Highlighter, Super Fluorescent(5unit set)	set		
27	Key board (Logitech)	set		
28	Key board wireless (Logitech)	No.		
29	Key Board (Lenovo)	No.		
30	Key Board Wireless (Lenovo)	No.		

31	Key Board ProDot	No.		
32	Ledger Paper 8.5 X 13.5 90 GSM 500 Sheet	Packet		
33	L-type folder (Plastic) A-4 Size with printing	No.		
34	L-type folder (Plastic) A-4 Size without printing	No.		
35	Mouse Optical (Logitech)	No.		
36	Mouse Wireless (Logitech)	No.		
37	Mouse Optical (Lenovo)	No.		
38	Mouse Wireless (Lenovo)	No.		
39	OHP Marker (C.D.)	No.		
40	Pad ink 60 ml (MOHINI)	No.		
41	Paper cutter big (NATARAJ)	No.		
42	Paper weight (FANCY SQUARE)	No.		
43	Pen drive 128 GB sandisk	No.		
44	Pen drive 16 GB otg	No.		
45	Pen drive 16 GB sandisk	No.		
46	Pen drive 32 GB otg	No.		
47	Pen drive 32 GB sandisk	No.		
48	Pen drive 64 GB otg	No.		
49	Pen drive 64 GB sandisk	No.		
50	Pen mug acrylic holder including	No.		
51	Pen stand	No.		
52	Pen stand 2 socket simple	No.		
53	Pen stand leather superior	No.		
54	Pencil HB (APSARA / DOME)	Packet		
55	Permanent Marker (LUXOR/KORES)	No.		
56	Photo copy Paper A3 JK Copier 75 GSM	Packet		
57	Photo copy Paper A4 JK copier 75 GSM	Packet		
58	Pilot pen high technique	No.		
59	Pin cushion (OMEGA SUPERIOR)	No.		
60	Plastic folder double packet	No.		
61	Plastic folder PP	No.		
62	Plastic folder report file	No.		
63	Poker (wooden)	No.		
64	Sticky Note Pad (3 colours) 25mm x 75mm x 3	set		
65	Sticky Note Pad (5 colours) 25mm x 75mm x 3	set		
66	White Board (Size 36" x 24")	No.		
67	Punching machine (KANGAROO)	No.		
68	Peone book (BOSS)	No.		
69	Register 2 quire ledger paper	No.		
70	Register 4 quire ledger paper	No.		
71	Register 4 quire royal 8 ½ x 13 ½ laser paper	No.		
72	Rubber band 100 GM superior quality	packet		
73	Ruled register 2 quire white paper 8x13 royal	No.		
74	Ruled register 4 quire white paper 8x13 royal	No.		
75	Scale 6 inch (OMEGA)	No.		

76	Sharpener(SUPERIOR QUALITY)	No.		
77	Short hand notebook (JAMBUDEEP)	No.		
78	Sketch pen set (10 pen) Luxer	set		
79	Spiral pad jimmy 5 no. A - 4	No.		
80	Spiral pad large 5 subject	No.		
81	Spiral pad small 5 subject	No.		
82	Spiral pad solo small	No.		
83	Stamp pad big (MOHINI)	No.		
84	Stapler machine kangaro 10D	No.		
85	Stapler machine kangaro HD 45	No.		
86	Staples pin 10 Kores (kores/kangaro)	packet		
87	Staples pin 24X6 (KORES/KANGARO)	packet		
88	Steel scale 12" (OMEGA)	No.		
89	Tag bunch white(COTTON)	bunch		
90	U- Pin (SUPERIOR)	packet		
91	Uni ball pen impact / jet strim	No.		
92	Waste paper basket big	No.		
93	White fluid (KORES)	No.		
94	Whiteboard marker (LUXOR/KORES)	No.		
95	Green , legal Paper packet A-3 Size	packet		

Incharge MANAGING DIRECTOR
M.P. RAJYA SAHAKARI BANK MYDT.

Instruction to Bidder :

Tender terms conditions will be according to the department. Instruction regarding website as follows :-

1. For participation in e-tendering module for any department, it is mandatory for prospective bidder to get registration on website <https://mptenders.gov.in>. Therefore, it is advised to all prospective bidders to get registration by making online registration fees payment at the earliest.
2. Tender document can be purchased only online and downloaded from website <https://mptenders.gov.in> by making online payment for tender documents fee.
3. Service and gateway charges shall be borne by bidder.
4. Since the bidders are required to sign their bids online using class-III Digital Signature Certificate, they are advised to obtain the same at the earliest.
5. If bidder is going first time for e-tendering then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
6. Bidders are requested to visit to our e-tendering website regularly for any clarification and/or due date extension.
7. Bidder must positively complete online e-tendering procedure at <https://mptenders.gov.in>
8. Department shall not be responsible in any way for delay/difficulties/inaccessibility of the downloading facility from the website for any reason whatever.
9. For any type of clarification bidders can contact No. 3545723, 3545724, 3545735 from 11:00 AM to 5:00 PM at working day.
10. The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.

M.P. RAJYA SAHAKARI BANK MARYADIT,
HEAD OFFICE, T.T NAGAR, BHOPAL

Notice Inviting E-Tender
(1st Call)

Online item rate tender are invited on prescribed form, from registered Suppliers (who have registered in Madhya Pradesh) for supply of official stationery items required for office of the Madhya Pradesh Rajya Sahakari Bank Maryadit, Head Office, T.T. Nagar, Bhopal details are as under :-

SN	Name of work	P.A. of contract	Amount of E.M.	Cost of Tender form with GST	Period of supply	Last date & time of receipt of tender
1.	Supply of Official Stationery Items	Rs. 9.00 Lakh	Rs. 20,000/-	Rs. 2,360/-	One Year	02/07/2024 (05.00 P.M.)

- (1) The details of N.I.T. can be viewed on our website;www.apexbank.in
- (2) Ellegible tenderes can purchase the Tender document on payment of requisite amount through online from 10/06/2024 to 02/07/2024 from website <https://mptenders.gov.in>

Incharge MANAGING DIRECTOR

M.P. RAJYA SAHAKARI BANK MARYADIT,
HEAD OFFICE, T.T NAGAR, BHOPAL

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Incharge MANAGING DIRECTOR

Other condition:-

- (1) Earnest money be deposited online e-procurement Portal <https://www.mptenders.gov.in>
- (2) The suppliers will only be elligible for participation in the tenders. Necessary certificate be uploaded.
- (3) The tenders has been called for supply of Stationery Items. In this tender rates for servicing and updation
- (4) The tenders of those who have not paid earnest money as per above tender will not be opened.
- (5) The technical Bid of the tender will be opened on 04/07/2024 at 11.00 A.M. and Commercial bid will be opened on 15/07/2024 at 11.00 A.M.
- (6) The Bank reserves its rights to reject any or all the tenders without assigning any reason.

Incharge MANAGING DIRECTOR