



काँलेज ऑफ वोकेशनल स्टडीज
College of Vocational Studies
(दिल्ली विश्वविद्यालय) (University of Delhi)

संदर्भ संख्या
Ref. No. CVS/2025/1670

दिनांक
Dated

E-TENDER

FOR

Supply of Stationary & Sanitary Items

DATE & TIME OF ISSUE OF TENDER DOCUMENT	As mentioned in Portal
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	As mentioned in Portal
DATE & TIME FOR OPENING OF TENDER DOCUMENT - (TECHNICAL/FINANCIAL BID)	As mentioned in Portal

The e-tender shall be accepted under Two Bid System. The interested Service Providers are advised to submit Technical & Financial bids through e-portal of e-procurement website (www.eprocure.gov.in)

Shiv K. Sankar
PRINCIPAL

[Signature]

TENDER DOCUMENT

For

Supply of Stationary & Sanitary Items

CONTENTS OF TENDER DOCUMENT

S. NO.	DESCRIPTION OF CONTENTS
01	Notice
02	Terms & Conditions (General)
03	Technical Bid
04	Performa for Company Profile
05	Performa for Financial Bid

Note: 1. Tender document for viewing can be downloaded from the website www.cvs.edu.in

1. The e-Tender Form can be filled up from the www.eprocure.gov.in website.
2. Earnest Money Deposit : Rs. 10,000/- in form of DD favoring "Principal, CVS".
3. Micro and Small Enterprises (MSMs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the Bid Horticulture deposit/EMD/Tender fee. They should furnish with bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favor's for the goods/services covered under this Tender Document.

NOTICE

E-Tenders are invited for supply of stationary & sanitary items in college of vocational studies, sheikh Sarai, Triveni, phase - II, new delhi-110017 as per the specifications, terms and conditions mentioned in the tender document.

TERMS AND CONDITIONS (GENERAL)

1. The tenderer must submit the technical and financial bid as per the rules.
2. The Tenderer firm/Agency/Company should have office in Delhi.
3. The tenderer should send EMD to the college in a sealed envelope in form of DD before the closing date.
4. The College reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
5. The College reserves the right to amend, withdraw any of the terms and conditions contained in this tender document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
6. The Bids received incomplete or filed after the due date shall be summarily rejected.
7. The tenderer shall quote all price including all statutory taxes, duties.
8. Transport charges will be borne by the contractor.
9. Upload only relevant documents.
10. Tender without EMD shall be rejected. The EMD of the unsuccessful bidder shall be returned after finalization of the tender.
11. The rates quoted should be valid for a period of 12 months from the date of opening of tender.
12. The contract will be awarded initially for a period of one year. However, the agreement/ contract may be extended up to one more years b the Competent Authority after satisfactory service.
13. All the documents mentioned in the Technical Bid must be self-attested.
14. The successful bidder shall have to supply the items within 15 days from the date of issue the supply order, failing which EMD shall be forfeited.
15. For any change in tender documents (Corrigendum) kindly visit College Website regularly.
16. Tenderer must submit Price bid (financial Bid) in prescribed format.
17. All the pages of bid being submitted must be signed and sequentially numbered by the bidder.

18. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of Rs. **100/-** to be signed by both the parties.
19. If dispute or difference of any kind shall arise between the CVS and the Contractor in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
20. If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Principal, CVS at New Delhi.
21. The venue of arbitration shall be Delhi, India.
22. All legal disputes shall be subject to the jurisdiction of Delhi courts only.
23. In case there are two or more L1 bids, the bidder with highest turnover will be considered.

TECHNICAL BID

1. Profile of the firm in brief with address.
2. GST registration.
3. The tenderer firm should have a valid registration ID.
4. Performance Certificate/ copy of supply order from any Govt. office/institution/ agency for supplying the stationery in at least two departments in the last two years.
5. Self-attested certificates of not being blacklist by any Government/Office/Institution/Agency.
6. All the pages of bid being submitted must be Self-attested.

PERFORMA OF COMPANY PROFILE

Sr. No.	Particulars	
1	Name of the Firm/Agency	
2	Address of the Firm	
3	Mobile No.	
4	Name of the Tenderer	
5	Registration of the Firm	
6	Name, Designation and Mobile No. of the person authorized to deal with the Board	
7	Permanent Account Number under Income Tax	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:

Date:

Signature and Seal of the Tenderer.