



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

संदर्भ संख्या

Ref. No. CVS / 2025/3001

दिनांक

Dated

E-TENDER

FOR

Supply of Stationary Items

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

The e-tender shall be accepted under Two Bid System. The interested Service Providers are advised to submit Technical & Financial bids separately.

PRINCIPAL

07/3/25
[Signature]
07/3/25

TENDER DOCUMENT

For

Supply of Stationary 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 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 year by 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

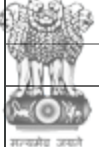
Sr. No.	Particulars	
1	Name of the Firm/Agency	
2	Address of the Firm	
3	Mobile No.	
4	Name of the Tenderer	
5	Registration of the Firm	
6	Name, Designation and Mobile No. of the person authorized to deal with the Board	
7	Permanent Account Number under Income Tax	

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.

 Government eProcurement System	eProcurement System Government of India	
	Tender Details	
Date : 10-Mar-2025 12:35 PM		

 Print

Basic Details

Organisation Chain	Delhi University College of Vocational Studies - DU		
Tender Reference Number	CVS/2025/3001		
Tender ID	2025_DU_852637_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Goods	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	TECHNICAL BID TENDER DOCUMENT
2	Finance	.xls	FINANCIAL BID

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	10,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Principal, CVS	EMD Payable At	New Delhi

[Click to view modification history](#)
Work /Item(s)

Title	supply of stationary items				
Work Description	e tender for supply of stationary items				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	8,00,000	Product Category	Consumables - Paper/Printing/Photocopy Paper	Sub category	stationary items
Contract Type	Rate Contract	Bid Validity(Days)	60	Period Of Work (Days)	365
Location	College of Vocational	Pincode	110017	Pre Bid Meeting Place	NA

	Studies, New Delhi				
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	College of Vocational Studies, New Delhi
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	10-Mar-2025 01:00 PM	Bid Opening Date	01-Apr-2025 01:00 PM
Document Download / Sale Start Date	10-Mar-2025 01:00 PM	Document Download / Sale End Date	31-Mar-2025 01:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	10-Mar-2025 01:00 PM	Bid Submission End Date	31-Mar-2025 01:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	TECHNICAL BID TENDER DOCUMENT	1189.96
Work Item Documents	S.No	Document Type	Document Name	Document Size (in KB)
	1	Tender Documents	finstationary.xls	39.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	manishyadav@cvs.du.ac.in	MANISH YADAV	MANISH
2.	punitsrivastava@hotmail.com	PUNIT KUMAR	PUNIT KUMAR
3.	manojkr.sharma936@gmail.com	Manoj Kumar Sharma	MANOJ KUMAR SHARMA

GeMARPTS Details

GeMARPTS ID	2HQVHED6GCGD
Description	supply of stationary items
Report Initiated On	10-Mar-2025
Valid Until	09-Apr-2025

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	NIL	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	NIL	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Principal
Address	College of Vocational Studies, New Delhi-110017

Tender Creator Details

Created By	MANISH YADAV
Designation	JUNIOR ASSISTANT
Created Date	10-Mar-2025 12:11 PM