

**Office of the Principal Jabalpur Engineering College Jabalpur(M.P)**

**Tender Details (For supply of Stationery Items)**

The Principal, Jabalpur Engineering College Jabalpur invites sealed tenders from the interested and eligible tenderers for supply of stationery items through E-Tender on portal at <http://www.mptenders.gov.in> from the reputed Firms / Contractors / Suppliers.

1.	Tender Reference Number:	MPJEC/Stat./SCSTSotre/2026/01
2.	Tender publishing date on MP Tender portal:	07/02/2026
3.	Bid submission start date	07/02/2026
4.	Bid submission end date	21/02/2026
5.	Technical Bid opening date	23/02/2026
6.	Financial Bid opening date(Only for those bidders who have qualified in Technical bids)	Notified After Technical Evaluation
7.	Cost of Tender document:	Rs. 500/-

Principal  
Jabalpur Engineering College  
Jabalpur (M.P.)-482011

## **TERMS AND CONDITIONS**

1. Tender documents may be downloaded from Government of Madhya Pradesh E-Procurement portal at <http://www.mptenders.gov.in> or from the college website [www.jecjabalpur.ac.in](http://www.jecjabalpur.ac.in) as per the schedule given in table above.
2. Estimated bid value is Rs.3 lac.
3. The firm should be registered under relevant competent authority (Registrar of Firm & Society /Shop and Establishment / Company etc.). Scanned copy of registration certificate should be enclosed.
4. Firm/ Proprietor must have valid PAN No. and GST No. (Photocopy of PAN Card of the Firm/Proprietor and certificate of GST is to be submitted with the technical evaluation form).
5. Bidder(s) must have minimum two years of experience of supplying Stationery items to the Govt. Departments/Semi Govt. Institutions / Govt. Undertaking Institutions /Govt. State Universities/PSUs [Copies of purchase orders comprising of minimum Rs 2 Lac for each of last two financial years i.e. FY 2023-24 and 2024-25 or a minimum of Rs. 4 Lac in total during last two financial years including at least one order from each financial year; received from these Institutions during said period].
6. Bidders have minimum Turnover of Rs. 5 lac per year during each of the last two financial years i.e. FY 2023-24 and 2024-25 or a minimum of Rs. 10 Lac in total during last two financial years (Valid and Certified documented proof has to be attached).
7. Bidders have to deposit the Earnest Money Deposit (EMD) of Rs. 10000/- and cost of the tender document Rs.500/- through online mode.
8. For incomplete supply, EMD will be forfeited.
9. Bidders registered under MSME for similar items will be exempted from EMD as per the M.P. government purchase rule, if they will submit the exemption certificate.
10. Supplier must submit sample of all bided items strictly as per the specifications mentioned in the tender document; in the office of the Principal JEC Jabalpur on or before bid submission end date during office hours. In case samples are not submitted by the supplier, bid will not be considered even for technical evaluation and furthermore non responsive in all respect.
11. This tender is non transferable.
12. Rates should be quoted on FOR basis.(The items shall be supplied to the office of JEC Jabalpur & transportation for all the items will be borne by the supplier/ bidder).
13. The rates quoted shall be valid for one year from the date of issuance of orders and supplier should bound to comply the orders within time frame.
14. The supply shall have to be made within 10 days from the date of supply order. If the supplier fails to execute the supply order, in full within stipulated time then your order will be treated as cancelled. The payment shall be made after the full supply of given order.
15. The payment shall be made after inspection of supplied items as per specifications and to the full satisfaction of the committee.
16. In case of any dispute the decision of the Principal Jabalpur Engineering College Jabalpur will be final. Principal Jabalpur Engineering College Jabalpur also reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Document, without assigning any reason thereof. The Authority also reserves the full rights to

increase/decrease the quantity of items in the tender as per requirement. Further disputes if any, shall be under the Jurisdiction of Jabalpur(M.P.), India.

17. Price should be quoted for the items listed in Annexure II, without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
18. Rates of each item should be quoted inclusive of all Taxes (GST and others), and should be quoted separately in a tabular form.
19. Any notice, statement and / or other communications sent by Principal Jabalpur Engineering College Jabalpur through registered/speed post or through Email to the bidder at his specified address shall be deemed to have been delivered to the supplier.
20. **Evaluation of Tender:** The Institute will only consider those quotations (Financial price) for comparison which are technically responsive (Fill Technical evaluation form in Annexure-I carefully and enclose all the relevant documents). Evaluation of financial bid (BOQ) will be done on the basis of Item wise.
21. Order shall be issued on requirement basis. Bills in triplicate for the items supplied should be raised for payment. Payment shall be released after deducting TDS/GST as per prevalent Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items /quantity and quality of items supplied are to the entire satisfaction of this office and matching with the samples submitted earlier. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by JEC Jabalpur.
22. **Order for supply:** The Institute will issue the order for supplying the item/ items to the bidder who will quote lowest price rate for the item/items(List of items shown in Annexure-II), **in case of Tie, preference will be given to the firm of higher turnover.**
23. **DOCUMENTS TO BE ATTACHED WITH BID(Duly signed and sealed by the Bidder):**
  - a) Original Tender Document duly signed with seal of the firm on each page as token of acceptance of the terms and conditions of tender.
  - b) Signed copy of EMD and Cost of tender document online payment receipt or exemption certificate.
  - c) Valid and Certified documented proof has to be attached for annual turnover of last 2 financial years i.e. FY 2023-24 and 2024-25.
  - d) Photocopy of PAN No. of the Firm /Proprietor.
  - e) Photocopy of GST /Income Tax return for last 2 years i.e. FY 2023-24 and 2024-25.
  - f) Copies of purchase orders comprising of minimum Rs 2 Lac for each of last two financial years i.e. FY 2023-24 and 2024-25 or a minimum of Rs. 4 Lac in total during last two financial years including at least one order from each financial year; received from Govt. Departments/Semi Govt. Institutions / Govt. Undertaking Institutions /Govt. State Universities /PSUs during said period.

## (Technical Evaluation form)

S.No.	Particulars	Details of Documents to be attached	Page No.
1.	Name & Address of the Bidder with contact person's mobile numbers and email address		
2.	Registration No. of the firm (attach required document)		
3.	Registering Authority (for Ex Under Shop & Establishment, Society registration or any registrar under respective act)		
4.	GST/Service Tax registration Number (attach required documents)		
5.	PAN No. of the firm/ Proprietor (attach required document)		
6.	Details of Online payment submission for EMD and Cost of tender document or exemption certificate (attach signed copy of Online payment receipt for EMD and Cost of tender document or exemption certificate )		
7.	Turnover (in Lac) during last two financial years (attach valid and Certified documented proof)	FY 2023-24: FY 2024-25:	
8.	Details of experience (attach Copies of purchase orders comprising of minimum Rs 2 Lac for each of last two financial years i.e. FY 2023-24 and 2024-25 or a minimum of Rs. 4 Lac in total during last two financial years including at least one order from each financial year; received from Govt. Departments/Semi Govt. Institutions / Govt. Undertaking Institutions /Govt. State Universities /PSUs during said period.)		
	Name of departments	Date of issue order and respective duration of work order	
	1.		
	2.		

I/ We hereby declare that the above information provided by us is true to the best of my/ our knowledge and belief. I/ We have ensured that the relevant documents / references that authenticated the information given above are true and available with us and can be provided if so required by Jabalpur Engineering College authority.

**Authorized Signature (in full and initials)**

**Name and Title of Signatory:**

**Name of the Firm:**

**Address:**

## (Name of Items &amp; Description)

S. No.	Name of items	Description	Approx Quantit y(pcs./ pkts)	Cost per pcs/ pkts (in Rs) inclusive of all taxes and FOR	Total cost
1.	Drawing sheet	55cm×70cm in Orient/Camlin or MB Paper, weight 11kg per ream in 150 sheet, good/smooth & superior quality (+/- 10%Tolerance)	20 pkt		
2.	Long Copy (Register size)	100 pages (ruled) with soft cover, good quality paper size 18cm ×30cm, 56GSM (+/- 10%Tolerance)	4125 copy		
3.	Drawing Pencil	HB- Apsara/Kohinoor/Camel or any good quality	1100 piece		
4.	Drawing Pencil	H - Apsara/Kohinoor/Camel or any good quality	550 piece		
5.	Drawing Pencil	2H - Apsara/Kohinoor/Camel or any good quality	1100 piece		
6.	Eraser	Small size 33×17×11mm Non Dust	1100 piece		
7.	Graph Paper	Single sheet having centimetre Block, Dimension at 47cm.×72cm., Graph Paper Should be at Bright(Galaxy)-Green/Red colour at good quality Glazed Paper.	1100 piece		
8.	Practical Register	100 pages size 20cm x 27cm, Hard cover, Pest winding, paper black ruling, one side ruled, laminated cover with certificate and index.(+/- 10%Tolerance)	1375 Register		
9.	File Cover	Hard laminated paper of size 36cm×25cm with clip(Full escape size)	1375 piece		
10.	White Writing Paper	Double full escape size 34cm x 43cm, 500 sheet per ream, Orient/ MB/ Omega/JK Paper with good quality 60GSM	275 Ream		
11.	Pen (Jotter type)	Ball point pen (Reynolds/LINK Pentonic/ Montex)	550 piece		
12.	Refill Jotter type	Blue (Reynolds/LINK Pentonic/ Montex )	550 piece		
13.	Refill Jotter type	Black (Reynolds/LINK Pentonic/ Montex )	275 piece		
14.	Refill Jotter type	Red (Reynolds/LINK Pentonic/ Montex )	275 piece		