

Maharashtra National Law University Mumbai

Invitation for Expression of Interest (EOI) for Annual Rate Contract for supply of Stationery Items.

Annual Rate Contract Period: 1 Year

Application Fees: 1000/- (Non-Refundable)

EOI Opening Date: 30.10.2020

EOI Closing Date: 18.11.2020

Interested suppliers may visit the Website www.mnlumumbai.edu.in and download the RESPONSE FORM [*Annexure A*]. Filled in form complete in all respects may be forwarded by Email: eoimnlumumbai.edu.in and Registered Post to **The Registrar, Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076**. The envelope containing the documents should clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed **EOI FOR STATIONERY ITEMS**. Please read General Instructions carefully. Documents must reach on or before 17:00 hours of Tuesday, **November 24 2020**. No hand delivery.

REGISTRAR,

MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

Maharashtra National Law University Mumbai

**2nd Floor, CETTM MTNL, Hiranandani Gardens, Technology Street,
Powai, Mumbai - 400 076.**

INVITATION FOR EXPRESSION OF INTEREST FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS

1. INTRODUCTION

Maharashtra National Law University Mumbai was established under Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Professor (Dr.) Dilip Ukey is the Vice-Chancellor.

Currently, Maharashtra National Law University Mumbai is operating from 2ndFloor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai - 400 076.

The University invites expression of interest (EOI) from eligible stationers for supply of office stationery items of routine and non-routine nature including printing and supply of office stationery items such as letter heads, visiting cards, envelopes, files of various types. For this, the University will enter into annual rate contract with selected supplier(s) for various items. Agencies, which are located in Mumbai and regularly supply office stationery items and carry out printing of office stationery items for Government offices, Public Sector Units (PSUs), banks and higher educational institutions are requested to respond.

2. ELIGIBILITY

The agency should satisfy the following eligibility conditions:

- a) Should have supplied stationery items including computer cartridges / toners etc. during last three years [2017, 2018 and 2019] worth at least
 - (i) Rs. 5.00 lakhs per annum to any one organisation, OR
 - (ii) Rs. 3.00 lakhs per annum each to any two organisations, OR
 - (iii) Rs. 2.00 Lakhs per annum each to more than two organisations.

- b. The applicant agency should be a bonafide supplier / vendor of stationery Items. Applicant should submit proof in support of the same.

- c. Agency should have retail or wholesale shop or godown in Mumbai having established facility for supply of goods at client's premises in short notice and in uninterrupted manner.

- d. Agency shall have following statutory valid registration certificates and licenses:
 - i. GST(Goods and Services Tax) Registration
 - ii. Shop Establishment License
 - iii. Permanent Account Number (PAN)
 - iv. Any other registration that is required as per statutory / local norms for supply of stationery items.

3. HOW TO APPLY

Interested suppliers may visit the Website www.nlumumbai.edu.in and download the RESPONSE FORM [*Annexure A*]. Filled in form complete in all respects may be forwarded by Email: eoimn@nmlumumbai.edu.in and registered Speed post (**only**) to the Registrar, Maharashtra National Law University Mumbai, 2nd Floor, CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076 . The envelope containing the documents will

clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed RESPONSE TO EOI FOR STATIONERY ITEMS. Please read General Instructions below carefully. **Documents must reach on or before 17:00 hours of Tuesday, November 24 2020. HAND DELIVERY OR DELIVERY THROUGH COURIER IS NOT ACCEPTABLE AND WILL BE LIABLE TO BE REJECTED.**

GENERAL INSTRUCTIONS

1. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove, (Ref.2 Eligibility)
2. Maharashtra National Law University Mumbai reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the agency prior to selection.
3. The decision of Maharashtra National Law University Mumbai regarding the selection of the Agency shall be final and binding on all concerned.
4. Application not accompanied by refundable Earnest Money Deposit of Rs. 1000/- (Rupees one thousand only) payable by demand draft in favour of Maharashtra National Law University Mumbai shall not be considered.
5. List of items [*Annexure B*] likely to be supplied is only tentative and not exhaustive. Rates per unit are to be quoted both in figures and words. The quotations should be sealed in a separate smaller envelope and superscribed PRICE BID. This envelope will be kept in the main large envelope containing other documents and Response form.
6. Accepted rates shall be valid for one year for any quantity supplied from **1st December 2020 to 30th November 2021**. No interim change of rate will be permitted.
7. The Agency shall undertake to supply items not included in the schedule of rates on emergency at competitive market rate.

8. Selected agency shall undertake to supply the items indented generally within three days or such other time span as may be indicted in the P.O.
9. Aggregate value of supply under the proposed rate contract is estimated to be around Rs. 3.00 lakhs per annum.
10. Selected agency shall enter into a Rate Contract valid for one year and furnish security deposit of Rs. 10,000 (Rupees ten thousand) in the form of DD in favour of Maharashtra National Law University Mumbai.
11. Strictly no CC/BCC to be marked to any other mail Id. Violation will lead to disqualification and cancellation.
12. Canvassing in any manner at any stage will be a disqualification and may lead to Black listing of the Vendor.

For further details, **Please contact (022) 25703187**

APPLICATION TO BID FOR SUPPLY OF STATIONERY ITEMS

Name of the Firm _____

The Registrar,
Maharashtra National Law University Mumbai,
2nd Floor, CETTM MTNL Building,
Hiranandani Gardens, Technology Street,
Powai, Mumbai - 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for Annual Rate Contract for Supply of Stationery Items and hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ are correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Seal of the Agency.