



## **Maharashtra National Law University Mumbai**

**Post Box No. 8401 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 has been established under Maharashtra Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Mr.Sadashiv Deshmukh is the Vice-Chancellor (I/C) and Hon'ble Mr. Sharad Arvind Bobde, Judge Supreme Court of India is the Chancellor of Maharashtra National Law University Mumbai.**

Currently, Maharashtra National Law University is operating from 2<sup>nd</sup> & 6<sup>th</sup> Floor 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.

The University is committed for quality legal education and research.

## 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 [2015, 2016 and 2017] 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 go down 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. NMMT Cess or LBT registration number (as applicable)
  - iii. Permanent Account Number (PAN)/ TAN
  - 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.mnlumumbai.edu.in](http://www.mnlumumbai.edu.in) and download the RESPONSE FORM [***Annexure B***]. Filled in form complete in all respects may be forwarded by post to the Registrar, Maharashtra National Law University Mumbai, POST BOX No. 8401, Powai, Mumbai 400 076 or

Hand-delivered at the office of the Registrar, Maharashtra National Law University Mumbai at 2<sup>nd</sup> 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 06<sup>th</sup>, 2018.

### GENERAL INSTRUCTIONS

1. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove,
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) payable by demand draft in favour of Maharashtra National Law University Mumbai shall not be considered.
5. List of items [Annexure A] 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 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2019. No interim change of rate will be permitted.
7. The rate contract may be extended for further periods on mutual consent and

agreed schedule of rates.

8. The Agency shall undertake to supply items not included in the schedule of rates on emergency at normal market rate.
9. Selected agency shall undertake to supply the items indented generally within three days or such other time span as may be permitted by the University.
10. Any delay/failure to supply or supplying materials not confirming to the standards will entail cancellation of the contract forthwith and forfeiting of the security deposit. The decision of the University in the respect is final and binding.
11. The University generally purchases stationery and other office supplies to the value of about Rs.5 lacs in a year.
12. Selected agency shall enter into a Rate Contract valid for one year and furnish security deposit of Rs. 10,000 (Rupees ten thousand) in any acceptable form. The deposit will be released on completion of the contract, after deducting penalties, damages etc if any.

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,

Post box No. 8401,

Powai, Mumbai – 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the EoI 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.

Details of Refundable Earnest Money Deposit

Amount:-Rs.1,000/-

D.D. No:- \_\_\_\_\_

Date:- \_\_\_\_\_

Bank:- \_\_\_\_\_

Branch:- \_\_\_\_\_

In Favour of :-Maharashtra National Law  
University,Mumbai