



MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY
SRIRAM CHANDRA VIHAR, TAKATPUR, BARIPADA, MAYURBHANJ-757003
No- 5842 /MSCBU-19011/3/2022-STORE SEC-MSCB Date: 14-11-2025

TENDER NOTICE

Sealed two-bid tenders are invited from reputed printing firms having valid GSTIN document dealing with “**Printing & Supply of Diary,Calendar and Other items**” to **Maharaja Sriram Chandra Bhanja Deo University, Sriram Chandra Vihar, Takatpur, Baripada-757003, Odisha (MSCBU hereinafter)** in the prescribed format as per the requirements enclosed in the schedule of items given in bid documents. Bid documents with details terms & conditions can be downloaded from MSCBU website “<https://www.nou.nic.in/tender.htm>”

The tenders along with the tender cost and EMD in the sealed envelope should be super scribed with “**Tender for Printing & Supply of Diary,Calendar and Other items**” and submitted through Speed Post / Regd. Post at the Office of the Registrar, Maharaja Sriram Chandra Bhanja Deo University, Sriram Chandra Vihar, Takatpur, Baripada-757003 by 05:00 PM on or before 29.11.2025. The technical bid & financial bid shall be opened on 01.12.2025 at 11:30 AM and 03:30 PM respectively. The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof and will not be responsible for any postal delay.

The University authority reserves all the right to accept/reject any or all quotations at a stage without assigning any reason thereof.

By order of Vice-Chancellor


Registrar,
MSCB University.

Date. 14-11-2025

Memo No. 5843/

Copy to PA to Vice-Chancellor/ PA to Registrar/COF / Professor-in-charge of University website with request to upload the same in the University website for information.


Registrar,
MSCB University.

TENDER DOCUMENT

Tender for "Printing & Supply of Diary, Calendar and Other items" at Maharaja Sriram Chandra Bhanja Deo University, Baripada Campus.

Address:

Maharaja Sriram Chandra Bhanja Deo University

Sriram Chandra Vihar, Takatpur

Baripada – 757003,

Dist: Mayurbhanj

Odisha, India

MSCBU invites sealed offers bidding for above mentioned items at **Maharaja Sriram Chandra Bhanja Deo University, Baripada**. Interested parties may download the Tender Document from University Website "<https://www.nou.nic.in/tender.htm>"

1. **Last date for Submission of Bids:** 29.11.2025 at 05:00 PM
2. **Opening of Technical Bid Date:** 01.12.2025 at 11:30 AM
3. **Opening of Financial Bid Date:** 01.12.2025 at 03:30 PM
4. **Tender fee (Non-Refundable):** Rs.1000/- (Rupees One Thousand) in the form of a DD/Pay Order favouring **The Comptroller of Finance, MSCBU, Takatpur payable at Baripada**.
5. **Earnest Money Deposit:** The Bidder shall submit their quotes along with EMD at 2% of the Bid cost. EMD should be in the form of DD favouring **The Comptroller of Finance, Maharaja Sriram Chandra Bhanja Deo University, Takatpur, Baripada-751003 payable at Baripada**. This Bank Guarantee should be valid for minimum 90 Days from the date of opening.

Clause 1: Terms and Conditions

1. Durability of material, Reliability & guarantee of quality, financial standings and general reputations of the supplier.
2. The bidder must have valid GST registration number.
3. The rate quoted shall remain valid ordinarily during the financial year. However, MSCB University reserves the right to go in form fresh tenders on the basis of the market condition.
4. Financial bids will be considered only after fulfilling the technical bids.
5. Rate quoted should be inclusive of all taxes and charges including transportation.
6. The Quantity tendered for is tentative and may change as per the requirement of MSCB University.
7. The payment will be released only after supply of the items as per Purchase Order at MSCB University and inspection of the same by the authority.
8. MSCB University reserves the right to deduct statutory dues/taxes if any due for deduction as per government rules.
9. This University reserves the right to reject any of the supplied items that doesn't match the specifications mentioned in this tender or are damaged. The bidder must immediately replace the same at no extra cost.

10. Delivery should be made within the stipulated time from the date of receiving the order failing which penalty @1% of the order will be imposed for each week of delay or cancellation of purchase order and forfeiture of E.M.D.

Clause 2: Documents to be submitted along with the Tender

1. Copy of PAN card of the firm/bidder.
2. Copy of GST Registration number of the firm.
3. Copy of Valid Registration No of the Agency/Firm.
4. **Samples for technical evaluation.**
5. Non refundable Tender Document Cost Rs.1000 /- (Rupees One Thousand) only in form of Bank draft in favour of **"The Comptroller of Finance, Maharaja Sriram Chandra Bhanja Deo University, Takatpur, Baripada-751003 payable at Baripada"**.
6. EMD at 2% of the Total bid cost in form of a separate Bank draft in favour of **"The Comptroller of Finance, Maharaja Sriram Chandra Bhanja Deo University, Takatpur, Baripada-751003 payable at Baripada"**
7. A signed undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm/agency/proprietor (As per Annexure IV (Undertaking)).
8. Undertaking showing that Terms and Conditions of the tender have been duly accepted with stamp of the prospective bidder.
9. **Each page of the tender document be signed and stamped by the authorized signatory and submitted along with technical bid.**
10. Bids without Tender document cost/E.M.D shall be rejected summarily.

Clause 3: Procedure of Submission of BIDs

1. Bids are to be submitted in two bid system. i.e. Technical Bid and Financial Bid.
2. Technical Bid alongwith all the requisite documents as mentioned at Clause 2 of this document is to be submitted in the format prescribed under Annexure I. All the documents are to be placed inside a sealed envelope marked as "Technical bid".
3. Financial bid to be submitted as per Annexure III and to be placed inside a separate sealed envelope marked as "Financial bid".
4. Both the envelopes containing Financial Bid and Technical Bid are to be placed inside another Envelope super scribed **" Tender for Printing & Supply of Diary, Calendar and Other items "** and submitted through Speed Post / Regd. Post at the Office of the Registrar, Maharaja Sriram Chandra Bhanja Deo University, Sriram Chandra Vihar, Takatpur, Baripada-757003 by 05:00 PM on or before 29.11.2025. Incomplete and Late bids shall be rejected summarily.
5. Financial Bids will be opened only of those firms who qualify technical bid.
6. The Bids will be rejected if information given therein is found to be false or detected to be incorrect or incomplete in any manner.

7. The Bid Security will be forfeited in the following conditions:-

- I. If at any stage, any of the information/declaration given by the bidder is found to be false.
- II. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- III. In case of any lapse/default in honouring of the terms and conditions at any stage after submission of tender.

ANNEXURE I

PARTICULARS OF THE BIDDERS TO BE FURNISHED IN BID.

1	Name of Organization /Firm / Company	
2	Address & Telephone Number	
3	Year of establishment	
4	Status of the Firm (Company/Firm/Proprietary)	
5	Whether registered with the registrar of companies/registrar of firms. If so attach the copy of certificate.	
6	a)Name& Mobile Number of Managing Director/Managing Partner/Proprietor	
7	Whether registered with GST. Enclose the relevant copies with clearance certificates	
8	Copy of PAN, Latest Income Tax Return filed.	
09	ISO 9001 certificate	
10	MSME certificate	
11	“Undertaking” for not being a Blacklisted Firm.	
12	EMD Payment made or not? If YES, Mention details	
13	Whether, Tender Cost paid or not? If YES, Mention details.	

Place:

Date:

Name, Signature & Seal of Bidder:

ANNEXURE II
Technical Bid

LIST OF ITEM AND SPECIFICATION

Sl. No	Name of the Items	Specification	Quantity
1	Diary (Executive)	Oxford	250
2	Wall Calendar	Glossy paper 300 GSM 2 X 1.5	300
3	Table Calendar	Glossy paper 300 GSM A4 Size	500
4	File folder	Durable & Eco- friendly file folder customized with University logo & name. Ideal for conference meetings & Office Use. Thickness:350-400 GSM Color: Brown/White Dimension: 33 x 24 x 2cm Material: Cardboard Sheet Size: A4	1000
5	Notepad	Notepad with customized cover with University Logo and name on it. Size: 8 x 6 inch Pages: 30 Paper : Plain & white	1000

ANNEXURE III

Financial Bid

Sl.No	ITEM	Qty	Rate per unit (In Rs.)	Tax	Total Price (In Rs.)
1	Diary (Executive)	250			
2	Wall Calendar	300			
3	Table Calendar	500			
4	File Folder	1000			
5	Notepad	1000			

Note:

- 1) Quoted Price is inclusive of all taxes, transportation duty and other charges if any.
- 2) Product quantity varies as per requirement.

ANNEXURE IV

IT IS CERTIFIED THAT MY FIRM/COMPANY/AGENCY HAS NEVER BEEN BLACK LISTED BY ANY OF THE DEPARTMENTS/ AUTONOMOUS INSTITUTIONS/ UNIVERSITIES/PUBLIC SECTOR UNDERTAKINGS OF GOVERNMENT OF INDIA OR GOVERNMENTS OF ODISHA OR ANY OTHER STATE GOVERNMENT OR PUBLIC SECTOR BANKS OR LOCAL BODIES/ MUNICIPALITIES AND NO CRIMINAL CASE IS PENDING AGAINST MY FIRM/ AGENCY AS ON 29.11.2025.

AND

I/WE UNDERSTAND THAT THE DETAILS OF THE ITEMS/SERVICES AS PROVIDED ABOVE ARE SUBJECT TO CHANGE. I/WE AGREE THAT IN CASE OF ANY CHANGE IN THE QUANTITIES REQUIRED FOR ANY OF SERVICES, I/ WE WOULD BE SUPPLYING THE SAME AT THE RATES AS SPECIFIED IN COMMERCIAL BID. I /WE AGREE TO ADHERE TO THE RATES GIVEN ABOVE EVEN IF THE QUANTITIES UNDERGO A CHANGE.

Place:

SIGNATURE OF THE BIDDER WITH STAMP

Date:

ANNEXURE V
CHECK LIST

(Please tick yes or No: Y/N)

- Tender Cost bank draft no. & date (Y/N):
- EMD bank draft No & date (Y/N):
- ANNEXURE- I duly fill in (Y/N):
- Valid GSTIN Certificate (Y/N):
- Valid PAN Card (Y/N):
- IT return (Y/N):
- Experience certificate (if any) (Y/N):
- Proof of P.O. copies (Y/N):
- Any other relevant documents as per Tender notice. (Y/N):
- List of items quoted

Place:

Date:

Name, Signature & Seal of Bidder.