

**93<sup>rd</sup> ANNUAL CONFERENCE OF THE INDIAN ECONOMIC ASSOCIATION  
PANJAB UNIVERSITY CHANDIGARH  
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**TENDER DOCUMENTS FOR PURCHASING BRIEFCASES FOR THE  
PARTICIPANTS OF 93<sup>rd</sup> ANNUAL CONFERENCE OF THE INDIAN ECONOMIC  
ASSOCIATION, DECEMBER 27–29, 2010.**

No. 3280/IEA/Chandigarh

Dated 19.11.2010

Panjab University, Chandigarh is going to organize 93<sup>rd</sup> Annual Conference of the Indian Economic Association on 27<sup>th</sup>- 29<sup>th</sup> December, 2010. Bids are invited from the manufacturers/authorized distributors/suppliers/dealers of Briefcases. The description/specifications of Briefcases required to be purchased is attached at Appendix-I. The quantity of Briefcases may increase/decrease at any point of time as per the requirement of Panjab University, Chandigarh. Interested agencies may quote their rates according to required specifications as well as after careful study of the following terms and conditions.

The tender form can be obtained from the office of the Local Organising Secretary, 93<sup>rd</sup> IEA Conference, Department of Economics, Panjab University on payment of Rs.200/- (as tender fee-non refundable) between 10.00 AM to 05.00 PM on any working day up to **26.11.2010**. Alternatively, the tender document can also be downloaded from the PU website i.e. [www.pu.ac.in](http://www.pu.ac.in). The tenderer(s) who will download the tender form from the website has to deposit the tender fee for Rs.200/- (non refundable) in the form of Demand Draft in favour of the **Local Organising Secretary, 93<sup>rd</sup> IEA Conference**, Panjab University, Chandigarh.

<b>Sr. No.</b>	<b>Terms &amp; Conditions</b>
1.	Last date for submission of tender in the office of the Local Organising Secretary, 93 <sup>rd</sup> IEA Conference, Department of Economics, Panjab University is <b>26.11.2010</b> by 4 PM. Applying agencies/their representatives may attend the proceedings of opening of the tender at 5.30 PM on <b>26.11.2010</b> in the office of the Local Organising Secretary, 93 <sup>rd</sup> IEA Conference, Department of Economics, Panjab University, Chandigarh.
2.	Tenderers shall furnish the bid in a sealed envelope super-scribed as <b>“Tender for purchase of Briefcases”</b> .
3.	Only Sales tax/Value Added Tax (VAT) Payee agencies are eligible to fill the tender. Interested agencies shall quote their Sales tax/VAT/TIN Number with documentary proof.
4.	Rates should be quoted for the item in Appendix-I inclusive of all taxes. Nothing over and above the quoted rates shall be payable. No future liability shall be undertaken by the purchaser.
5.	No advance payment shall be given to any agency on any grounds what so ever.
6.	The price shall be F.O.R. Panjab University, Chandigarh, including packing, transit and forwarding to rail or road carrier and statutory levies, if any. There shall be no extra charges of these items.
7.	The successful tenderers shall have to supply the item within a period of 25 days from the date of receipt of the Purchase Order.

8.	Bid Security of Rs.20,000/- in the form of A/C Payee Demand Draft/Bankers Cheque/F.D.R./Bank Guarantee from any Commercial Bank in favour of the “ <b>Local Organising Secretary, 93<sup>rd</sup> IEA Conference</b> ” payable at Chandigarh must accompany the bids. No tender shall be accepted without Bid Security and shall be rejected straightway. The Bid Security shall be refunded to the unsuccessful tenderer(s) after finalization of the tender and award of supply order and deposit of Performance Security by the successful tenderer. Bid Security deposited with the tender shall bear no interest.
9.	The tender must contain the name, office and residential address including telephone number(s), Email-ID and Fax number(s) of the person or persons with his/their usual signatures.
10.	The tenderer(s) must enclose the details of partner(s) with their complete details.
11.	The tenderers shall indicate their rates in clear visible figures and words and shall not alter/overwrite/make cutting in the rates. If alteration/overwriting/cutting in rates is noticed, such tenders shall not be taken into consideration.
12.	A copy of tender documents terms & conditions duly signed by the bidder (s) may also be attached with the “Technical Bid” unsigned tender documents shall not be accepted.
13.	Conditional tenders shall not be accepted and shall be rejected straightway.
14.	No enquiry shall be made by the tenderer(s) in-between the time of opening the tenders till the competent authority takes final decision.
15.	In case the successful tenderers is found in-breach of any terms and conditions at any stage, legal action as per rules/laws shall be initiated against the agency concerned regarding forfeiture of the earnest money or Performance Security deposits and debarring the agency also by black listing for future dealing.
16.	The supply shall be inspected or tested and if found fails to conform to the specifications of the sample provided along with the bid, the Panjab University may reject/return the material straightway without assigning any reason, no payment shall be made and a penalty including forfeiture of Performance Security shall be imposed.
17.	The Purchase Committee, 93 <sup>rd</sup> IEA Conference, Panjab University reserves the right to relax any of the above mentioned conditions(s) and reject on his discretion any or all tender(s) altogether without assigning any reason.
18.	In case violation of any terms & conditions, the firms shall be issued show cause notice and explanation of the firm shall be called. If the reply of the firm is not found satisfactory legal action as per law will be taken against the firm
19.	All disputes in this connection shall be settled in Chandigarh jurisdiction only. Prior to litigation, the matter can be patched up by negotiation on table.
20.	The tenderers have to give undertaking to the effect that their firm is neither black listed by any Govt. Department nor any criminal case is/was registered against them. The bidders found having black listed by any Govt. Department/criminal cases registered against them shall not be considered for this tender.
21.	The participating firm should deposit the sample of Briefcases with the bids in the office of the Local Organising Secretary, 93 <sup>rd</sup> IEA Conference, Department of Economics, Panjab University, Chandigarh for final approval.

**Appendix-I**

**(Purchase of Briefcases in Connection with 93<sup>rd</sup> Annual Conference of The Indian Economic Association, Panjab University Chandigarh)**

<b>SI. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate per Unit (inclusive of all taxes)</b>
1.	<b><u>Briefcases of Standard Brand</u></b> (like VIP/ Samsonite/ American Tourister/ Safari/ Aristocrat / or of equivalent standard)  Size- 440x370x110 mm approximately Body- frame moulded Material used – PP (poly propylene)	3000 pieces (± 10%)	

**Undertaking:**

I certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Date:

Place:

Signature of the authorized signatory of  
the agency with Official seal/ stamp.