

Panjab University, Chandigarh

From:
The Controller of Examinations,
Panjab University,
Chandigarh – 160014

To
The Director,
Computer Unit,
Panjab University,
Chandigarh

Dated: 24.12.2011

Dear Sir,

A tender notice has been sent for publication in The Tribune and Punjab Kesri for publication. The tender will appear in the **said papers on 26.12.2011**. You are requested to kindly put the attached tender on the P.U. website.

The following is the list of the said tender:

Tender	Date of Issue	Due Date & Time	Date of Opening & Time
Conduct Branch	26.12.2011	12.01.2012 at 2:30 p.m.	12.01.2012 at 3:00 p.m.

Yours faithfully,

Assistant Registrar (Conduct)
For Controller of Examination

PANJAB UNIVERSITY, CHANDIGARH

TENDER NOTICE

Sealed tenders on prescribed form superscribed as “Tender for Waste Paper, Marked Answer Books” are invited for sale of (i) Marked Answer-books, (ii) Marked answer-books with adhesive tapes and (iii) other waste paper material, alongwith prescribed earnest money (as specified in the terms and conditions) in shape of bank draft (in favour of the Registrar, Panjab University, Chandigarh payable at Chandigarh) so as to reach Assistant Registrar (Conduct) in his office on or before **Thursday, 12th January, 2012 by 2.30 p.m.** The prescribed form alongwith detailed terms and conditions can be downloaded from website: www.puchd.ac.in or obtained from the Office Superintendent (Conduct), Marked Answer Books Store, Aruna Ranjit Hall (Basement), Panjab University, Chandigarh on any working day during office hours upto **Wednesday, 11th January, 2012.**

CONTROLLER OF EXAMINATIONS

PANJAB UNIVERSITY, CHANDIGARH

TENDER FOR SALE OF WASTE PAPER, MARKED ANSWER BOOKS AS DETAILED BELOW:-

Sr. No.	Item	Approx. Quantity	Earnest Money
1.	Marked Answer-books	1000 Quintals	Rs. 10,000/-
2.	Marked Answer-books with Adhesive tape	60 Quintals	Rs. 5,000/-
3.	Waster Paper etc.	400 Quintals	Rs. 5,000/-

The answer books are stored in the Marked Answer Books Store situated in the basement of Aruna Ranjit Chandra Hall (old U.I.E.T. Building), Panjab University, Sector-14, Chandigarh.

TERMS & CONDITIONS OF TENDER

The tenders in sealed envelopes, marked **"TENDER FOR WASTE PAPER, MARKED ANSWER-BOOKS"** on the left top of the envelope with an earnest money separately, as mentioned above in the shape of Bank Draft on any scheduled Bank at Chandigarh in favour of the Registrar, Panjab University, Chandigarh or Cash Deposited Receipt must reach the office of the **Asstt Registrar (Conduct) personally on or before 12th January, 2012 (upto 2.30 p.m.)**. The tender so received will be opened on the same day at 3.00 p.m. in the presence of the Tenderers or their authorized agents present at that time.

The Sealed Tender/s having any cutting or overwriting, in the rates quoted, whether in figure or in words, shall not be accepted.

The rates should be quoted per quintal. Tenders below Rs. 1500/- per quintal in the case of Marked Answer-books are liable to be rejected.

The terms and conditions of the tender which form the basis of Contract/Agreement are as under:-

1. The Contractor whose tender is accepted shall have to deposit another sum of Rs.10,000/- in case of Marked Answer-books, Rs.5000/- in case of Marked Answer-books with adhesive tape and Rs.5000/- in case of Waste paper as an additional security **within seven days** of the date of acceptance of the Tender, failing which the earnest money shall be forfeited and the tender cancelled.
2. The goods shall be removed in **Gunny Bags** by the successful Tenderer from the Marked Answer-books Store, **latest by 9th March, 2012**. A penalty of Rs.100/- per day for delay in lifting the material will be charged **w.e.f. 10th March, 2012** and a penalty of Rs 500/- per day will be charged **w.e.f. 21st March, 2012**. If the material is still not removed a penalty of Rs.1000/- per day will be charged **w.e.f. 22nd March, 2012**.

Contd.

(2)

3. The amount of Rs.10,000/- in case of Marked Answer-books, Rs.5,000/- in case of Marked Answer-books with adhesive tape and Rs.5,000/- in case of waste paper, deposited as additional security vide Sr. No.1 above will be adjusted towards the payment of goods removed in the last installment.
4. The earnest money will be refunded after obtaining a certificate from Office Superintendent (Conduct Branch), Marked Answer Books Store that the entire stock of the tender has been removed and full and final payment has been made in the shape of bank draft to the University.
5. The Contractor shall detach the title cover of the Marked Answer-books sold as waste paper for destruction in the presence of the University officials at his own expenses, before these are lifted from the University offices and will give a written undertaking to the following effect:-

“The used answer-sheets lifted from your premises shall be sent directly to a paper mill (in Gunny Bags) for pulping and making of paper. I also undertake that the above waste paper shall not be sold anywhere else.”

In case the above is not complied with by the Contractor, he will have to pay the penalty decided by the University.
6. The Contractor whose tender is accepted shall have to sign an agreement with the University on a stamp paper of the requisite value at his own cost, within five days of the issue of the letter by the university.
7. If the Contractor fails to comply with any of the conditions given above, the Controller of Examinations, Panjab University, Chandigarh shall have the right to cancel the agreement and sell the goods in any manner, the University deems fit. The Contractor shall be bound to make good the loss sustained and incurred to the University in this connection.
8. The Controller of Examinations, Panjab University, Chandigarh reserves the right to accept or reject any tender without assigning any reason and his decision in all matters concerning the tender shall be final.
9. All disputes shall be settled at Chandigarh.

Chandigarh
Dated: 26.12.2011

Assistant Registrar (Conduct)

PROFORMA

Tender for purchase of Marked Answer-books, Marked Answer-books with adhesive tape and waste paper material.

Sr. No.	Particulars	Rate per Quintal (in Rs.)
1.	Marked answer-books	_____
2.	Marked answer-books with Adhesive tape	_____
3.	<u>Waste Material:</u> It includes: Question papers, Result Gazettes, Cyclostyling paper, Admission Forms, Old files, Sweep waste paper and old Catalogues/ Calendars/Old books, Card-board cartons.	
4.	Envelopes	_____
5.	Rags of Cloth	_____
6.	Newspapers	_____

(SIGNATURE)

Dated: _____

Name & Address:

(With seal of the Firm)

Mobile No. _____

Office Ph: _____

