

PANJAB UNIVERSITY, CHANDIGARH
TENDER NOTICE

No. _____/R&S

Dated -----

Sealed tender be sent by **speed post only** along with the original receipt of having deposited the Earnest Money of Rs.25, 000/- with the S.B.I. Cash Counter, Panjab University, Chandigarh or a Demand Draft or in shape of FDR drawn in favor of the Registrar, Panjab University, Chandigarh Demand Draft No. /FDR_____ dated drawn on _____ so as to reach this office latest by the closing date 26-09-2012 upto 3.00 p.m. at the following address:-

Prof. A.K.Bhandari,
Registrar,
Panjab University,
Chandigarh-160014

Note:-

1. Tender received after the closing date/time will not be entertained.
2. Tenders submitted/sent without samples and conditional tenders will not be entertained.
3. All the samples should be submitted along with the tenders and specifications on each sample i.e. size, weight, GSM and name of the manufacturing mill etc. be mentioned
No samples will be accepted after the closing date/time for the receipt of tenders.
4. Any postal delay will not be considered.

D.A.:-List of items & Terms Conditions

1. All the above rates quoted by us are inclusive/exclusive of all taxes/vat and discount etc. and F.O.R. University store only.
2. Our tender will remain open for acceptance upto one year/our rates are valid for one year from the date of opening of the Tender.
3. We have gone through the terms & conditions laid down in your tender form and agreed to abide by the same.
4. The material/goods to be supplied will be strictly according to the approved samples/specifications failing which the entire earnest money will be forfeited and the supplier will be "Black Listed".
5. The firms are informed that all the supply will be accepted between 9.00 a.m. to 5.00 p.m. on working days.
6. The firms are advised to supply perishable items e.g. Pens in Parts to avoid wastage.
7. That the material will be supplied within the required period of 20 days from the date of placing order.
8. Payment within 45 days.

Terms & Conditons

1. Over-writing is not permissible if there is any cutting/overwriting the same should be in ink and signed without defacing the original entry.

2. SAMPLES TAX/VAT AND F.O.R.

Rates should be quoted F.O.R. destination (and not ex-shop) and including sales tax/VAT, if leviable and other liabilities. In case the sale tax/vat is to be charged extra the percentage to be charged should be mentioned. If these facts are not mentioned in the Tender, it should be presumed that the rates quoted are F.O.R. destination and are inclusive of all taxes/VAT. If any firm states that sales/tax vat will be charged, if any leviable and does not indicate the percentage of sale tax/vat, such tender likely to be ignored. This office does not furnish form C or D for sale tax.

3. FREIGHT

The goods should have to be sent under "Freight paid" by the firm failing which the double amount of the freight paid by this office is liable to be deducted from their bill.

4. Samples

A (stationery)

Samples for all the items even of Standard items for which the rates are quoted by the firm must be sent along with the Tender, failing which the Tender for these items will not be considered. 100% supply should tally with the samples, failing which the supply will be rejected forthwith. No separate request for the supply will be made subsequently. In case however, offer is made for any patent articles, complete details regarding their specifications, quality, name and make, name of the firm/mill and factory etc. should be indicated in the Tender (No Tender will be accepted without samples).

B (Cloth)

For the cloth items the width of the cloth and the average measurement of the lengths must be indicated. Lengths in two parts are not accepted by this office please quote the rate of reputed mill only. No tender will be accepted without sample.

C (paper items)

In case of paper items, the particulars like weight and size of the paper etc. and name of the mill must be indicated, failing which the Tender for these items is likely to be ignored without any further notice. Price, make and name of the firm should be clearly indicated on each sample submitted to this office. The unapproved samples can be collected from this office within 3months from the date of opening the Tenders after which no such request shall be entertained.

5. The tender of one firm will be considered as a whole. However, this office is not bound to place order for all the items or for full quantity against any item with any one firm even if the Tender of the firm be the lowest. The decision of the Registrar, in this regard, shall be final.
6. The office reserves the right to accept any Tender without assigning any reason. The decision of the Registrar, in this regard shall be final.
7. The office reserves the right to increase or decrease the quantity of any item of the tender at the time placing order for the supply or even their after.
8. The office is not bound to place the order with the lowest competitor. The purchase will be made keeping in view the quality of goods and rates quoted by the firm. The decision of the Registrar, in this regard, shall also be final.

9. Delivery

Suppliers will be required to make supply within 20 days from the date of placing order. If any firm is unable to make supply within the stipulated period, the time required for making available the goods should be mentioned in the Tender. If the firm fails to supply the goods it will automatically be "Black Listed" and their Earnest Money will be forfeited.

10. The goods should be supplied in full quantity for which the order is placed with you, in case your Tender is accepted, the office reserves the right to accept or reject any consignment which does not completely according to our requirement and which is not in accordance with terms and conditions of the tender.
11. Supplies will only be accepted if made strictly according to the samples/specifications or quality and are received within the prescribed limit of time which is not in accordance with terms and conditions of the Tender.

12. Validity

Your offer should be remain open for acceptance of order for one year from opening of tender.

13. A sum of Rs.25, 000/- as Earnest Money should be deposited either in cash with SBI Counter, Panjab University, Chandigarh, and the receipt of having done so should be attached with the Tender or by Demand Draft in favour of the Registrar, Panjab University, Chandigarh (By designation should be sent along with the tender) (cheque will not be accepted) Note:- that a tender without the said security money will not be entertained in any case).
14. Full or part of the security money shall be liable to be forfeited if the goods are not supplied according to the terms and conditions, approves samples/specifications within the stipulated period or for breach of any terms of contract and in this regard office decision will be final.
15. The security will be refunded on request of after one month from the receipt of total quantity of goods and found in satisfactory condition after approval of the same by this office.
16. Payment will be made through cheque on receipt of the goods, in a satisfactory condition and after the acceptance by this office. No relaxation will be allowed in this respect. **Conditional tender** will not be accepted. No negotiation in the mode of payment would be allowed.
17. Tender received after the prescribed date and time are liable to be ignored.
18. F.O.R. Stationery store only, Panjab University, Chandigarh.
19. No advance payment will be made.
20. RATES QUOTED BY YOU SHOULD BE VALID FOR ONE YEAR FROM THE DATE OF OPENING OF THE TENDERS FAILING WHICH THE FIRM AUTOMATICALLY BE "**BLACK LISTED**" AND AFTER THAT THEIR EARNEST MONEY BE FOREFEITED.

Assistant Registrar (R&S)
for Registrar

P.S.:- The vendors are advised that rates, weight, name of brand/mill, name of item and size be mentioned on the samples otherwise tender shall/will not be considered.

Sr. No.	Name of the Articles	Specifications/ name of brand	Quantity to be purchased	Rates (Rs.)	Remarks
1.	Carbon Paper Pencil Blue	Kores Multicopy/ Kangaro	500 qrs.		
2.	Candles 50grms	Good quality	800 Nos.		
3.	Cloth for packing Markin white	Width 89cms	35,000 mtrs.		
4.	Cloth for packing Green	Width 74cms	5000 mtrs.		
5.	Cloth for Packing Yellow	Width 74cms	5000 mtrs.		
6.	Cloth for packing Pink	Width 74cms	7000 mtrs.		
7.	Cotton Tape Roll white	½" cow/deer	2500 rolls		
8.	File Cover Double with printing	Good Quality	26000 Nos.		
9.	File Cover Single with printing	Good quality	21000 nos.		
10.	Gum Bottle Small 150ml	Kores/ Camel	900 Nos.		
11.	Gum Bottle Big 700ml	Kores /Camel	250 Nos.		
12.	Gum Loose Liquid (5 to 10 ltrs. packing)	BMC/ S. Kumar	1500 ltrs.		
13.	Lead Pencil	NatrajHB621, Camlin	3700 Nos.		
14.	Pin Box (70grm net wt.)	Grace/Office	1500 Nos.		
15.	Ball Pens Red/Black/Green/Blue	Natraj /Cello	50,000 Nos.		
16.	Register 1Qr Hard Cover with printing 48 PAGES	20x30cms70GSM	950 Nos.		
17.	Register 2Qrs. Hard Cover with printing 96 PAGES	20x30cms/70GSM	3100 Nos.		
18.	Register 3 Qrs. Hard Cover with printing 144 PAGES	20x30 cms/70GSM	2700 Nos.		
19.	Thread Reel	HP No. 2, Art H-I- 207 Nine Cord 400Mtrs	400 Nos.		
20.	Tixo Tape small length 9 mtrs. 12mm	Premier	1100 Nos.		
21.	Tixo Tape width 1"transparent 65 mtrs.	Windsor/premier	2600 Nos.		
22.	Packing Paper Kraft	73½x112/39.5kg.	30 reams		
23.	Phenyal Liquid (5 ltrs. Packing)	Gainda/Max	1600 ltrs.		

24.	Utensil Cleaning Powder weight 750grms	Farista/Vim	900 pkt.		
25.	Calculator CT-500	Citizen/Casio	300 Nos.		
26..	Correcting Fluid white Pen type	Kores/Camlin	850 Nos.		
27.	Naphthalene Ball ½kg & 1kg. packing	Bengal Chemical/ISI	620 kg.		
28.	Stamp Pad	Ashoka/Golden	500 Nos.		
29.	Lamination Roll 0.37 micron Width 18" length 100 mtrs.	Oddy/Deeco	500 rolls		
30.	Short Hand Note Book (200 pages)	Neelgagan	700 Nos.		
31.	Stapler Pins No. 10	Kangaroo/Kores	4400 Nos.		
32.	Tag Small white	5 "	2,50,000 Nos.		
33.	Tag Big Green	24"	10,000 Nos.		
34.	Photostat Paper Legal Size	JK Red/Power	4000 reams		
35.	Photostat paper A-4 size 70GSM	Power/JK Red	12500 reams		
36.	Clip Box30mm	Glove/Office	1400 Nos.		
37.	Sutli	3ply	1500 kg.		
38.	Maplitho paper 18x22/80GSM	Ballarpur/HPC	500 reams		
39.	Maplitho Paper 17x27/80GSM	Ballarpur/HPC	500 reams		
40.	Maplitho Paper 20x30/80GSM	Ballarpur/HPC	500 reams		
41.	Maplitho Paper 23x36/80toGSM	Ballarpur/HPC	400 reams		
42.	White Cream Wove paper 18x22/70GSM 8.9kg.	Satia/shreyans	525 reams		
43.	Art Paper cover Matt 23x36/230GSM	Ballarpur	15 reams		
44.	Hand Made paper	22x30/32kg.	10,000 sheets		
45.	Hand Made Paper	22x28/48kg.	2000 sheets		
46.	Hand Made paper	22x30/80kg.	2000 sheets		
47.	Straw Board	32oz	1500 Nos.		
48.	Drawing Sheets	20"x30"/120GSM	5500 Nos.		

49.	Tracing paper Roll Gate way/Citizen 90-100 GSM	Length 18.2 mtrs. Width 40"	30 rolls		
50.	Tracing paper 22x28	Pudumjee	08 reams		
51.	Oil Sheets 22"x28"	Camlin	1000 sheets		
52.	Ivory Sheets 22x28/300GSM	Ballarpur/JK	200 sheets		
53.	CDR	Moserbear/sony	1000 Nos.		
54.	DVDR	Moserbear/sony	100 Nos.		
55.	Lamination Pouches 175 Micron Size 70 X100 cms	Oddy/Infinity	50,000 Nos.		
56.	Glass Tumbler	200ml	1000 Nos.		
57.	Blade	Topaz/Zorik	1500		
58.	Jugs	Flora Nayasa	70 Nos.		
59.	Glue Sticks 15grms	Kores/Camlin	2500 Nos.		
60.	Sketch Pen	Camlin/ Luxor	800 Nos.		
61.	Permanent Marker	Camlin /Luxor	200 Nos.		
62.	Fevicol (one kg. packing)	Piddilite	50kg.		
63.	Dumper	Royal Art 999	100 Nos.		
64.	Match Box	Homelight	200 Nos.		
65.	Room Spray	Premium	50 Nos.		
66.	Pencil Cell	Everyday	150 Nos.		
67.	Computer paper Centrally perforated 10x12/80GSM	Citizen/Grace	50 reams		
68.	Computer Paper Single Part12x15/80GSM	Citizen/Grace	500 reams		
69.	Computer Paper 10x12/80GSM Single part	Citizen/Grace	350 reams		
70.	Sheep Skin Natural Shade	Length 2½ ft Width 2ft	450 Nos.		
71.	Coloured Hand Made Sheet	22x30/32kg.	05 reams		
72.	Binding Cloth width 40"	5 star	20 rolls		
73.	<u>Computer Cartridges</u>	HP 1000 HP 1020/1022 (12A) HP 1160 (49A) Xerox 3117/3122 HP 1150 (24A) HP P-1007(88A) HP P-1005 (35A) HP 2055 DN(05A) HP 6500 R (OMR Scanner) Tally Ribbon 6218 HP No. 1505 (36A) HP 5200 N (7516A) Canon MF 4320-4350 Cartridge ip-4870(pxima) set No. (725PG 8K& 726	04 50 05 20 15 75 20 30 110 20 04 02		

		Cyon Magentra, Yellow, Black Ribbon OMR Scanner AXIOME axm 980	50		
74.	White Envelopes in different printing 11x5	Taj Mahal	5000 Nos.		
75.	Kraft Envelopes star paper with printing 80 GSM 11x5	Star Paper	2500 Nos.		
76.	Kraft Envelopes (Clothlined) star paper 80GSM with printing 11x5	Star Paper	2500 Nos.		
77.	Kraft clothlined Envelopes star paper 80GSM with printing 8½x10½	Star Paper	10000 Nos.		
78.	Kraft Clothlined envelopes star paper 80GSM with printing 12x16	Star Paper	20,000 Nos.		
79.	Kraft Clothlined envelopes star paper 80GSM with printing 15x10½	Star Paper	20,000 Nos.		
80.	Kraft Clothlined Envelopes star paper/80GSM with printing 15½x8½	Star Paper	20,000 Nos.		
81.	Hand made Centrally laminated with bitumen with printing 13¾x5½	Star Paper	30,000 Nos.		
82.	Kraft Envelopes star paper 80GSM with different printing 11x5	Star Paper	1,00,000 Nos.		
83	Ad Gel Pen	Achiever	300 Nos.		
84	Pilot Pen Hitech 0.5	Luxor	200 Nos.		
85	Pilot Pen V-5 Hi-tech	Luxor	200 Nos.		
86	Pilot Pen V-7 Hi-tech	Luxor	200 Nos.		
87	Stapler D-10	Kangaro	300 Nos.		
88	Pen Drives 4GB	Kingston/HP	200 Nos.		
89	Rubber Band Nylon	1 & 2 inches	200 Kg.		