

**PANJAB UNIVERSITY, CHANDIGARH**  
**TENDER NOTICE**

Sealed tenders under two bid patterns on the prescribed forms are invited through Registered Post/ Speed Post, super scribed on the envelope "Tender for \_\_\_\_\_ due on 29-08-2013 in the name of Prof. A.K. Bhandari, Registrar, Panjab University, Chandigarh 160014, for the following items, for the financial year 2013-2014 so as to reach on or before 29-08-2013 at 4.00 p.m.

The prescribed Tender form alongwith other relevant terms and conditions etc. may be had on submission of draft of Rs.500/- in favour of the Registrar, Panjab University, Chandigarh.

Note:- Tender Forms can also be downloaded from website: [www.puchd.ac.in](http://www.puchd.ac.in) such Tender Forms must be accompanied with DD of Rs.500/- in favour of Registrar, Panjab University, Chandigarh

**Assistant Registrar (R&S)**  
**for Registrar**

**TERMS & CONDITIONS:-**

- The tender should be sent by Registered/Speed Post only. Tenders submitted by hand will not be accepted.
- Two separate envelope containing technical bid & financial bid should be used & super-scribed with the words "TECHNICAL BID & FINANCIAL BID" Tender for \_\_\_\_\_ due on 29-08-2013 and addressed to the Registrar, Panjab University, Chandigarh 160014.
- Technical bid will consists the following documents :
  - 1) The tenderer should sign "terms and conditions" appended with the Tender Form and send with the filled up Tender Form.
  - 2) Earnest money separately annexure wise as per prescribed in shape of DD/FDR. FDR must be valid upto 31.3.2014.
  - 3) Samples must bearing complete description of the item Samples may be submitted by hand on or before specified date and time, if it seems that samples are bulky in nature.
  - 4) A copy of authorization letter (where ever applicable) or any other documents / information related to technical bid.
  - 5) DD towards tender form cost if downloaded.
  - 6) Copy of Pan Card/Tin Registration Certificate must be attached.
  - 7) An affidavit duly attested from Notary Public that firm/Company is not blacklisted By Any Govt. Department/Institution. ( As per format enclosed)

The Financial Bid in the prescribed format should be filled in original in a separate cover. The Financial bid should be super scribed as "Financial Bid". The Both the envelopes should be inserted in a single envelope which should bear the name of the bidder and should be super scribed as "Technical and Financial Bid for the year 2013-14" for the Panjab University, Chandigarh.

- The tenderer should quote rates in the prescribed form available with the Assistant Registrar(R&S) Stationery Store and not in other form/pad etc. Rates should be quoted only for size/quality as given in proforma.
- The samples for each item wherever necessary/demanded should be supplied with the offer. The offer without samples/specifications will be rejected. The sample should be labeled, stamped and signed with full specifications. The samples should bear the Sr. No. of item as given in Performa.
- The rates should be quoted F.O.R. Panjab University, Chandigarh (Store) i.e. inclusive of all charges like taxes, loading, unloading and octroi etc. Discount, if any applicable on any item, should be specified clearly.
- In case of date of opening of tender falls on a holiday, tenders will be opened on the next working day.
- No bidder shall be allowed to withdraw his tender after its opening.
- Rates should be quoted in figure on the prescribed performa and these should not be over writing.
- All the columns of the tender form should be properly filled in.
- Financial Bid of only those tenderers will be opened who qualify the Technical Bid.
- The bidder should serially number, stamp and sign all the bid documents and attachments other than drafts.
- Conditional tenders are liable to be rejected without assigning any reason.
- The University reserves the right to increase/decrease any item without assigning any reason and shall not be bound to place order for all the items for which the tenders have been invited.
- Any condition relating to advance payment of the ordered material will not be entertained. The University is not bound to purchase all the items from the tenderer for which it has quoted rates. The rates will be accepted on the basis of competitive rates and quality of material.
- All subsequent requests for change in the rates for one reason or the other, after submission of the tender, shall not be entertained in any case and the tenderer shall have to supply material on the rate approved as convened to him.

- **Maximum one month will be allowed for the delivery of material from the date of order. Therefore the period of delivery of material beyond 30 days is not acceptable.**
- **Payment will be made only after the materials have been received in the University in satisfactory condition and according to approved quality/specification/samples.**
- **The tendering firms for the paper items (i.e. Maplitho paper, ledger paper, computer paper, cream wove paper & Photocopier paper) will have to attach a certificate from the manufacturing Mill to the effect that the Tenderer is the authorized agent/distributor of the mill and the supply will be given direct from mill. Otherwise the samples/rates would not be considered.**
- **The decision of tender committee would be final and binding on tenderer.**
- **All disputes shall be subject to Chandigarh Jurisdiction.**
- **In case of any dispute, the Vice-Chancellor of the Panjab University, Chandigarh will have the sole discretion to appoint arbitrator to settle the dispute. The decision of the arbitrator will be acceptable to both parties.**

**PANJAB UNIVERSITY, CHANDIGARH****DETAILS OF EARNEST MONEY ANNEXURE WISE TO BE DEPOSITED BY THE FIRMS****Annexure :-A**

Sr. No.	Description	Estimated Cost (in Rs.)	Earnest money (in Rs.)	Cost of Tender From Rs.	Last date of sale of Tender	Last date & Time of receiving of Tender
1.	Purchase of Maplitho Paper, Ledger Paper, Photostat paper, White Cream Wove paper, Computer Paper, Tracing paper, Art Paper	1 Crore	2,00,000 (two Lac)	500.00	29-08-2013	29-08-2013
	<b>Annexure :-B</b>					
Sr. No.	Description	Estimated Cost (in Rs.)	Earnest money (in Rs.)	Cost of Tender From Rs.	Last date of sale of Tender	Last date & Time of receiving of Tender
1.	Different type of Kraft and clothlined Envelopes with printing in different matter	25.00 lac	50,000/-	500.00	29-08-2013	29-08-2013

**Annexure :- C**

Sr. No.	Description	Estimated Cost (in Rs.)	Earnest money (in Rs.)	Cost of Tender From Rs.	Last date of sale of Tender	Last date & Time of receiving of Tender
1.	Different type of Stationery, Ribbon of Printers and OMR Scanner, etc.	50.00 lacs	1,00,000/-	500.00	29-08-2013	29-08-2013

Annexure-I

(To be executed on stamp paper)

I \_\_\_\_\_ son of \_\_\_\_\_ Caste \_\_\_\_\_  
Resident of \_\_\_\_\_ Police  
Station \_\_\_\_\_ Distt. \_\_\_\_\_ Contractor/Partner or Sole  
Proprietor (Strike out word which is not applicable) of Firm of  
Contractor \_\_\_\_\_ do hereby declare on solemn affirmation that the  
individual/ companies, black-listed by the Union or the State Government or any partner or  
shareholder thereof are not directly or indirectly connected with or has any subsisting  
interest in business of my/our firm.

Deponent \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

Verification:-

I do hereby solemnly declare and affirm that the above declaration is true and correct to the  
best of my knowledge and belief. No part of it is false and nothing has been concealed  
therein.

Deponent \_\_\_\_\_

**CHECK LIST OF DOCUMENTS AS PART OF TECHNICAL BID**

Sr. No.	Description	
1.	Name of the Company/firm/Organization	
2.	Nature of the Company/firm/Organization Govt./Public/Private/Partership/Proprietorship	
3.	Address	
4.	Phone no. and Fax No.	
5.	E-mail ID	
6.	Whether Demand Draft/FDR of earnest money attached No..... amount..... Dt..... Drawn of bank.....write Yes/No	
7.	Whether copy of PAN Card/Tin Registration Certificate attached	
8.	Whether sample attached write Yes/No	
9.	Whether Tender is unconditional write Yes/No	
10.	Whether all the pages are serially numbered write Yes/No	
11.	Whether the firm is an ISO certified company write Yes/No, if yes then documentary evidence attached	
12.	If the firm Registered with Govt. write Yes or No	
13.	Whether Affidavit dully attested as per proforma attached Yes/No	
14.	List of items for which the rates are quoted attached Yes/No	

**FINANCIAL BID**

Sr. No.	Description	
1.	Name of the Company/firm/Organization	
2.	Nature of the Company/firm/Organization Govt./Public/Private/Partership/Proprietorship	
3.	Address	
4.	Phone no. and Fax No.	
5.	E-mail ID	
6.	Payment terms	
7.	Validity of rates	
8.	Taxes if any	
9.	Delivery Period	
10.	F.O.R.	
11.	Terms accepted or not	
12.	Attach List of quoted items Annexure wise	

## Annexure "A"

Sr. No.	Name of item/ size/weight	Make	Approximate Quantity	Unit	Rat in figure	VAT @
1.	Maplitho Paper 17"x27"/ 80 GSM	Ballarpur/JK or equivalent make	1000 reams			
2.	Maplitho paper 18"x22"/ 80 GSM	Ballarpur/JK or equivalent	800 reams			
3.	Maplitho Paper 20"x30"/ 80 GSM	Ballarpur/JK or equivalent make	505 reams			
4.	Maplitho Paper 23"x36"/ 80 GSM	Ballarpur/JK or equivalent make	1500 reams			
5.	Ledger Paper 17"x27"/ 80 GSM	Ballarpur/JK or equivalent make	50 reams			
6.	Ledger Paper 20"x30"/80GSM	Ballarpur/JK or equivalent make	50 reams			
7.	Ledger paper 23"x36"/ 80 GSM	Ballarpur/JK or equivalent make	50 reams			
8.	White Cream Wove Paper 18"x22"/ 70 GSM 8.9kg )	(Satia mill / Shreyans or equivalent make	600 reams			
9.	Photostat paper Size A-4, 75GSM	Ballarpur/JK or equivalent make	13,000 reams			
10.	Photostat paper legal size 75 GSM	Ballarpur/JK or equivalent make	200 reams			
11.	Computer paper Centrally perforated 10x12/ 80 GSM	Citizen or equivalent make	20 reams			
12.	Computer Paper Single Part12x15/ 80 GSM	Citizen or equivalent make	600 reams			
13.	Computer Paper 10x12/ 80 GSM Single part	Citizen or equivalent make	310 reams			
14.	Tracing paper Roll Length 18mtrs. Width 40" 90-100GSM	Citizen or equivalent make	50 rolls			
15.	Art Paper, 23x36/ 250 GSM	Ballarpur/JK or equivalent make	15 reams			

## Annexure "B"

Sr. No.	Name of items	Make/Specifications /name of articles	Approximate Quantity	Unit	Rate in figure	VAT @
1.	Kraft Envelopes Star paper with printing in different matter 80/GSM	8½"x11½"	50,000 Nos.			
2.	Kraft Envelopes star paper with printing 80GSM	11"x16"	15,000 Nos.			
3.	Kraft Envelopes Star Paper with printing 80GSM	11"x14" E-243	75,000 Nos.			
4.	Kraft clothlined Envelopes Star paper with printing /100GSM	5"x11"	5,000 Nos.			
5.	Kraft clothlined envelopes star paper 100GSM	8½"x10½"	15,000 Nos.			
6.	Kraft clothlined Envelopes Star Paper with printing/100GSM	8½"x13½"	10,000 Nos.			
7.	Kraft clothlined Envelopes Star Paper with printing 100GSM	10½"x12½"	10,000 Nos.			
8.	Kraft Clothlined envelopes star paper with printing 100GSM	12"x19"	35,000 Nos.			
9.	Kraft clothlined envelopes star paper with printing 100GSM	14"x20"	2,00,000 Nos.			
10	Hand Made envelopes centrally laminated with bitumen with printing	11"x5½"	50,000 Nos.			
11.	Kraft Envelopes star paper with printing in different matter 80GSM	5x11	5,00,000 Nos.			

## Annexure "C"

Sr. No.	Name of items	Make/Specifications /name of articles	Approximate Quantity	Unit	Rate in figure	VAT @
1.	Candles (50grms)	Good quality	1000 Nos.			
2.	Cloth for packing Markin white	Width 89cms wt. per sqr. Meter 115-125 grms	45,000 mtrs.			
3.	Cloth for packing Green	Width 86cms wt. per sqr meter 75-80 grms	5000 mtrs			
4.	Cloth for packing Pink	Width 86cms wt. per sqr. Meter 75-80 grms	2000 mtrs.			
5.	Cotton Tape Roll white Width ½" length 8 mtrs.	Cow/deer	2500 rolls			
6.	Finit oil (5ltrs. Packing)	Hindustan	500 ltrs.			
7.	File Cover Double with printing	Card Sheet 400GSM to be used and average wt of per file cover should be 80 to 85 grms	56000 Nos.			
8.	File Cover Single with printing	Card Sheet 400 GSM to be used and average wt. of per file cover should be 40-42 grms	37000 Nos.			
9.	File Board with printing	28 oz Straw Board to be used	34000 Nos.			
10.	Gum Loose Liquid (5 to 10 ltrs. packing)	S.Kumar/BMC	1500 ltrs.			
11.	Naphthalene Balls 1kg. packing	Bengal Chemical or equivalent	220 kg.			
12.	Pin Box (100gm net wt.)	Oddy/Office (T-Pin)	3000 boxes			
13.	Phenyl Liquid ISI (5 ltrs. Packing)	Gainda /Trishul	1000 ltrs.			
14.	Ball Pens Red/Black/Green/Blue	Natraj /Cello	30,000 Nos.			
15.	Register Ruled 1Qr Hard Cover with printing (48 pages)	20x30cms70GSM	700 Nos.			
16.	Register Ruled 2Qrs. Hard Cover with printing (96 pages)	20x30cms/70GSM	1000 Nos.			

17.	Register Ruled 3 Qrs. Hard Cover with printing 144 pages	20x30 cms/70GSM	800 Nos.			
18.	Soap Cake (115-120Grms)	Lifebuoy/Dettol	2500 Nos.			
19.	Sutli	3ply	1000kg.			
20.	Tag Small White	Length 8"	1,00,000 Nos.			
21.	Thread Reel	HP/ Modi, Art HI 207 No.2, Nine Cord length 400 mtrs. or equivalent	400 Nos.			
22.	Cello tape Big 18mm transparent length 65 mtrs.	Windsor/panfix or equivalent	2000 Nos.			
23.	Cello tape big 36mm transparent length 65 mtrs.	Windsor/panfix or equivalent	1000 Nos.			
24.	Utensil Cleaning Powder packing 800 grms	Farista/Vim/Gem or equivalent	1000 pkt. (800 grms packing)			
25.	Packing Paper Kraft	73½"x112"/39.5k g.	30 reams			
26.	Lamination Roll 0.37 micron width 18" length 100 mtrs.	Oddy/Deeco or equivalent	400 rolls			
27.	Lamination Roll 0.37 micron width 09" length 100 mtrs.	Oddy/Deeco or equivalent	200 rolls			
28.	Lamination Pouch, 175 micron size 70x100mm	Oddy/infinity or equivalent	55,000 pouches			
29.	Calculator 12 digit	CASIO /Citizen	300 Nos.			
30.	Hand Made paper	22"x28"/48kg.	3000 sheets			
31.	Handmade paper	22"x36"/40kg.	25,000 sheets.			
32.	Handmade paper	22"x30"/80kg.	2500 sheets.			
33.	Binding Cloth width 40" length 20 mtrs.	5 star / Butter fly	40 rolls			
34.	Straw Board size 26"x31"	32oz	3500 sheets			

35.	Graph Paper pads size 21x29cms/50 sheets each	Neelgagan/ lotus	5000 copies			
36.	Graph paper full size 22"x28"	Neelgagan/Lotus	1000 sheets			
37.	Drawing Sheets	20"x30"/200GSM	5000 sheets			
38.	Tracing Paper sheet 22"x28" weight 6kg. each ream	Pudumjee or equivalent	12 reams			
39.	Oil Sheets 22"x28"	Camlin or equivalent	2000 sheets			
40.	Ivory sheets 22"x28"/300GSM	Ballarpur/JK	200 sheets			
41.	Sheep Skin Natural Shade	Length 3ft Width 2ft	500 pieces			
42.	Rubber Band Nylon 2"	Superior	200 kg.			
43.	Carbon paper pencil blue	Kores/Camlin	500 qrs.			
44.	Correcting Fluid Pen type	Kores/Camlin	2000 Nos.			
45.	Gum Bottle Small 150ml	Kores/Camlin	800 bottles			
46.	Gum Bottle big 700ml	Kores/Camlin	550 bottles			
47.	Glue Stick 15grms	Kores/Camlin	2500 Nos.			
48.	Stapler Pins (10D)	Kores/Kangaro	2000 small boxes			
49.	Stapler Machine (10)	Kores/Kangaro	300 Nos.			
50.	Printer Ribbon 6218	Prodot/Lipi	110 Nos.			
51.	Tally Printer Ribbons 6090	Prodot/Lipi	40 Nos.			
52.	Axiom Ribbon No. 980 for OMR Scanner	Prodot	100 Nos.			
53.	HP laserjet Printer 1566 (78A)	HP	20 Nos.			
54.	Printer Cartridge No. 3117/3122	Xerox	10 Nos.			