

Sr. No.

Cost of Tender Documents : Rs. 400/-



USOL

**UNIVERSITY SCHOOL OF OPEN LEARNING
PANJAB UNIVERSITY CHANDIGARH**

**TENDER FOR SUPPLY OF PAPERS
AND OTHER MATERIAL ETC.**

**FOR THE SESSION 2014-2015
FROM THE DATE OF AGREEMENT**

TENDER NOTICE DATED : 5TH JUNE, 2014

**LAST DATE OF SUBMISSION : 26TH JUNE, 2014
UPTO 4.00 P.M.**

*(The Tender Documents can be submitted in the office of
Chairperson, University School of Open Learning (USOL)
on all working days between 9.00 a.m. to 5.00 p.m. and on last day upto 4.00 p.m.)*

PANJAB UNIVERSITY, CHANDIGARH**TENDER NOTICE**

Sealed tenders under two bid systems on the prescribed forms are invited from distributors/manufacturers for purchase of various type of papers/Envelopes & Misc. articles relating with Printing material. The last date for submission of tender is 26-6-2014 upto 4 PM. The prescribed Tender form alongwith other relevant terms and conditions etc. may be had on submission of draft of Rs.400/- in favour of the Registrar, Panjab University, Chandigarh. Tender Forms can also be downloaded from website: www.puchd.ac.in such Tender Forms must be accompanied with DD in favour of Registrar, Panjab University, Chandigarh

Sd/-
Chairperson
USOL

PANJAB UNIVERSITY, CHANDIGARH**TENDER NOTICE**

Sealed tenders under two bid pattern on the prescribed forms are invited through Registered Post/ Speed Post, super scribed on the envelope "Tender for Supply of Papers and other material etc. due on 26th June, 2014 in the name of Chairperson, USOL, Panjab University, Chandigarh 160014, for the items given in annexure 'A' & 'B' for the financial year 2014-2015 so as to reach on or before 26th June, .2014 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.400/- in favour of the Registrar, Panjab University, Chandigarh. The tender document can be obtained from the O.S. (Estt.), USOL, P.U., Chd (Room No. 103) on all working days from 9.00 am to 5.00 pm.

Note:- Tender Forms can also be downloaded from website: www.puchd.ac.in such Tender Forms must be accompanied with DD of Rs.400/- in favour of Registrar, Panjab University, Chandigarh

Sd/-
Chairperson
USOL

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 supply of paper and other printing material due on 26th June, 2014 and addressed to the Chairperson, USOL, 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 31.3.2015.
 - 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 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 2014-15” for the USOL, Panjab University, Chandigarh.
- 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 Press, Sector -14, Chandigarh 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 Chairperson, USOL 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 Chairperson, USOL 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 15 days will be allowed for the delivery of material from the date of order. Therefore the period of delivery of material beyond 15 days is not acceptable.
- Payment will be made only after the materials have been received in the P.U. Press, Sector-14, Chandigarh in satisfactory condition and according to approved

quality/specification/samples and subject to physical verification by the Purchase Committee along with production supervisor, USOL.

- The tendering firms for the paper items (i.e. Maplitho Paper, Art Card, Art Paper, Century Board, Colour Lucky Perchment Paper (Yellow, Pink and Blue), P.S. Developers, T.P. Sheets, Litho Developer, Wipe on Developer, Sensitizer, Tonner 35 A, Copy Printer Masters Roll (CPMT 23), Copy Printer Ink (CPI 11) Richo Make, Envelop C-20 and C-13) 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.
- The agreement will be made between lowest tenderer and Chairperson, USOL,P.U., Chd. On the stemp paper of Rs. 5/- as per given specimen provided with this tender for the session 2014-2015.
- 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, Art Card, Art Paper, Century Board, Colour Lucky Perchment Paper (Yellow, Pink and Blue), Envelop C-20 and C-13) and T.P. Sheets (Sr. No. 1 to 12 at Annexure "A")	20 lacs (Approx.)	50,000/-	400/-	26 th June, 2014	26 th June, 2014 upto 4.00 pm.
	<u>Annexure :-B</u>					
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.	P.S. Developers, Litho Developer, Wipe on Developer, Sensitizer, Tonner 35 A, Copy Printer Masters Roll (CPMT 23), Copy Printer Ink (CPI 11) Richo Make (Sr. No. 13 onwards at Annexure "B")	6 lacs (Approx.)	10,000/-	400/-	26 th June, 2014	26 th June, 2014 upto 4.00 pm.

Annexure-I

(To be executed on stamp paper of Rs. 5/-)

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/Partnership/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	
13.	Special Discount, if any Yes/No	

Annexure "A"

Sr. No.	Name of item/ size/weight	Make	Approximate Quantity	Unit	Rate in figure	VAT @
1.	23" x 36"/80 GSM Maplitho Paper	Ballarpur/JK	395 Reams			
2.	23" x 36"/250 GSM Art Paper	Ballarpur/JK	20 Reams			
3.	23" x 36"/130 GSM Art Paper	Ballarpur/JK	43 Reams			
4.	23" x 36"/80 GSM Lucky Parchment (yellow) for PCP		04 Reams			
5.	23" x 36"/80 GSM Lucky Parchment (blue) for Fee Chart		04 Reams			
6.	23" x 36"/80 GSM Lucky Parchment (pink) for Fee Chart		04 Reams			
7.	22" x 28"/11.5 kg C.B. Paper (white) For Fee Card/Prov. Roll No. Card:		2550 Sheets			
8.	20" x 30"/70-80 GSM Maplitho Paper	Ballarpur/JK	800 Reams			
9.	23" x 36"/70-80 GSM Maplitho Paper	Ballarpur/JK	150 Reams			
10.	C-13 Kraft Envelopes Star Paper with printing 80GSM		15000			
11.	C-20 Kraft Envelopes Star Paper with printing 80GSM		15000			
12.	T.P Sheets A4 size, Packet (100 sheets)		24			

Annexure 'B'

13.	Litho Developer	Technova make	500 Ltrs.			
14.	Wipe on Developer	Technova make	150 Ltrs			
15.	Sensitizer	Technova make	75 sets			
16.	Toner 35A		04			
17.	CPMT 23 and CPI 11	Ricoh Make	50 each			
18.	P.S. Developer		48			

5-6-2014

Sd/-
Chairperson
University School of Open Learning
Panjab University, Chandigarh