

## **PANJAB UNIVERSITY, CHANDIGARH**

### **TENDER NOTIFICATION**

The Panjab University, Chandigarh invites sealed tenders from the registered firms for the sale of Marked Answer Books & other Waste papers, etc., as detailed below:-

<b>Sr. No.</b>	<b>Item</b>	<b>Approx. Quantity</b>	<b>Earnest Money</b>
1.	Marked Answer Books	1350 Quintals	Rs. 20,000/-
2.	Marked Answer Books with Adhesive Tape	50 Quintals	Rs. 7,500/-
3.	Waster Paper etc.	300 Quintals	Rs. 5,000/-

Tender documents alongwith Terms & Conditions can be downloaded from the University **website puchd.ac.in.** or obtained from the Office Superintendent (Conduct) on any working day during office hours up to **21<sup>th</sup> of January, 2016.**

### **SUBMISSION OF TENDER**

The Tenderers shall submit their tenders in three cover system and in the prescribed form only.

- A. Envelope No.1:-** This envelope should contain only demand draft of earnest money in favour of the Registrar, Panjab University, Chandigarh.
- B. Envelope No.2:-** This envelope marked Financial Bid should contain Quotations/Rates to be quoted in the Performa-'A' annexed with Undertaking duly signed by the Authorised Signatory.
- C. Envelope No.3:-** This envelope should contain above sealed Envelopes No. 1 & 2.

Tender number, due date and tenderers name should clearly be marked on each envelope.

The tenders in sealed envelopes, marked "**TENDER FOR WASTE PAPER, MARKED ANSWER BOOKS**" on the left top of each envelope must reach the office of the **Assistant Registrar (Conduct) personally on or before 22 January, 2016 (up to 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. Quote below Rs. 1500/- per quintal in the case of Marked Answer Books are liable to be rejected.

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## **TERMS & CONDITIONS OF TENDER**

The terms and conditions of the tender which form the basis of Contact/Agreement is as under"-

1. The Contractor whose tender is accepted shall have to deposit a sum of Rs. 20,000/- in case of Marked Answer Books, Rs. 7,500/- in Case of Marked Answer Books with adhesive tape and Rs. 5,000/- in case of Waste Paper as an additional security **within seven days** of the date of acceptance of the Tender (adjustable towards the payment of goods), 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 situated in the basement of Aruna Ranjit Chandra Hall, **latest by 14<sup>th</sup> March, 2016**. A penalty of Rs. 500/- per day for delay in lifting the material will be charged **w.e.f. 15.03.2016 to 21.03.2016**, a penalty of Rs. 1000/- per day will be charged **w.e.f. 22.03.2016 to 25.03.2016** and a penalty of Rs. 2000/- per day will be charged **w.e.f. 26.03.2016 to 31.03.2016**. Even material is still not removed.
3. 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 impose additional penalty in lum-sum, cancel the agreement and sell the goods in any manner, he deems fit. The contractor shall be bound to make good the loss sustained and incurred to the University in this connection.
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 waster paper for destruction in the presence of the University officials at his own expense, before these are lifted from the University offices and will give a written undertaking to the following effect:-

"The used answer sheets lifted from University premises shall be sent directly to a paper mill (in Gunny Bags) for pulping and making of paper.
6. The Contractor shall not sell the above Waste Paper/Answer Books in any other way/anywhere else then as at Sr. No.5 above.
7. 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.

**Contd....**

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  - i. Tender will be accepted only of those tenderers who are registered with the Excise & Taxation Department and are allotted tax payer's Identification number (TIN).
  - ii. Successful Tenderers will have to pay VAT Tax as per Act of the Excise & Taxation Department.
  - iii. The Tenderers from outside the jurisdiction of Chandigarh can have some relaxation in paying VAT Tax on submission of CST 'C' Form.
9. 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.
10. All disputes shall be settled at Chandigarh.

Chandigarh

Assistant Registrar (Conduct)

Dated: \_\_\_\_\_

**QUOTATION**

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

<b>Sr. No.</b>	<b>Description</b>	<b>Rate Per Quintal (in Rs.)</b>
1.	Name of the Tenderers	
2.	Registration No.	
3.	Address & Phone Number	
4.	C.S.T. No.	
5.	<b>Quoted Price:-</b>	
	a. Marked Answer Books ( Not below Rs. 1500/- per quintal)	
	b. Marked Answer Books with Adhesive tape	
	c. <b>Waste Material:-</b>	
	<u>It includes:</u> Question Papers, Result Gazettes, Cyclostyling paper, Admission Forms, Old Files, Sweep Waste Paper and old Catalogues/Calendars/Old Books, Card Board Cartons.	
	d. Envelopes	
	e. Rags of Cloth	
	f. Newspapers	

Authorised Signatory  
With Stamp

## **UNDERTAKING**

Certified that I/We have gone through the Terms & Conditions of the Tender Notification and there are acceptable to me/us. The details and copy of declaration relating to registration of the firm is submitted herewith as required under the tender. The rates are also given/quoted in the tender Performa-'A'.

Signature : \_\_\_\_\_

Address : \_\_\_\_\_

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