

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 _____ due on 20-08-2014 in the name of Prof. A.K. Bhandari, Registrar, Panjab University, Chandigarh 160014, for the following items, for the financial year 2014-2015 so as to reach on or before 20-08-2014 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.500/- in favour of the Registrar, Panjab University, Chandigarh.

Note: - Tender Forms can also be downloaded from website: 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:-

1. The tender should be sent by Registered/Speed Post only. Tenders submitted by hand will not be accepted.
2. Two separate envelope containing technical bid & financial bid should be used & super-scribed with the words "TECHNICAL BID & FINANCIAL BID" Tender for _____ due on _____ and addressed to the Registrar, Panjab University, Chandigarh 160014.
3. Technical bid will consists the following documents :
 - i) The tenderer should sign "terms and conditions" appended with the Tender Form and send with the filled up Tender Form.
 - ii) Earnest money separately annexure wise as per prescribed in shape of DD/FDR. FDR must be valid upto 31.3.2015.
 - iii) 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.
 - iv) A copy of authorization letter (where ever applicable) as per prescribed format attached (Annexure-D) or any other documents / information related to technical bid.
 - v) DD towards tender form cost if downloaded.
 - vi) Copy of Pan Card/Tin Registration Certificate must be attached.
 - vii) 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 containing "Financial Bid" and "Technical Bid" 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 Panjab University, Chandigarh.

- 4. 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.**
- 5. 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.**
- 6. 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.**
- 7. In case of date of opening of tender falls on a holiday, tenders will be opened on the next working day.**
- 8. No bidder shall be allowed to withdraw his tender after its opening.**
- 9. Rates should be quoted in figure on the prescribed performa and these should not be over writing.**
- 10. All the columns of the tender form should be properly filled in.**
- 11. Financial Bid of only those tenderers will be opened who qualify the Technical Bid.**
- 12. The bidder should serially number, stamp and sign all the bid documents and attachments other than drafts.**
- 13. Conditional tenders are liable to be rejected without assigning any reason.**
- 14. 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.**
- 15. 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.

16. 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.
17. 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.
18. Payment will be made only after the materials have been received in the University in satisfactory condition and according to approved quality/specification/samples.
19. The tendering firms for the paper items as detailed in annexure A (i.e. Maplitho paper, ledger paper, computer paper, cream wove paper, tracing paper gate way rolls, 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 directly from mill, otherwise the samples/rates would not be considered. The certificate should be on the letter head of the Mills strictly. The authorization letter must give/mention the purpose for which it will be allowed. The validity period of the authorization letter must be mentioned in the authority letter otherwise tender will be liable to rejection.
20. The decision of tender committee would be final and binding on tenderer.
21. All disputes shall be subject to Chandigarh Jurisdiction.
22. 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.)
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)
Annexure :-B			
Sr. No.	Description	Estimated Cost (in Rs.)	Earnest money (in Rs.)
1.	Different type of Kraft and clothlined Envelopes with printing in different matter	15.00 lac	30,000/- (thirty thousand only)

Annexure: - C

Sr. No.	Description	Estimated Cost (in Rs.)	Earnest money (in Rs.)
1.	Different type of Stationery, Ribbon of Printers for OMR Scanner etc.	50.00 lacs	1,00,000/- (one lac only)

Annexure-I

(To be executed on stamp paper) worth 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	
2.	Address: a) Location(full particulars) b) Head Office: c) Branch Office (if any) d) Phone No. and Fax No. e) E-mail ID	
3.	Nature of the Company/firm/Govt./Public/ Private/Partnership/Proprietorship	
4.	Whether Demand Draft/FDR of earnest money attached No..... amount..... Dt..... Drawn of bank.....write Yes/No	
5.	a) Pan Number: b) Tin/Sales Tax Number: (copy enclosed) C) VAT Number	
6.	Whether sample attached write Yes/No	
7.	Whether Tender is unconditional write Yes/No	
8.	Whether all the pages are serially numbered write Yes/No	
9.	Whether the firm is an ISO certified company write Yes/No, if yes then documentary evidence attached	
10.	If the firm Registered with Govt. write Yes or No	
11.	Whether Affidavit dully attested as per proforma attached Yes/No	
12.	List of items for which the rates are quoted attached Yes/No Annexure – A Annexure –B Annexure-C	

FINANCIAL BID

Sr. No.	Description	
1.	Name of the Company/firm	
2.	Nature of the Company/firm/Govt./Public/ Private/Partnership/Proprietorship	
3.	Address: a) Location(full particulars) b) Head Office: c) Branch Office (if any) d) Phone No. and Fax No. e) E-mail ID	
4.	Payment terms & conditions	
5.	Validity of rates	
6.	Taxes if any	
7.	Delivery Period	
8.	F.O.R.	
9.	Terms accepted or not	
10.	Attach List of quoted items Annexure wise Annexure-A Annexure-B Annexure-C	

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	1125 reams			
3.	Maplitho Paper 20"x30"/ 80 GSM	Ballarpur/JK or equivalent make	1000 reams			
4.	Maplitho Paper 23"x36"/ 80 GSM	Ballarpur/JK or equivalent make	900 reams			
5.	Ledger Paper 17"x27"/ 80 GSM	Ballarpur/JK or equivalent make	25 reams			
6.	Ledger Paper 20"x30"/80GSM	Ballarpur/JK or equivalent make	25 reams			
7.	Ledger paper 23"x36"/ 80 GSM	Ballarpur/JK or equivalent make	25 reams			
8.	White Cream Wove Paper 18"x22"/ 70 GSM 8.9kg)	(Satia mill / Shreyans or equivalent make	150 reams			
9.	Photostat paper Size A-4, 75GSM	Ballarpur/JK or equivalent make	16000 reams			
10.	Photostat paper legal size 75 GSM	Ballarpur/JK or equivalent make	2500 reams			
11.	Computer paper Centrally perforated 10x12/ 80 GSM	Citizen or equivalent make	50 reams			
12.	Computer Paper Single Part12x15/ 80 GSM	Citizen or equivalent make	900 reams			
13.	Computer Paper 10x12/ 80 GSM Single part	Citizen or equivalent make	300 reams			
14.	Tracing paper Roll Length 18mtrs. Width 40" 90-100GSM	Citizen or equivalent make	100 rolls			
15.	Art Paper, 20x30/ 90-100 GSM	Ballarpur/JK or equivalent make	05 reams			
16.	Art paper 23x36/90-100GSM	Ballarpur/JK paper	05 reams			
17.	Art paper 23x36/250GSM	Ballarpur/JK Paper	20 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 80GSM	11"x14" E-243	25,000 Nos.			
2.	Kraft Envelopes Star paper with printing /100GSM	10½"x12½"	5000 Nos.			
3.	Kraft clothlined Envelopes Star Paper with printing 100GSM	10½"x12½"	60,000 Nos.			
4.	Kraft Clothlined Envelopes Star paper with printing 100GSM	12"x16"	80,000 Nos.			
5.	Kraft Clothlined envelopes star paper with printing 100GSM	12"x18"	15000 Nos.			
6.	Kraft clothlined envelopes star paper with printing 100GSM	14"x20"	70,000 Nos.			
7.	Hand Made envelopes centrally laminated with bitumen with printing	11"x5½"	50,000 Nos.			
8.	Kraft Envelopes star paper with printing in different matter 80GSM	5"x11"	1,50,000 Nos.			

Annexure "C"

Sr. No.	Name of items	Make/Specifications /name of articles	Approximate Quantity	Unit	Rate in figure	VAT @
1.	Carbon Paper Pencil Blue (4 qrs in box)	Kores	125 boxes			
2.	Candles (50grms)	Good quality	1600 Nos.			
3.	Clip Box	Office or equivalent	500 Nos.			
4.	Cloth for packing Markin white	Width 89cms wt. per sq. Meter 115-125 grms	75,000 mtrs.			
5.	Cloth for packing Green	Width 86cms wt. per sq. meter 75-80 grms	5000 mtrs			
6.	Cloth for packing Pink	Width 86cms wt. per sq. Meter 75-80grms	5000 mtrs.			
7.	Cloth for packing Yellow	Width 86cms wt. per sq. Meter 75-80grms	5000 mtrs.			
8.	Cotton Tape Roll white Width ½" length 8 mtrs.	Cow/deer	2500 rolls			
9.	Correcting Fluid Pen type 7ml	Kores/Camlin or equivalent	5000 nos.			
10.	Finit oil/Baygon (5ltrs. Packing)	Hindustan/ Johnson	2500 ltrs.			
11.	File Cover Double with printing	Card Sheet 400GSM to be used and average wt of per file cover should be 80 to 85 grms	20,000			
12.	Glass Tumbler 250ml	Good Quality	1500 Nos.			
13.	Glue Sticks 15grms	Kores/Camlin	5000 Nos.			
14.	Gum Bottle Small 150ml	Kores/Camel	800 bottles			
15.	Gum Bottle Big 700ml	Kores/Camel	300 bottles			
16.	Gum Loose Liquid (5 and 10 ltrs. packing)	S.Kumar/BMC	1500 ltrs.			
17.	Lead Pencil (per box packing of 10)	Natraj/Camlin	350 boxes			
18.	Naphthalene Balls 1kg. packing	Bengal Chemical or equivalent	500kg			

19.	Ball Pens/Blue/ Red/Black/Green (per pen)	Natraj/Cello	70,000 Nos.			
20.	Phenyl Liquid ISI (5 ltrs. Packing)	Gainda /Trishul	2500 ltrs.			
21.	Register Ruled 1Qr Hard Cover with printing (48 pages)	20x30cms70GSM	1500 Nos.			
22.	Register Ruled 2Qrs. Hard Cover with printing (96 pages)	20x30cms/70GSM	1100 Nos.			
23.	Register Ruled 3 Qrs. Hard Cover with printing 144 pages	20x30 cms/70GSM	1500 Nos.			
24.	Soap Cake (115- 120Grms)	Lifebuoy/Dettol	4000 Nos.			
25.	Sutli (per kg.)	3ply	1200kg.			
26.	Tag Small White (per thousand)	Length 8"	1,50,000 Nos.			
27.	Thread Reel	HP/ Modi, Art HI 207 No.2, Nine Cord length 400 mtrs/100GMS or equivalent	500 Nos.			
28.	Cello tape Big 24mm transparent length 65 mtrs.	Windsor/panfix or equivalent	3000 Nos.			
29.	Cello tape big 48mm transparent length 65 mtrs.	Windsor/panfix or equivalent	1000 Nos.			
30.	Cello Tape Small 12mm Transparent length 10mtrs	Windsor/panfix or equivalent	500 Nos.			
31.	Brown Tape 24mm, length 65 mtrs.	Windsor/panix or equivalent	300 Nos.			
32.	Brown Tape 48mm, length 65 mtrs.	Windsor/panix or equivalent	300 Nos.			
33.	Utensil Cleaning Powder packing 800 grms	Farista/Vim/Gem or equivalent	200 pkt. (800 grms packing)			
34.	Packing Paper Kraft	73½"x112"/39.5kg.	90 reams			

35.	Lamination Pouch, 175 micron size 70x100mm	Oddy/infinity or equivalent	75,000 pouches			
36.	Lamination Roll size 12"width	Oddy/Deeco	50 rolls			
37.	Calculator 12 digit	CASIO /Citizen	400 Nos.			
38.	Hand Made paper	22"x28"/48kg.	3000 sheets			
39.	Handmade paper	22"x30"/80kg.	3000 sheets.			
40.	Straw Board size 26"x31"	32oz	1200 sheets			
41.	Graph paper full size23"x36"	Neelgagan/Lotus	1500 sheets			
42.	Drawing Sheets	20"x30"/200GSM	5500 sheets			
43.	Tracing Paper sheet 22"x28" weight 6kg. each ream	Pudumjee or equivalent	20 reams			
44.	Oil Sheets 22"x28"	Camlin or equivalent	4000 sheets			
45.	Ivory sheets 22"x28"/300GSM	Ballarpur/JK	200 sheets			
46.	Sheep Skin Natural Shade	Length 3ftWidth 2ft	320 pieces			
47.	Rubber Band 1"	Nylon	100 kg.			
48.	Stapler Pins (10D) (per small box)	Kores/Kangaro	4000 small boxes			
49.	Stapler Pins 24/6 (per small box)	Kores/Kangaro	1000 small boxes			
50.	Stapler Machine (10) per unit	Kores/Kangaro	300 Nos.			
51.	Short Hand Note Book (160 pages)	Neelgagan or equivalent	800 Nos.			
52.	Short Hand Pencil (packing of 10 in box)	Apsara/Kohinoor	50 Boxes			
53.	Pen Drive 8GB (per piece)	Kingston/HP	500 Nos.			
54.	Sealing Wax (per kg.)	Good Quality	300kg.			

55.	CDR (per piece)	Moserbear/Sony	500 Nos.			
56.	DVD (per piece)	Moserbear/sony	300 Nos.			
57.	Paper Cutters (per piece)	Premier or equivalent	200 Nos.			
58.	Pin Cushion (per piece)	Premier/or equivalent	200 Nos.			
59.	Fevicol (per kg.)	Pidilite	40kg.			
60.	Stamp Pad (Blue) (per piece)	Kores/Ashoka	500 Nos.			
61.	Stamp pad Ink 30ml(per unit)	Kores or equivalent	200 Nos.			
62.	Tag Big Green 30" (per hundred)	Good quality	5000 Nos.			
63.	Highlighters (per Unit)	Camlin/Kores or equivalent	500 Nos.			
64.	Dumper (per piece)	Good Quality	400 Nos.			
65.	Sketch Pens (per piece)	Luxor or equivalent	1500 Nos.			
66.	Tally Ribbon 6218	Prodot/Lipi	110 Nos.			
67.	Tally Ribbon 6620	Lipi or equivalent	100 Nos.			
68.	Axiom Ribbon No. 980 for OMR Scanner	Oddy or equivalent	100 Nos.			

MANUFACTURER'S/PRINCIPAL'S AUTHORISATION FORM

Annexure "D"

(CLAUSE 3 (IV))

MANUFACTURER'S/PRINCIPAL'S AUTHORISATION FORM

(CLAUSE 3 (IV) OF THE TENDER)

To

The Registrar,
Panjab University,
Chandigarh

Dear Sir,

TENDER : _____

We, _____ who are established & reputable manufacturers of

_____, having factory/works at _____ and

_____ hereby authorize M/s _____ Name & address of

agents) to bid, negotiate and conclude the contract with you against tender No. _____ for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the conditions of tender for the goods offered for supply against this tender by the above firm.

The authorization is valid upto _____

Yours Faithfully,

For & on behalf of M/s _____