

**PANJAB UNIVERSITY, CHANDIGARH**

**TENDER NOTICE**

Sealed Tenders on prescribed form super scribed as "Tender for Waste Paper, Marked Answer Books" are invited for sale of (i) Marked Answer Books, (ii) Marked Answer Books with adhesive tapes and (iii) other waste paper material **twice a year** alongwith prescribed earnest money (as specified in the terms and conditions) in shape of bank draft (in favour of Registrar, Panjab University, Chandigarh payable at Chandigarh) so as to reach Assistant Registrar (Conduct) in his office on or before **26 February, 2018 by 2.30 p.m.** The prescribed form alongwith detailed terms and conditions can be downloaded from **website [www.puchd.ac.in](http://www.puchd.ac.in)**. or obtained from the Office Superintendent (Conduct) on any working day during office hours up to **23 February, 2018**. GST will be charged as per rules.

Sd/-  
Controller of Examinations

## 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. 50,000/-
2.	Marked Answer Books with Adhesive Tape	50 Quintals	Rs. 20,000/-
3.	Waste Papers, etc.	300 Quintals	Rs. 10,000/-

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 **23<sup>rd</sup> February 2018.**

### SUBMISSION OF TENDER

The Tenderers shall submit their tenders in three cover systems 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. Without demand draft of earnest money, the tender will be rejected.
- 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 26 February, 2018 (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.**

**These rates are valid for one year (i.e. upto 25.02.2019).** 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.

**Contd...**

## **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. 50,000/- in case of Marked Answer Books, Rs. 20,000/- in Case of Marked Answer Books with adhesive tape and Rs.10,000/- in case of Waste Paper as security (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/top of Aruna Ranjit Chandra Hall, latest by **22<sup>th</sup> March, 2018**. A penalty of **Rs. 500/- per day** for delay in lifting the material will be charged **w.e.f. 23.03.2018 to 28.03.2018**, a penalty of **Rs. 1000/- per day** will be charged **w.e.f. 29.03.2018 to 02.04.2018** and a penalty of **Rs. 2000/- per day** will be charged **w.e.f. 03.04.2018 to 06.04.2018**. If material is 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/adjusted 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 or on 25.02.2019 at the expiry date of validation of this agreement.
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....**

8.
  - 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). Valid proof of registration of the firm has to be enclosed with application/quotation.
  - ii. Successful Tenderers will have to pay GST Tax as per Act of the Excise & Taxation Department.
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  
Dated: 06.02.2018

Sd/-  
Assistant Registrar (Conduct)

**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.	G.S.T./ 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 these 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 : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_