

PONDICHERRY UNIVERSITY

PONDICHERRY
(Central University)

Tender Notification

**Sub.: Printing and supply of File folder for Degree Certificate –
Sealed Tenders - Called for – Reg.**

Sealed Tenders are invited for printing and supply of File Folder for Degree Certificate 1100 Nos from reputed firms with valid license for doing business in printing and stationery items. Participating firms are requested to verify the sample available in the Office of the Controller of Examinations before quoting the rate, if required.

SPECIFICATIONS FOR DEGREE CERTIFICATE FILE FOLDER

Sl.No	Description of the folder	Specifications
1.	Size(Outer)	34cms x 26.5cms (Opening Size 34cmsX 54 cms)
2.	Cardboard thickness	350 gms Grey Board 1 st quality
3.	Quality / name of the rexin to be used with sponge all corners nick in gold colour	Leather Rexin – 1st quality
4.	Name of the material used for Gold Border in all four corners of the folder	Gold coated corner Clip – 1 st quality original
5.	Inside plastic pouch thickness / micron	Six pouches with 400 micron
6.	Embossing & Gold Foiling (Front) as per print out.	Embossing of University Logo Embossing of University name in Gold Foiling

Terms & Conditions:

1. Desirous Firms/Tenderers may obtain tender documents on request in writing from the Controller of Examinations, Pondicherry University, Puducherry -605 014 till 05.07.2018 upto 2.30 pm on payment of Rs.1000/- (non-refundable and non-transferrable) in the form of Account payee Demand Draft from any of the scheduled banks drawn in favour of “ The Finance Officer, Pondicherry University”, payable at Puducherry. The name of the Tenderer may be written on the back side of the Demand Draft.
2. Tender documents downloaded from the Pondicherry University website www.pondiuni.edu.in is also acceptable provided that requisite tender fee/ cost i.e Rs.1000/- (non-refundable & non-transferable) is enclosed in the form of Account Payee Demand Draft from any of the scheduled Bank drawn in favour of “The Finance Officer, Pondicherry University, Puducherry”, payable at Puducherry at the time of submission of bid document. Tender submitted without the cost of Tender fee will be summarily rejected. The name of the Tenderer may be written on the back side of the Demand Draft.
3. The firms who are registered with National Small Industries Corporation (NSIC) or Small Scale Industries (SSI) are exempted from payment of EMD and tender fee. Self-attested photocopy of valid Registration Certificates issued by competent authority must be enclosed with the tender documents.

4. The Tender should be sealed and superscribed as "Tender for printing of File Folder for Degree Certificate".
5. Rates quoted must be valid for one year.
6. The rates should be quoted inclusive of all taxes, freight, packing, forwarding, etc.
7. The rate quoted shall be on for destination basis at our premises.
8. Any tender, submitted without EMD will not be accepted.
9. The tender is not transferable.
10. The offers received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
11. The University shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service.
12. No unsolicited correspondence shall be entertained after the submission of the offer.
13. Quoting merely the lowest price does not confer any right on any bidder for award of supply order. The University's Purchase Committee, reserves the right to select any bid on the ground of quality, brand reputation, offer of additional/special features, compatibility, etc.
14. The Tenderer shall not assign or sublet the entrusted work to any other third party for any benefit there under.
15. The University also reserves the right to reject any bids with unbranded/substandard brand/uncertified brands of products even if they found to be lowest.
16. Delivery is to be made within 30 days from the date of supply order during the working days on office hours.
17. If the folder is not up to the prescribed quality or specification, it is liable for outright rejection.
18. At the time of dispatch of articles, Delivery Note/Challan should be given along with the articles.
19. The price approved should be maintained without any change during the contract period of ONE year.
20. ***A specimen copy of the file folder is to be enclosed along with the Tender.***
21. An amount of Rs.10,000/- should be remitted as EMD in the form of ***Demand Draft*** from any one of the Nationalized Bank, drawn in favour of "***The Finance Officer, Pondicherry University***", payable at Puducherry. The bids without EMD will be summarily rejected.
22. All legal disputes arising out of this tender will fall under the jurisdiction of courts in Puducherry only.

23. Printing firms accepting the terms and conditions of the University may submit their quote in sealed cover superscribing "***Tender for printing of file folder for Degree Certificate***" as per the details given above, so as to reach the office of the Controller of Examinations, Pondicherry University, R.V Nagar, Kalapet, Puducherry 605 014 on or before 05 .07.2018 at 12.30 pm and the same will be opened on the same day at 3.00 pm in the presence of available tenderers.

Date: 18.06.2018

CONTROLLER OF EXAMINATIONS i/c