

PONDICHERRY UNIVERSITY

(A Central University)

PUDUCHERRY – 605 014.

Website: www.pondiuni.edu.in

Notification No.PU/PS-3/2013-14/1

08.01.2014

Procurement of Stationery Items & Computer Consumables

Pondicherry University invites sealed tenders from the reputed firms / dealers for supply of *Stationery Items and Computer Consumables on rate Contract.*

The complete details of the items to be supplied, Eligibility, Tender Document Fee, EMD, address and method of submission of bidding documents, etc. are available in the University website: www.pondiuni.edu.in.

Last Date & Time:

Submission of Tender : 29.01.2014 (Thursday) at 3.00 p.m

Opening of Tender in the presence of available Tenderers : 29.01.2014 (Thursday) at 3.30 p.m

REGISTRAR



PONDICHERY UNIVERSITY

(A Central University)

Tender Notification

Sub: Purchase of Stationery Items & Computer Consumables – Sealed Quotations Called for – reg.

Sealed quotations are invited for purchase of Stationery Items and Computer Consumables as per the details given in the Annexure: -

1. The sealed quotations should reach the Asst. Registrar (Purchase), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or **before 3.00 P.M. on 29.01.2014** and they will be opened on the **same day at 3.30 P.M.** in the presence of available bidders. The offers will not be considered if received after the bid closing date and time.
2. The quotations should be sealed and superscripted as “Quotation for supply of Stationery Items & Computer Consumables”
3. Quantities mentioned in this notification are only tentative and may increase or decrease as per exigencies.
4. Rates quoted must be valid for one year from the date of opening the tender.
5. The rates should be inclusive of all taxes, freight, Packing, forwarding, etc.
6. The rate quoted shall on FOR destination basis at our premises (central stores godown, Administrative Building, Pondicherry University)
7. All the bidders are required to submit their quotation along with Sample on or before the last date and time of the tender to the Purchase & Stores Section, Pondicherry University. The bids without sample may not be considered.
8. EMD and Tender Document Fee should be remitted **separately** in the form of Demand Drafts from any one of the nationalized banks, drawn in favour of The Finance Officer, Pondicherry University, payable at Pondicherry as per the details given below: -

S. No.	Name of the Items	Tender Document fee	E.M.D.
1.	Stationery items and Computer Consumables (Collectively)	Rs.300/-	2.5% of Total value of tender-

9. Any tender, submitted without EMD & Tender Document Fee, will not be accepted.
10. The firm should have been in **existence for at least last three years** (proof to be attached)
11. The tender is not transferable.

12. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
13. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
14. No unsolicited correspondence shall be entertained after the submission of the offer.
15. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select any bid on the grounds of quality, brand reputation, offer of additional / special features, compatibility, etc.
16. The University also reserves the right to reject any bids with unbranded / sub-standard brand / un-certified brands of products even if they are found to be lowest.
17. Delivery is to be made within 7 days from the date of receipt of supply order, during office hours on working days.
18. The broken and the rejected quantity if any shall be replaced within 7 days time positively.
19. If any articles are not upto the prescribed quality or specification it is liable for out right rejection.
20. At the time of dispatch of articles, Delivery Note / Challan should be given along with the articles.
21. The prices approved should be maintained without any change during the contract period of 1 year.
22. Failure to supply the item indented within delivery time will result in automatic cancellation of supply order. Such automatic cancellation empowers the University to purchase the items from other available sources and to recover the difference between the prices so paid and those payable under the contract. Also failure to comply with the general spirit of the contract will lead to termination of contract and purchases would be effected from outside sources and loss in such kind of purchase would be recovered from the concerned defaulting supplier. This University also reserves the right to make the firm forfeit the Deposit for non-observance of the general spirit of the contract.
23. Timely supply of the ordered items, in good condition etc., is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

Date: 08.01.2014

REGISTRAR

**PONDICHERY UNIVERSITY
PURCHASE & STORES**

**ANNEXURE - I
Estimated Purchase proposal for General Stationery items**

S.N.	Name of the article	Qty. Reqd. (Estimated)
1	Stapler (small) (Max-100)	500 Nos.
2	Stapler (Big) (Kangaro HP - 45)	300 Nos.
3	Stapler pin box (small) (Max – 10)	5000 Nos.
4	Stapler pin box (big) (Max – 24)	2000 Nos.
5	Stamp pad ink bottle (Kores)	100 Nos.
6	Scale 1 feet (Plastic)	1000 Nos.
7	Gem clips (Gross wt. 100 gms.) (Bell)	1000 Nos.
8	Lever file	100 Nos
9	Dustless chalk (White)	300 Boxes
10	Dustless chalk (Colour)	100 Boxes
11	Single punch (Kangaro)	200 Nos.
12	Cello tape white 2 inches	200 Nos..
13	Cello tape white 1 inch	300 Nos.
14	Cello tape white ½ inch	500 Nos.
15	Tag (10 bundles) 8 inches	500 Nos.
16	OHP sheet	2000 Nos.
17	-Adhesive packing tape (Brown tape) 2 inches	500 Nos.
18	Stamp pad (Big size)	500 Nos.
19	Fevi Stick	1000 Nos.
20	Gum paste 300 ml. (camel)	500 Nos.
21	Rubber band (100 gms. Packet)	200 Pkts.
22	Rubber band (Breadth size) (I Kg. per packet)	100 packet.
23	Calculator (Orpet – 71400 original)	200 Nos.
24	Calculator (Casio original)	200 Nos.
25	Box file (Button)	500 Nos.
26	Permanent Marker pen (Kores)	500 Nos.
27	White Board Marker pen 5 colours (Kores/Camlin)	5000 Nos.
28	White dots stick file folders	500 Nos.
29	OHP Marker pen (Per Pen) (Kores)	500 Nos.
30	Green Gel pen (Water proof Gel) (for Exam. Wing)	2000 Noss
31	Red Gel pen (Water proof Gel) (for Exam. Wing)	4000 Nos.
32	Black Gel pen (Water proof Gel) (for Exam. Wing)	4000 Nos.
33	ADD Gel ACHEIVER (Black & Green)	1000 Nos.
34	Gel pen (Add – First rank) (Blue & Black)	3000 Nos.
35	Uniball Gel Pen (Black)	300 Nos.
36	1 Qr. Register (Ruled) Ledger sheet	500 Nos.
37	2 Qr. Register (Ruled) Ledger sheet	500 Nos.
38	3 Qr. Register (Ruled) Ledger sheet	500 Nos.

Estimated Purchase proposal for General Stationery items

S.N.	Name of the article	Qty. Reqd. (Estimated)
39	4 Qr. Register (Ruled) Ledger sheet	300 Nos.
40	Scribbling pad size No. 3	2000 Nos.
41	Scribbling pad size No. 4	2000 Nos.
42	Note sheet pad (Green Maplitho paper 21.33 cms. each pad contains 100 sheets 80 GSM with 1/3 blue margin)	2000 Nos.
43	Plastic File folder - white dots 'L' model type	4000 Nos.
44	Dust bin (plastic for good quality)	300 Nos.
45	File flag (5 colors pad)	500 Packet
46	MEETING FILE (For use of Members)	3000 Nos.
47	File pad (Urgently/Ordinary) with University name in the flap size: 10X15 Thickness: 2 bound	10000 Nos.
48	Card Board sheet (Thick card)	3000 Nos.
49	File Tray (Plastic)	300 Nos.
50	Acrylic plastic water jug for Best quality (Good quality)	300 Nos.
51	Writing pad with Mica Top	200 Nos.
52	Dowment file folder plastic (Button type)	1000 Nos.
53	Scissors (Best quality for paper & cloth cover cutting)	500 Nos.
54	White correcting fluid Kores (ERAZ-EX) (Bottle)	1000 Nos.
55.	Binder clip (Big & Small)	1000 Nos.
56	Pencil Sharpener	500 Nos.
57	Pencil Eraser (Apsara)	1000 Nos.
58	HP Pencil Apsara (Extra Black)	3000 NoS.
59	Pin box (Gross wgt. 100gms.) Bell	500 Nos.
60	Room Freshner	100 Nos.
61	Knife (For cloth covers cutting)	100 Nos.
62	Twine thread (Simco)	100 Nos.
63	Note grip	100 Nos
64	Spring file	50 Nos.
65	Duster (For cleaning White Board & Black Board)	2000 Nos.
66	Stick on pad	300 Nos.

**PONDICHERY UNIVERSITY
PURCHASE**

ANNEXURE – II

Estimated Purchase proposal for Computer Consumables & Stationery items

S.N.	Items	Qty. Reqd. (Estimated)
	Computer Paper: (with University's Logo)	
1.	10" X 12" X 1 Part – 80 GSM (1000)	1,50,000 paper
2.	15" X 12" X 1 Part – 80 GSM (1000)	1,00,000 paper
	Computer Devices:	
3.	CD – Recordable (Sony)	5000 Nos.
4.	CD – Rewritable (Sony)	1000 Nos.
5.	DVD – Recordable (Sony)	3000 Nos.
6.	DVD – Rewritable (Sony)	1000 Nos.
7.	CD – Pouch	5000 Nos.
8.	Lipi line ribbon – LIPI 6306.	100 Nos.
9.	LQ 1050/LQ 1070 HD/LQ 1170	200 Nos.
	Laser Printer Toner: (Black)	
10	HP Laser Printer Toner Cartridges - 35A (Black)	20 Nos.
11	HP Laser Printer Toner Cartridges - 36A (Black)	20 Nos.
12	HP Laser Printer Toner Cartridges - 88A (Black)	30 Nos.
13.	HP LJ 1300 Laser Toner (13A) (Black)	10 Nos.
14.	HP LJ1015/1020/ Laser Toner (12A) (Black)	100 Nos.
15.	HP LJ 1160/1320 Laser Toner (49A) (Black)	20 Nos.
16.	HP C7115A (15 A Black)	10 Nos.
17.	HPLJ 2055 dn /2015 dn (Black) CE 505 A (05A)	10 Nos.
18.	HPCE 278A (78A)	20 Nos.
19.	HPQ 7551 A (51 A Printer Toner)	10 Nos.
20	HP LPJ 96 A Laser Toner Black	10 Nos.
21.	HPLJ pro p1606dn Printer	10 Nos.
22.	Canon IR 2018/2116/2022/2013N/2318L/ Xerox Machine Toner NPG 28	30 Nos.
23.	Canon LBJ - 3250 Printer (Black)	20 Nos.
24	Canon MF 4380 dn	15 Nos.
25.	Canon MF 4350 D	15 Nos.

26.	Canon iR 3245/ Xerox Machine Toner (NPG 26)	5 Nos.
27	Canon iR 2525 Xerox Machine Toner (NPG 51)	10 Nos.
28	Canon FX9 Fax Toner	10 Nos.
29	Canon C 2020H Xerox Machine toner	10 Nos.
30.	Canon L&P 3300	10 Nos.
31.	Canon LBP 6300 DN	10 Nos.
32.	Canon Image class MF 4570dn	10 Nos.
33.	Samsung MLT – 1053 Toner	10 Nos.
34.	Samsung 4521 F (Black)	10 Nos.
35.	Samsung Laser Printer ML – 3471 ND (Black)	5 Nos.
36	Samsung ML 2240 (Black)	20 Nos.
37.	Samsung ML 2571 N (Black)	30 Nos.
38.	Samsung ML 2851 N (Black)	10 Nos.
39.	Samsung ML 1640 (Black)	10 Nos.
40	Samsung ML – 2245 (Black)	50 Nos.
41	Samsung CLP 610 ND	15 Nos.
42	Samsung CLP 310 N/300N	15 Nos.
43	Samsung ML – 1866	10 Nos.
44	Toshiba e – Studio 160/161/162 & 167	10 Nos.
45	Kilburn (TS – 180) KM/1635	15 Nos.
46	Konica Minolta – 162 (MFD BIZHUB)	10 Nos.
47	Drum Cartridges/Imaging unit (Model: 2245)	10 Nos.
	Computer/Printer Accessories:	
48	Pen drive Transcend 4 GB	200 Nos.
49.	Pen drive Transcend 8 GB	200 Nos.
50.	Pen drive Transcend 16 GB	50 Nos.
51	600 VA UPS (For Computer)	50 Nos.