

**PONDICHERRY UNIVERSITY**  
**(A Central University)**

**Tender Notification**

**Sub.:** Purchase of Stationery items – Sealed Quotations Called for – Reg.

Sealed quotations are invited for purchase of Stationery items as per the details given in the Annexure.

1. The sealed quotations should reach the Asst. Registrar (P&S), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or before 3.00 p.m. 20.07.2016 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. This invitation is open to manufacturers and authorized distributors who are having atleast 3 years of experience in supplying General Stationery to the Ministries/ Government departments/Public Sector undertakings.
3. University will not accept any Duplicate/Substandard items. If the supplier is not able to supply the original items, appropriate action may be taken against the firm, which includes, imposition of penalty, cancellation of contract, forfeiture of EMD/Performance security deposit, blacklisting the firm, etc..
4. The quotation should be sealed and superscripted as “Quotation for supply of Stationery items only”.
5. The firm should quote rates for the advertised products/makes and not for the others available makes in the markets.
6. Rates quoted must be valid for one year.
7. The rates should be quoted by inclusive of all taxes, freight, packing, forwarding, etc.
8. The rate quoted shall be on FOR destination basis at our premises (Central stores godown, Administrative Building).
9. All the bidders are required to submit their quotations on or before the last date and time of the tender to the Purchase & Stores Section, Pondicherry University.
10. EMD and Tender Document Fee should be remitted **separately** in the form of Demand Draft 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:-

Sl. No.	Name of the items	Tender Document fee	E.M.D.
1.	Stationery items (Collectively)	Rs. 300/-	Rs. 10,000/=

11. Any tender, submitted without EMD & Tender Document Fee, will not be accepted.
12. The tender is not transferable.
13. The firm should have valid license obtained from the respective Government agencies for doing the business of stationery items.
14. The firm should have been in **existence for at least last three years** (proof to be attached)
15. The firm has to submit along with the tender, the copies of Income Tax return for having paid the income tax for the previous three years, i.e. for the years 2013-14, 2014-15,2015-16.
16. The offers received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
17. The University shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service.
18. No unsolicited correspondence shall be entertained after the submission of the offer.
19. 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.
20. The University also reserves the right to reject any bids with unbranded/substandard brand/un-certified brands of products even if they found to be lowest.
21. University will place supply orders to the successful firm in phased manner, as and when necessity arises.
22. Delivery is to be made within 7 days from the date of receipt of supply order during the working days on office hours.
23. The broken and the rejected quantity, if any, shall be replaced within 3 days time positively.
24. If any article is not up to the prescribed quality or specification, it is liable for outright rejection.

25. At the time of dispatch of articles, Delivery Note/Challan should be given along with the articles.
26. The price approved should be maintained without any change during the contract period of 1 year.
27. 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 price 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 effecting purchases required from outside sources and to recover the loss in such kind of purchase from you. This University also reserves the right to make the firm forfeit the Deposit for non-observance of the general spirit of the contract.
28. Timely supply of the ordered items, in good condition (wherever applicable), 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 of 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: 28.06.2016

REGISTRAR

**PONDICHERY UNIVERSITY**  
**Purchase & Stores Section**

**ANNEXURE – 1**

Estimated Purchase proposal for General Stationery items for the Year 2016 - 2017

Sl. No.	Name of the items	Make	Qty. Required	Quote Rate Rs.
1	Stapler Small (Kangaro – 10) Metal ( pack of 10)	Kangaro	50 Boxes	Per pack of 10
2	Stapler Big (Kangaro HP – 45 pat No.170767) Metal ( pack of 10)	Kangaro	20 Boxes	Per pack of 10
3	Blue Stamp pad ink 60 ml. (Camay)	Camay	200 Nos.	Per item
4	Stamp pad Plastic Box (Size 110 mm. X 69 mm.)	Faber Castell	500 Nos.	Per item
5	OHP Transparency Film 210X297 mm. A4 100 MICRONS (100 SHEETS PER BOX)	Kosha	20 Boxes	Per pack of 100
6	2 inch Adhesive packing Brown tape (35 Mtrs.)	Quality	700 Nos.	Per item
7	2 inch white Cello tape (35 mtrs.)	Quality	300 Nos.	Per item
8	1 inch white Cello tape (35 mtrs.)	Quality	700 Nos.	Per item
9	½ inch white Cello tape (35 mtrs.)	Quality	300 Nos.	Per item
10	Paper weight (Rubber item)	Quality	300 Nos.	Per item
11	Executive Pen stand - No; 600 R	Kebica	200 Nos	Per item
12	Pen Stand – 259 x 194 (Revolving colorful pen stand)	Revolving Colorful pen stand	200 Nos.	Per item
13	Kada Cloth (for Parcel package) (Use of Exam. Wing	Kada Cloth	1000 Mtrs.	Per mtr.
14	1 Feet Thickness Steel Scale (Index)	Ajanta steel products	200 Nos.	Per item
15	Fevi Stick (Net weight 15g.)	Kores	300 Nos.	Per item
16	Paste 300 ml. (Camay)	Camay	400 Nos.	Per item
17	Paste 700 ml. (Camay)	Camay	200 Nos.	Per item
18	White Fluid Correction pen (Pen Type)	Kores	300 Nos.	Per item
19	Kores Eraz- EX Correction Fluid (Bottle)	Kores	300 Nos.	Per item
20	Gem Clip Plastic 30 mm. (BELL CLIPS)	BELL PRODUCTS (P) LTD.	300 Boxes	Per item
21	Gem Clip Metal 30 mm. (BELL CLIPS)	BELL PRODUCTS (P) LTD.	300 Boxes	Per item
22	Single Punching machine (Kangaro) No.376224	Kangaro	200 Nos.	Per item
23	Box file (Button Type)	Butterfly	200 Nos.	Per item
24	8T Treasury Tag 8 inches Green Colour (80 pieces /box)	Treasury Tag	500 Bundles	Per bundle

25	1 Qr. Ruled Register	Quality	500 Nos.	Per item
26	2 Qr. Ruled Register	Quality	500 Nos.	Per item
27	3 Qr. Ruled Register	Quality	200 Nos.	Per item
28	4 Qr. Ruled Register	Quality	200 Nos.	Per item
29	Scribbling pad big Un-ruled (No. 3) (Classmate)	Classmate	1000 Nos.	Per item
30	Scribbling pad big Un-ruled (No. 4) (Classmate)	Classmate	500 Nos.	Per item
31	Calculator (Casio Original) MJ – 1207 -W	Casio	200 Nos.	Per item
32	Highlighter marker pen (pack of 10)	PIKPENS (p) Ltd.	200 Nos. (20 pack)	Per pack of 10
33	File flag (4 colour sheets) Size: 19 mm. x 76 mm.	Sony	500 Pads	Per pad
34	File pad (Urgent /Ordinary) with University name in the flap size : 10X15, Thickness 2 bound	Quality	4,000 Pads	Per pad
35	Scissors for paper & cloth cover cutting (Big size) (Saya Classic Scissors SYSC08) (8.25. inch)	SAYA CLASSIC 8.25 INCHES	200 Nos.	Per item
36	H.P. Pencil Extra dark (Apsara platinum) Size; 300x880	Apsara	3000 Nos.	Per item
37	Pencil Eraser (Apsara) Size: 1600 x 976	Apsara	300 Nos.	Per item
38	Pencil Sharpener (Apsara) Size: 1600 x 1121	Apsara	300 Nos.	Per item
39	Black Gel pen (Flair HYDRA gel)(pack of 5) For Valuation of Exam. wing	Flair HYDRA gel	5000 Nos. (1000 pack)	Per Pack of 5
40	Red Gel pen (Flair HYDRA gel)(pack of 5) For Valuation Exam. wing	Flair HYDRA gel	5000 Nos. (1000 pack)	Per Pack of 5
41	Green Gel pen (Flair HYDRA gel) (pack of 5) For Valuation of Exam. wing	Flair HYDRA gel	2000 Nos. (400 pack)	Per Pack of 5
42	Unibal eye gel (MITSUBISHI PENCIL CO.LTD)	MITSUBISHI	300 Nos.	Per Pack of 5
43	ADD gel ACHIEVER pen (pack of 10) Black 300 Nos. Green 200 Nos. Blue 200 Nos.	ACHIEVER	700 Nos. (70 pack)	Per pack of 10
44	CELLO BUTERFLO Gel pen Blue (pack of 10)	CELLO BUTTERFLO	2000 Nos. (200 pack)	Per pack of 10
45	CLASSMATE OCTO GLIDE Gel pen (Blue 2000 Nos., Red 1000 Nos., and Black 1000 Nos.)	Classmate OCTO GLIDE	2000 Nos.	Per item
46	Meeting file For use of members printed of with University Logo (Card Board sheet)	Quality	2000 Nos.	Per item
47	White Board Marker pen (pack of 10) Black 1400 Nos., Red 1400 Nos., Blue 700 Nos., Green 500 Nos.	Kores	2000 Nos. (200 pack)	Per pack of 10
48	Dowment file folder (Button Type ) SAYA MAKE SY-209P My Clear IBag Plain	SAYA	1500 Nos.	Per item
49	Plastic file folder white dots 'L' model (Size: Length 14 inches width 10 inches (10" X 14"))	BISMI	2000 Nos.	Per item
50	Plastic file Tray (Big size)	Quality	100 Nos.	Per item
51	1 Ltr. Capacity Plastic water Jug	Quality	200 Nos.	Per item
52	Rubber band (Width size) (per packet 1 k.g.)	Quality	50 K.G.	Per packet
53	Rubber band (Medium size) (per packet 100 kg.)	Quality	200 packets	Per packet
54	Lever file	Quality	100 Nos.	Per item
55	Tag File	Quality	500 Nos.	Per item

