

PONDICHERRY UNIVERSITY
(A Central University)
Tender Notification

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

Sealed Tenders are invited for purchase of Stationery items as per the details given in the

Annexure:-

Terms and Conditions:

1. The sealed Tenders should reach the Asst. Registrar (P&S), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or before 3.00 p.m. 23.10.2017 and they will be opened on the same day at 3.30 p.m. in the presence of available Tenderers. The Tenders will not be considered, if received after the bid closing date and time.
2. This Tender is open to manufacturers and authorized distributors who are having at least 3 years of experience in supplying General Stationery to the Ministries/ Government departments/Public Sector undertakings (Proof to be enclosed).
3. University will not accept any Duplicate/Substandard items. If the supplier is not able to supply the original items, appropriate action will 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 Tender should be sealed and superscripted as “Tender for supply of Stationery items only”.
5. The firm should quote rates for the advertised products/make only and not for the other 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 tenderers are required to submit their Tender on or before the last date and time 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. 17,500/=

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 2014-15, 2015-16, 2016-17.
16. The Tender 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 Tender.
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 item on the ground of quality, brand reputation, offer of additional/special features, compatibility, etc.
20. The University also reserves the right to reject any Tender 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 Tenderers in a 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.

Sample items are to be submitted along with the tender for verification. If sample items are received after the closing time of tender, they will not be considered.

24. If any item is not up to the prescribed quality or specification, it is liable for outright rejection.

25. At the time of dispatch of items, 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 paid and those payable under the contract. 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 the Tenderer. 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: 25.09.2017

REGISTRAR

PONDICHERRY UNIVERSITY PURCHASE & STORES SECTION
ANNEXURE – 1

Estimated Purchase proposal for General Stationery items for the Year 2017 - 2018

Sl. No.		Name of the items	Make	Qty. Required (Approx.)	Quote Rate Rs.	Amount Rs. P.
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	10 Boxes	Per pack of 10	
3		Gem Clip Plastic 30 mm. (BELL CLIPS)	BELL PRODUCTS (P) LTD.	400 Boxes	Per item	
4		Gem Clip Metal 30 mm. (BELL CLIPS)	BELL PRODUCTS (P) LTD.	400 Boxes	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	400 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 (Glass item)	Quality	300 Nos.	Per item	
11		Blue Stamp pad ink 60 ml. (Camel)	Camel	200 Nos.	Per item	
12		Stamp pad (Faber castell)	Faber castell	200 Nos.	Per item	
13	*	Scissor Big size (Best quality for paper & cloth cover cutting)	Saya clasic	200 Nos.	Per item	
14	*	Tube Paste (Camel)	Camel	400 Nos.	Per item	
15		Fevi Stick (Net weight 15g.)	Kores	500 Nos.	Per item	
16	*	Paste 300 ml. (Camal)	Camal	200 Nos.	Per item	
17		Meeting file For use of members printed of with University Logo (Card Board sheet)	Card board sheet	1000 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	*	Box file (Button Type) (Butterfly)	Butterfly	200 Nos.	Per item	
21	*	Tag 8 inches (10 Bunches of per Bundle)	Quality	500 Bundles	Per bundle	
22		Single Punching machine (Kangaro) No.376224	Kangaro	200 Nos.	Per item	
23	*	Scribbling pad big Un-ruled (No. 3) (Classmate)	Quality	1000 Nos.	Per item	
24	*	Scribbling pad big Un-ruled (No. 4) (Classmate)	Quality	500 Nos.	Per item	
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	*	1 Feet Thickness Steel Scale (Index)	Ajanta steel products	200 Nos.	Per item	
30	*	Writing pad top with mica	Quality	200 Nos.	Per item	
31	*	Calculator (Casio Original) MJ – 1207 –W	Casio	200 Nos.	Per item	
32		Highlighter marker pen (pack of 10) Yellow, Blue, Red	Pikpens (p) ltd.	500 Nos. (50 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	10,000 Pads	Per pad	
35		Unibal eye gel (MITSUBISHI PENCIL CO.LTD) (Black 100 nos, Blue 100 Nos.)	MITSUBISHI	200 Nos.	Per Pack of 10	
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	6000 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	*	CLASSMATE OCTO GLIDE Gel pen (Blue 2000 Nos.)	Classmate OCTO GLIDE	2000 Nos.	Per item	
43		ADD gel ACHIEVER pen (pack of 10) Black 300 Nos. Green 250 Nos. Blue 250 Nos.	ACHIEVER	800 Nos. (70 pack)	Per pack of 10	
44	*	Permanent Marker pen (pack of 10) (100 nos. Black, 100 nos. Red, 100 nos. Blue, 100 nos. Green)	Kores	300 Nos. (40 pack)	Per pack of 10	
45	*	White Board Marker pen (pack of 10) Black 500 Nos., Red 500 Nos., Blue 500 Nos., Green 500 Nos.	Kores	2000 Nos. (200 pack)	Per pack of 10	
46	*	Dowment file folder (Button Type) SAYA MAKE SY-209P My Clear IBag Plain	SAYA	1500 Nos.	Per item	
47	*	Plastic file folder white dots 'L' model (Size: Length 14 inches width 10 inches (10" X 14"))	BISMI	1000 Nos.	Per item	
48	*	Rubber band (Width size) (per packet 500.g.)(SANYO RUBBER BRAND)	SANYO	100 Packet	Per packet	
49	*	Rubber band (width size) (per packet 100 g.) (SANYO RUBBER BRAND)	SANYO	200 packets	Per packet	
50	*	Lever file (TAJ) (FORWARD PRODUCTS) Chennai	FORWARD PRODUCTS	100 Nos.	Per item	
51	*	Duster for white Board Marker (Kebica)	Kebica	1000 Nos.	Per item	
52	*	Duster for Black Board (Kebica)	Kebica	1000 Nos.	Per item	

- **Necessary sample to be produced**