

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 (Purchase), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or before 3.00 p.m. on 08.04.2015 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.
3. Rates quoted must be valid for one year.
4. The rates should be inclusive of all taxes, freight, packing, forwarding, etc.
5. The rate quoted shall be on FOR destination basis at our premises (Central stores godown, Administrative Building, Pondicherry University)
6. All the bidders are required to submit their quotation on or before the last date and time of the tender to the Purchase & Stores Section, Pondicherry University. Sample may be required to be produced, if necessary.
7. 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

8. Any tender, submitted without EMD & Tender Document Fee, will not be accepted.
9. The firm should have been in existence for at least last three years (proof to be attached)
10. The tender is not transferable.
11. The offers received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.

12. The University shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service.
13. No unsolicited correspondence shall be entertained after the submission of the offer.
14. 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 ground of quality, brand reputation, offer of additional/special features, compatibility, etc.
15. 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.
16. Supply orders will be issued in phased manner, as and when required. Delivery is to be made within 7 days from the date of receipt of supply order during the office hours on working days.
17. The broken and the rejected quantity if any shall be replaced within 7 days time positively.
18. If any articles are not upto the prescribed quality or specification it is liable for outright rejection.
19. At the time of dispatch of articles, Delivery Note/Challan should be given along with the articles.
20. The price approved should be maintained without any change during the contract period of 1 year.
21. 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.
22. 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: 20.03.2015

REGISTRAR

PONDICHERRY UNIVERSITY

PURCHASE & STORES SECTION

ANNEXURE – 1

Estimated Purchase proposal for General Stationery items for the Year 2015 -2016

Sl. No.	Name of the items	Make	Qty. Required
1.	Stapler Small (Kangaro – 10) Metal (pack of 10)	Kangaro	50 Boxes
2.	Stapler Big (Kangaro HP – 45 pat No.170767) Metal (pack of 10)	Kangaro	20 Boxes
3.	Blue Stamp pad ink 60 ml. (Camay)	Camay	200 Nos.
4.	1 Feet Thickness Steel Scale (Index)	Ajanta steel products	500 Nos.
5.	OHP Transparency Film 210X297 mm. A4 100 MICRONS (100 SHEETS PER BOX)	Kosha	50 Boxes
6.	2 inch Adhesive packing Brown tape (35 Mtrs.)	Quality	700 Nos.
7.	2 inch white Cello tape (35 mtrs.)	Quality	300 Nos.
8.	1 inch white Cello tape (35 mtrs.)	Quality	700 Nos.
9.	Dustless Chalk white (100 sticks per box)	Apsara	500 Boxes
10.	Dustless Chalk white (144 sticks per box)	Apsara	500 Boxes
11.	Dustless Chalk White (per pack of 10 pieces, 10 packs of one boxes (100 sticks) Made in korea for Hindustan Pencils Pvt. Ltd.)	Apsara Made in korea for Hindustan Pvt. Ltd.	800 Boxes
12.	Dustless Chalk Colour (per pack of 10 pieces, 10 packs of one boxes (100 sticks) Made in korea for Hindustan Pencils Pvt. Ltd.)	Apsara Made in korea for Hindustan Pvt. Ltd.	200 Boxes
13.	Dustless Chalk colour (144 sticks per box)	Apsara	100 Boxes
14.	Dustless Chalk colour (100 sticks per box)	Apsara	100 Boxes
15.	Dustless Chalk white (100 sticks per box)	Kores	500 Boxes
16.	Dustless Chalk white (144 sticks per box)	Kores	500 Boxes
17.	Dustless Chalk colour (100 sticks per box)	Kores	100 Boxes
18.	Dustless Chalk colour (144 sticks per box)	Kores	100 Boxes
19.	Stamp pad Plastic Box (Size 110 mm. X 69 mm.)	Faber Castell	1000 Nos.
20.	Box file (Button Type)	Butterfly	400 Nos.
21.	Fevi Stick (Net weight 15g.)	Kores	1000 Nos.
22.	Paste 300 ml. (Camay)	Camay	600 Nos.
23.	Paste 700 ml. (Camay)	Camay	200 Nos.

24	8T Treasury Tag 8 inches Green Colour (80 pieces /box)	Treasury Tag	500 Bundles
25	1 Qr. Ruled Register	Quality	500 Nos.
26	2 Qr. Ruled Register	Quality	500 Nos.
27	3 Qr. Ruled Register	Quality	200 Nos.
28	4 Qr. Ruled Register	Quality	200 Nos.
29	Scribbling pad big Un-ruled (No. 4) (Classmate)	Classmate	500 Nos.
30	Water Jug Made of Acrylic	Acrylic	500 Nos.
31	1000 Ml. Stainless Steel water jug	Butterfly	200 Nos.
32	Stick on pad size : 76 mm.x 76 mm.	Sony	300 Pads
33	File flag (4 colour sheets) Size: 19 mm. x 76 mm.	Sony	1000 Pads
34	File pad (Urgent /Ordinary) with University name in the flap size : 10X15, Thickness 2 bound	Quality	12,000 Pads
35	Scissors for paper & cloth cover cutting (Big size) (Saya Classic Scissors SYSC08) (8.25. inch)	SAYA CLASSIC 8.25 INCHES	500 Nos.
36	Binder clip 32 mm. – Black(Pack of 12)	Koopee	500 Boxes
37	Binder clip 25 mm. – Black(Pack of 12)	Koopee	500 Boxes
38	Pencil Corbon paper Blue (per pack of 100 sheets)	Kores	2000 Packs
39	Flask 500 ml. (Plastic Coverage)	Eagle	200 Nos.
40	Flask 1 Ltr.. (Plastic Coverage)	Eagle	200 Nos.
41	Flask 1500 ml. (Plastic Coverage)	Eagle	100 Nos.
42	Unibal eye gel (MITSUBISHI PENCIL CO.LTD)	MITSUBISHI	300 Nos.
43	CLASSMATE HELEN BALL PEN Blue (pack of 5)	Classmate Helen Ball pen	100 Nos. (200 pack)
44	CELLO BUTERFLO Gel pen Blue (pack of 10)	CELLO BUTERFLO	2000 Nos. (200 pack)
45	CLASSMATE OCTO GLIDE Gel pen (Blue 2000 Nos., Red 1000 Nos., and Black 1000 Nos.)	Classmate OCTO GL IDE	4000 Nos.
46	Black Gel pen (Flair HYDRA gel)(pack of 5) For Valuation of Exam. wing	Flair HYDRA gel	5000 Nos. (1000 pack)
47	Red Gel pen (Flair HYDRA gel)(pack of 5) For Valuation Exam. wing	Flair HYDRA gel	5000 Nos. (1000 pack)
48	Green Gel pen (Flair HYDRA gel) (pack of 5)For Valuation of Exam. wing	Flair HYDRA gel	2000 Nos. (400 pack)
49	ADD gel ACHIEVER pen (pack of 10) Black 400 Nos. Green 200 Nos. Blue 200 Nos. Red 100 Nos.	ACHIEVER	1000 Nos. (100 pack)
50	Permanent Marker pen (pack of 10) Black 100 Nos., Red 100 Nos., Blue 50 Nos., Green 50 Nos.	Kores	300 Nos. (30 pack)
51	White Board Marker pen (pack of 10) Black 1400 Nos., Red 1400 Nos., Blue 700 Nos., Green 500 Nos.	Kores	4000 Nos. (400 pack)
52	Highlighter marker pen (pack of 10)	PIKPENS (p) Ltd.	1000 Nos. (100 pack)
53	Plastic file folder white dots 'L' model (Size: Length 14 inches width 10 inches (10" X 14"))	BISMI	4000 Nos.
54	Dowment file folder (Button Type) SAYA MAKE SY-209P My Clear IBag Plain	SAYA	1500 Nos.
55	H.P. Pencil Extra dark (Apsara platinum) Size; 300x880	Apsara	3000 Nos.

56	Pencil Eraser (Apsara) Size: 1600 x 976	Apsara	1000 Nos.
57	Pencil Sharpener (Apsara) Size: 1600 x 1121	Apsara	1000 Nos.
58	HANDY CUTTER ZENITH Big size knjfe (for cloth and cloth cover cutting) Size: 13.3 x 2.5 (cm.)	ZENITH	500 Nos.
59	NOTE GRIP (OFFICE MATE)	OFFICE MATE	200 Nos.
60	Dust bin (Plastic)	Quality	400 Nos
61	Coirfed Door Mat (Size width 2 feet, Length 3 feet)	Quality	200 Nos.
62	Coirfed Door Mat (Size width 2 feet, Length 4 feet)	Quality	100 Nos.
63	Executive Pen stand - No; 600 R	Kebica	500 Nos
64	Pen Stand – 259 x 194 (Revolving colorful pen stand)	Revolving Colorful pen stand	500 Nos.
65	Calculator (Casio Original) MJ – 1207 -W	Casio	200 Nos.
66	Wall clock – (Made of Ajantha) No. 467ss	Ajantha	200 Nos.
67	Stapler pin Small No. 10-1M(Kangaro)	Kangaro	3000 Nos.
68	Single Punching machine (Kangaro) No.376224	Kangaro	300 Nos.