

PONDICHERRY UNIVERSITY

(Central University)

Tender Notification

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

Sealed quotations are invited for printing and supply of File Folder for Degree Certificate 1200 Nos.(approx).

Specimen copy available with the Examination Finance Section during office hours.

SPECIFICATIONS FOR FILE FOLDER FOR DEGREE CERTIFICATE

Sl.No	Description of the folder	Specifications
1.	Size	34cms x 26 cms
2.	Cardboard thickness	350 gms Grey Board 1 st quality
3.	Quality / name of the rexin to be used	Leather Rexin – Ist 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 cover thickness / micron	Six leaflet with 400 micron
6.	Embossing & Gold Foiling	Embossing of University Logo Embossing of University name in Gold Foiling

1. The sealed quotations should reach the Controller of Examination , Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or before 26.07.2016 (Tuesday) 3.00 p.m. 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. 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..

3. The quotation should be sealed and superscribed as “Quotation for File Folder for Degree Certificate only”.

4. Rates quoted must be valid for one year.

5. The rates should be quoted inclusive of all taxes, freight, packing, forwarding, etc.

6. The rate quoted shall be on FOR destination basis at our premises (Central stores godown, Administrative Building).

7. EMD should be 2% of the quoted rate and sent along with quotation.
8. Any tender, submitted without EMD will not be accepted.
9. The tender is not transferable.
10. The firm should have valid license obtained from the respective Government agencies for doing the business.
11. The firm should have been in existence for at least last three years (proof to be attached)
12. 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.
13. The offers received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
14. The University shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service.
15. No unsolicited correspondence shall be entertained after the submission of the offer.
16. 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.
17. 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.
18. University will place supply orders to the successful firm in phased manner, as and when necessity arises.
19. Delivery is to be made within 10 days from the date of supply order during the working days on office hours.
20. If the order is not up to the prescribed quality or specification, it is liable for outright rejection.
21. At the time of dispatch of articles, Delivery Note/Challan should be given along with the articles.
22. The price approved should be maintained without any change during the contract period of 1 year.
23. The supply order will come into effect only on production of a Bank Guarantee at 5% of the value of work which will be returned after the successful completion of supply. The Bank Guarantee should have validity for one year from the date of supply order or up to the extended dates, whichever is later.

24. 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.

25. 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.

26. All legal disputes arising out of this tender will fall under the jurisdiction of courts in Puducherry only.

Date: 18.07.2016


18/7/16
CONTROLLER OF EXAMINATIONS i/c