



**PONDICHERY UNIVERSITY**  
**(A Central University)**  
**Purchase and Stores**

**Tender Notification**

Sealed Tenders are invited from reputed suppliers/Firms to supply 80 GSM A4 Xerox Paper & Foolscap Xerox papers as per the details given in the Annexure:-

1. The sealed Tenders should be addressed to the Asst. Registrar (Purchase & Stores), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 and should reach on or before 3.00 p.m. on 02.05.2019 and will be opened on the same day at 3.30 p.m. in the presence of available Tenderers.
2. The Tenders should be sealed and superscribed as “ Tender for supply of 80 GSM A4 & Foolscap Xerox papers“.
3. Rates quoted must be valid for one year.
4. The rates should be inclusive of all taxes, freight, packing, forwarding, etc.
5. The Tender shall be on FOR destination basis at our premises (Central stores godown, Administrative Building, Pondicherry University)
6. Tenders without sample papers (80 GSM A/4 and Foolscap Xerox paper) will not be entertained.
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:-

<b>Sl. No.</b>	<b>Name of the items</b>	<b>Tender processing fee</b>	<b>E.M.D.</b>
<b>1.</b>	<b>80 GSM A4 &amp; Foolscap Xerox papers</b>	<b>Rs. 500/-</b>	<b>Rs. 27,500-</b>

8. Tenders submitted without EMD & Tender processing Fee will be rejected.
9. The firm should have been in **existence for at least last three years** (proof to be attached) in the trade of supply of Xerox papers etc..
10. The tender is not transferable.
11. The Tenders 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 Tender.
14. Tenders merely quoting the lowest price does not have any right 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.**
15. 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.
16. University will place supply orders to the successful Tenders in phased manner, within the period of one year.
17. Delivery has to be made within 10 days from the date of receipt of supply order during the working days on office hours to the Central godown.
18. Any item without the prescribed quality or specification, will be rejected
19. Delivery Note/Challan should be given along with the articles, at the time of delivery of item
20. The price approved should be maintained without any change during the contract period of 1 year.
21. **Payment will be made after verification of GSM of the papers supplied.**
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 price so paid and those payable under the contract. 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: 11.04.2019

**REGISTRAR**

**ANNEXURE - I**

**Estimated Purchase proposal for A4 & Foolschap Xerox papers (For one year requirement)**

<b>Sl. No.</b>	<b>Name of the Stationery</b>	<b>Total Quantity Required</b>	<b>Rs. P.</b>
1	80 GSM A4 Xerox paper	4000 reams	
2	80 GSM F/S Xerox paper	1500 reams	

**Signature and Seal**