



PONDICHERRY UNIVERSITY

(A Central University)

Tender Notification

Sub: Purchase of A4 & Foolscap 80 GSM Xerox papers –
Sealed Quotations Called for – Reg.

Sealed quotations are invited for purchase of 80 GSM A4 & Foolscap Xerox paper 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 30.10.2013** 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 A4 & Foolscap 80 GSM 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 rate quoted shall be on FOR destination basis at our premises (Central Stores godown, Administrative Building).
6. All the bidders are required to submit their quotation along with Sample on or before the last date and time of the tender to the Purchase & Stores Section, Pondicherry University. The bids without sample may not be considered.
7. EMD and Tender Document participation Fee should be remitted **separately** in the form of Demand Drafts 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: -

S. No.	Name of the Items	Tender fee	E.M.D.
1.	80 GSM A4 & Foolscap Xerox paper of only (Collectively)	Rs.300/-	Rs. 25,000/-

8. Any tender, submitted without EMD & Tender Document participation 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 grounds of quality, brand reputation, offer of additional / special features, compatibility, etc.
15. The University also reserves the right to reject any bids with unbranded / sub-standard brand / un-certified brands of products even if they found to be lowest.
16. Delivery is to be made within 07 days from the date of receipt of supply order, during the working days on office hours.
17. The damaged and the rejected quantity is any shall be replaced within 07 days time positively.
18. If any articles is not up to the prescribed quality or specification it is liable for out right rejection.
19. At the time of dispatch of articles, Delivery Note / Challan should be given along with the articles.
20. The prices 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 prices 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 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.

REGISTRAR

Date: 10.10.2013



**PONDICHERY UNIVERSITY
PURCHASE & STORES**

ANNEXURE - 1

Estimated Purchase proposal for A4 & Foolscap Xerox papers for the year 2013 – 14

Sl. No.	Name of the articles	Qty. Reqd.
1.	80 GSM A4 Xerox paper	5000 reams
2.	80 GSM F/S (Foolscap) Xerox paper	1500 reams