

PONDICHERRY UNIVERSITY
(A Central University)
Tender Notification

Sub: Purchase of Stationery items – Inviting Tender – Reg.

Sealed Tenders are invited towards purchase of stationery items to the Pondicherry University on rate contract basis for one year 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. 27.08.2020 and 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 closing date and time.
2. The 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.
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, 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 the rates for the products mentioned in the Tender only and not any other available brands in the markets.
6. Rates quoted must be valid for one year.
7. The rates should be 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. 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	Rs. 500/-	Rs. 17,500/=

10. Any tender submitted without EMD & Tender Document Fee, will be summarily rejected.
11. The tender is not transferable.
12. The firm should have valid license obtained from the respective Government agencies for doing the business of stationery items.
13. The firm should have been in **existence for at least last three years** (proof to be attached)
14. 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 2015-16, 2016-17, 2017-18.
15. The Tender received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
16. The University shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service.
17. No unsolicited correspondence shall be entertained after the submission of the Tender.
18. Quoting merely the lowest price does not confer any right on any bidder for award of supply order. The University Purchase Committee, reserves the right to select any item on the ground of quality, brand reputation, offer of additional/special features, compatibility, etc.
19. 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.
20. University will place supply orders to the successful Tenderers in a phased manner, as and when necessity arises.
21. Delivery has to be made within 10 days from the date of receipt of supply order during the working days on office hours.

22. The damaged items, if any, shall be replaced by the Tenderer 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.**
23. If any item is not up to the prescribed quality or specification, it is liable for outright rejection.
24. At the time of dispatch of items, Delivery Note/Challan should be given along with the articles.
25. The price approved should be maintained without any change during the contract period of 1 year.
26. 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 EMD for non-observance of the general spirit of the contract.
27. 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: 04.08.2020

REGISTRAR

PONDICHERRY UNIVERSITY PURCHASE & STORES SECTION

ANNEXURE – 1

General Stationery items required for the Year 2020

Sl. No.	Name of the items	Make	Qty. Required (Approx.)	Quote Rate Rs.	Amount Rs. P.
1	Stapler Small (Max` – 10) Metal (pack of 10)	Max	40 Boxes	Per pack of 10	
2	Stapler Big (Kangaro HP 45 (384556)` Metal (pack of 10)	Kangaro	20 Boxes	Per pack of 10	
3	Stapler pin Small (Max No. 10 -1M) (pack of 20)	Max	1500 Boxes (75 pack)	Per Box	
4	Stapler pin Big (Max No. 3-1M) (20/6) (pack of 20)	Max	500 Boxes (25 pack)	Per Box	
5	2 inch Adhesive packing Brown tape (35 Mtrs.)	Quality	400 Nos.	Per item	
6	2 inch white Cello tape (35 mtrs.)	Quality	300 Nos.	Per item	
7	Gem Clip Plastic 30 mm. (BELL CLIPS)	BELL PRODUCTS (P) LTD.	300 Boxes	Per box	
8	Stamp pad FABER-CASTELL (Size 110mm x 69mm)	Faber castell	200 Nos.	Per item	
9	Writing pad Top with mica	Quality	100 Nos.	Per item	
10	Fevi Stick (Net weight 15g.)	Kores	600 Nos.	Per item	
11	Gum Bottle 300 ml. (Camlin)	Camal	100 Nos.	Per item	
12	H.P. Pencil Extra dark (Apsara platinum) Size; 300x880	Apsara	1000 Nos.	Per item	
13	Binder clip 19mm. (per pack of 10)	Koopee	20 pack	Per box	
14	Binder clip 25mm. (per pack of 10)	Koopee	30 pack	Per box	
15	Binder clip 32mm. (per pack of 10)	Koopee	20 pack	Per box	
16	White Fluid Correction pen (Pen Type)	Kores	500 Nos.	Per item	
17	Scissor Big size (for paper & cloth cover cutting)	Saya	200 Nos.	Per item	
18	Box file (Button Type) (Butterfly)	Butterfly	200 Nos.	Per item	
19	Calculator (Casio Original) MJ – 1207 –W	Casio	150 Nos.	Per item	
20	Single Punching machine (Kangaro) No.376224	Kangaro	100 Nos.	Per item	
21	Scribbling pad big Un-ruled (No. 3) (Classmate)	Quality	1500 Nos.	Per item	

22		File pad (Urgent /Ordinary) with University name in the flap size : 10X15, Thickness 2 bound	Quality	6,000 Pads	Per pad	
23		Prompt-me File flag (Neon sticky note – pad) (4 colour sheets) Size: 19 mm. x 76 mm. 200 sheets per pad) (1" X 3")	Sony	700 Pads	Per pad	
24		Highlighter marker pen (pack of 10) Yellow	Pikpens (p) Ltd.	400 Nos. (40 pack)	Per item	
25		CLASSMATE OCTO GLIDE Gel pen (Blue 2000 Nos.)	Classmate OCTO GLIDE	2000 Nos.	Per item	
26		Unibal eye gel (MITSUBISHI PENCIL CO.LTD) (Black 100 nos	MITSUBISHI	100 Nos.	Per item	
27		Black Gel pen (Flair HYDRA gel)(pack of 5) For Valuation of Exam. Wing	Flair HYDRA gel	3000 Nos. (600 pack)	Per Pack of 5	
28		Red Gel pen (Flair HYDRA gel)(pack of 5) For Valuation Exam. Wing	Flair HYDRA gel	5000 Nos. (1000 pack)	Per Pack of 5	
29		Green Gel pen (Flair HYDRA gel) (pack of 5)For Valuation of Exam. Wing	Flair HYDRA gel	1000 Nos. (200 pack)	Per Pack of 5	
30		Blue Gel pen (Flair HYDRA gel) (pack of 5)For Valuation of Exam. Wing	Flair HYDRA gel	1000 Nos. (200 pack)	Per Pack of 5	
31		ADD gel ACHIEVER pen (pack of 10) Black 300 Nos. Green 200 Nos. Blue 100 Nos.	ACHIEVER	600 Nos. (60 pack)	Per pack of 10	
32		Permanent Marker pen (pack of 10) (70 nos. Black, 70 nos. Red, 60 nos. Blue)	Kores	200 Nos. (20 pack)	Per item	
33		White Board Marker pen (pack of 10) Black 300 Nos., Red 200 Nos., Blue 300 Nos., Green 200 Nos.	Kores	1000 Nos. (100 pack)	Per item	
34		Dowment file folder (Button Type) SAYA MAKE SY-209P My Clear IBag Plain	SAYA	1000 Nos.	Per item	
35		Plastic file folder white dots 'L' model (Size: Length 14 inches width 10 inches (10" X 14"))	BISMI	1500 Nos.	Per item	
36		Plastic file Tray (Big size) (For good quality)	Quality	100 Nos.	Per item	
37		Dustbin (10 Ltrs. capacity) (For good quality)	Quality	100 Nos.	Per item	
38		Rubber band (Width size) (per packet 500.g.)(SANYO RUBBER BRAND)	SANYO	200 Packet	Per packet	
39		Rubber band (Medium size) (per packet 500.g.) (SANYO RUBBER BRAND)	SANYO	100 Packet	Per packet	
40		Lever file (TAJ) (FORWARD PRODUCTS) Chennai	FORWARD PRODUCTS	100 Nos.	Per item	

