

PONDICHERRY UNIVERSITY
(A Central University)
Tender Notification

Sub: Purchase of Stationery items – Sealed Tender Called for – Reg.

Sealed Tenders are invited for purchase of Stationery items 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. 06.03.2019 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 atleast 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/Performance security deposit, 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 rates for the advertised products/make only and not for the other available makes in the markets.
6. Rates quoted must be valid for one year.
7. The rates should be quoted by 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 (Collectively)	Rs. 300/-	Rs. 17,500/=

10. Any tender, submitted without EMD & Tender Document Fee, will not be accepted.
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 2014-15, 2015-16, 2016-17.
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 is 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: 12.02.2019

REGISTRAR

PONDICHERRY UNIVERSITY PURCHASE & STORES SECTION

ANNEXURE – 1

Estimated Purchase proposal for General Stationery items for the Year 2019

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)	Super Quality	50 Boxes	Per pack of 10	
2	*	Gem Clip Plastic 30 mm. (BELL CLIPS)	BELL PRODUCTS (P) LTD.	500 Boxes	Per boxe	
3	*	Stapler pin Small (Max No. 10 -1M) (pack of 20)	Max	500 Boxes	Per item	
4	*	Stapler pin Big (Max No.) (pack of 20)	Max	500 Boxes	Per item	
5	*	2 inch Adhesive packing Brown tape (35 Mtrs.)	Quality	700 Nos.	Per item	
6	*	2 inch white Cello tape (35 mtrs.)	Quality	300 Nos.	Per item	
7	*	1 inch white Cello tape (35 mtrs.)	Quality	700 Nos.	Per item	
8	*	Stamp pad FABER-CASTELL (Size 110mm x 69mm)	Faber castell	200 Nos.	Per item	
9	*	Tube Paste (Camel)	Camel	400 Nos.	Per item	
10	*	Fevi Stick (Net weight 15g.)	Kores	600 Nos.	Per item	
11		Gum Bottle 300 ml. (Camal)	Camal	100 Nos.	Per item	
12	*	H.P. Pencil Extra dark (Apsara platinum) Size; 300x880	Apsara	2500 Nos.	Per item	
13	*	Pencil Eraser (Apsara) Size: 1600 x 976	Apsara	500 Nos.	Per item	
14	*	Pencil Sharpener (Apsara) Size: 1600 x 1121	Apsara	500 Nos.	Per item	
15	*	File pad (Urgent /Ordinary) with University name in the flap size : 10X15, Thickness 2 bound	Quality	8,000 Pads	Per pad	
16	*	White Fluid Correction pen (Pen Type)	Kores	600 Nos.	Per item	
17	*	Scissor Big size (Best quality for paper & cloth cover cutting)	Quality	200 Nos.	Per item	
18	*	Box file (Button Type) (Butterfly)	Butterfly	200 Nos.	Per item	
19	*	Calulator (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	2000 Nos.	Per item	
22	*	Scribbling pad big Un-ruled (No. 4) (Classmate)	Quality	500 Nos.	Per item	
23	*	1 Qr. Ruled Register	Quality	300 Nos.	Per item	

24	*	2 Qr. Ruled Register	Quality	300 Nos.	Per item	
25	*	3 Qr. Ruled Register	Quality	200 Nos.	Per item	
26	*	4 Qr. Ruled Register	Quality	200 Nos.	Per item	
27	*	VIKAS Stick – it NOTE – PAD size 76mm X 76mm 100 sheets (3" X 3")	VIKAS Stick - it	300 Nos.	Per item	
28	*	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	1000 Pads	Per pad	
29	*	Highlighter marker pen (pack of 10) Yellow, Blue, Red	Pikpens (p) ltd.	500 Nos. (50 pack)	Per pack of 10	
30	*	CELLO BUTTERFLO Ball point pen (Blue 1000 Nos.)	CELLO BUTTERFLO	1000 Nos.	Per item	
31	*	CLASSMATE OCTO GLIDE Gel pen (Blue 2000 Nos.)	Classmate OCTO GL IDE	2000 Nos.	Per item	
32		Unibal eye gel (MITSUBISHI PENCIL CO.LTD) (Black 50 nos, Blue 50 Nos.)	MITSUBISHI	100 Nos.	Per item	
33	*	Black Gel pen (Flair HYDRA gel)(pack of 5) For Valuation of Exam. Wing	Flair HYDRA gel	4000 Nos. (800 pack)	Per Pack of 5	
34	*	Red Gel pen (Flair HYDRA gel)(pack of 5) For Valuation Exam. Wing	Flair HYDRA gel	6000 Nos. (1200 pack)	Per Pack of 5	
35	*	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	
36	*	C.D. OHP Camlin Marker pen Blue, Black, Red, Green each 100 nos.	Camlin	400 Nos.	Per item	
37		ADD gel ACHIEVER pen (pack of 10) Black 100 Nos. Green 300 Nos. Blue 200 Nos.	ACHIEVER	600 Nos. (60 pack)	Per pack of 10	
38	*	Permanent Marker pen (pack of 10) (100 nos. Black, 100 nos. Red, 100 nos. Blue)	Kores	200 Nos. (30 pack)	Per pack of 10	
39	*	White Board Marker pen (pack of 10) Black 500 Nos., Red 500 Nos., Blue 500 Nos., Green 500 Nos.	Kores	2000 Nos. (200 pack)	Per pack of 10	
40	*	White dot Stick file folder	Quality	300 Nos.	Per item	
41	*	Dowment file folder (Button Type) SAYA MAKE SY- 209P My Clear IBag Plain	SAYA	2000 Nos.	Per item	
42	*	Plastic file folder white dots 'L' model (Size: Length 14 inches width 10 inches (10" X 14"))	BISMI	1000 Nos.	Per item	
43	*	Plastic file Tray (Big size) (For good quality)	Quality	100 Nos.	Per item	
44	*	Dustbin (Big size) (For good quality)	Quality	100 Nos.	Per item	
45	*	Ever silver Tea Tray (Big size) (For good quality)	Quality	100 Nos.	Per item	
46	*	Rubber band (Width size) (per packet 500.g.)(SANYO RUBBER BRAND)	SANYO	200 Packet	Per packet	
47	*	Rubber band (Medium size) (per packet 500.g.) (SANYO RUBBER BRAND)	SANYO	100 Packet	Per packet	
48	*	Duster for white Board Marker (Kebica)	Kebica	500 Nos.	Per item	
49	*	1 Feet Thickness Steel Scale (Index)	Ajanta steel	200 Nos.	Per item	

			products			
50	*	Dustless chalk white (per pack of 10 sticks, 10 packs of one boxes 100 sticks)	Apsara	200 boxes	Per box	
51	*	Dustless chalk white (144 sticks per box)	Kores	200 boxes	Per box	
52	*	Dustless chalk colour (144 sticks per box)	Kores	100 boxes	Per box	
53	*	Note sheet pad (Green maplitho paper 21.33 cms. each pad contains 100 sheets 80 GSM with 1/3 blue margin)	Quality	1000 pads	Per pad	
54	*	Lever file (TAJ) (FORWARD PRODUCTS) Chennai	FORWARD PRODUCTS	100 Nos.	Per item	

- **Necessary sample to be produced**