

PONDICHERRY UNIVERSITY
(A Central University)
Tender Notification

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

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Sealed Tenders are invited for purchase of 80 GSM A4 Xerox Paper & Foolscap Xerox paper items as per the details given in the Annexure:-

1. The sealed Tenders should reach the Asst. Registrar (Purchase & Stores), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or before 3.00 p.m. on 22.02.2018 and they will be opened on the same day at 3.30 p.m. in the presence of available Tenderers. The offers will not be considered if received after the Tender closing date and time.
2. The Tenders should be sealed and superscripted as “Tender 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 Tender shall be on FOR destination basis at our premises (Central stores godown, Administrative Building, Pondicherry University)
6. All the Tenderers are required to submit their Tenders on or before the last date and time of the tender to the Purchase & Stores Section, Pondicherry University. Sample may be required to be produced, if necessary.
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:-

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

8. Any tender, submitted without EMD & Tender processing Fee, will not be accepted
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. Quoting merely the lowest price does not confer any right on any tender for award of supply Order. **The University 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, as and when necessity arises.
17. Delivery is 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. If any item is not up to the prescribed quality or specification it is liable for outright rejection.
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 only on 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. 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 Tender. 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 (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.

Date: 31.01.2018

REGISTRAR

ANNEXURE - I

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

Sl. No.	Name of the Stationery	Total Quantity Required	Rs. P. (Rate per Ream)
1	80 GSM A4 Xerox paper	4000 reams	
2	80 GSM F/S Xerox paper	1500 reams	

Signature and Seal