

**PONDICHERRY UNIVERSITY**  
**(A Central University)**

**Tender Notification**

**Sub.:** Purchase of 80 GSM A4 & Foolscap Xerox paper and 56 GSM Ezee write papers  
**(Double sheet, for internal Exam.)** items – Sealed Quotations Called for – Reg.

Sealed quotations are invited for purchase of 80 GSM A4 & F/S Xerox paper & 56 GSM Ezee write Paper of JK or TNPL brand paper.

1. The sealed quotations should reach the Asst. Registrar (P&S), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or before 3.00 p.m. 17.10.2016 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 invitation is open to manufacturers and authorized distributors who are having atleast 3 years of experience in supplying Copier papers 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 may be taken against the firm, which includes, imposition of penalty, cancellation of contract, forfeiture of EMD/Performance security deposit, black listing the firm, etc.,.
4. The quotation should be sealed and superscripted as “Quotation for supply of 80 GSM A/4 & F/S Xerox paper and 56 GSM Ezee write paper (**double sheet**) of JK & TNPL brand papers.
5. Rates quoted must be valid for one year.
6. The rates should be quoted inclusive of all taxes, freight, packing, forwarding, etc.
7. The rate quoted shall be on FOR destination basis at our premises (Central stores godown, Administrative Building, Pondicherry University).
8. All the bidders are required to submit their quotations on or before the last date and time of the tender to the Purchase & Stores Section, Pondicherry University. Sample should be submitted along with the quotation.
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 Puducherry as per the details given below:-

Sl. No.	Name of the items	Tender Document fee	E.M.D.
1.	80 GSM A/4 & Foolscap Xerox papers and 56 GSM Ezee write papers (double sheet) of TNPL & JK brand only (Collectively)	Rs. 300/-	Rs. 10,000/-

10. Any tender, submitted without EMD & Tender Document Fee, will not be accepted.
11. The firm should have been in **existence for at least last three years** (proof to be attached) in the Tender of supplying of Xerox papers etc.
12. The tender is not transferable.
13. The offers received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
14. The University shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service.
15. No unsolicited correspondence shall be entertained after the submission of the offer.
16. Quoting merely the lowest price does not confer any right on any bidder for award of supply order. The University's Purchase Committee, reserves the right to select any bid on the ground of quality, brand reputation, offer of additional/special features, compatibility, etc.
17. The University also reserves the right to reject any bids with unbranded/substandard brand/un-certified brands of products even if they found to be lowest.
18. Delivery is to be made within 7 days from the date of receipt of supply order during the working days on office hours on working days.
19. The damaged and the rejected quantity, if any, shall be replaced within 7 days time positively.
20. If any article is not up to the prescribed quality or specification, it is liable for outright rejection.
21. At the time of dispatch of articles, Delivery Note/Challan should be given along with the articles.
22. The price approved should be maintained without any change during the contract period of 1 year.

23. 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 you. This University also reserves the right to make the firm forfeit the Deposit for non-observance of the general spirit of the contract.
24. 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: 22.09.2016

REGISTRAR

**PONDICHERRY UNIVERSITY  
PURCHASE & STORES SECTION**

**ANNEEXURE – I**

Estimated Purchase proposal for 80 GSM A/4 & F/S size Xerox papers and 56 GSM Ezee write papers of the TNPL or JK brand for the year from September 2016 to August 2017 (For one year requirement)

Sl No.	Name of the Copier paper items	Total Quantity Required	Brand	
			TNPL (Rate per ream)	JK (Rate per Ream)
1	80 GSM A/4 Xerox paper TNPL Or JK brand	4000 reams		
2	80 GSM F/S Xerox paper TNPL Or JK brand	1500 reams		
3	56 GSM EZEE write paper <b>double sheet (For internal Exam)</b>	2000 reams		