

# CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-10(2015-16)



Tender Notice for Supply of Stationery items on Rate Contract Basis

(Single Bid System)

Release Date : May 27, 2015

Last Date : June 17, 2015; 3:00P.M.

City Campus, Mansa Road, Bathinda- 151001,  
E-mail: [registrar@cup.ac.in](mailto:registrar@cup.ac.in), Tel: 0164-2864155,

# Central University of Punjab, Bathinda

Central University of Punjab invites sealed tenders from Reputed Manufacturers/Authorized Dealers for supply of *Stationery items on Rate Contract basis*.

<b>Tender Notice Number</b>	:	P-10(2015-16)
<b>Release Date of the Tender</b>	:	May 27, 2015
<b>Last date for the submission of Tender</b>	:	June 17, 2015; 3:00 P.M.
<b>Opening date of Tender</b>	:	June 18, 2015; 4:00 P.M. (In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)
<b>Name and Address of the University</b>	:	Registrar, Central University of Punjab, City Campus, Mansa Road, Bathinda – 151001, Punjab, India.
<b>Tel.</b>	:	0164-2864155
<b>E-Mail Address</b>	:	registrar@cup.ac.in
<b>Tender Fee (Non-Refundable)</b>	:	<b>Rs. 100/-</b> drawn in favour of <b>Central University of Punjab, Bathinda</b> in the shape of Demand Draft only.
<b>Earnest Money Deposit(EMD)</b>	:	<b>Rs. 5000/-</b> drawn in favour of <b>Central University of Punjab, Bathinda</b> in the shape of Demand Draft only.

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### GUIDELINES FOR PREPARATION OF TENDER

1. Tender fee along with Earnest Money Deposit (EMD) and all other necessary documents should be submitted for the items. The main envelop should super- scribe: “*Tender for Rate Contract for Stationery items, Last date of submission June 17, 2015; 3:00 P.M.*”.
2. Blank Tender Forms for the above items along with details can be downloaded from [www.cup.ac.in](http://www.cup.ac.in) or [www.cup.edu.in](http://www.cup.edu.in). The non-refundable application fee must be accompanied with tender.
3. Tenders must accompany a copy of the “*General Financial Terms and Conditions*” section of this document, signed and stamped on each page indicating that they agree to these.
4. Last date of submission of tender along with requisite fee, EMD and all documents is **June 17, 2015**.
5. The DD for application fee, EMD or any other must be drawn in favour of “Central University of Punjab, Bathinda”.
6. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the certificate to this effect should be attached.
7. The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender.

## GENERAL FINANCIAL TERMS AND OTHER CONDITIONS

1. Rate should be valid for one year from the date of signing of agreement. Rates/ Prices should remain fixed during the entire period of contract i.e. one year and shall not subject to any variation on any account. However, in case of decrease in prices, the benefit shall be passed on to the University. No claim for compensation or loss due to fluctuations of any reason/ cause will be entertained.
2. **Validity of Contract:** Rate contract initially be valid for one year which may further be extended to another quarter/ half/ one year basis on mutual consent of both the parties.
3. **Prices:** Quoted prices should be firm and FOR Central University of Punjab (CUPB), City Campus, Mansa Road, Bathinda and complete break up of all taxes and duties payable by the university should be clearly defined otherwise it will be presumed that the rates quoted are inclusive of all these charges and nothing extra will be paid. **Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated.**
4. **Payment terms:** 100% payment will be made through RTGS/by cheque after delivery and demonstration of goods in good condition and satisfactory inspection report of the Indenter. No advance payment shall be made of any kind by Central University of Punjab.
5. Entering into Rate Contract does not bind Central University of Punjab, to place any order on the agreed firms.
6. Party qualified for CUPB Rate contract is bound to supply any single item/all items given in the Price list as per the Terms & Conditions. Inability shown for the supply of goods by the party after placement of order will lead to forfeiture of their Bank guarantee.
7. **Taxes:** All kinds of Statutory Taxes will be paid by the purchaser on the basis of supportive Documentary Evidence.
8. **Validity:** Tenders/Quotations should be valid for three months from the last date of its submission.
9. **Opening of Tenders:** Tenders complete in all respect will only be considered. Tenders/Quotations will be opened at the University campus as per given schedule, if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.
10. **Incomplete or Misleading Tenders / Quotations:** Tenders/Quotations received late or incomplete in any respect/ misleading without earnest money& without required documents will out rightly be rejected. No responsibility with regard to postal delays due to any reason whatsoever will be accepted.
11. **Right to reject:** The CUPB reserves right to accept/reject any or all the Tenders/Quotations at any time without assigning any reason.
12. **Delivery Schedule:** Delivery schedule should be clearly mentioned in the Tenders/Quotations.
13. **Penalty for non/late delivery of material:** If the supplier fails to deliver the material/equipment within the stipulated delivery period of the Supply/Purchase order/contract the same is liable to pay

penalty charges at 0.5% of the cost of undelivered goods/ services per week, not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment/material so delayed.

14. **Security Deposit:**

a. You are required to submit within 30 days security deposit amounting to Rs. 15000/- either in demand draft in favour of the “Central University of Punjab, Bathinda” or in the form of Bank Guarantee (BG).

b. On faithful execution of the Supply/Work order/contract on all respects, for the agreed period the security deposit of the contractors/supplier shall be released.

c. In the event of default on your part in faithful execution of Supply/Work order/contract, the security deposit shall be forfeited by an order of the Registrar of the University. The forfeiture of security deposit shall be without prejudice to any other right arising or accruing to the university under relevant provisions of the Supply/Work Order/contract like penalty/damages for delay in delivery provisions under Negligence& default clause including suspension of business dealings with the university for a specific period.

15. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.

16. **Cancellation :** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Supplier prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

17. University reserves the right to enter into parallel rate contract with more than one firm.

18. Bids received after the specified date and time shall not be considered.

19. Conditional bids shall not be considered.

## LIST OF STATIONERY ITEMS

Sr No	Item	Unit	Make	Rate
1	Paper A4 75 GSM (Power) Size 210mm x 279 mm	Ream	Power	
2	Paper A4 75GSM (JK red) Size 210mm x 279 mm	Ream	JK Red	
3	Paper A4 75GSM (Trident ) size 210x279	Ream	Trident	
4	Paper A4 70GSM JK Green	Ream	JK Green	
5	Paper Legal 75 GSM (Power) Size 210mmx 355mm	Ream	Power	
6	Paper legal 75 GSM (JK) Size 210mmx 355mm	Ream	JK	
7	Paper A3 75 GSM (Power) Size 297mmx 420mm	Ream	Power	
8	Paper A3 75GSM (JK) ) Size 297mmx 420mm	Ream	JK	
9	Paper A2 75 GSM Size 594mmx420mm	Ream	Power	
10	Paper A5 75 GSM size 210mm x 148mm	Ream	Power	
11	All pin	Pkt	Bell	
12	Binder clip 19mm	Pkt	Infinity	
13	Binder clip 25mm	Pkt	Infinity	
14	Binder clip 32mm	Pkt	Infinity	
15	Binder clip 41 mm	Pkt	Infinity	
16	Binder clip 51mm	Pkt	Infinity	
17	White/black board duster	Pcs	IKON	
18	Chalk board duster	Pcs	Jay Pee	
19	BOD (Poker)	Pcs		
20	Carbon paper blue	Pkt	Kores	
21	Box file solo LA 502	Pcs	Solo	
22	Ring file Solo RB 902	Pcs	Solo	
23	Presentation file RC 607	Pcs	Solo	
24	Pen holder Solo	Pcs	Solo	
25	CD holder solo 40/80 CDs	Pcs	Solo	
26	Card holder solo	Pcs	Solo	
27	Key ring Omega	Pcs	Omega	
28	Folder transparent L A4 (SUN/world/neelgagan)	Pcs	SUN	
29	Cello tape ½”	Roll	Cellotape	
30	Cello tape 1”	Roll	Cellotape	
31	Cello tepe 2”	Roll	Cellotape	
32	Packing tape 2” Brown	Roll	Cellotape	
33	Tape colour green/black/red	Roll	Cellotape	
34	Tape despensor medium	Pcs	Omega	
35	White board marker all colour	Pcs	Airline/Ca mlin	
36	Permanent marker small (CD marker)	Pcs	Cello	
37	Permanent marker board	Pcs	Cello/Cam lin	
38	Pencil cell AA (Duracell)	Pcs	Duracell	
39	Pencil cell AAA (Duracell)	Pcs	Duracell	
40	Cell small 12V for bell button	Pcs	Ultra	
41	Cell 9 Volt for PA Eqpt Duracell	Pcs	Duracell	
42	Damper	Pcs	Oddy	
43	Pin up box	Pcs	Oddy	
44	CD Mailer	Pcs		
45	Chalk box white	Box	Taj Mahel	
46	Chalk colour	Box	Taj Mahel	
47	Correcting fluid white	Pcs	Fabir Castell	
48	Magnetic pin	Pkt	Globe	

49	Drawing pin 13mm	Box	Globe	
50	Drawing pin plastic quoted colour	Box	Globe	
51	Envelope yellow A4 laminated	Pcs	Swarn Mahel	
52	Envelope yellow A5 laminated	Pcs	Swarn Mahel	
53	Envelope white 9"x4"	Box	Swarn Mahel	
54	Envelope window 9x4"	Box	Swarn Mahel	
55	Envelope white 5"x11"	Box		
56	Envelope white 5"x8"	Box		
57	Envelope file size yellow laminated	Pcs	Swarn Mahel	
58	Envelopes file size yellow with cloth	Pcs	Swarn Mahel	
59	Envelopes yellow size 14x17"	Pcs	Swarn Mahel	
60	Envelopes brown bubble A4	Pcs	Swarn Mahel	
61	Envelopes 11"x5" yellow	Box	Swarn Mahel	
62	Envelopes 9"x4" brown window	Box	Swarn Mahel	
63	File print CUPB(Clamp file print the name of University)	Pcs	Cobra	
64	Fevi stick 15 Gm	Pcs	Fevi Stick	
65	Gum bottle 300 ml	Nos	Camel	
66	Gum bottle 700 ml	Nos	Camel	
67	High lighter pen	Nos	Fabir Castell	
68	Industrial stapler big HD 1217	Nos	Kangaroo	
69	Industrial stapler pin 23/17	Pkt	Kangaroo	
70	Paper clip U / V type plastic quoted 100 pc	Pkt	Globe	
71	Dak pad Jindal/neelgagan	Nos	Jindal	
72	Paper weight good quality	Nos	Boss	
73	Paper cutter (Natraj/SDI)	Nos	Natraj	
74	Paper cutter Heavy duty (Natraj)	Nos	Natraj	
75	Pen pilot hi- tech V-5 all colour (Luxor)	Nos	Pillot	
76	Pen pilot hi tech white all colour	Nos	Pillot	
77	Gel pen blue	Nos	Butter flow	
78	Ball pen blue	Nos	Butter flow	
79	Ball pen Red	Nos	Butter flow	
80	Ball pen green/black	Nos	Butter flow	
81	Pen pilot Fine (Renold) Trimax	Nos	Renold	
82	Pencil lead HB	Nos	Natraj	
83	Pencil clutch type with lid	Nos	Cello	
84	Plastic scale 6"	Nos	Oxford	
85	Plastic scale 12"	Nos	Oxford	
86	Steel scale 12"	Nos	Folo	
87	Steel scale 24"	Nos	Folo	
88	Punching machine DP 480	Nos	Kangaroo	

89	Punching machine DP 700	Nos	Kangaroo	
90	Plastic tray set of 3	Set	Solo/Omega	
91	Stapler small No 10 Kangaroo	Nos	Kangaroo	
92	Stapler pin small No 10 Kangaroo	Pkt	Kangaroo	
93	Stapler No 45 Kangaroo	Nos	Kangaroo	
94	Stapler pin No 45 Kangaroo	Pkt	Kangaroo	
95	Quick fix 50gm	Tube	Quick Fix	
96	Fevicol 500gm	Bottle	Fevi	
97	Eraser Non Dust	Nos	Apsara	
98	Slip pad No 22	Nos	Jindal	
99	Slip pad No 24	Nos	Jindal	
100	Slip pad No 33	Nos	Jindal	
101	Slip pad No 44	Nos	Jindal	
102	Slip pad NO 55	Nos	Jindal	
103	Stamp pad self inking	Nos	Fabir Castell	
104	Trasparancey sheet	Nos	De'smart	
105	Refill for ball pen	Nos	Cello	
106	Pen add gel achiver all colour	Nos	Add gel Achiver	
107	Flag 3" 3M	Pad	De'smart	
108	Paper colour A4	Ream	De'smart	
109	Paper green A4	Ream	De'smart	
110	Strip file solo Size 245x330mm	Nos	Solo	
111	Cobra file plastic solo 245x330mm	Nos	Solo	
112	Ledger paper green FS 75 gsm	Ream	Matrix	
113	Mouse pad	Nos	Surface	
114	Name plate kabika 12"	Nos	Kabika	
115	Table bell ringing hand operated	Nos	Fort Sharp	
116	Bell calling remote control	Nos		
117	Box file kangaroo	Nos	Kangaroo	
118	Flapper binder (Neelgagan)	Nos	Neelgagan/Jindal	
119	Register 1 qr Jindal/classmate	Nos	Jindal	
120	Register 2 qr Jindal/classmate	Nos	Jindal	
121	Register 3 qr Jindal/classmate	Nos	Jindal	
122	Register 4 qr Jindal/classmate	Nos	Jindal	
123	Register 6 qr Jindal/classmate	Nos	Jindal	
124	Register 8 qr Jindal/classmate	Nos	Jindal	
125	Attendance register 1 qr Register size	Nos	Jindal	
126	Attendance register 2 qr Register size	Nos	Jindal	
127	Attendance register 3 qr register size	Nos	Jindal	
128	Attendance register 1 qr copy size	Nos	Jindal	
129	Attendance register 2 qr copy size	Nos	Jindal	
130	Attendance register 3 qr copy size	Nos	Jindal	
131	Dak Dispatch register 4qr	Nos	Jindal	
132	Dak Disptach register 8 qr	Nos	Jindal	
133	Letter received register 4 qr	Nos	Jindal	
134	Letter received register 8 qr	Nos	Jindal	
135	Plastic container for stamps	Nos	Local	
136	Label ST -16,24,36 (100 sheet)	Pkt	De'smatt	
137	Spiral sheet green	Nos	Oddy	
138	Envelope opener	Nos	Local	
139	Table sharpener	Nos	Omega	
140	Sharpener	Nos	Natraj	



141	Punching machine DP 800	Nos	Kangaroo	
142	Computer paper 80 column single ply	Pkt	JK	
143	Computer paper 120 column single ply	Pkt	JK	
144	Computer paper 80 column double ply	Pkt	JK	
145	Computer paper 120 column Double ply	Pkt	JK	
146	Clip board	Nos	Vee kon	
147	Scissor 9"	Nos	Infinity	
148	Scissor 12"	Nos	Infinity	
149	Conference pad small blue	Nos	Laxmi	
150	White thread tag cotton	Pkt	Local	
151	Strip binding surebind 25mm	Pkt	Surebind	
152	Strip binding surebind 50mm	Pkt	Surebind	
153	Glossy paper A4	Pkt	De'smart	
154	Bond paper A4 100 Gsm	Pkt	Royal Exelence	
155	Glossy paper double sided A4	Nos	Royal Exelence	
156	Dust bin office small	Nos	Cello	
157	Drawing sheet white	Nos	-	
158	Drawing sheet colour	Nos	-	
159	Brown paper sheet packing	Nos	-	
160	Note book for log book	Nos	De'smart	
161	Tag file	Nos	-	
162	Clamp file	Nos	Kobra	
163	Laser pointer	Nos	solo	
164	Table planner	Nos	Solo	
165	Table top	Nos	Solo	
166	Paper shredder	Nos	STED fAST	
167	Register legal green 4Qr	Nos	Krishna	
168	CD cover polythene	Nos	Poly	
169	CD Cover plastic	Nos	Sony	
170	Making of rubber stamp	Per line	Local	
171	Making of sun stamp upto 4 line	Nos	Local	
172	Plastic sheet OHP	Pkt	De'smart	
173	Stock Register 1Qr	Nos	Jindal	
174	Stock Register 2Qr	Nos	Jindal	
175	Stock Register4Qr	Nos	Jindal	
176	Stock register 8 qr	Nos	Jindal	

**APPLICATION FORM**

To be Filled Completely and Signed

1. Contact details of the head office of proposing firm:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
2. Name and full address of local office of proposing firm nearest to Bathinda:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
3. Name and full address of manufacturer:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
4. Name of advising bank and account number:
  
5. SWIFT Code:
  
6. PAN and TAN Number:
  
7. Manufacturing type (tick mark):
  - i. Imported
  - ii. Indigenous
  - iii. Both
  
8. Country(s) of origin:
  
9. Any other relevant information:

**DECLARATION BY SUPPLIER**

“It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the quotations are truthful and binding on the firm.”

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**

**CHECK LIST**

(TO BE FILLED COMPLETELY &amp; PLACED IN ENVELOPE)

<b>Sr. No.</b>	<b>Points to be verified</b>	<b>Yes/ No</b>
<b>1</b>	Technical specification compliance sheet	
<b>2</b>	EMD	
<b>3</b>	Tender Fee	
<b>4</b>	Photocopy of PAN and TAN card	
<b>5</b>	User list and certificates issued by clients	
<b>6</b>	Copy of income tax return certificate	
<b>7</b>	Dealer authorization certificate	
<b>8</b>	All other certificates as asked for in tender document a) Certificate indicating country of manufacture b) Sales tax registration certificate c) Copy of "General Terms and Conditions" signed and stamped on each page	

**Place:****Signature of Authorized Person****Date:****Designation****Seal**