

Punjabi University Patiala.
(Store Section)
E-Tender Notice

1. Tenderers on item rate basis through electronic tendering process are invited by the undersigned from the Manufacturers/Suppliers/ Dealers (Registered Firms) etc for the Purchase of Envelopes fulfilling the eligibility criteria mentioned herein which shall be uploaded & received on <https://tenderwizard.com/PUNJAB>

1. Last date and Time for receipt of Tender online : Date 15-10-2018 5:00 PM
2. Time and date of opening Technical bid : Date 16-10-2018 12:00 Noon
3. Time and date of opening Financial bid : Date 17-10-2018 12:00 Noon

Sl.No	Name of Items	Earnest Money	Tender Fees	Bid Processing fee	Time Period
1.	Supply of Different Type of Envelopes for Punjabi University Patiala.	1,00,000/-	5,000/-	2,360/-	31-03-2019

Aspiring Tenderers who have not obtained the User ID and password for participating in e-tendering may obtain the same by registering in the e-procurement portal, <https://tenderwizard.com/PUNJAB>. The Tenderers once registered can participate in any of the department tenders of Government of Punjab. For any clarification contact 9257209340, 0172-3934667, 8146699866 or E-mail : etenderhelpdesk@gmail.com, govt@tenderwizard.com

All other details can be seen in the bidding document.

Terms and conditions:-

1. Earnest money and tender form fees separately of required value shall be submitted in shape of D.D or Demand Draft payable in favour of the Registrar, Punjabi University Patiala. Tender fee and earnest money must be reached on 16-10-2018 upto 10:00 AM in the office of Deputy Registrar Store.
2. Tender Processing fee should be paid through e-payment Direct Debit or Internet Banking.
3. Bid Security and Tender Processing fees should be deposited before opening the tender.
4. Suppliers/Tenderers shall submit Sealed Samples of different envelope as per Specifications by University on 16-10-2018 upto 10:00 AM in the office of the Deputy Registrar Store, Punjabi University, Patiala. The Sample should be sealed in separate Envelope citing their specification and GSM in addition to firms Name.
5. The Tender documents shall be uploaded in 2 folders.
- (i) **Folder-A:** Shall contain pre qualification documents such as Registration, GST No., PAN No. Turn Over, Experience Certificate, Income Tax Return and Non Black list Self certificate etc uploaded on website will have to be submitted in physical form duly signed by the Suppliers/ Tenderers on each page.
- (ii) **Folder-B:** shall contain financial bid on the prescribed form.
6. In case earnest money of the required value is not deposited, the bids will not be considered and rejected outrightaway.
7. The folder - A shall be opened only of those suppliers/Tenderers whose earnest money and tender fees is found to be in order.
8. The folder - B, shall be opened only of those Suppliers/Tenderers whose technical bid is found fit and whose Samples qualify for the Supply.
9. Corrigendum/ Addendum/Corrections, if any will be published in the web site only. Firm Tender shall continue to check the web site <https://tenderwizard.com/PUNJAB>.

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ELIGIBILITY REQUIREMENTS:

Only Manufacturers/Suppliers/Dealers (Registered Firms for Supply of Envelopes) can participate.

The Supplier Firm shall submit a copy of PAN No. and GST No.

The Tenderers whose minimum annual turnover should be not less than Rs. 60 lac during the preceding two financial years are eligible. Balance Sheets of Annual Turnover duly Certified by the Chartered Accountant must be attached. In case wrong statement is attached, action under law will be taken against the suppliers/ Tenderers.

The Supplier firms shall submit copies of income tax return for the last 5 years.

The Supplier firms shall also submit Self certification that they have not been debarred/blacklisted by any Govt./ Semi Govt. Organization or any Corporation at any stage.

Other Terms and Conditions:-

University Reserves the right to make inspection of the material received from the tenderers suppliers on frequent intervals.

After the acceptance of tender and placing of order, the time limit for supply of all the material would be as per university needs be communicated accordingly. The material **Envelope** shall be received in phased manner as per schedule given by Deputy Registrar, Store.

If there is holiday on the receipt opening day of the tender, the tender shall be received & opened on the next working day at the same time and at the same place.

The Registrar reserves the right to reject the tender without assigning any reason before after opening of the tenders and the tenderers shall have no right or any claim what so ever for the same on this account.

The order for quantity of different **Envelope** items can be increased or decreased. The Suppliers/ Tenderers shall have no right or any claim what so ever for the same on this account.

The university reserves the right to use the rate contract agreed between university and the firm for purchase of specific type of **Envelope** beyond the demand enclosed herewith.

The rate quoted by the Supplier/ Tenderer shall be inclusive of all the taxes like GST or any other taxes levied by Central Govt. or State Govt. Authority including their variations as notified by the Concerned Authority from time to time and also of all the new taxes and levies that may be imposed.

8. The Supplier/ Tenderer shall comply with the proper by-Laws and legal order of the local body or authority under the jurisdiction of which the supply is executed and pay all fees and charges for which he may be liable. Nothing extra shall be payable by the University on this account.

9. The quoted rates shall be valid upto 31-3-2019.

10. Firm will supply the material on quoted Rates which include F.O.R. Loading, Unloading, stacking and inclusive of all taxes. Nothing Extra would be paid.

11. An agreement will have to be signed with the Registrar, Punjabi University Patiala within 7 days of issue of supply order.

12. In case of failure of supply of different Envelope items as per terms of the agreement, the Earnest money deposited with the University shall be forfeited. In case of deficiency in the quality of **Envelope** as per the specifications matched with the sealed samples, the University reserves the right to reject the supply or and imposition of penalty.

13. In case of any dispute, the jurisdiction will be Patiala (Punjab) only.

14. In case of any clarification regarding tender contact Phone No. 0175-301-6038, 301-6039

M. S. J. An
Registrar
Punjabi University,
Patiala.

28.9.18