



PONDICHERY UNIVERSITY

(A Central University)

Tender Notification

Sub: Purchase of Stationery Items & Computer Consumables – Sealed Quotations Called for – reg.

Sealed quotations are invited for purchase of Stationery Items and Computer Consumables as per the details given in the Annexure: -

1. The sealed quotations should reach the Asst. Registrar (Purchase & Stores), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or **before 3.00 P.M. on 31.07.2012** 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 quotations should be sealed and superscripted as “Quotation for supply of Stationery Items & Computer Consumables”
3. Rates quoted must be valid for one year.
4. The rates should be inclusive of all taxes, freight, packing, forwarding, etc.
5. The rate quoted shall on FOR destination basis at our premises.
6. All the bidders are required to submit their quotation along with Sample on or before the last date and time of the tender to the Purchase & Stores Section, Pondicherry University. The bids without sample may not be considered.
7. EMD and Tender Document Fee should be remitted **separately** in the form of Demand Drafts 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: -

S. No.	Name of the Items	Tender Document fee	E.M.D.
1.	Stationery items and Computer Consumables (Collectively)	Rs.300/-	Rs.5,000/-

8. Any tender, submitted without EMD & Tender Document Fee, will not be accepted.
9. The firm should have been in **existence for at least last three years** (proof to be attached)
10. The tender is not transferable.
11. The offers 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 offer.
14. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select any bid on the grounds of quality, brand reputation, offer of additional / special features, compatibility, etc.
15. The University also reserves the right to reject any bids with unbranded / sub-standard brand / un-certified brands of products even if they found to be lowest.
16. Delivery is to be made within 7 days from the date of receipt of supply order.
17. The broken and the rejected quantity shall be replaced within 15 days time positively.
18. If any articles are not up to the prescribed quality or specification it is liable for out right rejection.
19. At the time of dispatch of articles, Delivery Note / Challan should be given along with the articles.
20. The prices approved should be maintained without any change during the contract period of 1 year.
21. Failure to supply the item indented within delivery time will result in automatic cancellation of Supply Orders. Such automatic cancellation empowers the University to purchase the items from other available sources and to recover the difference between the prices 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.
22. Timely supply of the ordered items, installation, commissioning (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: 13.07.2012

REGISTRAR

**PONDICHERY UNIVERSITY
PURCHASE & STORES**

ANNEXURE - I

Estimated Purchase proposal for General Stationery items for the Year 2012 – 2013

S.N.	Name of the article	Qty. Reqd.
1	Stapler (small) (Max-100)	500 Nos.
2	Stapler (Big) (Kangaro HP - 45)	300 Nos.
3	Stapler pin box (small) (Max – 10)	5000 Nos.
4	Stapler pin box (big) (Max – 24)	2000 Nos.
5	Stamp pad ink bottle (Kores)	100 Nos.
6	Scale 1 feet (Plastic)	1000 Nos.
7	Gem clips (Gross wt. 100 gms.) (Bell)	1000 Nos.
8	Lever file	100 Nos
9	Dustless chalk (White)	200 Boxes
10	Dustless chalk (Colour)	100 Boxes
11	Single punch (Kangaro)	200 Nos.
12	Cello tape white 2 inches	200 Nos..
13	Cello tape white 1 inch	300 Nos.
14	Cello tape white ½ inch	1000 Nos.
15	Tag (10 bundles) 8 inches	500 Nos.
16	OHP sheet	2000 Nos.
17	-Adhesive packing tape (Brown tape) 2 inches	500 Nos.
18	Stamp pad (Big size)	500 Nos.
19	Fevi Stick	1000 Nos.
20	Gum paste 300 ml. (camel)	500 Nos.
21	Rubber band (100 gms. Packet)	200 Pkts.
22	Rubber band (Breadth size) (I Kg. per packet)	100 packet.
23	Calculator (Orpet – 71400 original)	200 Nos.
24	Calculator (Casio original)	200 Nos.
25	Box file (Button)	500 Nos.
26	Permanent Marker pen (Kores)	500 Nos.
27	White Board Marker pen 5 colours (Kores/Camlin)	5000 Nos.
28	White dots stick file folders	500 Nos.
29	OHP Marker pen (Per Pen) (Kores)	500 Nos.
30	Green Gel pen (Water proof Gel) (for Exam. Wing)	2000 Noss
31	Red Gel pen (Water proof Gel) (for Exam. Wing)	4000 Nos.
32	Black Gel pen (Water proof Gel) (for Exam. Wing)	4000 Nos.
33	ADD Gel ACHEIVER (Black & Green)	1000 Nos.
34	Gel pen (Add – First rank) (Blue & Black)	3000 Nos.
35	Uniball Gel Pen (Black)	300 Nos.
36	1 Qr. Register (Ruled) Ledger sheet	500 Nos.
37	2 Qr. Register (Ruled) Ledger sheet	500 Nos.
38	3 Qr. Register (Ruled) Ledger sheet	500 Nos.

Estimated Purchase proposal for General Stationery items for the Year 2011 – 2012

S.N.	Name of the article	Qty. Reqd.
39	4 Qr. Register (Ruled) Ledger sheet	300 Nos.
40	Scribbling pad size No. 3	2000 Nos.
41	Scribbling pad size No. 4	2000 Nos.
42	Note sheet pad (Green Maplitho paper 21.33 cms. each pad contains 100 sheets 70/75 GSM with 1/3 blue margin)	2000 Nos.
43	Plastic File folder - white dots 'L' model type	4000 Nos.
44	Dust bin (plastic for good quality)	400 Nos.
45	File flag (5 colors pad)	500 Packet
46	MEETING FILE (For use of Members)	3000 Nos.
47	File pad (Urgently/Ordinary) with University name in the flap size: 10X15 Thickness: 2 bound	12000 Nos.
48	Card Board sheet (Thick card)	5000 Nos.
49	File Tray (Plastic)	300 Nos.
50	Acrylic plastic water jug (Good quality)	300 Nos.
51	Writing pad with Mica Top	200 Nos.
52	Door mat (for Coirfed)	300 Nos.
53	Scissors (Best quality for paper & cloth cover cutting)	500 Nos.
54	White correcting fluid Kores (ERAZ-EX)	1000 Nos.
55.	Tube model White Fluid pen (Eraz-ex Kores)	1000 Nos.
56	Pencil Sharpener	500 Nos.
57	Pencil Eraser (Apsara)	1000 Nos.
58	HP Pencil Apsara (Extra Black)	5000 NoS.
59	Pin box (Gross wgt. 100gms.) Bell	500 Nos.

**PONDICHERY UNIVERSITY
PURCHASE & STORES**

ANNEXURE – II

**Estimated Purchase proposal for Computer Consumables & Stationery items for
The Year 2012 – 2013**

S.N.	Items	Qty. Reqd.
	Computer Paper: (with University's Logo)	
1.	10" X 12" X 1 Part – 80 GSM (1000)	1,00,000 paper
2.	15" X 12" X 1 Part – 80 GSM (1000)	80,000 paper
	Computer Devices:	
3.	CD – Recordable (Sony)	5000 Nos.
4.	CD – Rewritable (Sony)	1000 Nos.
5.	DVD – Recordable (Sony)	3000 Nos.
6.	DVD – Rewritable (Sony)	1000 Nos.
7.	CD – Pouch	5000 Nos.
8.	Lipi line ribbon – LIPI 6306.	100 Nos.
	Laser Printer Toner: (Black)	
9.	HP Laser Printer Toner Cartridges - 35A (Black)	20 Nos.
10.	HP Laser Printer Toner Cartridges - 36A (Black)	30 Nos.
11.	HP Laser Printer Toner Cartridges - 88A (Black)	30 Nos.
12.	HP LJ 1300 Laser Toner (13A) (Black)	10 Nos.
13.	HP LJ1015/1020/ Laser Toner (12A) (Black)	150 Nos.
14.	HP LJ 1160/1320 Laser Toner (49A) (Black)	20 Nos.
15.	HP C7115A (15 A Black)	20 Nos.
16.	HPLJ 2055 dn /2015 dn (Black) CE 505 A (05A)	10 Nos.
17.	HPCE 278A (78A)	20 Nos.
18.	HPLTP 1108 Printer	10 Nos.
19.	HP Color Laser Printer CP 1525n	10 Nos.
20.	HPLJ pro p1606dn Printer	10 Nos.
21.	Canon IR 2018/2116/2022/2013N/2318L/ Xerox Machine Toner	30 Nos.
22.	Canon LBJ - 3250 Printer (Black)	20 Nos.
23.	Canon MF 4380 dn	15 Nos.
24.	Canon MF 4350 D	15 Nos.
25.	Canon iR 3245/ Xerox Machine Toner	5 Nos.
26.	Canon L&P 3300	10 Nos.
27.	Canon LBP 6300 DN	10 Nos.

28.	Canon Image class MF 4570dn	10 Nos.
29.	Samsung MLT – 1053 Toner	10 Nos.
30.	Samsung 4521 F (Black)	10 Nos.
31.	Samsung Laser Printer ML – 3471 ND (Black)	5 Nos.
32.	Samsung ML 2240 (Black)	20 Nos.
33.	Samsung ML 2571 N (Black)	30 Nos.
34.	Samsung ML 2851 N (Black)	10 Nos.
35.	Samsung ML 1640 (Black)	10 Nos.
36.	Samsung ML – 2245 (Black)	150 Nos.
37.	Samsung CLP 610 ND	15 Nos.
38.	Samsung CLP 310 N/300N	15 Nos.
39.	Toshiba e – Studio 160/161/162 & 167	20 Nos.
40.	Kilburn (TS – 180) KM/1635	15 Nos.
41.	Konica Minolta – 162 (MFD BIZHUB)	20 Nos.
42.	Drum Cartridges/Imaging unit (Model: 2245)	10 Nos.
43.	P – Touch Label printer cartridge PT - 2700	20 Nos.
	Computer/Printer Accessories:	
44.	Pen drive Transcend 2 GB	200 Nos.
45.	Pen drive Transcend 4 GB	200 Nos.
46.	Pen drive Transcend 8 GB	200 Nos.
47.	Pen drive Transcend 16 GB	50 Nos.