

**PUNJABI UNIVERSITY PATIALA.**  
**(Examination Branch)**

**SHORT TERM E-TENDER NOTICE**

E-Tenders on item rate basis through electronic tendering process are invited by the undersigned from the Manufacturers/ Suppliers/ Dealers (Registered Firms) etc., for fulfilling the eligibility criteria mentioned herein that should be uploaded and received on [www.tenderwizard.com/PUNJAB](http://www.tenderwizard.com/PUNJAB)

1. Last date and Time for receipt of Tender online : Date 29-10-2024 17:00 PM
2. Time and date of opening Technical bid : Date 30-10-2024 11:00 AM
3. Time and date of opening Financial bid : Date 30-10-2024 12:00 Noon

Sr No	Name of work	Qty	Earnest Money	Tender Fees	Bid processing fee.	Time Period
1.	Supply of Practical Sheet and House Test Sheets (8 Page Each) for Examination Branch at Punjabi University Patiala.	7 Lac Copies	1,00,000/-	5,900/- Non refundable	2360/-	30 Days
	2 Lac Copies Practical Sheet Page 8 and 13 Lac Copies House Test Page 8 Total 15 Lac					

Aspiring Tenderer who has not obtained the User ID and password for participating in e-tendering may obtain the same by registering in the e-procurement portal [www.tenderwizard.com/PUNJAB](http://www.tenderwizard.com/PUNJAB). The Tenderers once registered can participate in any of the department tenders. For any clarification contact 9257209340, 0172-5035985, 8146699866 or E-mail : [ctenderhelpdeskpb@gmail.com](mailto:ctenderhelpdeskpb@gmail.com), [pavitar.s@tenderwizard.com](mailto:pavitar.s@tenderwizard.com)

All other details can be seen in the bidding document.

**Terms and conditions:-**

All other details are available in the bidding document.

**Terms and conditions:-**

1. The Tender Fees & Earnest Money (separately) should be paid through e-payment (Internet Payment Gateway (Debit & Credit), Net banking & National Electronic Funds Transfer) only.
2. Bid Processing fee should be paid through e-payment (Debit/Credit or Net banking only).
3. In case Earnest Money, Tender Processing Fees and Bid Processing Fees are not deposited, the bids will not be considered and rejected straightaway.
4. **The Tender documents shall be uploaded in 2 folders**
  - (i) Folder-A: Shall contain pre qualification documents such as Registration, PAN No., GST, Turn Over, Experience Certificate, Income Tax Return and Black list Self certificate etc uploaded on website.
  - (ii) Folder-B: shall contain financial bid on the prescribed form.
4. In case earnest money is not deposited for not having the required value, the bids will not be considered and rejected straightaway.
5. Sealed Samples of Sheets as per specifications given by University must be reached on or before dtd 30-10-2024 till 10:00 AM in the Office of the Controller Examination.
5. The folder B: shall be opened only of those contractors who will be found technically fit and sample approved.
6. Corrigendum /Addendum/Corrections, if any will be published in the web site only. Firm shall continue to check the Web site [www.tenderwizard.com/PUNJAB](http://www.tenderwizard.com/PUNJAB)



## PRE-QUALIFICATION REQUIREMENTS:-

1. Manufacturers/Suppliers/Dealers (Registered Firms) for supply of answer sheet can only participate.
2. The Supplier/Firm shall submit a copy of PAN No., GST No. etc.
3. The Tenderers whose minimum Annual Turnover is Rs. one crore during the preceding two financial years are eligible. Balance Sheets of Annual Turnover duly certified by the Chartered Accountant must be attached. In case of any wrong statement, action under law will be taken against the bidder.
4. Only those firms are eligible who have experience of supply of not less than 50 Lac copies (Sheets) in last total of five years.
5. The Supplier/Firms shall submit copies of income tax return for the last 5 years.
6. The Supplier/Firms shall submit Self certification that they have not been debarred/black listed by any Govt/Semi Govt. Organization or any Corporation at any stage.

## OTHER REQUIREMENTS:

1. The title of the Practical Sheets and House test sheets shall be printed as per the sample uploaded on website which will be printed in black color and ruling will be in blue color on all the pages of the sheets. The binding of the sheets will be both with staple & stitches as well, as shown in the samples in the website.
2. Sheets shall be received in phased manner as per Schedule given by the Controller of Examinations.
3. To maintain the confidentiality and avoidance of misuse, the Tenderers shall have to give an undertaking regarding non supply of the material as per our university's specification to any other institution/individuals.
4. After the acceptance of tender and placing of order, the time limit for supply of all the material would not extend beyond six months.
5. If there is holiday on the opening day of the tender, the tender shall be opened on the next working day at the same time and at the same place. The tender will be opened in the office of the Director Computer Centre.
6. The Registrar reserves the right to reject the tender without assigning any reason before/after opening of the tender and the tenderer shall have no right or any claim what so ever for the same on this account.
7. The order for quantity of Sheets can be increased or decreased. The Supplier/ Tenderer shall have no right of any claim what so ever for the same on this account.
8. University reserves the rights to make inspections of the material received from the tenderers/suppliers on frequent intervals.
9. Quoted Rates shall include F.O.R., Loading, Unloading and stacking at Punjabi University Patiala.
10. The rate quoted by the Supplier/Tenderer shall be inclusive of 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. Nothing Extra shall be paid.
11. 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.
12. The quoted rates shall be valid for full time limit mentioned in the tender / Order.

13. In case of failure of supply of Sheets as per terms of the agreement, the earnest money deposited with the University shall be forfeited. In case of deficiency in the quality of paper, printing, discrepancy in No. of pages in sheets or in counting and other form required for binding of copy, penalty may be imposed and decision of Registrar will be final. The Jurisdiction will be Patiala (Punjab) only.
14. Payment of the sheet will be done after the complete satisfaction of the committee, after doing all recoveries. Income tax form 16-A can be received from Account branch Punjabi University Patiala.
15. After placing order to the Supplier/Tenderer must be submit 5-5 Copies of Answer Sheet and envelopes (bags) within 10 days to the committee (for sample) after the approval of the committee rest supply will be printed.
16. Lowest firm must be used 60 GSM paper size 58.50x90cm weight 16 Kg. Cream wove for preparing answer sheet for the purpose security of Answer sheet must be prepared under the supervision of responsible officer. Firm must obéy all the instructions given by University in the supply order.
17. Packing of answer sheet must be in plastic bags of white colour, in which four sub packets of 500 sheet each must be packed (According to approved sample) Serial No. must be placed on packet and sub packets slip of missing No. of answer sheet must be placed on sub packets missing No. not be printed again. If there is any discrepancy in Answer sheet/ Title that shall not be prepared again that shall be kept in cancelled sheet and submitted to Assistant Registrar Conduct branch with missing No. record.
18. An agreement will have to be signed with the Registrar, Punjabi University Patiala within 7 days of issue of supply order.
19. For any other clarification regarding tender contact Ph. No. 0175-5136370

  
23/10/24

Controller  
Examination Branch  
Punjabi University,  
Patiala.