

12/2

**PUNJABI UNIVERSITY PATIALA**

(Established under Punjab Act. No 35)

(Store Section )

**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 the Purchase of Different Types 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 08-02-2024 at 5-00 PM
2. Time and date of opening Technical bid : Date 09-02-2024 at 11-00 AM
3. Time and date of opening Financial bid : Date After evaluation of Technical Bid

Sr No	Name of Items	Earnest Money	Tender Fees	Bid processing fee.
1.	Supply of Different type of Envelopes for Punjabi University Patiala. (List Enclosed)	10,000/-	590/-	2360/-

Aspiring Tenders 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://etender.wizard.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](mailto:etenderhelpdesk@gmail.com), [paviter.s@etenderwizard.com](mailto:paviter.s@etenderwizard.com)

**All other details can be seen 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. Suppliers/Tenderes shall submit Sealed Samples of different Envelopes as per Specifications given by University on or before 08-02-2024 up to 4-00 PM in the office of the Deputy Registrar Store Punjabi University, Patiala. The sample should be sealed in separate Envelope citing their specifications in addition to firm's 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., Income Tax Return, and non Black list Self Certificate etc. uploaded on website.
  - (ii) **Folder-B:** shall contain financial bid on the prescribed form.
6. **The folder-A :** shall be opened only of those suppliers/Tenderers whose earnest money is found to be in order.  
**The folder-B :** shall be opened only of those contractors who will be found technically qualified and sample approved for the Supply.
7. The tender will be opened in Computer Centre Lab Punjabi University Patiala.
8. 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>.

- 11/10
10. The eligible bidder who do not possess DSC (Digital Signature Certificate) and interested in online bid they can get the same issued from approved agencies and for any other query may contact on 9257209340, 0172-3934667, 8146699866 or E-mail : [ctender\\_helpdesk@gmail.com](mailto:ctender_helpdesk@gmail.com), [pavitar.s@etenderwizard.com](mailto:pavitar.s@etenderwizard.com)

### PRE-QUALIFICATIONS

1. Manufacturers/Suppliers/ Dealers (Registered Firms) for Supply of Envelopes can participate..
2. The Supplier/Firm shall submit a copy of PAN No.and GST No.
3. The Supplier/firms shall submit copies of income tax return for the last 2 years.
4. The Supplier/firms shall 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:-

1. University Reserves the right to make inspection of the material received from the tenderers/suppliers on frequent intervals.
2. 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 (Envelopes) shall be received in phased manner as per schedule given by Assistant/Deputy Registrar, Store.
3. 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.
4. 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.
5. The order for quantity of different Envelopes 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.
6. 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.
7. 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 mention in supply order.
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 15 days of issue of supply order. (on Rs. 100/- Judicial 1/ Stamp Paper)
12. In case of failure of supply of different Envelopes as per terms of the agreement. The Earnest money deposited with the University shall be forfeited. In case of deficiency in the quality of Envelopes as per the specifications matched with the sealed samples. University reserves the right to reject the supply or /an 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. 0175-513-6038, 513-6039
15. Samples of Envelopes can be collected by the firms by visiting Punjabi University Patiala, Store Section on any working day.

*Wajid*  
Registrar 25/07/24  
Punjabi University Patiala



b/c

Sr.No.	Name of items and Specifications.	Deptt. Demand
1.	Khaki Envelopes Size (6-1/2"x12") Inside Cloth Lamination with Printing.	5000
2.	Khaki Envelopes Size (11x5) with Printing	1300
3.	White Envelops (Press Copy) Size (10-1/2"x4-1/2") with Printing.	10000
4.	White Envelops (Office Copy) Size (10-1/2"x4-1/2") with Printing	10000
5.	Khaki Envelopes (inner) Size 10x12 with innering and printing	4000
6.	Khaki Envelopes outer Size 12x15 with inner printing	4000
7.	Khaki Envelopes 12x15 with innering and printing	7000
8.	Yellow Envelopes ( Laminated for Inside) Size (10"x12") with printing	10000
9.	Khaki Envelopes Size 15x18 with innering and printing	6000
10.	Khaki Envelopes Size 11x5 with printing	20000
11.	Khaki Envelopes Size 15x18 with innering and printing	6000
12.	Khaki Envelopes Size 12x15 with innering and printing (Laminated from inside)	7000
13.	Khaki Envelopes Size 11x5 with printing	20000

25