

Guru Nanak Dev University, Amritsar
General Branch(P&S)

Sealed **Tender** are invited for the Supply of superior quality of paper by 13-05-2010, as per specifications and other terms and conditions noted below:-

<u>Sr. No.</u>	<u>Specification of the paper</u>	<u>Approximate quantity to be purchased</u>
1.	Copier Power Paper 500 sheets mill packed ream:-	
(i)	210 mm x 297 mm/A-4 75 Gsm-2.3 Kg.	6000 reams
(ii)	215 mm x 345 mm/Legal 75 Gsm-2.80Kg.	3100 reams
(iii)	17'x23' 75 Gsm	1500 reams
(iv)	17'x27' 75 Gsm	800 reams

Note: - The Copier paper should be of superior quality.

Terms & Conditions:-

1. The Tender should be sent under Registered Sealed cover and addressed to **Dr. INDERJIT SINGH, REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR**, so as to reach this office on or before 13.5.2010 duly superscribed on the Envelop **“Tender for supply of copier paper due on 13.5.2010.”**
2. FINANCIAL BID and TECHNICAL DETAILS/BID must be prepared/sealed separately and then dispatched in one envelope. The envelopes should be addressed as mentioned above.
3. The tender should be accompanied with 2% Earnest Money of the total quoted cost of the paper through Bank Draft drawn in favour of the Registrar, Guru Nanak Dev University, Amritsar. The Earnest Money of the firm whose rates are approved/accepted for purchase of the paper will be converted into security deposit which will be returned /refunded after satisfactory completion of the supply order. The Earnest money of the other firms will be returned after finalization of the purchase under reference.
4. Ten sheets of each quality of paper for which rates are being quoted must be sent ‘as sample’ with the **Technical Bid** indicating the size, weight, make and other specifications of the paper, failing which the **Tender** may not be accepted.
5. Each Specimen/Sample Sheet must be stamped and signed by the Authorized Dealer / firm.
6. Vat and other levies to be charged extra, should be mentioned separately.
7. The paper to be supplied should be ordinary mill packed.
8. The rates should be F.O.R. University Stores at Amritsar.
9. The Supply of the paper will have to be made within 30 days from the date of issue of the supply order, failing which penalty, as decided by the Registrar, may be imposed.
10. The Registrar reserves the right to reject all or any of the **Tender** without assigning any reason.
11. In case of any dispute, the matter will be referred to the Registrar whose decision shall be final and binding upon the firm.
12. The payment will be made by cheque after the complete supply of the material.

13. The University reserves the right to increase or decrease the quantity of the paper to be purchased and place order with more than one firm.
14. No increase in the rates shall be allowed in any case after opening/quoting the rates. The rates should remain valid for at least 90 days from the last date of **Tender**.
15. The goods will have to be supplied strictly in conformity with the sample and specifications approved and in accordance with the terms and conditions of the supply order, failing which the same may not be accepted.
16. The decision of the Registrar in respect of choice of the paper shall be final.

Assistant Registrar(General)
For Registrar