

**PEC University of Technology, Chandigarh
Sector 12, Chandigarh 160012**



e-tender document

For

Stationery items

at

PEC University of Technology

PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

SECTION	DESCRIPTION	PAGE NO.
I	INVITATION FOR E-TENDER	3
II	GENERAL TERMS AND CONDITIONS	5
III	SCHEDULE OF REQUIREMENTS (TECHNICAL BID)	9
IV	PRICE SCHEDULE (FINANCIAL BID)	10
V	TERMS AND CONDITIONS OF CONTRACT	11

SECTION I: INVITATION FOR e-TENDER

1. This invitation to tender is for stationery items at PEC University of Technology hereinafter referred to as "PEC", Sector 12 Chandigarh.
2. The client reserves the right to carry out the capability assessment of the Tenderers and the client's decision shall be final in this regard.
3. Tenderers are advised to study all technical and commercial aspects carefully of the tender document.
5. The bidding document is downloadable from Chandigarh Administration website (<http://etenders.chd.nic.in>) or PEC University of Technology institute website (www.pec.ac.in).
6. e-bids prepared in accordance with the procedure enumerated in Clause 1 of Section II should be submitted not later than the date and time laid down in **Table 2**.
7. All bids must be accompanied by a bid security of Rs.**20,000/-** (Rupees Twenty Thousand only) in the form Account payee Demand Draft, Bankers Cheque or Bank Guarantee from commercial bank drawn on a scheduled bank in favor of the Director, PEC UNIVERSITY OF TECHNOLOGY, SECTOR 12, CHANDIGARH and should be delivered to the office address by the date and time as given in **Table 2**.

TABLE – 1

S. No.	Name of the Service	EMD
1	Stationery items as per schedule of requirements	20,000/-

TABLE-2 Time Schedule

S. No.	Date of publication	11.09.2017
I	Downloading of e-tender document	Start date: 11.09.2017 End date: 03.10.2017 at 12:00 p.m.
III	Date of submission of e-tender	Start date: 11.09.2017 End date: 03.10.2017 at 12:00 p.m.
IV	Physical submission of EMD and other necessary pre-qualification documents	Start date: 11.09.2017 End date: 03.10.2017 at 03:00 p.m.
V	Opening of Technical Bid (online) and meeting for scrutiny of technical bid and declaring eligible bidders	Date: 04.10.2017 at 12:00 p.m.
VI	Opening of Financial Bid of only eligible technically qualified bidder as determined by the Committee	To be informed after checking eligibility of bidders
VII	Place of opening of bids	PEC University of Technology, Sector 12, Chandigarh 160012
VIII	Address for communication	Registrar PEC University of Technology, Sector 12, Chandigarh 160012

Important Notes:

I.	Bidders shall have to submit their bids on-line in Electronic Format with Digital Signatures.
II.	All terms and conditions, instructions to bidder regarding e-tendering process etc. may kindly be seen from the Detailed Notice Inviting Tender (DNIT) available on Chandigarh Administration website (http://etenders.chd.nic.in) or on the PEC University of Technology institute website (www.pec.ac.in).
III.	The bidder has to submit the original documents in physical form such as EMD, eligibility documents and other desired documents on the date fixed for the same in the above table. The failure will entail summarily rejection of its tender.
IV.	The undersigned reserves the rights to reject or accept any or all tenders without assigning any reasons.

Registrar
PEC University of Technology, Sector-12,
Chandigarh

PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

SECTION II

GENERAL TERMS AND CONDITIONS

1. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tenderers risk and may result in the rejection of the bid.
2. The Bidders shall have to submit their Bids online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on <http://etenders.chd.nic.in/nicgep>. On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC). Downloading and submission of Tender will be done by E-tendering process through the website of Chandigarh Administration <http://etenders.chd.nic.in/nicgep>.
3. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No Tender will be accepted in physical form and in case, it has been submitted in the physical form only, it shall be rejected out rightly.
4. Bids will be opened online as per time schedule mentioned in e-tender notice (**SECTION I Table 2**).
5. Before submission of online bids, bidders must ensure that self-attested scanned copies of all the necessary documents as mentioned in SECTION III "Technical Bid" and SECTION IV "Financial Bid" of this tender document have been uploaded with the bid, failing which their bids may be out-rightly rejected.
6. EARNEST MONEY DEPOSIT (EMD): The Tender should be accompanied with Earnest Money as mentioned in the **Table-1** of SECTION I to be paid in the shape of A/C payee demand draft/banker cheque/FDR/bank guarantee from any Commercial Bank in favor of Director, PEC University of Technology Chandigarh which shall remain value for period of 45 days beyond final bid validity period. No firm/tenderer will be exempted from submission of EMD. The EMD deposited by the tenderer in respect of another similar tender will not be considered against this tender. Apart from submission of EMD in physical form, scanned copy of EMD duly attested and countersigned by the firms shall also be uploaded. The EMD of unsuccessful tenders will be refunded immediately after finalization/allotment of tender. No interest will be payable on the EMD. The EMD will be forfeited, if the tenderer withdraws his/her bid after submission of the Tender. Expression of Interest without the EMD shall be rejected.
7. The conditional bids shall not be considered and may be rejected out rightly in very first instance.
8. TECHNICAL BID: The tenderer should upload scanned copy of documentary proof of his/her eligibility as mentioned in SECTION III "Technical Bid" of this tender document.
9. FINANCIAL BID: The financial bid (SECTION IV) shall be quoted by the bidder through e-tendering. The financial bid should contain rates only.
10. Performance Security Deposit: The successful tenderer will have to deposit performance security @5% of the total value of tender awarded within 7 days of issuance of purchase order by the competent authority to be paid in the form of account payee demand draft/fixed deposit receipt/bank guarantee from a commercial bank in favour of Director, PEC University of Technology Chandigarh which shall remain valid for a period of 60 days beyond all contractual obligations. The security deposited in connection with any other similar tender will not be considered against this tender. If successful tenderer fails to submit the requisite performance security deposit within prescribed 07 days, the contract awarded shall stand cancelled and earnest money deposit (EMD) deposited by the tenderer will be forfeited.

11. Tender received through e-tendering shall be opened online by the committee duly constituted by the authorities of PEC University of Technology, as per schedule given in Tender Notice in the office of the Head, Computer Centre, and PEC University of Technology Chandigarh. In the event of date of opening of Tender being declared a holiday, the due date of opening of the Tender will be the next working day at the same hours.
12. The bidder shall submit the EMD and other necessary pre-qualification documents with forwarding letter (**Annexure - 2.1 of SECTION II**) duly signed by the authorized signatory.

ANNEXTURE – 2.1

From

Subject: Submission of Tender for Stationery items

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer for **Stationery items** to PEC University of Technology, Chandigarh.

I/We shall supply the connectivity truly and faithfully as set forth in the terms and conditions of the tender document. I/We shall be responsible for all complaints as regards to the quality of Service and in case of any dispute; the decision of the Director, PEC University of Technology, Chandigarh shall be final and binding on me/us.

A FDR No./ DD No. _____ Dated _____ drawn on _____ intended for the prescribed amount of Rs. _____ (Rupees _____ Only) in favor of Director, PEC University of Technology, Chandigarh, payable at Chandigarh is enclosed as earnest money as desired.

I/WE shall have no claim to the refund of earnest money/performance security prescribed against this tender in the event of my/our non-compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory Service/violation of any term, or if I/We withdraw my/our tender at any stage during the period of validity. My/Our tender shall remain valid for a period of 120 days from the last date prescribed for submission of the tender against the above-mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration.

I/We have read the terms and conditions carefully and have signed the same in token of our absolute and unqualified acceptance.

Thanking you,

Yours faithfully,

Place

Signatures
Date with stamp
& Full Address

ANNEXURE - 2.2

(To be furnished on non-judicial stamp paper duly attested by the 1st Class Magistrate or Notary Public)

AFFIDAVIT

I/We/M/s _____ are registered Company/Ltd Company etc. as per Registration Certificate No. _____ issued by _____ having registered office at _____ and manufacturing/supply base at _____ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of work/service/supply order by any State/UT/Central Government or by any authority.

Place: _____

DEPONENT

Dated : _____

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place : _____

DEPONENT

Dated : _____

PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

**SECTION III
"Technical Bid"**

SCHEDULE OF REQUIREMENTS

PEC desires to have **Stationery items** with the following technical bid format:

TABLE 3 SCHEDULE OF REQUIREMENT

Sr	No.	Brief Description	Brand	Total Quantity
1		Photostat Paper A/4 70 GSM	Balarpur Image, JK Easy (Red), HPC or equivalent	1763
2		legal paper 70 GSM	Balarpur Image, JK Easy (Red), HPC or equivalent	161
3		Computer duster (yellow)	Best Quality	819
4		Black board dusters	Best Quality	295
5		White board duster	Best Quality	281
6		Duster cloth 24"x24"	Best Quality	1274
7		Noting Sheet (Green) 70 GSM	Best Quality	102
8		Plastic Scale 12"	Natraj, Cello or equivalent	89
9		Scale Steel 12"	Natraj, Cello or equivalent	159
10		File flapper	Best Quality	2602
11		Poker with wooden handle (Sua)	Best Quality	94
12		Paper Cutter	Natraj, Bpss or equivalent	240
13		Khaki tape 2"x40 mtr.	Wonder, Windsor, Wonder 555 or equivalent	359
14		Gum Bottle 150ml	Best quality	271
15		Glue Stick 15gms	Fevi Stick, Kores, Faber Castell or equivalent	556
16		Cello Tape 1"x40mtr	Wonder, Windsor, Wonder 555 or equivalent	282
17		Cello Tape 2"x40mtr	Wonder, Windsor, Wonder 555 or equivalent	346
18		Tape Dispenser	Omega, Wonder, Kabica or equivalent	86
19		Pilot Pen (Red)	Luxor 0.5 or equivalent	187
20		Pilot Pen (blue)	Luxor 0.5 or equivalent	425
21		Pilot Pen (Black)	Luxor 0.5 or equivalent	193
22		Pencil	HB, Natraj, Apsara or equivalent	1114
23		Ball pen(Blue)	Reynold, Cello, Montex or equivalent	1270
24		Ball pen (Black)	Reynold, Cello, Montex or equivalent	410
25		Ball pen(red)	Reynold, Cello, Montex or equivalent	404
26		Uniball Pen (Blue)	Uniball or equivalent	261

27	Uniball Pen (Black)	Uniball or equivalent	195
28	Uniball Pen (Red)	Uniball or equivalent	135
29	Eraser big size non-dust	Natraj, Apsara, Camel or equivalent	292
30	Small scissor 5"	Best quality	96
31	Scissor (medium) 8"	Best quality	64
32	High lighter (5pc in one pkt)	Luxor, Faber Castell, Camel or equivalent	511
34	Permanent Marker	Luxor, Faber Castell, Camel or equivalent	270
35	White Board Marker (diffirent colour)	Luxor, Faber Castell, Camel or equivalent	350
36	Stapler 10 D	Kangaroo, Max, Best quality or equivalent	196
37	Stapler HP-45	Kangaroo, Max, Best quality or equivalent	99
38	Stamp Pad 110mm x 69mm	Faber Castell, Kores or equivalent	156
39	T-Pin 100 gm	Best quality	163
40	Stapler pins 10-1M	Kangaroo, Max, Best quality or equivalent0	573
41	Stapler pins 24/6	Kangaroo, Max, Best quality or equivalent	390
42	Paper Clip	Best quality	329
43	Pin Cushions	Best quality	71
44	Laces (white) 36"	Best quality	6.7 (6700)
45	Tag	Best quality	5.6 (5600)
46	OHP Marker	Best quality	29
47	White Fluid (pen)	Kores, Camel, Bambalio (BCP-14) or equivalent	306
48	Punching Machine(Single)	Best quality	95
49	Punching Machine(Doble)	Best quality	60
50	CD marker	Luxor, Faber Castell, Camel or equivalent	124
51	Pen Drive 16 GB	Kingston, Imation, Sandisk or equivalent	152
52	Pen Drive 8 GB	Kingston, Imation, Sandisk or equivalent	62
53	Computer Paper	Citizen or equivalent	
54	Graph Sheet Pad	Best quality	152
55	Stock register (550 pages)	Ismarta, Gola, Neelgagan or equivalent	37
56	Dak Pad	Ismarta, Gola, Neelgagan or equivalent	128
57	Ruled Register 08 quire	Best quality	47
58	Glass Cleaner	Colin, Vanish, Nip or equivalent	175
59	Note Pad	Neelgagan, Corporate, Gola or equivalent	358
60	Computer mouse	Logitech, Microsoft, Sony or equivalent	134
61	Mouse Pad	Logitech, Microsoft, Sony or equivalent	118
62	Index Files	Neelgagan, Corporate, Gola or equivalent	112

63	File Folder (Transparent)	Neelgagan, Corporate, Gola or equivalent	833
64	Slip Pad	Neelgagan, Corporate, Gola or equivalent	345
65	Calculator 12 digit	Citizen CT-555N or equivalent	153
66	Labels (A4 sheet size)/Computer sticker	Best quality	20
67	Carbon Paper	Best quality	8
68	Gum Tube 20 ml	Best quality	394
69	Posted flag three colours	best quality	100

Technical Bid Requirement:

Technical bid shall contain the self-attested scanned copies of following documents/ certificates with consecutive Sr. No.:

1. Name of the firm/organization & address, year of establishment, ISP category, License No., Income Tax PAN No., contact person name and telephone/ Mob. No./Fax. No. on letter pad of the company/firm.
2. Earnest money deposit details.
3. Covering letter (Annexure 2.1 of SECTION II)
4. The companies/firms quoting the items should have local office in tricity i.e. Chandigarh, Panchkula and Mohali.
5. The firms should have annual turnover of not less than Rs.15.00 lacs during each of the last 03 financial years 2013-14, 2014-15, 2015-16. The firm should also attach documentary copies of audited financial statements as proof.
6. Affidavit of not being Black Listed (Affidavit as per **Annexure 2.2 of SECTION II**)

NOTE: All the above mentioned documents should be duly in order and are essential to qualify at Technical Bid Stage.

SECTION IV

FINANCIAL BID

Commercial Bid consisting of the following:

- Financial (Price) bid is to be submitted online in excel sheet provided.

PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

SECTION V

TERMS AND CONDITIONS OF CONTRACT

1. Rates should be quoted F.O.R. PEC University of Technology, Sector 12, Chandigarh and should include all freight charges, postage, packing, cartage duties etc. Sales tax to be indicated separately.
2. Conditional tender will be rejected summarily without any intimation. Therefore, no extra condition should be inserted in the quotations.
3. Bid security earnest money amounting to Rs.20,000/- (Rs. Twenty Thousand only) will be taken from the prospective bidders in the form of account payee Demand Draft/ Banker's Cheque / Fixed Deposit Receipt. Tender without earnest money shall be considered unresponsive and rejected.
4. Performance Security Deposit: The successful tenderer will have to deposit performance security @5% of the total value of tender awarded within 7 days of issuance of purchase order by the competent authority to be paid in the form of account payee demand draft/fixed deposit receipt/bank guarantee from a commercial bank in favour of Director, PEC University of Technology Chandigarh which shall remain valid for a period of 60 days beyond all contractual obligations. The security deposited in connection with any other similar tender will not be considered against this tender. If successful tenderer fails to submit the requisite performance security deposit within prescribed 07 days, the contract awarded shall stand cancelled and earnest money deposit (EMD) deposited by the tenderer will be forfeited.
5. The rates quoted should be valid for a period of one year from the date of opening of tender. The quantities of items given in lists are tentative and can vary upon actual requirement.
6. No revision of rates will be allowed except taxes/charges levied by the central/state duly notified only.
7. No advance payment will be made. Payment will be released after satisfactory receipt of printing material and production of bill (in duplicate) in name of Director PEC University of Technology, Chandigarh.
8. Firm who have been blacklisted by Central/ State Govt./UT Govt./any Govt./Authority/PEC University of Technology are not eligible to quote. An affidavit as per Annexure- IV shall be submitted duly attested by the Magistrate or Notary Public.
9. The stationery material should be supplied within 30 days from the date of the issue of Purchase Order failing which penalty @ 0.5% per week of the total order will be imposed upon the firm. The samples/proof of the stationery material shall be submitted within 10 days of approval. The delivery period will start from the date of approval of proof.

10. EMD of the successful firm will be forfeited in case of the material supplied is not as per specifications or inferior quality and if firm violates any of the terms & conditions.
11. All disputes will be subject to Chandigarh Jurisdiction and will be interpreted under Indian Law.
12. The Director PEC University of Technology reserves to himself the right of rejecting any or all the quotations without assigning any reason.
13. The bidder will not be permitted to alter/modify their bids after the expiry of the dead line for receipt of bids.
14. Bids received after the due date will not be accepted. PEC University of Technology shall not be responsible for any postal delay about non receipt/ non delivery of documents.
15. Firm will be entirely responsible for any damage or loss done to the stationery material in the transit, the firm will lodge, all the complaints regarding damage done in the transit and shall bear all the expenses.
16. Full payment will be made to the company/firm only after the receiving of material in good condition.
17. Form D will not be issued.
18. The companies/firms quoting the items should have local office in tricity i.e. Chandigarh, Panchkula and Mohali.
19. The stationery materials should have annual turnover of not less than Rs.15.00 lacs during each of the last 03 financial years i.e. 2013-14, 2014-15 & 2015-16. The firm should also attach audited copies of financial statements as documentary proof
20. The bidders shall submit a proof of PAN No.
21. The goods will be accepted only after inspection at this Department/Section. If not found suitable according to the specification, the same will be returned at the own cost and risk of the supplier.
22. The firms who have been blacklisted by the Central / State Govt. / U.T / Board / Corporation / any Govt. authority / PEC University of Technology are not eligible to quote.
23. All disputes are subject to Chandigarh jurisdiction.

PERFORMANCE SECURITY FORM

(on Non-Judicial Paper)

BANK GUARANTEE BOND FOR PERFORMANCE WARRANTY

To

The President of India, through the Director
PEC University of Technology, Sector-
12, Chandigarh-160012

Dear Sir,

Sub: _____

1. You, on behalf of President of India, have entered into a contract with reference No. _____ with _____ (herewith after referred to "as the contractor") for supply of (herein after referred to as stores) for the price and on the terms and conditions contained in the said contract.
2. In accordance with the terms of said contract the Contractor has undertaken to produce a Bank Guarantee for Rs _____ being 5% of (Rs _____) of the total value of the said stores supplied to you for the due fulfillment of its obligations to the President of India for due performance as per the contract during warranty period.
3. In consideration thereof, we happily expressly, irrevocably and unconditionally undertake and guarantee as principal obligors on behalf of the contractor that in the event that the President of India submits a written demand to us that the contractor has not performed according to the contractual obligations included in the said contract, we will pay you on the written demand, without demur and without reference to the contractor any sum up to a maximum amount of Rs. _____ (Rupees. _____). Your demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. Payment by us to you will be made within (30) days from receipt of your written request making reference to this guarantee and on demand.
4. This guarantee shall not be revoked without your express consent and shall not be affected by your granting any indulgence to the contractor, which shall include but not be limited to postponement from time to time of the exercise the same in any manner at any time and either to forbear or to enforce any covenant continued or implied in the said contract or any other course remedy or security available to you, and our Bank shall not be released from its obligations under this guarantee by your exercising any of your rights with reference to matters aforesaid or any of them or by reason of any other indulgence shown by you or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving our bank from its obligation under this guarantee.
5. Notwithstanding anything herein contained, our liability under this guarantee is restricted to Rs. _____ (Rupees. _____) and the guarantee shall remain in force upto and including the day of being reported to us by you returned to us duly discharged.
6. Unless a demand or claim under this guarantee is made on us in writing on or before the aforesaid expiry date as provided above or unless this guarantee is extended by us all your

rights under this guarantee shall be prescribed and we shall be discharge from the liabilities hereunder.

7. This guarantee shall not be affected by any change in the constitutions of our Bank or of the contractor or for any other reason whatsoever.

We _____, Lastly undertake not to revoke this guarantee during its currency except with the prior consent from your office in writing. Not with standing anything contained herein:

i. Our liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees. _____).

ii. This Bank Guarantee shall be valid upto _____.

iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before

This Bank Guarantee shall be returned to our Name of the Bank, Branch at Office Address, once the purpose of the issuance has been fulfilled or upon expiry of this guarantee whichever is earlier. Even return of Original Bank Guarantee is essential for invoking the guarantee with specific request letter from the beneficiary.

Wittness: _____, Signature _____

Wittness: _____, Signature _____

For _____ Bank

For _____ Bank

Authorized Signatory

Authorized Signatory