



I. K. Gujral

Website: www.ptu.ac.in

Punjab Technical University

JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA 144 603, Ph.: +91-98148-14580

TENDER NOTICE

Sealed Tenders are invited from eligible bidders for **Envelopes, Stationery, Printing of Forms, Paper, General Items, IT Items and Electrical Items**. Tender documents and other details are available at university's website www.ptu.ac.in. The bidders can download the same from said website link <http://www.ptu.ac.in/Tender.aspx>.

KEY DATES

Last Date for Tender Submission	12-11-18 (Monday) upto 10:30 AM
Date & Time for Opening of Technical Bid	12-11-18 (Monday) at 02:30 PM
Date & Time for Opening of Financial Bid	Will be Informed Separately

Advt./18/10/03

REGISTRAR

TENDER DOCUMENT

FOR

Printing, Stationery and General Items

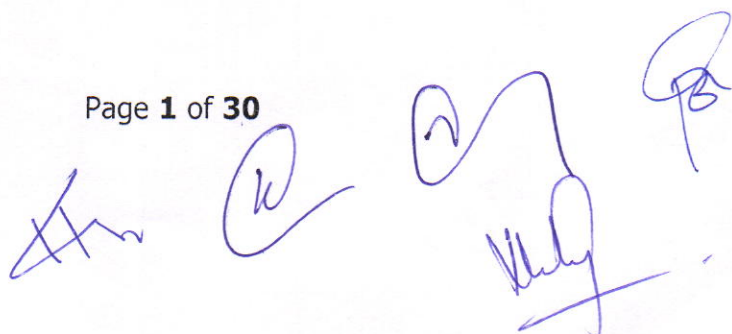
(Envelopes, Stationery, Printing of forms, Paper, General Items and Electrical items)

TECHNICAL BID

PART - I

2018-19

**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA (PIN 144603)
PUNJAB**

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CONTENTS

S.No.	Description	Page No.
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PART – I:

TECHNICAL BID:

1.	Notice Inviting Tender	3-4
2.	General Terms and Conditions	5-9
3.	Special Terms and Conditions	10
4.	Pre Qualification Criteria	11
5.	Technical Information	12
6.	Undertaking	13

PART – II:

FINANCIAL BID

7.	Schedule A- Financial Bid for Envelops
8.	Schedule B- Financial Bid for Stationery Items
9.	Schedule C- Financial Bid for Printing of Forms & Other Items
10.	Schedule D- Financial Bid for Paper
11.	Schedule E- Financial Bid for General Items
12.	Schedule F- Financial Bid for IT related Items
13.	Schedule G- Financial Bid for Electrical Items

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

NOTICE INVITING TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

1. Sealed tenders are invited from reputed and established suppliers for supply of Envelopes, Stationery & other items, Printing of forms & other items, Paper, General items, IT related items and Electrical items as per lists in Schedule A,B,C,D,E,F,G of Financial Bid for the period of one year and extendable for one more year based on performance of firms.
2. The total annual estimated cost of these consumable items will be about 120 lakhs. This is only estimation. The actual amount shall depend upon the requirement. These items are purchased on monthly basis or as and when required.
3. The method of submission of tender, amounts of Earnest Money/Security Deposit and General Terms and Conditions applicable to contract has been mentioned in **General Terms and Conditions**. The work is to be performed strictly as per parameters/technical specifications given in Tender document. The proforma for submission of tender has been given in **Technical Information** (for Technical Bid) and **Financial Bid** (for Financial Bid) to this Notice Inviting Tender.
4. **Schedule of Tender**

Last Date & Time of Receipt of Tender : **at 10:30 hours**

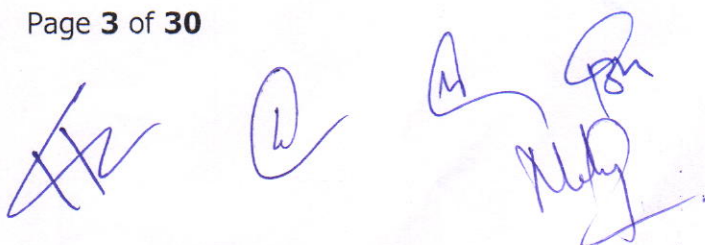
Date & time of opening the Bids

Technical Bid : **at 14:30 hours**

Financial Bid : **Will be informed separately**

Tender Venue : **Office of the Registrar**

5. Amount of Earnest Money to be deposited as per **Clause 3** of **General Terms and Condition** in the shape of Demand draft in favour of Registrar, IKG PTU.
6. The tender document to be downloaded from the IKG PTU website (www.ptu.ac.in). The tenderers who down load the tender document from the website should furnish a demand draft for Rs.1180/- (included GST) issued in favour of **Registrar, I.K.G PTU** towards the cost of the tender document.
7. The tenders complete in all respect must be reach in by date and time indicated in the schedule of tender in para 4 above. The tenders received after the scheduled date and time will be rejected outright. The tenders may be sent by registered post/or submitted in the dispatch/Reception of I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, Campus, Jalandhar-Kapurthala Road, so as to reach upto 10:30 hours on _____. The University will not be responsible for any postal delay. Only one tender should be kept in one cover.



8. Complete tender documents in two packets viz. Packet-I and Packet-II shall be sealed separately in envelopes super-scribing as Packet-I (Technical Bid) and Packet-II (Financial Bid) along with the name of the work. These two sealed envelopes and an envelope (super-scribing "Earnest Money and cost of tender documents for the work" containing the Earnest Money and cost of tender documents) in the form as prescribed in the tender documents shall further be sealed in a larger envelope super-scribing at the top as **"TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS 2018-18' TO BE OPENED BY COMMITTEE ONLY"**

**THE REGISTRAR,
I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY KAPURTHALA
(PIN 144603) PUNJAB,**

Tenders (Technical Bids only) shall be opened as per details mentioned in para 4 (schedule of Tender) in the presence of the tenderers or their authorised representatives intending to attend the opening. After evaluation of the technical bids, the financial bids of only those agencies who fulfill the eligibility criteria specified in the tender documents shall also be opened on the same day at **14.30** hours. The decision of I.K.G PTU regarding evaluation/fulfillment of eligibility criteria shall be final and binding. Any tender received later than the time and date of opening of Technical bids shall be rejected and returned to the tenderer unopened.

9. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
10. Any tender received without Earnest Money & the cost of tender document in the form as specified in tender documents shall not be considered and shall be summarily rejected.
11. IKGPTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.
12. IKGPTU reserves the right to constitute a panel of bidders at L-1 rates.
13. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of IKG PTU in this regard shall be final and binding.
14. The validity of the offer shall be 120 days after the date of opening of the tender. If any bidder withdraws his tender within the validity period or makes any modifications in terms and conditions of the tender and/or rates after submission of tender which are not acceptable to IKG PTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then IKG PTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited by the bidder. In case of forfeiture of EMD, the tenderer shall be debarred from bidding in case of re-invitation of the tenders.
15. The transfer of tender documents purchased by one intending tenderer to another tenderer is not admissible. Tenderer can submit tenders only on the documents purchased/ downloaded from IKG PTU's website.

Registrar

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

GENERAL TERMS AND CONDITIONS

1. **Parties:-** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY
2. **Addresses:-** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Registrar I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar-Kapurthala Highway, Kapurthala (PIN-144603), Punjab. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:**
 - 3.1 Earnest money in form of demand draft from bank drawn in favour of **Registrar, IKG PTU, Jalandhar, payable at Jalandhar** must be deposited along with the tender. The earnest money so deposited shall not earn any interest. Tenders without earnest money will be outright rejected. The detail of Earnest money is given as under:-

Tender	Items	Approx Annual requirement in lac	Earnest money in Rs.
A	Envelopes	20	20000
B	Stationery Items	30	30000
C	Printing of Forms & Other Items	10	10000
D	Papers	15	15000
E	General Items	20	20000
F	IT related Items	15	15000
G	Electrical Items	10	10000

- 3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the University in respect of any previous work will be entertained.
- 3.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee/demand draft will be forfeited.
- 3.4 The tenders without Earnest Money will be summarily rejected.
- 3.5 A Party who does not qualify technical bid or is not willing to be empaneled on L1 rates, their EMD will be returned after completion of tender process

4. Preparation and Submission of Tender:

The tender should be submitted in three parts namely Technical Bid (in form given in **Technical Information**). Earnest Money & cost of tender document(CTD), Financial Bid (in form given in **Financial Bid**) and each should be kept in a separate sealed cover. All the covers should be kept in another sealed cover addressed to the Registrar, I.K.Gujral Punjab Technical University Jalandhar- Kapurthala Highway, Kapurthala (PIN 144603) Punjab. The outer cover envelope containing sealed cover should bear the address of Tenderer. The inner three covers should be super scribed with subject of Tender, whether the cover is containing "Technical Bid" or "Financial Bid" or Earnest Money & CTD. The outer cover should be super scribed with the words "Tender for **PRINTING, STATIONERY AND GENERAL ITEMS-2018-19, "TO BE OPENED BY COMMITTEE ONLY".**

5. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the Partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

N.B.

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. A Self attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the University may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.



6. Technical Bid:

6.1 The Technical bid should be submitted in form given in **Technical Information, along with all other supporting documents.**

7. Financial Bid:

7.1 The Financial Bid should be submitted in the Schedules A, B, C, D, E, F, G given in **Financial Bid** in a separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically competent, will be opened on a specified date and time as mentioned in the tender document.

7.2 Terms of payment as stated in the Tender Documents shall be final.

8. Validity of the Bids:

The bids shall be valid for a period of 120 days as indicated in "Notice inviting Tender" after the date of opening of the tender.

9. Opening of Tender:

The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

10. Criterion for Evaluation of Tender:

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in **Technical Bid** and then on the basis of commercial information furnished in form given in **Financial Bid**. The Financial bid of such firms found valid based on technical parameters (as per **Technical Information and Undertaking**) will be opened on the date, time and venue to be announced after opening of the Technical Bid. L-1 bidders will be decided based on the lowest rate and a panel of contractors will be constituted. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of this Tender.

11. Right of Acceptance:

11.1 The Registrar, I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY reserves all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Registrar, I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY in this regard shall be final and binding.

11.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

12. Communication of Acceptance:

Successful Tenderer will be informed of the acceptance of his tender.

13. Security Deposit:

13.1 The Earnest money deposit of the successful bidder shall remain with IKGPTU as a Security Deposit and shall be released on satisfactory completion of the contract. However the EMDs of Unsuccessful bidders/parties not willing to be empanelled will be released after completion of the tender process.

13.2 The Bank Guarantee can be forfeited by order of the Registrar, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee/ demand draft as may be considered by the Registrar, I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

14. Penalty:

(a) In case of breach of any conditions of the conditions of the contract and for all type of losses caused including excess cost due to purchase of Printing, stationery and General items from the market in the event of contractor failing to provide requisitioned stationery, Registrar, IKG PTU Jalandhar shall make deductions at double the rate of stationery on prorata basis from the bills presented by the contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days so the credit of the IKGPTU, Jalandhar .

(b) The powers of the Registrar, IKG PTU under these conditions shall in no way effect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause above.

(c) Registrar reserves the right to levy a penalty, on a contractor found charging more than maximum rates/price (MRP)

15. Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University in that event and the security deposit in the form of Bank Guarantee/Demand Draft shall be encashed. In the event of the vendor becoming insolvent or going into liquidation, IKGPTU shall be entitled to treat such insolvency/liquidation as a breach of contract from the moment it occurs.

16. Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party.

17. The tender is non transferable.

18. Terms of payment:

18.1 No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.

18.2 The contractor shall submit the bills at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.

18.3 All payments shall be made by cheques only.

18.4 Registrar, IKG PTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

18.5 The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

18.6 Wherever applicable all payments will be made as per conditions stated in **Special Terms and Conditions**.

19. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for the conditions do not yield any results within a period of 30 days, either of the parties may make a request to other party for submission of the depute for decision by an arbitral tribunal condition a sole arbitrator to be appointed by university the provision of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

Registrar



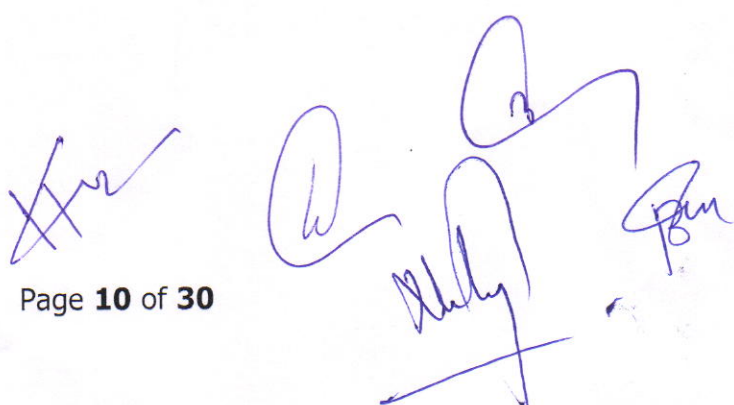
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

SPECIAL TERMS AND CONDITIONS

1. In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from security money or from pending bills of defaulting firm by issuing notice and necessary action for blacklisting the firm also be taken.
2. The rate (Excluding GST as applicable) quoted by tendering firm for items mentioned in Schedule A, B, C, D, E, F, G for the period of one year. No request for increase in the rates will be entertained during the period of contract nor will the firm raise the same.
3. The requirement of stationery/general consumable items can be increased or decreased and the firm(s) has to supply the stationery/general consumable items during the period of contract.
4. All the printing /stationery/general consumable items supplied by the firm should be as per specifications/brands mentioned in the tender document sub-standard material will not be accepted at all.

Registrar

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I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

PRE QUALIFICATION CRITERIA

1. Tenderer should have two-year experience of printing/ supply of stationery and general items in Universities/Schools/Colleges/Institutions/Govt. Departments/Public Sector undertaking (Attach the copy of supply order & satisfactory certificate) between the period 01.04.2013 to 31.03.2018.
2. Tenderer should have annual turnover of at least 5 Lacs (Five Lacs) for the two financial years between the period 01.04.2013 to 31.03.2018 (Attach proof). Corresponding to experience mentioned in para 1.
3. Tenderer should have PAN No. in his or in the name of firm (Attach attested photocopy).
4. The tendering firm must be registered under GST and submit the GST registration certificate. In absence of these documents, the tender will not be entertained.
5. All the firms participating in the tender must submit a list of their owners, partners etc; along with their address, telephone numbers (L/L and mobile), email id etc.
6. **Undertaking on letter head to the effect that the firm is neither black listed** by any government department nor any criminal case is registered against the firm.

Registrar



I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

TECHNICAL INFORMATION

1	Name of the Tenderer/ Concern (i.e. Sole Proprietor or Partnership firm or a Company)	
2	Address	
3	Mobile No./Telephone No.	
4	PAN Number of Tenderer/Concerned (Attested copy should be attached)	
5	GST registration number of Tenderer/Concerned (Attested copy should be attached)	
6	Annual turnover of firm (Attach Proof.)	
7	Details of experience self (Attested photocopies of work orders for 2 years as per tender document) and proof of satisfactory completion of work to be attached.	

8. Whether each page of Tender have been signed and stamped (YES / NO)_____
9. Undertaking to the affect that the firm in neither black listed by any government department nor any criminal case is registered against the firm. Attached (Yes/No)_____
10. Detail of EMDs :-

Tender	Items	Name of Bank	Draft No & Date	Amount
A	Envelopes			
B	Stationery items			
C	Printing of forms & other items			
D	Papers			
E	General Items			
F	IT Related Items			
G	Electrical Items			

11. Any other information important in the opinion of the tenderer.

Dated :
Place :

(Signature of Tenderer
With stamp of the firm)

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the IKG PTU and shall abide by them.
2. I/We also undertake that I/we have understood "Parameters and Technical Specifications for conducting the Work" mentioned in **Pre Qualification Criteria** and shall execute the work strictly as per the parameters.
3. I/We further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

Dated:

Place :

**(Signature of Tenderer
With stamp of the firm)**

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TENDER DOCUMENT

FOR

PRINTING, STATIONERY AND GENERAL ITEMS

(Envelopes, Stationery, Printing of forms, Paper, General Items and Electrical items)

FINANCIAL BID

PART - II

2018-2019

**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA (PIN 144603)
PUNJAB**



Schedule A

Financial Bid for Envelope

Note:- MRP Not to be quoted.

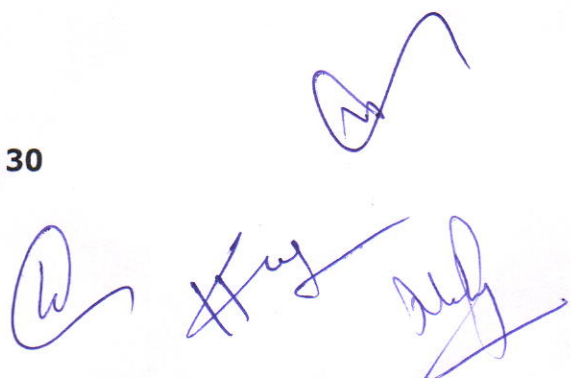
Sr. no.	Items	Units	Specification / Brand	Rate Quoted as per units (inclusive all taxes)
1	Envelope with printing of university name logo and Address	Nos	Type: Cloth lined envelope Paper Weight : 140 GSM Size: 12"x16" Colour : Yellow	
2	Envelope with printing of university name logo and Address	Nos	Type: Paper Paper weight : 110 GSM Size: 10"x14" Colour : Yellow	
3	Envelope with printing of university name logo and Address	Nos	Type: Paper (Star) Paper weight : 80 GSM Size: 10"x12" Colour : Brown	
4	Envelope with printing of university name logo and Address	Nos	Type: Paper (Taj Mahal) Paper weight : 80 GSM Size: 9"x4" Colour : White	
5	Envelope with printing of university name logo and Address	Nos	Type: Cloth Lined Envelope Paper weight : 140 GSM Size: 12"x16" Colour : Khaki	
6	Non-Wooven Bags (Multicolor -A Grade)	Nos	With Sticking 16"x 16"x6" with long handle (60 GSM fabric)	
7	Non-Wooven Bags (Multicolor -A Grade)	Nos	With Sticking 15"x 18" with long handle (60 GSM fabric)	
8	Envelop Laminated with printing University name logo and address	Nos	10"x12" Make Taj Mehal (GSM. 60) Colour :- White	
9	Envelop Laminated with printing University name logo and address	Nos	10"x12" Make Taj Mehal (GSM. 60) Colour :- Yellow	
10	Envelop Laminated with printing University name logo and address	Nos	10"x12" Make Taj Mehal (GSM. 60) Colour :- Khakhi	

11	Envelop Laminated with printing University name logo and address	Nos	11"x 5" Make Taj Mehal White (GSM.60)	
12	Envelop Laminated with Printing University name logo and address	Nos	12" X 6" Make Taj Mahal (60 GSM)	
13	Envelope Window	Nos	10x4.5 (80GSM) Taj Mahal	
14	Envelope Plain	Nos	10x4.5 (80 GSM) Taj Mahal	
15	Willing Page with printing (As Per sample)	Nos	A4 Size	
16	Receipt Pages with printing (As per sample)	Nos	A4 Size	
17	Title Page with printing (As Per sample)	Nos	A4 Size	
18	Envelope with printing of university name logo and Address	Nos	Type: Paper (Star)	
			Paper weight : 95 GSM with BOPP lamination	
			Size: 10"x12"	
			Colour : Brown	

Dated: _____

Place: _____

(Signature of Tenderer
with Stamp of the Firm)



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I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY**Schedule B****Financial Bid for Stationary Items****Note:- MRP Not to be quoted**

Sr.no.	Items	Units	Specification / Brand	Rate Quoted as per units (inclusive all taxes)
1	Files cover yellow/Pink file	Nos	Standard with printing of University Name, address & Logo	
2	Ripple File	Nos	Standard with printing of University Name	
3	Index Files with Kangaroo Clip FS/A4 Size	Nos	Standard with printing of University Name	
4	Cobra files	Nos	Standard with printing of University Name	
5	Plastic File Folder	Nos	With 10 to 20 Pages Capacity	
6	Carbon paper blue	Box	Kores	
7	Colorful flag slip (Page Marker)	Per Pad	3 colour Oddy	
8	Dak Pad (Standard Size)	Nos	Rexine good quality	
9	Damper (Normal)	Nos	Omega	
10	Flapper	Nos	Laminated (Normal)	
11	Flapper with hard board	Nos	Good quality (Normal)	
12	Green Tags	Pkt	18" Size	
13	Marker permanent	Nos	Luxor	
14	Highlighter - multicolor	Nos	Luxor	
15	Notepad	Nos	08" x 06" (50 Pages)	
16	Paper tape (Red)	Roll	1" Size	
17	Paper weight	Nos	Kabika	
18	Paste it pad	Nos	3" X 3" Oddy / De'Smat	
19	Pens	Nos	Reynold Trimax	



20	Pens	Nos	Uniball	
21	Pens	Nos	Cello Papersoft	
22	Pens	Nos	Add Gel Achiever	
23	Pens	Nos	Cello (Butter Flow)	
24	Pens	Jar of 100 pcs.	Natraj (100 PC)	
25	Pencils	Pkts	Natraj HB	
26	Register 100 Pages	Nos	Hard Bonded (Ruled) Size 17"x27/2 (Neelgagan)	
27	Register 200 Pages	Nos	Hard Bonded (Ruled) Size 17"x27/2 (Neelgagan)	
28	Register 400 Pages	Nos	Hard Bonded (Ruled) Size 17"x27/2 (Neelgagan)	
29	Register 600 pages	Nos	Hard Bonded (Ruled) Size 17"x27/2 (Neelgagan)	
30	Rubber Band-2" (colored)	In grams	Good Quality	
31	Scales (Plastic) 12"	Nos	Natraj	
32	Scales (Steel) 12"	Nos	Natraj	
33	Scissor- Medium Size	Nos	Oddy	
34	Sharpner	Nos	Natraj	
35	Stapler Pins (Small Size)	Boxes	Kangaro	
36	Stapler Pins (Large Size)	Boxes	Kangaro	
37	Staplers (Large Size)	Nos	Kangaro HP-45 Plier/ord	
38	Staplers (Small Size)	Nos	Kangaro HD-10D	
39	Punching Machine	Nos	Kangaro DP-480	
40	Punching Machine	Nos	Kangaro DP-600	
41	Singal Punching Machine	Nos	Kangaro	
42	Clear Bag	Nos	Double Pocket TREO (Standard Size)	
43	L-Shape Folder	Nos	Ankita (Size A4)	
44	L-Shape Folder	Nos	Ankita (Size- FS)	
45	Calculator 12 digit	Nos	Citizen CT 555N	
46	Cutter (Large Size)	Nos	Ikon	
47	Eraser	Nos	Faber Castel (Small Size)	
48	Fevi Quick	Nos	Pidilite 2 GM	
49	Fevi Stick	Nos	Pidilite 15 GM	

50	Gum paste bottle 700ml	Bottle	Camel	
51	Gutka pad white	Nos	Standard Size 100 Pages	
52	Gutka pad Try	Nos		
53	Plastic Bag (Bora) with Printing Grade-A	KG	Size : 35" x 25"	
54	Plastic sutli roll	KG	Minimum 400 grams roll	
55	Tape Roller (Transparent) 1/2" with minimum thickness 45 micron	Mtr	Type : Plastic, Size : 1/2"	
56	Tape Roller (Transparent) with minimum thickness 45 micron	Mtr	Type : Plastic, Size : 1"	
57	Tape Roller (Transparent) with minimum thickness 45 micron	Mtr	Type : Plastic, Size : 2"	
58	Tape Roller (Transparent) with minimum thickness 45 micron	Mtr	Type : Plastic, Size : 1.5"	
59	Tape Roller (Brown) with minimum thickness 45 micron	Mtr	Type : Plastic, Size : 2"	
60	White Fluid	Nos	Kores	
61	Fluid Pens	Nos	Kores	
62	White Tags	Bundle	superior quality	
63	Paper Pins	Box (100gm)	Bell Make	
64	Clips	Nos	Bell Make	
65	White Boards	Nos	Size (3' X 2')	
66	Marker (White Board)	Nos	luxor	
67	Spiral note pad 50 pages	Nos	Size (8" X 6") Superior quality	
68	Bar Code Ribbon	Nos	Type Resin Size 105 mm X 300 mm roll colour black (inkside-Outside) core One 1") Good Quality	
69	Bar Code Stickers	Roll of 2500 stickers	Type Paper Size 50mm X 38mm colour White double sticker roll Good Quality	
70	Bar Code Stickers	Nos	Type Paper Size 50mm X 25mm colour White double sticker roll Good Quality	

71	Bar Code Stickers	Nos	Type Paper Size 100 mm X 38 mm colour White Single sticker roll Good Quality	
72	CD Marker	Nos	Luxor	
73	Sketch Pens	Pkt	Luxor	

Dated: _____

Place: _____

(Signature of Tenderer with Stamp of the Firm)



Schedule C

Financial Bid for Printing of Forms & Other items

Note:- MRP Not to be quoted

Sr.no.	Items	Units	Specification / Brand	Rate Quoted as per units (inclusive all taxes)
1	Memos etc	Nos	Paper Weight : 60 GSM	
			Size : A4	
			Paper Colour : White	
			Printing : Single Side	
2	Attendance Sheet	Nos	Paper Weight : 60 GSM	
			Size : 14" x 12"	
			Paper Colour : White	
			Printing : Single Side	
3	Consumption of A/Bs Performa	Nos	Paper Weight : 60 GSM	
			Size : 14" x 17"	
			Paper Colour : White	
			Printing : Double Side	
4	UMC Proforma	Nos	Paper Weight : 70 GSM	
			Size : A4 (4 Pages)	
			Paper Colour : White	
			Printing : Double Side	
5	Drawing Sheets	Nos	Paper Weight : 160 GSM	
			Size : 22' x 28'	
			Paper Colour : White	
			Printing : University Name & Logo	
6	Ack Book	Nos	Paper Colour : White	
			As per sample available in University	
7	Advance Register (Printed)	Nos	As per sample available in University	
8	Cash Book	Nos	As per sample available in University	
9	Form 32 A (Pad)	Nos	As per sample available in University	



10	Form PIR 16, Rule 107 of PIR Volume 1 (Pad)	Nos	As per sample available in University	
11	Share Release Register	Nos	As per sample available in University	
12	Stock Entry Register	Nos	As per sample available in University	
13	TDS Register	Nos	As per sample available in University	
14	Petty Cash Book	Nos	As per sample available in University	
15	Dispatch Register	Nos	ABD 6q	
16	Receipt Register	Nos	ABD 6q	
17	Attendance Register (100 Pages each)	Nos	Standard	
18	Ledger	Nos	Standard	
19	Letter Heads	Pad of 100 pcs.	Executive Bond (100 GSM) paper with 4 color screen printing	
20	Visiting Cards	Pack of 100 pcs.	Plastic Paper	
21	Visiting Cards	Pack of 100 pcs.	Handmade Paper	
22	Transcript	Nos	As per university sample	
23	Green/Pink Form	Pads of 100 pcs	As per university sample	

Dated: _____

Place: _____

(Signature of Tenderer
with Stamp of the Firm)



Schedule D

Financial Bid for Paper

Note:- MRP Not to be quoted

Sr.no.	Items	Units	Specification / Brand	Rate Quoted as per units (inclusive all taxes)
1	Papers	Ream	Paper Weight : 75 GSM	
			Size : A4	
			Paper Colour : White	
			Brand : JK Copier (Red)	
2	Papers	Ream	Paper Weight : 75 GSM	
			Size : A4	
			Paper Colour : White	
			Brand : Power BILT	
3	Papers	Ream	Paper Weight : 70 GSM	
			Size : A4	
			Paper Colour : White	
			Brand : JK Copier (Green)	
4	Papers	Ream	Paper Weight : 70 GSM	
			Size : A4	
			Paper Colour : White	
			Brand : BILT Image	
5	Papers	Ream	Paper Weight : 75 GSM	
			Size : Legal	
			Paper Colour : White	
			Brand : JK Copier (Red)	
6	Papers	Ream	Paper Weight : 70 GSM	
			Size : Legal	
			Paper Colour : White	
			Brand : JK Copier (Green)	
7	Papers	Ream	Paper Weight : 75 GSM	
			Size : Legal	
			Paper Colour : White	
			Brand : Power BILT	
8	Papers	Ream	Paper Weight : 70 GSM	
			Size : Legal	
			Paper Colour : Light Green/Light Yellow	
			Brand : BILT Matrix	





9	Computer Continues Stationary	Nos	Paper : 70 GSM Century	
			Size : 10 x 12	
			Paper Colour : White	
			Type : Single	
10	Computer Continues Stationary	Nos	Paper : 60 GSM Century	
			Size : 10 X 12	
			Paper Colour : White	
			Type : Double with Carbon	
11	Computer Continues Stationary	Nos	Paper : 60 GSM Century	
			Size : 10 x 12	
			Paper Colour : White	
			Type : Tripller with Carbon	
12	Exclusive Bond Paper	Nos	Paper Weight : 100 GSM	
			Size : A4	
			Paper Colour : White	
13	Noting Sheets (100 Nos in each Pad)	Nos	Paper Weight : 70 GSM	
			Size : A4	
			Paper Colour : Light Green with Printing	
			Brand : JK Copier	

Dated: _____

Place: _____

(Signature of Tenderer
with Stamp of the Firm)

Schedule E
Financial Bid for General Items

Note:- MRP Not to be quoted

Sr.no.	Items	Units	Specification / Brand	Rate Quoted as per units (inclusive all taxes)
1	Glass for water	Nos	TREO Brand (300ml)	
2	Hit Black 425 ml	Nos	HIT	
3	Hit Red 425 ml	Nos	HIT	
4	Jug 2 Ltr	Nos	Cello	
5	Room fresher 300 ml	Nos	Odonil	
6	Colin spray 500 ml	Nos	Colin	
7	Dust bin 5 ltr	Nos	Cello Plastic	
8	Duster (Cotton)	Nos	Check Cloth 16"x16"	
9	Duster (yellow cotton flannel <i>duster</i>)	Nos	Check Cloth 16"x16"	
10	Tea Set (Bone China)	6 pcs. Set	U.P.C / Hitkari	
11	Electric Tea Kettle Steel -750 ml	Nos	Eagle	
12	Tea Flask steel – 01 ltr.	Nos	Milton	
14	Door Mats	Nos	Duro Make	
15	Serving tray small	Nos	Milton (6 CUP Capacity)	
16	Serving tray Large	Nos	Milton (10 CUP Capacity)	
17	Dettol Handwash	Nos	250 ML	
18	Vim Liquid	Nos	250 ml	
19	White Stickers	100 pc pkt.	A4ST4-100S (139 x 99.1 mm) De'Smat	
20	Parcel Cloth	Per mtrs	Khadi	
21	Harpic	Bottel	500 ml	
22	Paper Napkins	Per Pkt	superior quality	
23	Full Towel	Nos	Trident	
24	Hand Towel	Nos	Trident	
25	All Out Machine with Refill	Nos	All Out	

26	All out Refill	Nos	All Out	
27	Latha Parcel Cloth	In Mtrs	JCT Pioneer width	
28	Odonil Air Freshner 75 gm	Nos	Odonil	
29	Silicon Sealant	Quantity in ml	Gun Packing	
30	Remote Bell	Nos	Click	

Dated: _____

Place: _____

(Signature of Tenderer
with Stamp of the Firm)

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Schedule F

Financial Bid for IT related items

Note:- MRP Not to be quoted

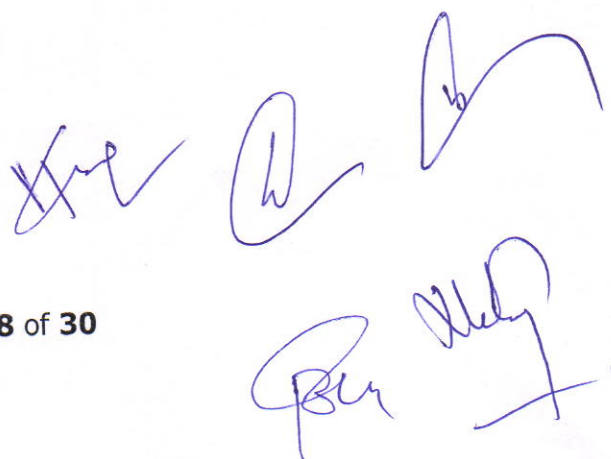
Sr.no.	Items	Units	Specification / Brand	Rate Quoted as per units (inclusive all taxes)
1	Keyboard & Mouse (Wireless)	Kit	Logitech/Dell	
2	Keyboard & Mouse (Wired)	Kit	Logitech/Dell	
3	Keyboard with wire	Nos	Logitech/Dell	
4	Mouse (Wireless)	Nos	Logitech/Dell	
5	Mouse with wire	Nos	Logitech/Dell	
6	DVDs	Nos	Sony	
7	Pen drive 16GB	Nos	Sandisk/HP	
8	Pen drive 32GB	Nos	Sandisk/HP	
9	Pen drive 64GB	Nos	Sandisk/HP	
10	Toner (12A)	Nos	Compatible (Formujet/Print IT/Alphabet)	
11	Toner (36A)	Nos	Compatible (Formujet/Print IT/Alphabet)	
12	Toner (88A)	Nos	Compatible (Formujet/Print IT/Alphabet)	
13	Toner (2060)	Nos	Compatible (Formujet/Print IT/Alphabet)	
14	Toner (2365)	Nos	Compatible (Formujet/Print IT/Alphabet)	
15	Toner (1020)	Nos	Compatible (Formujet/Print IT/Alphabet)	
16	Toner (MLT D116S)	Nos	Compatible (Formujet/Print IT/Alphabet)	

17	Antivirus (Single User)	Nos	K 7	
18	Antivirus (Five User)	Nos	K 7	
19	Total Security (Single User)	Nos	K 7	
20	Total Security (Five User)	Nos	K 7	
21	Total Security (Single User)	Nos	Quick Heal	
22	Total Security (Five User)	Nos	Quick Heal	

Dated: _____

Place: _____

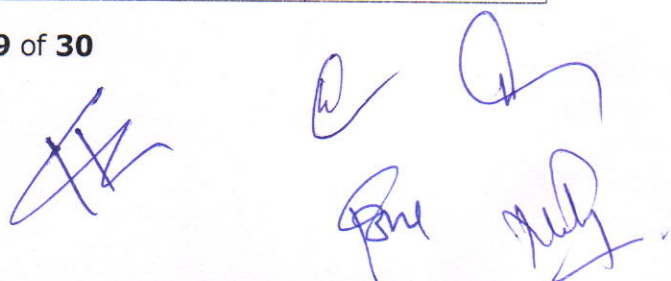
(Signature of Tenderer
with Stamp of the Firm)



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I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY**Schedule G****Financial Bid for Electrical items****Note:- MRP Not to be quoted**

Sr.no.	Items	Units	Specification / Brand	Rate Quoted as per units (inclusive all taxes)
1	Tube Rods	Nos	4 Feet Crompton/Philips/Bajaj (36 Watts)	
2	Wire Single Core ISI	Meter	1.5mm	
3	Wire Single Core ISI	Meter	2.5mm	
4	Wire Single Core ISI	Meter	4mm	
5	Wire Flexible	Meter	40/80	
6	Wire Three core copper ISI	Meter	2.5mm	
7	Wire Three core copper ISI	Meter	1.5mm	
8	Extension Board	Nos	1 Switch 4 Socket (6AMP)	
9	Extension Board	Nos	1 Switch 4 Socket (16AMP)	
10	Battan Holder small size ISI	Nos		
11	Tube Rods	Nos	2 Feet Crompton/Philips/Bajaj (20 Watts)	
12	LED Tube Set fitting	Nos	20 Watt (Crompton/Philips/Bajaj)	
13	Electronic Chokes	Nos	36 watt	
14	LED Lamp	Nos	12 watt (syska/Crompton/Philips)	
15	Switch module type	Nos	06 AMP	
16	Switch module type	Nos	16 AMP	



17	Socket module type	Nos	06 AMP	
18	Socket module type	Nos	16 AMP	

Dated: _____

Place: _____

(Signature of Tenderer
with Stamp of the Firm)





