

TENDER DOCUMENT

FOR

PRINTING, STATIONERY AND GENERAL ITEMS

TECHNICAL BID

PART - I

JUNE-2012

**PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
POST BAG NO.1, KAPURTHALA
PUNJAB**



CONTENTS

S.No.	Description	Page No.
<u>PART – I:</u>		
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
 <u>PART – II:</u>		
FINANCIAL BID		
7.	Schedule A	15
8.	Schedule B	16-19
9.	Schedule C	20-21
10.	Schedule D	22-23



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, Papers as per lists in Schedule A, B, C,D of Financial Bid for the period of one year.
2. The total annual estimated cost of stationery and general consumable items will be about 30 lakhs. This is only estimation. The actual amount shall depend upon the requirement. These items are purchased on monthly basis/as or 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 : **11.07.2012 upto 12:00 pm**

Date & time of opening the Bids
Technical Bid : **11.07.2012 at 12.30 PM**
Financial Bid : **11.07.2012 at 02:30 PM**

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.
6. The Tender document along with terms and conditions can be had from Punjab Technical University on payment of Rs.1000/- (One Thousand only) in form of Cash/Demand Draft issued in favour of **Registrar, PTU** on any working day. The tender document can also be downloaded from the PTU website (www.ptu.ac.in). The tenderers who down load the tender document from the website should furnish a demand draft for Rs.1,000/- (One Thousand only) issued in favour of **Registrar, PTU** towards the cost of the tender document.
7. The tenders complete in all respect must be reach in this office before 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 Punjab Technical University, Campus, Jalandhar-Kapurthala Road, so as to reach 11 July 2012 upto 12:30 pm. The University will not be responsible for any postal delay. Only one tender should be kept in one cover.
8. PTU reserves the right to constitute a panel of bidders at L-1 rates through counter offer.



9. Completed 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 the envelop (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 the name of the work as stated above (alongwith date and time of opening of tenders) and should be deposited in the tender box at the following address:

**THE REGISTRAR,
PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY, PUNJAB**

- before 12.00 hours. Tenders (Technical Bids only) shall be opened at 12:30 hours on the same day 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 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.
10. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
11. 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.
12. PTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.
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 PTU in this regard shall be final and binding.
14. The validity of the offer shall be 90 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 PTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then 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 PTU's website.



**Registrar
Punjab Technical University**

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 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 Punjab Technical University. 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, 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 lacs	Earnest money
A	Envelopes	5	10000
B	Stationery & Other items	15	30000
C	Printing of Forms & Other items	5	10000
D	Papers	5	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.
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, 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 undersigned. 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. The outer cover should be super scribed with the words "Tender for PRINTING, STATIONERY AND GENERAL ITEMS".

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. The 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**, Demand Draft for Earnest Money along with Copy of PAN Number issued in favour of the firm and any other information sought for in the last section of the **Technical Information**.



7 **Financial Bid:**

7.1 The Financial Bid should be submitted in the Schedules A, B, C, D 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 to be intimated to the respective tenderer.

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 365 days from the date of first supply order of the tenders.

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 separately for all the Schedules. 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, 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, 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 deposited by successful tenderers will be converted to bank guarantee.

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, 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 stationery from the market in the event of contractor failing to provide requisitioned stationery, Registrar, 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 PTU, Jalandhar .

(b) The powers of the Registrar, 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.

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, PTU 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, 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
Punjab Technical University**



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 quoted by tendering firm for items mentioned in Schedule A, B, C, D should be inclusive of all taxes for the period of one. 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 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
Punjab Technical University



PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

PRE QUALIFICATION CRITERIA

1. Tenderer should have three year experience of printing, supply of stationary and general items in Universities/Central Govt./State Govt./Semi-Govt./Public Sector.
2. Tenderer should have annual turnover of at least 5 Lacs (Five Lacs) for the last financial year (attach proof).
3. Tenderer should have PAN No. in his or in the name of firm (attach attested photocopy).
4. The tendering firm must be registered with the sales tax department and submit the sales tax 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 contact telephone numbers and **Certificate/undertaking to the effect that the firm is neither black listed** by any government department nor any criminal case is registered against the firm.

Registrar
Punjab Technical University



PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PRINTING, STATIONERY AND GENERAL ITEMS

TECHNICAL INFORMATION

1. Name of the Tenderer/Concern: _____
2. Address (with Tel. & Mob. No.): _____
3. Nature of the concern _____
(i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization.)(Attach Proof.)
4. Registration Number of firm _____
(Attested photocopy of registration should be attached)
5. PAN Number of Tender/Concern: _____
(Attested copy should be attached)
6. Sale Tax/VAT registration certificate and TIN Number _____
(Attested copy should be attached)
7. Annual turnover of firm _____
(Attach Proof.)
8. Whether each page of Tender have been signed and stamped _____ YES / NO
9. Details of experience _____
(Attested photocopies of work orders for last 3 years).
10. Details of Civil suits/Litigation, if any, in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the contract employer, nature of work, contract value, work order and brief details litigations. _____
11. Detail of EMDs :-

Tender	Items	Name of Bank	Draft No & Date	Amount
A	Envelopes			
B	Stationary & other items			
C	Printing of forms & other items			
D	Papers			

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

Dated :
Place :

(Signature of Tenderer
With stamps 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 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 stamps of the firm)



TENDER DOCUMENT

FOR

PRINTING, STATIONERY AND GENERAL ITEMS

FINANCIAL BID

PART - II

MAY-2012

**PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
POST BAG NO.1, KAPURTHALA
PUNJAB**



PUNJAB TECHNICAL UNIVERSITY JALANDHAR

Financial Bid

Schedule A : Envelopes

Sr No	Items	Units	Specification/Brand	Approx Qty.	Rate quoted per unit (inclusive all taxes)
1	Envelope with printing of university name	1000 Nos	Type: Cloth envelope Paper Weight : 140 GSM Size: 12"x16" Colour : Yellow	20000	
2	Envelope with printing of university name	1000 Nos	Type: Paper Paper weight : 110 GSM Size: 10"x14" Colour : Yellow	10000	
3	Envelope with printing of university name	1000 Nos	Type: Paper (Star) Paper weight : 80 GSM Size: 10"x12" Colour : Brown	10000	
4	Envelope with printing of university name	1000 Nos	Type: Paper (Taj Mahal) Paper weight : 80 GSM Size: 9"x4" Colour : White	15000	
5	Envelope with printing of university name	1000 Nos	Type: Cloth Lined Envelope Paper weight : 140 GSM Size: 12"x16" Colour : Khaki	60000	
6	Non-Wooven bags	Nos	With stitching 16"x16"x6" with long handle (60 gsm cloth)	3 0000	
7	Non-Wooven bags	Nos	With stitching 15"x18" with long handle (60 gsm cloth)	40000	
8	Envelop Laminated	Nos	10"x12" Make TajMahal	20000	
Note : The Quantity may be Increase or Decrease as per requirement of the University.					



Schedule B : Stationary & other items					
Sr No	Items	Units	Specification/Brand	Approx Qty.	Rate quoted per unit (inclusive all taxes)
1	Files cover yellow	Nos	Standard with printing of University Name	15000	
2	Ripple File	Nos	Standard with printing of University Name	5000	
3	Index Files with Kangaroo Clip	Nos	Standard with printing of University Name	1000	
4	Cobra files	Nos	Standard with printing of University Name	1000	
5	Hard File- Stic File Folder	Pkts	With 10-20 pages Capacity	5000	
6	Blank CDs	Nos	Sony/Moser bear	5000	
7	CD Marker	Nos		100	
8	Blank CDs RW	Nos	Sony/Moser bear	500	
9	DVDs	Nos	Sony/Moser bear	100	
10	Pen drive	Nos	Kingston 8 GB	100	
11	Glass for water	Nos	YERA/BOROSIL/TREO	500	
12	Hit spray 425 ml	Nos	Mortin / BAYGON	100	
13	Jug	Nos	Cello	100	
	Room fresher 200 ml	Nos	Odonil/Park Avenue	100	
14	Room Fresher	Nos	Odonil	100	
15	Calculator 12 digit	Nos	Dual power (Latest Model) Citizen	50	
16	Carbon paper blue	Pkts	Kores	50	
17	Colin spray	Nos	Colins	100	
18	Colorful flag slip	Pad	Good Quality	1000	
19	Cutter (large size)	Nos	Natraj	50	
20	Cutter (Small Size)	Nos	Natraj	500	
21	Dak Pad	Nos	Rexine	100	
22	Damper	Nos	Good Quality	100	
23	Dust bin large size	Nos	Type : Plastic	50	
24	Dustbin small size	Nos	Type : Plastic	100	
25	Duster	Nos	Good quality	1000	



26	Eraser	Pkts	Natraj	100	
27	Fevi Quick	Nos	Pidilite 2 GM	500	
28	Fevi Stick	Nos	Pidilite 8 GM Pidilite 15 Gms	500	
29	Flapper	Pkts	Good quality with printing of university name	1000	
30	Flapper with hard board	Pkts	Good quality with printing of university name	500	
31	Green Tags	Pkts	Good Quality	500	
32	Gum	Bottle	Good Quality 150 ml,700ml	50	
33	Gutka pad	Nos	Good Quality	500	
34	Ink Bottle	Nos	Good Quality	50	
35	Marker permanent	Nos	Luxer/Reynold	2000	
36	Highlighter	Nos	Fabre Castle	500	
37	Notepad-50 Pages	Nos	Good quality	1000	
38	Paper tape-1"	Roll	Good quality	200	
39	Paper weight	Boxes	Good quality	100	
40	Paste it pad	Nos	Good quality	500	
41	Pens	Nos	Uniball eye micro	200	
42	Pens	Nos	Reynold Trimax	200	
43	Pens	Nos	Uniball Eye Fine	200	
44	Pens	Nos	Cello Max Writer	5000	
45	Pens	Nos	Add Gel Achiever	500	
46	Pen	Nos	Cello Silk Flow	500	
47	Pen	Nos	Cello Butter Flow	500	
48	Pencils	Pkts	Natraj HB	200	
49	Plastic Bag (Bora)	Nos	Good Quality	10000	
50	Plastic sutli	Rol	Good Quality	2000	
51	Register 100 Pages	Nos	Hard Bonded With Good Quality (Ruled)	500	
52	Register 200 pages	Nos	Hard Bonded With Good Quality (Ruled)	500	
53	Register 400 pages	Nos	Hard Bonded With Good Quality	500	



			(Ruled)		
54	Register 600 pages	Nos	Hard Bonded With Good Quality (Ruled)	200	
55	Rubber Band-2"	Pkts	Hard Bonded With Good Quality	50	
56	Scales (Plastic) 12"	Nos	Good Quality	200	
57	Scales (Steel) 12"	Nos	Good Quality	50	
58	Scissor-Big,Small	Nos	Good Quality	100	
59	Sharpner	Pkts	Natraj	200	
60	Stapler Pins (Small Size)	Boxes	Kangaro	500	
61	Stapler Pins (Large Size)	Boxes	Kangaro	200	
62	Staplers (Large Size)	Boxes	Kangaro HP-45	200	
63	Staplers (Small Size)	Boxes	Kangaro HD-10D	500	
64	Tape Roller (White) 1/2" Tape Roller (White) 1"	Nos	Type : Plastic, Size : 1/2", Good Quality	5000	
65	Tape Roller (White) 2" Tape Roll (white) 1.5"	Nos	Type : Plastic, Size : 2", Good Quality	5000	
66	Tape Roller (Brown) 2"	Nos	Type : Plastic, Size : 2", Good Quality	1000	
67	White Fluid	Nos	Kores	500	
68	Fluid Pens	Nos	Kores	200	
69	White Tags	Bundle	Good Quality	200	
70	Tea Set	Set	UPC/Bharat	50	
71	Tea Cattle Steal	Set	Eagle	50	
72	Tea Bags	Pkt.	Tata	100	
73	Tea Cup Without Plates	Set			
74	Door Mats	Nos	Good Quality	50	
75	Paper Pins	Box (100gm)	Good Quality	50	
76	Clips	Nos	Good Quality	1000	
77	White Boards 3x2	Nos	Good Quality	50	
78	Marker	Nos	Good Quality	50	
79	Spiral Note Pad 100 Pages	Nos	Good Quality	1000	
80	Serving Tray Small	Nos	Malamine	100	
81	Serving Tray Large	Nos	Malamine	100	
82	Display File 10 FS				
83	Display File 20 FS				
84	Display File 40 FS				



85	Wireless LAN Card				
86	Optical Mouse				
87	Sugar Cubes		Dwala		
88	Dettol Handwash 500 ml.				
89	Napkins	Pkt.		100	
90	Towel Big Size				
91	Towel Small Size				
92	Hand Towel				
93	Half Plates	Set		6	
94	Full Plates	Set		6	
95	Vim Liquid				
96					
Note : The Quantity may be Increase or Decrease as per requirement of the University.					
Dated : _____				(Dated Signature of Tenderer with stamps of the Firm)	
Place : _____					



PUNJAB TECHNICAL UNIVERSITY JALANDHAR
Financial Bid

Schedule C : Printing of Forms & Other Items

Sr No	Items	Units	Specification/Brand	Approx Qty.	Rate quoted per unit (inclusive all taxes)
1	Memos etc	Nos	Paper Weight : 60 GSM Size : A4 Paper Colour : White Printing : Single Side	10000	
2	Attendance Sheet	Nos	Paper Weight : 60 GSM Size : 14" x 12" Paper Colour : White Printing : Single Side	20000	
3	Consumption of A/Bs Performa	Nos	Paper Weight : 60 GSM Size : 14" x 17" Paper Colour : White Printing : Double Side Printing : Single Side	10000	
4	UMC Proforma	Nos	Paper Weight : 70 GSM Size : A4 (4 Pages) Paper Colour : White Printing : Double Side	5000	
5	Drawing Sheets	Nos	Paper Weight : 160 GSM Size : 22" x 28" Paper Colour : White Printing : University Name & Logo Paper Colour : White	80000	
6	Ack Book	Nos	As per sample available in University	As per Requirement	
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 I (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	Executive Bond (100 GSM) paper with 4 color screen printing		
20	Visiting Cards	Pad	Plastic and handmade paper		

Note : The Quantity may be Increase or Decrease as per requirement of the University.

Dated : _____

Place : _____

(Dated Signature of Tenderer
with stamps of the Firm)



PUNJAB TECHNICAL UNIVERSITY JALANDHAR

Financial Bid

Schedule D : Papers

Sr No	Items	Units	Specification/Brand	Approx Qty.	Rate quoted per unit (inclusive all taxes)
1	Papers	Ream	Paper Weight : 75 GSM Size : A4 Paper Colour : White Brand : JK Copier (Red)	2500	
2	Papers	Ream	Paper Weight : 75 GSM Size : A4 Paper Colour : White Brand : 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		
5	Papers	Ream	Paper Weight : 75 GSM Size : Legal Paper Colour : White Brand : JK Copier (Red)	1000	
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 : BILT		
8	Papers	Ream	Paper Weight : 70 GSM Size : Legal Paper Colour : Light Green/Light Yellow Brand : BILT		
9	Computer Continues Stationary	Nos	Paper : Good Quality Size : A4 Paper Colour : White Type : Single	10000	



PUNJAB TECHNICAL UNIVERSITY JALANDHAR

Financial Bid

10	Computer Continues Stationary	Nos	Paper : Good Quality	40000	
			Size : A4		
			Paper Colour : White		
			Type : Double with Carbon		
11	Computer Continues Stationary	Nos	Paper : Good Quality	10000	
			Size : A4		
			Paper Colour : White		
			Type : Tripller with Carbon		
12	Exclusive Bond Paper	Nos	Paper Weight : 100 GSM	20000	
			Size : A4		
			Paper Colour : White		
13	Noting Sheets (100 Nos in each Pad)	Nos	Paper Weight : 70 GSM	40000	
			Size : A4		
			Paper Colour : Light Green		
			Brand : JK Copier		

Note : The Quantity may be Increase or Decrease as per requirement of the University.

Dated : _____

Place : _____

(Dated Signature of Tenderer
with stamps of the Firm)

