

TENDER DOCUMENT

FOR

Printing, Stationary and General Items

TECHNICAL BID

PART - I

2013

**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 and extendable for one more year based on performance of firms.
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 : 19-09-2013 at 10:30 AM

Date & time of opening the Bids

Technical Bid : 19-09-2013 at 11:00 AM

Financial Bid : 19-09-2013 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 can be downloaded from the PTU website (www.ptu.ac.in). The tenderers who download 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 19-09-2013 upto 10:30 AM. 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.

