

**TENDER DOCUMENT**

**FOR**

**Printing, Stationery and General Items**

**TECHNICAL BID**

**PART - I**

**OCTOBER-2015**

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



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# 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, 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 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** : 17 Nov 2015 upto 1030 hours  
  
**Date & time of opening the Bids**  
**Technical Bid** : 17 Nov 15 upto 1145 hours  
**Financial Bid** : 17 Nov 2015 upto 1430 hours  
**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](http://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, 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 1030 hours on 17 –Nov-2015. The University will not be responsible for any postal delay. Only one tender should be kept in one cover.
8. IKGPTU reserves the right to constitute a panel of bidders at L-1 rates.

