TENDER DOCUMENT

FOR

Printing, Stationery and General Items

TECHNICAL BID

PART - I

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. For participating in the above e-tendering process, the bidders shall have to get them registered in https://eproc.punjab.gov.in and get user ID and password Class 2 digital signatures is mandatory to participate in the e-tender process. For any clarification/difficulty regarding e-tendering process, please contact Help Desk Number 0172-2970263, 0172-2970284 (on Government working days from 09:00 AM to 05:00 PM) or call at 24 X 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787. International bidders are requested to prefix 91 as country code. The blank tender document can obtained from Punjab Government e-procurement website: - https://eproc.punjab.gov.in.

2. All bids (both Technical and Financial) should be uploaded in the E-procurement portal (https://eproc.punjab.gov.in). No manual bids will be accepted.

3. Bidders are advised to visit the I.K. Gujral Punjab Technical University web site for getting the themselves updation for information on this tender. Corrigendum and addendum (if any) will be uploaded only on E-procurement portal (https://eproc.punjab.gov.in) and/or IKGPTU website.(www.ptu.ac.in/Tender.aspx. Bidder are adviced to visit web page and update themselves. Corrigendum/addendum are the part of tender documents and bidder are supposed to upload the same, duly signed as per the guidelines given in the tender document.

4. The tender document fee, Tender Processing fee and E.M.D. should be deposited/Pay by online mode (Net Banking, NEFT/RTGS) only. No other modes will be accepted.

5. Corrigendum/Addendum/Corrections/notice, if any will be published on the website of NIC & IKGPTU.

6. Bids must be submitted online through https://eproc.punjab.gov.in before the time specified in the above table (as per system clock). Department/Service provider does not take any responsibility for the delay caused due to non availability of internet connection or net work traffic for online bids.

7. Bidders shall up load scanned copy of all the papers i.e. proof of PAN Card, GST No. and other documents mentioned in the subsequent pages.

8. Uploaded documents of valid successful bidders may be verified with the original documents. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent though registered post/e-mail.

9. Prospective Vendors are advised to start uploading process well in time and not leave it to the last minute as same may take time because of the data involved.

10. If the date of opening of tenders happens to be a public holiday, then the tenders will be opened on next working day at the same time and place.

11. IKGPTU reserves the right to constitute a panel of bidders on L-1 rates.

12. IKG 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 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.

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA

NOTICE INVITING TENDER

(E-Tendering mode)

I.K. Gujral Punjab Technical University, Kapurthala (Punjab) intends to float open e - tender for Printing Stationary and General Items, as per the details given below:

Name of work	Printing Stationary and General Items
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Publishing	10/12/2020 at 02.00 P.M.
Document Download Start Date	10/12/2020 at 04.00 P.M.
Start Date for uploading of Bids	11/12/2020 at 11.00 A.M.
Last Date for uploading of Bids	30/12/2020 at 10.00 P.M.
Date of Opening of Technical Bids	01/01/2021 at 03.00 P.M
Date of Opening of Financial Bids	To be intimated later to the bidders, who have qualified technical bid.
Processing Fee	Processing Fee (as mentioned on the web portal) shall be paid through online mode only as Punjab Government e-procurement
Bid document Fee	Rs.1180/-(Inclusive of GST(applicable) Mode of payment: online (https://eproc.punjab.gov.in)

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 Submit as per Punjab Government e-procurement online (https://eproc.punjab.gov.in). 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	100	60000
B	Stationery items		
C	Printing of Forms & Other items		
D	Papers		
E	General Items		
F	Computer items		

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 empanelled on L1 rates, their EMD will be returned after complection of tender process

4. 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.

5. Technical Bid:

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

6. Financial Bid:

7.1 The Financial Bid should be submitted online for the Schedules A, B, C, D, E, F in xlsx format as per Punjab Government e-procurement online **(https://eproc.punjab.gov.in). Please note financial bid not upload with** technical bid documents.

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

7. 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.

8. 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.

9. Right of Acceptance:

9.1 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.

9.2 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.

10. Communication of Acceptance:
Successful Tenderer will be informed of the acceptance of his tender.

11. Security Deposit:

11.1 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.

11.2 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.

12. 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 prorate 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)

13. 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.

14. Subletting of Work:

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

15. The tender is non transferable.

16. Terms of payment:

16.1 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.

16.2 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.

16.3 All payments shall be made by cheques only.

16.4 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.

16.5 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.

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

17. 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 concilliation 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 quoted by tendering firm for items mentioned in Schedule A, B, C, D, E, F should be inclusive of all taxes 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

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 01.04.2018 to 31.03.2020.

2. Tenderer should have annual turnover of at least 20 Lacs (Twenty Lacs) for the two financial years (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 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 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 certificate (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 completiom 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	Computer 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)

TENDER DOCUMENT

FOR

PRINTING, STATIONERY AND GENERAL ITEMS

FINANCIAL BID

PART - II

Year -2020-21

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

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Schedule A

Financial Bid for Envelope

Note:- MRP Not to be quoted.

Sr No	Item With Specificastion	A/U	Rate
1	Envelope with printing of university name logo and Address(Type : Cloth lined envelope, Paper weight : 140 GSM, Size : 12" × 16", Colour : Yellow)	Nos	
2	Envelope with printing of university name logo and Address(Type: Paper,Paper weight : 110 GSM ,Size: 10"x14",Colour : Yellow)	Nos	
3	Envelope with printing of university name logo and Address(Type: Paper (Star),Paper weight : 80 GSM)Size: 10"x12",Colour : Brown	Nos	
4	Envelope with printing of university name logo and Address(Type: Paper (Taj Mahal),Paper weight : 80 GSM ,Size: 9"x4",Colour : White)	Nos	
5	Envelope with printing of university name logo and Address(Type: Cloth Lined Envelope,Paper weight : 140 GSM,Size: 12"x16",Colour : Khaki)	Nos	
6	Non-Wooven Bags (Multicolor)(With Stiching 16"x 16"x6" with long handle (60 GSM fabric))	Nos	
7	Non-Wooven Bags (Multicolor)(With Stiching 16"x 16"x6" with long handle (60 GSM fabric))	Nos	
8	Envelop Laminated with printing University name logo and address(10"x12" Make Taj Mehal (GSM. 60) ,Colour :- White)	Nos	
9	Envelop Laminated with printing University name logo and address(10"x12" Make Taj Mehal,(GSM. 60), Colour :- Khakhi)	Nos	
10	Envelop Laminated with printing University name logo and address(11"x 5" Make Taj Mehal White (GSM.60))	Nos	
11	Envelop Laminated with Printing University name logo and address(12" X 6" Make Taj Mahal (60 GSM))	Nos	
12	Envelope Window(10x4.5 (80GSM) Taj Mahal)	Nos	
13	Envelope Plain(10x4.5 (80 GSM) Taj Mahal)	Nos	
14	Green/Pink Application Form (for students)(70 GSM)	Nos	
15	Willing Page with printing(As Per sample)(A4 Size)	Nos	
16	Receipt Pages with printing (As per sample)(A4 Size)	Nos	
17	Title Page with printing (As Per sample)(A4 Size)	Nos	

Dated:_____

Pleace:_____

(Signature of Tenderer
with Stamp of the Firm)

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Schedule B

Financial Bid for Stationary Items

Note:- MRP Not to be quoted

Sr No	Item With Specificastion	A/U	Rate
1	Files cover yellow/pink file(Standard with printing of University Name,addressc & Logo)	Nos	
2	Ripple File (Standard with printing of University Name)	Nos	
3	Index Files with Kangaroo Clip FS/A4 Size(Standard with printing of University Name)	Nos	
4	Cobra files(Standard with printing of University Name)	Nos	
5	Plastic File Folder (With 10 to 20 Pages Capacity)	Nos	
6	Carbon paper blue(Kores)	With No. of Carbon in packet	
7	Colorful flag slip (Page Marker)(3 colour Oddy)	Per Pad	
8	Dak Pad (Standard Size)(Rexine good quality)	Nos	
9	Damper (Normal)(Omega)	Nos	
10	Flapper(Laminated (Normal))	Nos	
11	Flapper with hard board (Good quality (Normal))	Nos	
12	Green Tags(18" Size)	Pkt	
13	Marker permanent(Luxor)	Nos	
14	Highlighter - multicolor(Luxor)	Nos	
15	Notepad (08" x 06" (50 Pages))	Nos	
16	Paper tape (Red)(1" Size)	Role	
17	Paper weight(Kabika)	Nos	
18	Paste it pad(3" X 3" Oddy / De'Smat)	Nos	
19	Pens (Reynold Trimax)	Nos	
20	Pens (Uniball)	Nos	
21	Pens (Cello Papersoft)	Nos	
22	Pens (Add Gel Achiever)	Nos	
23	Pens (Cello (Butter Flow))	Nos	
24	Pens (Natraj (100 PC))	Jar of 100 pcs.	
25	Pencils(Natraj HB)	Pkts	
26	Register 100 Pages (Hard Bonded (Ruled) Size 17"x27/2 (Neelgagan))	Nos	
27	Register 200 Pages (Hard Bonded (Ruled) Size 17"x27/2 (Neelgagan))	Nos	
28	Register 400 Pages (Hard Bonded (Ruled) Size 17"x27/2 (Neelgagan))	Nos	
29	Register 600 pages (Hard Bonded (Ruled) Size 17"x27/2 (Neelgagan))	Nos	

30	Rubber Band-2" ((colored)(Good Quality))	In grams	
31	Scales (Plastic) 12"(Natraj)	Nos	
32	Scales (Steel) 12"(Natraj)	Nos	
33	Scissor- Medium Size(Oddy)	Nos	
34	Sharpner(Natraj)	Nos	
35	Stapler Pins (Small Size)(Kangaro)	Boxes	
36	Stapler Pins (Large Size)(Kangaro)	Boxes	
37	Staplers (Large Size)(Kangaro HP-45 Plier/ord)	Nos	
38	Staplers (Small Size)(Kangaro HD-10D)	Nos	
39	Punching Machine (Kangaro DP-480)	Nos	
40	Punching Machine (Kangaro DP-600)	Nos	
41	Singal Punching Machine(Kangaro)	Nos	
42	Clear Bag(Double Pocket TREO (Standard Size))	Nos	
43	L-Shape Folder (Ankita (Size A4))	Nos	
44	L-Shape Folder(Ankita (Size- FS))	Nos	
45	Calculator 12 digit(Citizen CT 555N)	Nos	
46	Cutter (Large Size)(Ikon)	Nos	
47	Eraser (Faber Castel (Small Size))	Nos	
48	Fevi Quick(Pidilite 2 GM)	Nos	
49	Fevi Stick(Pidilite 15 GM)	Nos	
50	Gum paste bottle 700ml(Camel)	Bottle	
51	Gutka pad white(Standard Size 100 Pages)	Nos	
52	Gutka pad Try()	Nos	
53	Plastic Bag (Bora) with Printing(Size : 35" x 25")	Nos	
54	Plastic sutli roll (Minimum 400 grams roll)	In Grams	
55	Tape Roller (Transparent) 1/2" with minimum thickness 45 micron (Type : Plastic, Size : 1/2")	Tape Length	
56	Tape Roller (Transparent) with minimum thickness 45 micron(Type : Plastic, Size : 1")	Tape Length	
57	Tape Roller (Transparent) with minimum thickness 45 micron(Type : Plastic, Size : 2")	Tape Length	
58	Tape Roller (Transparent) with minimum thickness 45 micron(Type : Plastic, Size : 1.5")	Tape Length	
59	Tape Roller (Brown) with minimum thickness 45 micron(Type : Plastic, Size : 2")	Tape Length	
60	White Fluid(Kores)	Nos	
61	Fluid Pens(Kores)	Nos	
62	White Tags(superior quality)	Bundle	
63	Paper Pins(Bell Make)	Box (100gm)	
64	Clips(Bell Make)	Nos	
65	White Boards (Size (3' X 2') National Make)	Nos	
66	Marker (White Board)()	Reynolds	
67	Spiral note pad 50 pages (Size (8" X 6") Superior quality)	Nos	
68	Bar Code Ribbon (Type Resin Size 105 mm X 300 mm roll colour black (inkside-Outside) core One 1"))	Nos	

69	Bar Code Stickers(Type Polyester Size 50mm X 38mm colour White double sticker roll (De'Smat))	Roll of 2500 stickers	
70	Bar Code Stickers()Type Polyester Size 50mm X 25mm colour White double sticker roll (De'Smat))	Nos	
71	Bar Code Stickers(Type Polyester Size 100mm X 38mm colour White single sticker roll (De'Smat))	Nos	

Dated:_____

Pleace:_____

(Signature of Tenderer with Stamp of the Firm)

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Schedule C :

Financial Bid for Printing of Forms & Other items

Note:- MRP Not to be quoted

Sr. No	Item With Specificastion	A/U	Rate
1	Memos etc (Paper Weight: 60 GSM, Size: A4, Paper Colour: White, Printing: Single Side)	Nos	
2	Attendance Sheet(Paper Weight : 60 GSM,Size : 14" x 12",Paper Colour : White,Printing : Single Side)	Nos	
3	Consumption of A/Bs Performa(Paper Weight : 60 GSM,Size : 14" x 17",Paper Colour : White,Printing : Double Side,Printing : Single Side)	Nos	
4	UMC Proforma(Paper Weight : 70 GSM,Size : A4 (4 Pages),Paper Colour : White,Printing : Double Side)	Nos	
5	Drawing Sheets(Paper Weight : 160 GSM,Size : 22' x 28',Paper Colour : White,Printing : University Name & Logo,Paper Colour : White)	Nos	
6	Ack Book(As per sample available in University)	Nos	
7	Advance Register (Printed)(As per sample available in University)	Nos	
8	Cash Book(As per sample available in University)	Nos	
9	Share Release Register(As per sample available in University)	Nos	
10	Stock Entry Register(As per sample available in University)	Nos	
11	TDS Register(As per sample available in University)	Nos	
12	Petty Cash Book(As per sample available in University)	Nos	
13	Dispatch Register(ABD 6q)	Nos	
14	Receipt Register(ABD 6q)	Nos	
15	Attendance Register (100 Pages each)(Standard)	Nos	
16	Ledger(Standard)	Nos	
17	Letter Heads(Executive Bond (100 GSM) paper with 4 color screen printing)	Pad of 100 pcs	
18	Visiting Cards(Plastic Paper)	Pack of 100 pcs.	
19	Visiting Cards(Handmade Paper)	Pack of 100 pcs.	

Dated:_____

Pleace:_____

(Signature of Tenderer
with Stamp of the Firm)

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Financial Bid for Paper

Schedule D:

Note:- MRP Not to be quoted

Sr No	Item With Specificastion	A/U	Rate
1	Paper(Paper Weight : 75 GSM,Size: A4,Paper Colour: White,Brand: JK Copies(Red)	**Ream**	
2	Paper(Paper,Size: A4,Paper Colour: White,Brand: Power BILT)	**Ream**	
3	Papers(Paper Weight : 70 GSMm,Size : A4,Paper Colour : White,Brand : JK Copier (Green))	Ream	
4	Papers(Paper Weight : 70 GSM,Size : A4,Paper Colour : White,Brand : BILT Image)	Ream	
5	Papers(Paper Weight : 75 GSM,Size : Legal,Paper Colour : White,Brand : JK Copier (Red))	Ream	
6	Papers(Paper Weight : 70 GSM,Size : Legal,Paper Colour : White,Brand : JK Copier (Green))	Ream	
7	Papers(Paper Weight : 75 GSM,Size : Legal,Paper Colour : White,Brand : Power BILT)	Ream	
8	Papers(Papers,Size : Legal,Paper Colour : Light Green/Light Yellow,Brand : BILT Matrix)	Ream	
9	Computer Continues Stationary(Paper : 70 GSM Century,Size : 10 x 12,Paper Colour : White,Type : Single)	Nos	
10	Computer Continues Stationary(Paper : 60 GSM Century,Size : 10 X 12,Paper Colour : White,Type : Double with Carbon)	Nos	
11	Computer Continues Stationary(Paper : 60 GSM Century,Size : 10 x 12,Paper Colour : White,Type : Tripller with Carbon)	Nos	
12	Exclusive Bond Paper(Paper Weight : 100 GSM,Size : 4,Paper Colour : White,)	Nos	
13	Noting Sheets (100 Nos in each Pad)(Paper Weight : 70 GSM,Size : A4,Paper Colour : Light Green with Printing , Brand : JK Copier)	Nos	

Dated:_____

Pleace:_____

(Signature of Tenderer
with Stamp of the Firm)

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Financial Bid for General Items

Schedule E:

Note:- MRP Not to be quoted

Sr No	Item With Specification	A/U	Rate
1	Glass for water(Borosil(300ml))	Nos	
2	Hit Black 425 ml(HIT)	Nos	
3	Hit Red 425 ml(HIT)	Nos	
4	Jug 2 Ltr(Cello)	Nos	
5	Room fresher 300 ml(Odonil)	Nos	
6	Colin spray 500 ml(Colin)	Nos	
7	Dust bin 5 ltr (Cello Plastic)	Nos	
8	Duster (Cotton)(Check Cloth 16"x16")	Nos	
9	Duster (yellow cotton flannel duster)(Check Cloth 16"x16")	Nos	
10	Tea Set (Bone China)(U.P.C / Hitkari)	6 pcs. Set	
11	Electric Tea Kettle Steel -750 ml(Milton)	Nos	
12	Tea Flask steel – 01 ltr.(Milton)	Nos	
13	Door Mats(Duro Make)	Nos	
14	Serving tray small (Milton (6 CUP Capacity))	Nos	
15	Serving tray Large(Milton (10 CUP Capacity))	Nos	
16	Dettol Handwash(250 ML)	Nos	
17	Vim Liquid(250 ml)	Nos	
18	White Stickers (A4ST4-100S (139 x 99.1 mm) De'Smat)	100 pc pkt.	
19	Parcel Cloth (Khadi)	Per mtrs	
20	Harpic(500 ml)	Bottle	
21	Paper Napkins (superior quality)	Per Pkt	
22	Full Towel(Bombay Dying)	Nos	
23	Hand Towel (Bombay Dying)	Nos	
24	All Out Machine with Refill(All Out)	Nos	
25	All out Refill(All Out)	Nos	
26	Latha Parcel Cloth(JCT Pioneer width)	In Mtrs	
27	Odonil Air Freshner 75 gm(Odonil)	Nos	
28	Silicon Sealant (Gun Packing)	Quantity in ml	
29	Sketch Pens()	Pkt	

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Financial Bid for IT related items

Schedule F:

Note:- MRP Not to be quoted

Sr No	Item With Specificastion	A/U	Rate
1	Blank CDs 750 MB(Sony)	Nos	
2	CD Marker(Reynolds)	Nos	
3	Keyboard & Mouse (Dell/HP (Wireless))	Kit	
4	Keyboard & Mouse(Dell/HP (Wired))	Kit	
5	Keyboard(Dell/HP)	Nos	
6	Mouse(Dell/HP)	Nos	
7	Blank CDs RW 750 MB(Sony)	Nos	
8	DVDs(Sony)	Nos	
9	Pen drive 16GB(HP)	Nos	
10	Pen drive 32GB(HP)	Nos	
11	Toner (12A)(Compatible)	Nos	
12	Toner (36A)(Compatible)	Nos	
13	Toner (88A)(Compatible)	Nos	
14	Toner (2060)(Compatible)	Nos	
15	Toner (2365)(Compatible)	Nos	
16	Toner (1020)(Compatible)	Nos	
17	Toner (MLT D116S)(Compatible)	Nos	