



# INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय

AMARKANTAK (M.P.)

अमरकंटक (म.प्र.)

(A Central University established by an Act of Parliament)

(संसद के अधिनियम के आधीन स्थापित केंद्रीय विश्वविद्यालय)

Ref.No. IGNTU/2016/81

Date 18/01/2016

**Sub: Limited Tender Enquiry-** For procurement of 75 GSM A4, A3 papers JK Copier only - Reg.

The India Gandhi National Tribal University is inviting quotations in sealed envelope for purchase of 75 GSM A4 and A3 JK Copier papers only. Please quote your competitive rates for items as mentioned on table below with complete specification so as to reach to the Office of Registrar, Indira Gandhi National Tribal University, Amarkantak-484887 (M.P.) on or before 29.1.2016 at 05:00 PM through Speed post/Registered only. The tender will be opened on 01.02.2016 at 03:00 PM. The details are given below:

Sl. No.	Name of the Articles	Qty. (Approx)	Brand	Unit Price
1.	75 GSM A4 Xerox paper 8.27''x11.69''	1500 reams	JK	
2.	75 GSM A3 Xerox paper	200 reams	JK	

1. The sealed quotation along with Sample should reach to office of the Registrar, Indira Gandhi National Tribal University, Amarkantak on or before the last date and time. The offers will not be considered if received after the bid closing date and time. The bids without sample may not be considered.
2. The quotations should be sealed and superscripted as "Quotation for supply of 75 GSM A4, A3 copier papers.
3. Rates quoted must be valid for one year.
4. The rates shall be on FOR basis and also should be inclusive of all taxes, freight, Packaging, forwarding, etc.
5. EMD and Tender Document participation Fee should be remitted separately in the form of Demand Drafts from Central bank of India drawn in favour of The Registrar, IGNTU, payable at IGNTU, Lalpur, Amarkantak M.P. as per the details given below:-

S.No.	Name of the Items	Tender fee	E.M.D.
1	75 GSM A4 and A3 JK copier paper	Rs.500/-	Rs. 10,000

6. Any tender, submitted without EMD and tender document fee will not be accepted.
7. The firm should have been in existence for at least three years (proof to be attached) on similar line of business.
8. The tender is not transferable.
9. The offers received through fax/e-mail will not be accepted by the University under any circumstances.
10. The University shall not be responsible for any delay/ loss or non-receipt of tenders.
11. No unsolicited correspondence shall be entertained after the submission of the offer.
12. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select any bid on the grounds of quality, brand reputation, offer of additional / special features, compatibility, etc.
13. The University also reserves the right to reject any bids with unbranded/ sub-standard brand/ un-certified brands of products even if they found to be lowest.
14. Delivery is to be made within 15 days from the date of receipt of supply order, during office hours on working days.
15. The damaged and the rejected quantity shall be replaced within 7 days time positively.

16. If any articles are not upto the prescribed quality or specification it is liable for outright rejection.
17. At the time of dispatch of articles, Delivery Note/ Challan should be given along with the articles.
18. The prices approved should be maintained without any change during the contract period of 1 year.
19. Failure to supply the item indented within delivery time will result in automatic cancellation of supply orders. Such automatic cancellation empowers the University to purchase the items from other available sources and to recover the difference between the prices so paid and those payable under the contract. Also failure to comply with the general spirit of the contract will lead to termination of contract and effecting purchases required from outside sources and to recover the loss in such kind of purchase from you. This University also reserves the right to make the firm forfeit the Deposit for non-observance of the general spirit of the contract
20. Timely supply of the ordered items, in good condition (wherever applicable), etc., is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of IGNTU shall be final in this regard.

(Registrar)