



**PERIYAR UNIVERSITY**  
**SALEM – 636 011, TAMIL NADU**  
NAAC A GRADE – State University – NIRF Rank 73



**LIMITED TENDER NOTICE**

No.PU/COE/CRE-II/20<sup>th</sup> & 21<sup>st</sup> Convocation/Folder/208/2021-51

Date: 13.11.2021

Sealed tenders are invited by the Controller of Examinations, Periyar University, Salem-11 up to 4.30 P.M. on **20.11.2021** for the Printing and Supply of Folders. The intended tenderers should show their credentials and get concurrence from the Controller of Examinations before purchasing the tender schedules. The tender schedule can be had from the undersigned from **15.11.2021** to **20.11.2021** between 11.00 A.M. and 4.00 P.M. on payment of demand draft drawn on any bank, in favour of the Registrar, Periyar University, payable at Salem as detailed below. The Tender should reach this office on or before **20.11.2021 up to 4:30 PM**. The specifications are mentioned in the tender schedule.

The EMD in the form of demand draft should be drawn on any bank in favour of the Registrar, Periyar University, payable at Salem.

Sl. No.	Description	Quantity in No.	Cost of tender document	EMD	Time of completion of Supply
1.	Printing and Supply of Folders to keep Degree Certificate and Rank Certificate	792 (Approximately)	Rs. 672/- (Cost - 600/-, GST - 72/-)		10 days

Controller of Examinations (FAC)



**PERIYAR UNIVERSITY**  
**SALEM – 636 011, TAMIL NADU**  
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**NAME OF THE SUPPLY: Printing and Supply of Folders for the  
use of Periyar University**

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**Tender Conditions**

1. Sealed tenders are invited the Controller of Examinations up to **4.30 P.M** on **20.11.2021** for the **“Printing and Supply of Folder”** as per the specifications given in the tender schedule.
2. The tender shall be submitted in sealed cover superscribed as **“Printing and Supply of Folder”** for the use of Periyar University, Salem-11. The tender will be opened at **11.00 A.M** on **22.11.2021**.
3. If the last day fixed for the receipt of the tender happens to be a holiday, the tenders will be received up to the next working day.
4. Each tender shall accompany with a tender document cost of Rs.672/-. The tender document cost should be in the form of Demand Draft drawn on any bank in favour of **The Registrar, Periyar University, payable at Salem.** (Separate DD).
5. Each tender shall accompany with an EMD of 1% of the quoted value. The EMD should be in the form of the Demand Draft drawn on any bank in favour of the Registrar, Periyar University, payable at Salem. Tenders without E.M.D. will summarily be rejected. The E.M.D. will not carry any interest.
6. Tenders received late will be returned to the tenderer unopened.
7. The entries in the tender schedules shall be as far as possible without scoring and corrections and overwriting and shall be legible. The unavoidable corrections or scoring shall be attested by the full signature of the tenderer. The tenderer should sign on each page of the tender documents.
8. In the tender schedule, the tenderer should quote his rate for each item separately in figures and words in the corresponding column.
9. If the rates quoted in the schedule differ in words and figures, the lowest quoted rate will be taken into consideration.
10. No revision of rates will be accepted. Rates quoted shall be final.
11. The rates quoted shall be inclusive of packing, forwarding and delivery at the University Campus. If there is any discount, it should be indicated prominently. The tenderer is solely responsible to deliver the materials in good condition.
12. **The tenderer should produce the materials as per the specifications given in the tender schedule. The tender documents are not transferable.**
13. Tender shall be submitted only in the official form and the tenderer should sign on each page of the tender enclosed without any omission. Tenders with price variation will not be accepted.

14. The tender shall be **valid for a period of one year from the date of opening**. The Tenderer should not withdraw the tender after the tenders are opened. In case, the tenderer is withdrawn after opening, the **E.M.D. will be forfeited**.
15. The E.M.D of the unsuccessful tenderers will be refunded on their request immediately after the disposal of tender by the competent authority.
16. **The successful tenderer shall also furnish Security Deposit at 2% of the value of the order. The Security Deposit will be refunded after one year from the date of supply of materials.**
17. In case of failure by the tenderer to supply items demanded within the stipulated period, the Controller of Examinations shall have the power to purchase from others in lieu of rejected or not delivered goods. The excess cost and expenses will be worked out and recovered from the tenderer.
18. **Successful tenderer should execute an agreement on stamp paper to the value of Rs,20/- within seven days from the date of receipt of intimation about acceptance of the tender. Failure to execute the agreements in the stipulated time will entail in forfeit of the E.M.D.**
19. Any dispute arising out of this contract shall be settled only through the court having jurisdiction of Salem.
20. The authority competent to accept the tender reserves the right to reject the tender without assigning reasons there for.
21. Regarding the acceptance of supply with reference to the specifications and quality of materials supplied, the decision of the Controller of Examinations shall be final. The rejected materials should be removed within 15 days at the tenderer's own cost.
22. This University's General rules for the supply of the materials and works will apply for this purchase also.
23. The goods should be supplied within 10 days of the receipt of order.
24. If the tenderer fails in the due performance of supply within the time fixed, the tenderer is liable to pay as liquidated damages up to 2% per month for the supply value of such portion of the materials as have not been delivered.
25. The tender schedule is not transferable and it should be used only by the tenderer to whom it is officially issued.
26. Percentage of payment to be withheld for the effective performance of the contract provided that withheld amounts do not exceed ten percent of the total value of contract.
27. Complete address including Phone No., Fax No., E-mail address etc., may be furnished.
28. The Company TIN/GST/PAN/CST Numbers must be mentioned in the Quotation.

This tender is submitted subject to and agreeing to the above conditions.

**Details of EMD Enclosed**

<b>S.No.</b>	<b>Details of EMD/Demand Draft No. &amp; Date</b>	<b>Amount</b>

**Details of Tender Document cost (DD) Enclosed**

<b>S.No.</b>	<b>Details of Demand Draft No. &amp; Date</b>	<b>Amount</b>

<b>S.No.</b>	<b>Particulars</b>	
1.	Name of the Firm	
2.	Full Address	
3.	Phone/Mobile No	
4.	Email ID	
5.	GST No.	
6.	Aadhar No.	

**Signature of Tenderer**

## TENDER SCHEDULE

### **Printing and Supply of Folders**

The quantity given below is approximate and is likely to be increased / reduced.

The rates should be quoted only for the brand mentioned.

The rates should be inclusive of all taxes. If any tax will not be deducted from the bill amount, it should be shown separately in the bill.

Only the unit rates quoted below will be considered for payment.

The rates quoted are for the delivery of materials at the University Campus.

SI No	NAME OF ITEMS	QUANTITY in Nos	RATE Rs. P. (Per No.)	AMOUNT Rs. P.
1.	<b>Printing and Supply of Folder :</b> <b><u>Specification:</u></b>  (i) The first page of the file should be typed as per the specimen enclosed herewith.  (ii) Keep transparent pouch in the open model in the inner right side of the folder in order to insert the degree certificate in the pouch.  (iii) Keep half page transparent pouch fixed in the inner left bottom of the folder in order to keep the Rank Certificate in the pouch.  (iv) Size: 13" x 9 ½ "	792  (Approximately)		

Signature of Tenderer