

# Ch. Charan Singh University, Meerut.



## Short Term Tender Notice for Website

Tender Notice No: FC/1619

Dated: 12-02-2013

Sealed tenders for supply of pre-printed mark sheet and computer stationery are invited in the name of the Finance Controller on behalf of the University. The detail is given below: -

Mark sheet : -

S. No.	Description of the work	Size	Paper Used	Quantity
1	<b>Mark Sheets</b> Specific Feature : - <ul style="list-style-type: none"><li>• Invisible UV Sensitive ink. printing</li><li>• Anti-copying printing.</li><li>• Security Code.</li><li>• Hologram consisting University Logo 3 dimensional, registered, Size - 10mmX10mm, Hot stamping</li><li>• Printing in proforma in four color consisting of information's rule and regulation as provided in the model sample.</li><li>• Computer tracker punching perforation</li><li>• Bleed-through ink ink that produces a red halo around serial numbers that penetrates through the document for easy verification. The reverse image of the serial numbers should appear on the back of the document.</li><li>• Check Digit Numbering An additional digit to the right of a number used to authenticate that number . It may be static, consecutive, or modular. See also Modular Check Digit Numbering.</li><li>• Chemical Stain Protection A means to treat paper that gives it extreme sensitivity to acids, alkalis, or oxidants that may be used to alter the paper or an image thereon.</li></ul>	9"x11"x1	105 GSM Parchment	1.5 lacs mark sheet (Traditional)
		9"x11"x1	105 GSM Parchment	1.5 lacs mark sheet (Professional)
			17"x11"x2 (parallel two mark sheet)	105 GSM Parchment

Feeding of marks in the mark sheet shall be done by the University itself.

Quality and size of paper to be used in the work: -

Printing of the mark sheets will be made on 105 GSM Parchment paper as per standard of IS 1848:2007 update, Size as prescribed..

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**Computer Stationery : -**

S. No.	Description of Item	Size	GSM	Quantity	Paper
1.	Check List	15x12x1	80	150 pkts	Century
2.	Tabulation Chart	15x12x1	120	300 pkts	Parchment

Tender form can be downloaded from the University website [www.ccsuniversity.ac.in](http://www.ccsuniversity.ac.in) and may be submitted by enclosing bank draft in favour of the Finance Controller for Rs. 1000/- for mark sheet and Rs. 500/- for computer stationery as cost of tender form (non-refundable). In addition to tender cost, a bank draft of Rs. 50 thousand must be enclosed for mark sheet and Rs. 25 thousand for computer stationery as earnest money for respective tender.

The tenders after completing required formalities must reach to the tender box kept in the office of the Finance Controller on or before 27-02-2013 up to 2:00 PM. Technical bid of the tenders of mark sheet will be opened on 27-02-2013 at 3:00 PM while the tenders of stationery will be opened on 27-02-2013 at 3:30 PM in presence of the tenderers. The financial bid of the tender for mark sheets will be opened as notified through notice board at the time of opening of technical bid. Hon`ble Vice-Chancellor of the University reserves right to cancel one or all tenders without assigning any reason.

  
Finance Controller

**C.C. to :-**

- I/C website for upload the tender notice on the website of the University.

  
Finance Controller

**CH. CHARAN SINGH UNIVERSITY, MEERUT**  
**TENDER FROM FOR SUPPLY OF COMPUTER STATIONARY TO**  
**CH. CHARAN SINGH UNIVERSITY, MEERUT**

Name of the Firm



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\_\_\_\_\_

Tender form No.

Cost of Tender form Rs. 500/-

  
 (Finance Controller)  


With reference to the tender notice no. FC/ ..... dated ..... regarding supply of computer stationary to Ch. Charan Singh University, Meerut. We are enclosing Demand Draft No..... dated ..... for amounting Rs. 25,000/- as earnest money. We are quoting our rates as per detailed given below. Terms & Condition prescribed in this tender form for supply, are acceptable to us.

S. No.	Description of Item	Size	GSM	Quantity	Paper	Rate (Rs.)
1	Check List	15x12x1	80	200 pkts	Century	
2	Tabulation Chart	15x12x1	120	300 pkts	Parchment	

Detail of Taxes of charged extra in case of taxes are inclusive must be written clearly.

1. Trade Tax \_\_\_\_\_
  2. Central Sales Tax/ Wat \_\_\_\_\_
- Any Other Taxes.
1. \_\_\_\_\_
  2. \_\_\_\_\_

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**Detail of the Firm**

1. Name of the Firm \_\_\_\_\_
2. Full Address of the Firm \_\_\_\_\_
3. PAN No. \_\_\_\_\_
4. Sales Tax Registration No. \_\_\_\_\_
5. Income Tax Registration No. \_\_\_\_\_
6. Service Tax Registration No. \_\_\_\_\_
7. Detail of earnest money.  
D.D. No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_  
Of \_\_\_\_\_ Ban.

**Authorized Signatory  
Firm/ Company  
Seal of the Firm**

**Terms & Conditions**

1. Supply must be made F.O.R. Ch. Charan Singh University, Meerut.
2. Earnest money in the form of demand draft from any nationalized bank, drawn in favour of the Finance Controller, Ch. Charan Singh University, Meerut, amounting to Rs. 25,000/- must be enclosed with the tender.
3. The firm must be registered in Sales Tax and Income Tax Department, Registration No. must be mentioned in the tender. The firm must be PAN/TAN holder.
4. Taxes are exclusive or inclusive must be mentioned clearly.
5. Tender must be reach in the tender box kept in the office of the Finance Controller latest by dated 27-02-2013 at 2:00 PM.
6. The tender will be opened on 27-02-2013 at 3:30 PM in the office of the Finance Controller. Tenderers may remain present at the time of opening.
7. In case the last date will be an holiday by any reason, the last date will be shifted to next working day, time shall remain the same.

8. Tender received after last date and time shall not be considered.
9. The turnover of the firm shall not be less than 50 lacs in any financial year during last three financial years.
10. The must have experience of having done satisfactory supply of stationery to Govt./Semi Govt./ University during last three financial years.
11. The requirement of stationery is urgent. Therefore, the firm must be ready to supply the stationery within 07 days after issue of the supply order. The supply/ delivery period must be mentioned in column no. 4 at page no. 4 of this tender form otherwise tender may likely to be rejected.
12. The size of the material may be seen in the office of the I/C Computer Center in any working day before quoting the rates, if needed.
13. The quantity of the purchase of work may be increased/ decreased as per requirement of the University.
14. The University reserves rights to reject one or all tenders without assigning any reason.
15. "Tender for Supply of Computer Stationary" must be written on sealed envelope and last date of receipt of tender must also be mentioned.
16. The University reserves right to reduce or increase the quantity of purchase.
17. Incomplete tenders in any respect shall not be considered.
18. Earnest money as prescribed must be enclosed, no tender for supply will be accepted without earnest money.
19. If the supply is of inferior quality and not according to specifications, the same is liable to be rejected.
20. Information or documentary proof required in the terms and conditions prescribed as above must be completed. Failing which tenders shall not be considered.
21. The University reserves the right to correct any clerical mistake crept in this Tender form inadvertently.
22. Conditional tenders will not be accepted.
23. The rates may be valid for one year after approval for this work or till next tender whichever is earlier.
24. No change in the tender, rates, sample etc. after submission of tender will be accepted.

25. If any dispute arises between the University and the firms regarding supply the decision of the University shall be final and binding upon the supplier firm.

**Finance Controller**

**Information required in terms & conditions :-**

\_\_\_\_\_

Remarks if any \_\_\_\_\_

Terms and conditions are acceptable to us.

**(Authorized signatory)  
Firm/ Company with Seal**

**Information desired by the university :-**

- 1- Registration No. Sales Tax.....
- 2- Pan no. ....
- 3- Validity of rates .....
- 4- Delivery period .....
- 5- Warranty .....
- 6- Any other information .....

**Enclosure :-**

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

**(Authorized signatory)  
Firm/ Company with Seal**

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