



UNIVERSITY OF DELHI
DELHI - 110007

New Administrative Block, General Branch II, Room No.206, Telephone No. 011-27666764, 27667725/1175.

No. GBII/pur. photocopy paper/2008-09/

Dated: 10-06-08

To

Subject: Invitation of sealed quotations for the purchase of photocopy paper of A4 and Fullscape size of 75 GSM – regarding.

Sir,

The University intends to purchase photocopy paper of A4 and Fullscape size for the University. The details of the terms and conditions of the quotation are attached herewith for information and strict compliance by the vendors who intend to quote in response to this letter of the University. The approximate requirements are as follows:

1. A4 size good quality photocopy paper of 75 GSM - 5000 Reams
2. Fullscape size good quality photocopy paper of 75 GSM - 3000 Reams

Sealed quotations in two separately sealed envelopes containing the technical and financial bid should reach the **Section Officer, General Branch II, Room No. 206, 2nd Floor, New Administrative Block, University of Delhi, Delhi – 110007** latest by 01-07-08 upto 12:30 P.M. Quotations received after due date or incomplete in any respect will not be considered.

Yours faithfully,

Assistant Registrar (Genl. & Proc.)

Encl. as above (3 pages)



New Administrative Block, General Branch II, Room No.206, Telephone No. 011-27666764, 27667725/1175.

TERMS & CONDITIONS OF THE QUOTATION

Sealed quotations are invited from Manufacturers/authorized distributors/dealers/resellers of reputed brands of photocopy papers.

The vendor should have the following eligibility:

1. The vendor should be the original manufacturer, authorized distributor, dealer or reseller.
2. The vendor should have proven ability of supply of photocopy paper to reputed organizations including Government Departments in large quantity. Copies of purchase order be included as a proof.
3. An earnest money deposit of Rs. 25,000/- is required to be made along with the tender document in the form of bank draft drawn in favour of The Registrar, University of Delhi, Delhi – 110007.

General terms & conditions of the quotation:

1. The technical bid and the financial bid should be provided in two separately sealed envelopes. The financial bid of only those vendors would be opened who qualify the technical bid on the basis of the specifications and sample provided by the vendor.
2. The vendor should supply one sample in each category matching with the technical specifications required by the University for physical examination. Quotations without samples will not be considered.

3. A vendor may quote for more than one sample/brand in the same category.
4. Mere satisfaction of the dimensional parameters mentioned in the letter would not qualify the vendor in the technical bid. Quality of the sample would be the important determining criteria.
5. The vendor would be required to supply the requisite quantity of photocopy papers within one week from the date of placement of the order by the University because of urgency of requirement.
6. Cost of the photocopy paper should include all taxes and statutory levies.
7. Payment will be made to the vendor after completion of the delivery of all the photocopy papers at the scheduled destination.
8. The items to be supplied shall strictly correspond to all the specifications / brands approved by the University.
9. The offer should be valid for one year from the last date of submission of quotation.
10. The University has right to place the order to procure photocopy papers in full or in parts from one or more vendors.
11. University of Delhi may, at its discretion, waive any minor non conformity or any minor irregularity in an offer. This shall be binding on all the vendors and University of Delhi reserves the right for such waivers.
12. Any dispute arising out of the quotation(s) shall be settled by a nominee of the Vice-Chancellor of the University who shall be the sole arbitrator and the decision of the arbitrator shall be final and binding on both parties.
13. University of Delhi reserved the right to cancel the order in the event of delay in supply beyond the stipulated time, serious discrepancy in the product, breach of any of the terms and conditions of the quotation.

14. University of Delhi reserves the right to reject any or all quotations without assigning reason thereof.

15. Tender/s must be sent in two Sealed Envelopes marked “Quotation for the Supply of Photocopy paper – Technical Bid” & “Tender for the Supply of Photocopy paper – Financial Bid” addressed and delivered to the Section Officer (General Branch–II), Room No. 206, New Administrative Block, University of Delhi, Delhi – 110 007 so as to reach on or before **01/07/08 by 12:30 p.m.**

