

**PANJAB UNIVERSITY, CHANDIGARH**

**NOTICE**

**CHANDIGARH - 25-01-2024, Thursday**

This is for the information of the firms in particular that the Panjab University has invited the quotations for the purchase of OMR Answer Sheets for various entrance tests -2024 upto **20<sup>th</sup> February 2024** till 4:00 p.m. The interested firms are requested to send their quotations according to the terms and conditions by Speed Post/ Registered Post to **Assistant Registrar, CET Cell, Aruna Ranjit Chandra Hall, Panjab University, Chandigarh** on or before the last date.

Sd/-  
Controller of Examinations

**PANJAB UNIVERSITY, CHANDIGARH**

From

To

Controller of Examinations,  
Panjab University,  
Chandigarh-160014.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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No. \_\_\_\_\_

Dated \_\_\_\_\_

Dear Sir,

The Panjab University, Chandigarh will require the following material by a prescribed date for the various entrance tests to be conducted during the year 2023:-

	<b>Specification</b>	<b>Quantity</b>
1.	OMR Answer Sheet (size 11.25" x 8.5") on 105 GSM maplitho paper (separate for each entrance test)	1,50,000 (may increase/decrease)

You are requested to send specifications strictly in accordance with our terms and conditions (copy enclosed) and also quote your lowest rates for the above items separately on the enclosed Proforma as also technical bid in a separate cover.

Your quotation mentioning total rates for each item separately along-with taxes / charges, terms & conditions along-with **specimen (inclusive of paper to be used)** in a sealed cover super-scribing – Technical Bid and Commercial Bid (quotations) and addressed to the undersigned by name must reach through Registered / Speed Post (only) latest by **20<sup>th</sup> February 2024** upto **4:00 P.M.** Quotation received late will not be entertained.

Thanking you,

Yours faithfully,

Assistant Registrar (CET)

- Encls: 1. Terms and Conditions  
2. Proforma for quoting the rates  
3. Sample of material at (1)

## **PROCEDURES OF RATES FOR SUBMISSION OF BIDS**

1. It is proposed to have a Two Cover System for this quotation:
  - b) Technical Bid in one sealed cover super scribing the wording 'Technical Bid'.
  - c) Commercial bid in another sealed cover super scribing the wording 'Commercial Bid'.
2. The two documents viz. 'Technical Bid Cover' and 'Commercial Bid Cover' prepared as above are to be kept in a single sealed cover super scribed with the wordings "OMR-Quotation" and clearly indicating the name and address of the company.

### **TERMS AND CONDITIONS**

1. The nature of job warrants a fixed time frame for various jobs. The bidder should adhere strictly to the time frame specified by the Panjab University.
2. The Company should ensure 100% accuracy.
3. Stationery used should be of high quality and as per specifications/samples provided.
4. Material should be well packed.
5. The services asked for should be of very high quality befitting the job and as well as the reputation of Panjab University. Mutual trust and nature of the job should motivate the service provider to give more than what is asked for in the agreement.
6. As per Panjab University rules there is no provision for making advance payment to the Company. However, the bills for jobs completed shall be processed for making payments at the earliest possible.
7. The company should attach the work profile of having undertaken at least two such jobs.
8. The Company shall be liable to indemnify the Panjab University in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
9. Rates mentioned in the bid should be inclusive of all taxes and the material supplied to be F.O.R., Panjab University, Chandigarh.
10. **The design of Answer Sheets etc. will be done by the firm. No separate amount will be paid for the design of the Answer Sheet.**
11. Quotation in parts will not be accepted.
12. Lowest quotation will be calculated as per sheet basis. The whole order will be given to one single firm for all the items.
13. Non-adherence to specifications will result in imposition of penalty.
14. **The quotations without specimen (sample) will be rejected. The Panjab University will examine the sample before finalization of the firm. The final order will be given on the approval of the sample submitted to the Committee.**
15. **The Approved Firm should provide the Sample to the P.U. before the final order.**
16. Clarifications, if any, may be sought from the office before hand at the following address: -

**Assistant Registrar,**  
CET Cell,  
Aruna Ranjit Chandra Hall,  
Panjab University, Chandigarh-160014  
Phone No: - 0172-2534829

**PROFORMA FOR RATES TO BE FILLED IN BY THE FIRM**

	<b>MATERIAL</b>	<b>RATE (Rs.)</b>
(1)	OMR Answer Sheet (size 11.25" x 8.5") on 105 GSM maplitho paper.	