

Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),
New Delhi-110002

Admn/Paper/17-18
February 27, 2018

Subject: Quotations for supply of printing paper

Dear Sir/Madam,

The Association of Indian Universities (AIU) intends to purchase paper, from time to time during the financial year 2018-19 as per list enclosed. It is proposed to enter into contract initially for a period of one year from the date of contract with genuine/ reputed suppliers for supplying various types of paper as per list enclosed on the following terms and conditions:-

- i) The items mentioned in the enclosed list are as per requirement of the Association. Interested suppliers may quote for one or more items. They will be considered only for those items for which they will quote;
- ii) Tenderers may quote their unconditional lowest rates per ream/unit only strictly as per list enclosed;
- iii) The supplier will be responsible for in-time delivery of the goods in good condition at AIU House, New Delhi/other specified place in Delhi at his own risk and cost;
- iv) The owner/ firm should be available on telephone and mobile to enable the Association to call them in emergency cases. Therefore, telephone and mobile number(s) may also be given;
- v) The quantity of the items has not been specified, as the purchase is not confined to a single lot. Items will be purchased during the Financial Year 2018-19, depending on the requirement; The estimated value of the paper being purchased in the Financial Year 2018-19 would be to the tune of Rs.55 Lakhs.
- vi) All the items mentioned in the list should be genuine, of highest quality and of the branded company. If the material supplied is found to be of substandard quality, the same will be returned and the Association will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized including the blacklisting of the concerned firm by the Association.
- vii) The supplier should also submit the audited accounts of Annual turn-over for the last three years.
- viii) The Association reserves the right to terminate the contract at any time without assigning any reason during the period of contract;
- ix) The contract can be renewed further subject to satisfactory services of the supplier.
- x) **Sample of the papers** should invariable be enclosed while submitting the quotes. **Serial Number, Name, Specification and Rate** should be mentioned on each sample of paper for easily identifying the paper.
- xi) As the requirement of the Association is of urgent nature, if the services of supplier are not found satisfactory or he is not able to supply the goods within time specified by AIU, the order will be entrusted to any other firm/party at the risk of defaulting supplier.

- xii) A photocopy of the PAN/TIN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN/TIN Card of the firm shall be summarily rejected;**
- xiii) Bids should be accompanied with **Demand Drafts/ Bankers Cheques** favouring Association of Indian Universities payable at New Delhi for ***Rs.30,000/- (Rupees Thirty Thousand only) and Rs.100/- (Rupees Hundred only)** as **Earnest Money** and as **Tender Fee** respectively, Earnest Money will be retained by this Association till the contract remains in force. The Earnest Money of the unsuccessful bidders will be refunded within 15 days of selection of successful bidder.;
- xiv) After entering into contract, no supplier shall be permitted to increase their rates under any circumstances for any item during the term of contract (upto 31.03.2019). The vendor, who declines to supply any item at contracted price will be barred from entering into any future contract.;
- xv) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full;
- xvi) The Association reserves the right to accept or reject any or all the quotation in full or part without assigning any reason. The decision of the Association in this regard shall be final and binding on all. It shall not be obligatory on the part of the Association to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder; and
- xvii) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

If the above terms and conditions are acceptable, quotations in a sealed cover superscribed "QUOTATION FOR PURCHASE OF PRINTING PAPERS" may be sent/dropped in the Tender Box kept at the Reception Counter of the Association at the address given above, latest by 12 March, 2018 upto 5.00 p.m.

Yours faithfully,

(Sampson David)
Joint Secretary (Administration)
Tele. No. 23230059

* No interest will be paid on this earnest money.

Association of Indian Universities
List of Type of Papers for the Financial Year 2018-19

S.No.	Paper Quality & Mill	Size & Wt/GSM	Qty	Rate (per Ream/ Pkt) Exclusive of Vat
1	Maplitho (JK- High Bright)	20"x26"/13.5 Kg (80 Gsm)	300 Reams	
2	Sunshine Super (Ballarpur)	20"x30"/17.4 Kg (90 Gsm)	50 Reams	
3	Century Maplitho (Super White)	23"x36"/16 Kgs (60 Gsm)	3000 Reams	
4	Pulp Board (Century Opti-Fold)	22"x28"/15.1 Kgs (250 Gsm)	15 Gross (appx. 150 sheets each)	
5	Sunshine Super (Ballarpur)	23"x36"/21.3 Kgs (80 Gsm)	50 Reams	
6	Century Maplitho <u>Premium</u> AND <u>Super White</u>	23"x36"/21.3 Kgs (80 Gsm)	50 Reams	
7	Art Paper (Imported)	23"x36"/100 Gsm	80 Reams	
8	Art Paper (Imported) (Nivea/Hi-Kote)	23"x36"/128 Gsm	70 Reams	
9	Art Paper (Imported) (Nivea/Hi-Kote)	23"x36"/130 Gsm	70 Reams	
10	Art Card (Imported) (Nivea/Hi-Kote)	23"x36" /250 Gsm	150-200 Pkts (of 100 each)	
11	Art Card (Imported) (Nivea/Hi-Kote)	23"x36"/300 Gsm	30 Pkts (of 100 each)	
12	Art Paper (JK)	23"x36"/130 Gsm	250 Reams	
13	Art Paper (JK)	23"x36"/170 Gsm	50 Reams	

Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),
New Delhi-110002
Phone:23230059, 23231097, 23232429, 23232435, 23233390
Website:www.aiu.ac.in Fax:011-23232131

Common to all

Cost of the Tender Document: Rs.100/- (Rupees One Hundred Only)
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SUBJECT: TENDER TO CALL QUOTATION

Tender No.: Admn/2018-19

Dated:01.03.2018

1 Name of the Agency:.....

2 Address with telephone No:.....
.....

3 Earnest Money Deposit (EMD):

(to be deposited along with tender
Document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 Cost of Tender Document:

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 TAN/ PAN No.:

5 GST No.:

6 Registration No., if any:

Seal & Signature of the tenderer

Date:

*Separate Demand Draft is required for each of the eight categories.