

GURU NANAK DEV UNIVERSITY, AMRITSAR
E-TENDER NOTICE

Online tender is invited for purchase of **Photocopier Paper** from the eligible suppliers:-

E-tender No	Name of the Work	Earnest Money (EMD)	Processing Fee	Cost of Tender Form
GNDU/Gen/06/2026	Supply of Various Type of Photocopier paper	Rs. 28500	Rs 1000	Rs. 5900/-

Schedule for sale of Tenders:

Availability of Tenders online for Bidding	Last date of Submission for online Bids	Processing Fee/EMD (To be paid online only)	Date of Opening	
			Technical Bid	Financial/Price Bid*
From: 25.02.2026	17.03.2026 Upto 5.00 PM	17.03.2026 Upto 5.00 PM	18.03.2026	To be intimated later on

Terms & Conditions

1. Tender fee and Earnest money will be accepted online only as per the provision made on the tender website www.eproc.punjab.gov.in. Bank guarantee for EMD will not be accepted. Online submission of EMD is mandatory.
2. Tender document is submitted in two parts. Technical Bid (As per form T Sr No. 1 to 6) (Annexure A to D) 2. Financial Bid online only. (Annexure E)
3. The Tender is liable to be rejected in case appropriate Tender Fee/Earnest Money is not received.
4. The bidder has to quote unit price in the financial bid.
5. Price should be F.O.R. Guru Nanak Dev University. Final F.O.R. price should have bifurcation of base price, GST, Custom Duty, custom clearance etc. and should be filled only in financial bid.
6. In case the lowest bidder commits mistakes or fails to comply with the terms and conditions, the matter will be considered by committee constituted by the competent authority for appropriate action viz forfeiting of EMD, Blacklisting the firm or any other action deemed fit by the committee and the decision of committee will be binding on the L-1 firm.
7. In case the supply order is not completed within the stipulated period by the bidder or bidder is failed to comply with the terms and conditions, then the matter will be considered to imposing a penalty of 5 % on the total amount of the bill of concerned job.
8. Bidder should be attached Index/checklist in front page for checking of documents mentioned with page numbering.
9. Techno-Commercial bids will be opened by the Committee after the closing date. The Tenderers will be invited for presentation and clarifications if needed. Financial bids of the Tenderers complying with the prescribed Techno-commercial specifications will be opened by the

Committee. Tenderers or their authorized agents may be present if they so desire during opening of the Tenders.

10. Documents specified in Technical bid including payment details of EMD and Form fee, PAN No., GST number, **details, technical features**, duly signed copy of technical compliance, copy of supply orders in support of eligibility etc. should be scanned and uploaded compulsory as single PDF file as technical bid (Documents of Technical Bid).
11. Custom clearance and demurrage charges (if any), octroi, other taxes shall be borne by the supplier.
12. Undertaking on Letter-Head (Must be attached with Technical Bid) to the effect that the firm or bidder is neither black listed nor involved in any such case by any Government Department and also nor any criminal case is registered against the firm/bidder.
13. Material that are to be supplied by the firm should be as per specifications mentioned in the tender document. Any deviation from Technical Specification is not allowed and leads rejection of bid. Firms should supply same mentioned in Technical specifications is mandatory.
14. Supply should be F.O.R Guru Nanak Dev University Campus (Stationery Store), Amritsar
15. The University reserves the rights to cancel the order if it is found at any later stage that the supply is not being made as per specifications & satisfaction and the payment shall not be made for the received goods.
16. The Committee reserves the rights to reject any or all tenders as whole or part without assigning any reason.
17. For any clarification, the office of Assistant Registrar (General) should be contacted at **0183-282-3085/3086 in working days. (From 9.00 am to 5.00 pm.)**
18. In case of any dispute arising regarding this, the Vice-Chancellor, Guru Nanak Dev University, Amritsar would act as an Arbitrator and his decision shall be final and binding upon both the parties. Any legal dispute shall be confined to the court of Amritsar Jurisdiction or Punjab & Haryana High Court, Chandigarh only.
19. Firm must submit details of their address, telephone numbers (Landline and mobile), email Id, etc. alongwith document (Annexure-B)
20. Any corrigendum related to tender will be uploaded only on e-tender website www.eproc.punjab.gov.in and no separate information will be published on newspaper. Bidders are required to visit the University website regularly.
21. Technical bids will be opened by the Committee after the closing date of tender. Those Bidders who will qualify in the technical bid shall be entitled to have their financial bids considered.
22. The EMD will be returned to unsuccessful Bidders only after the tender is finalized. EMD of successful Bidder will be released after the satisfactory report form the Stationary Store, General Branch, GNDU, Amritsar
23. Delivery period will be 15 days after the supply order. In case the firm fails to supply within specified delivery period, the necessary action for penalty and blacklisting the firm also be taken.

24. If material supplied by the Bidder is found to be substandard, refurbished, unmerchantable or not in accordance with the description/specification or otherwise faulty, the committee will have the rights to reject the material.
25. Bidders are requested to submit the tenders well in time. The University shall not be responsible for any failure of Network or any other reason for non submission of tenders.
26. In case of any mishappening/damage to material and supplies during the carriage of goods the supplier has to replace it with new supplies immediately at his own risk. The GNDU, Amritsar will not be liable to any type of losses in any form.
27. Financial bid should be submitted online only in specified Format. Uploading of Financial bid as scanned copy along with technical bid or any disclosure will leads to rejection of tender.
28. The bids shall be valid for a period of 90 days as indicated in "Notice inviting Tender" after the date of opening of the tender.
29. The firm shall not assign or sublet the work or any part of it to any other person or party.
30. Whichever Firm/Company will be granted supply of material to the University after finalization of the rates of goods, **shall be paid the amount of goods etc. after deduction of 2% TDS as per rules.**
31. Quantity of work can be increased or decreased.
32. The Committee reserves the right to cancel any item or whole tender and does not bind itself to accept the lowest or any specific tender. The decision of the Committee in this regard shall be final and binding.
33. No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.

GURU NANAK DEV UNIVERSITY, AMRITSAR
(Technical Specifications for Photocopier Paper)

Sr.no.	Items	Units	Specification / Brand	Quantity required
A	Photocopier Paper Size : A4	Ream	Paper Weight : 75 GSM Paper Color : White Brand : (Trident Spectra/ Rapid BGPPL / JK Bond Excel)	5000 ream
B	Photocopier Paper Size : Legal	Ream	Paper Weight : 75 GSM Paper Color : White Brand : (Trident Spectra/ Rapid BGPPL / JK Bond Excel)	1000 Ream
C	Photocopier Paper Size: A3	Ream	Paper Weight : 75 GSM Paper Color : White Brand : (Trident Spectra/ Rapid BGPPL / JK Bond Excel)	150 Ream

Technical Requirements

1. Tender fee and Earnest money will be accepted online only as per the provision made on the tender website www.eproc.punjab.gov.in. Bank guarantee for EMD will not be accepted. Online submission of EMD is mandatory.
2. Any tender received without Earnest Money & the cost of tender document in the form as specified in tender documents shall not be entertained and shall be summarily rejected.
3. All items mentioned in the tender should be as per the specifications.
4. Loading/Unloading shall be the responsibility of the firm.
5. **Undertaking on Letter-Head to the effect that the firm is neither black listed** by any Government Department nor any criminal case is registered against the firm (Must be attached with Technical Bid).
6. All the Paper supplied by the firm should be as per specifications mentioned in the tender document. Any deviation from Technical Specification is not allowed and leads rejection of bid. Sub-standard material will not be accepted at all. Firms should supply all items strictly according to specified technical specification.
7. Undertaking on Letter-Head by the firm that they have work experience for supplying Stationery items or photocopier paper in Universities /Affiliated Schools /Colleges /Institutions /Govt. Departments / Public Sector.
8. **The Rates quoted by the Bidder for Photocopier Paper specified in Sr. No. A. , Sr No. B and Sr. No. C, the L-1 bidder will be decided by the committee on the basis of lowest price quoted for each item Photocopier paper, separately.**
9. A certificate of Analysis and quality of paper issued by the manufacturer will be provided by the L-1 firm at the time of delivery of goods.

CHECKLIST

The bidder must ensure enclosures of the following with the tender to avoid disqualification during technical bid.

(A) (FORM – T): Technical Bid

Sr. No.	Particulars	Mark as Annexure No.	Page no. mention of tender documents
1.	<p>i).Earnest money and (ii) Cost of tender form is to be deposited online.</p> <p>Department name : Guru Nanak Dev University, Amritsar</p> <p>GST No. 03AAALG0043R1Z9</p> <p>(iii). Processing Fee to be Paid online only to ITI Ltd</p>		
2.	Documents specified in Technical bid including payment details of EMD and Form fee, should be scanned and uploaded compulsory as PDF file within the period of submission of technical bid alongwith above mentioned documents (Documents of Technical Bid)		
3.	Undertaking by the Firm regarding providing True Documents and gone through the terms and conditions of the tender document as well as not blacklisted	Annexure –A	
4.	Name of firm, Address, Mobile no. Email ID, PAN, GST No., Telephone no.	Annexure –B	
5.	Undertaking regarding supply of items.	Annexure –C	
6.	Undertaking by the firm regarding work experience	Annexure –D	

(B)

1.	<p>Financial BID</p> <p>Financial bid should be submitted online only in specified Format. Uploading of Financial bid as scanned copy along with technical bid or any disclosure will leads to rejection of tender</p>	Annexure –E
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