

Punjabi University Patiala.
(Established Under Punjab Act No. 35 of 1961)
(Store Section)

No.-----/Store
Dated:-----

Subject: Quotation for the supply of Envelope article for the year 2018-19.

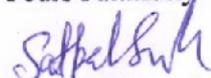
Dear Sir,

Sealed quotations are invited for the supply of Envelope articles mentioned in the enclosed list for the office of the Store Section, Punjabi University, Patiala for the year 2018-19 on the following **terms and conditions:-**

1. The rates quoted should be net (inclusive of GST and all taxes) F.O.R Punjabi University, Campus Patiala.
2. Sample of each item with name and address of the firm noted on each items, should be sent along with the quotation otherwise the quotation will not be considered.
3. Supply will have to be completed with 20 days from the date of placing of the supply order in one time only.
4. In the event of failure to supply the Envelope within the stipulated period, a penalty upto 5% on the bill may be charged upto one month at the discretion of the Registrar after this period, the Registrar may cancel the purchase order. However, if the supply is delayed on reasonable and genuine ground the Registrar shall have the power to condone delay on receipt of the written request from the supplier.
5. The Registrar reserves the right to accept or reject the quotation without assigning any reason thereof.
6. The supply will be accepted only, if made according to the approved samples. In case of deviation from the approved samples, the articles supplied shall be rejected.
7. The payment will be made against bill within 30 working days of receipt of goods in a satisfactory condition and after the verification by the committee.
8. The University reserves the right to increase or decrease the quantity of material to be purchased by 25% or even more and the firms the bound to supply the Envelope articles at the approved rates during the financial year 2018-19.
9. The list of articles required is sent herewith in duplicate. The rates must be quoted on the list against each article and sent to this office by the prescribed date.
10. The sealed quotation under Registered Cover prescribed at Quotation for Envelope for the year 2018-19 address to the undersigned should reach this office latest by 15-1-19 upto 5.00 PM.
11. In case of any clarification regarding quotation contact Phone no.0175-304-6038, 304-6039.
12. A sum of Rs. 50,000/- as security, will have to be deposited through any Nationalized bank draft in favour of The Registrar, Punjabi University Patiala or by cash with the Cashier, Punjabi University, Patiala. The draft/receipt of cashier will have to be sent along with the quotation failing which the quotation will be rejected. The deposit made in any other form will not be accepted.

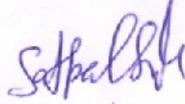
ANY QUOTATION RECEIVED AFTER THE LAST DATE/TIME SHALL BE REJECTED

Yours Faithfully


Assistant Registrar (Store)
For Registrar

**SPECIFICATION FOR SUPPLY OF DIFFERENT TYPE OF ENVELOPS
FOR
PUNJABI UNIVERSITY PATIALA**

Sr. No.	Name of Items and Specifications	QUANTITY
1.	Khaki Envelope, Kraft Paper in Clothlined with Print 15"x12" - 5" Flap, (in Inch.) 120 GSM.	12,000
2	Khaki Envelope, Kraft Paper in Clothlined with Print 12"x10" = 4½" flap (in Inch.)120 GSM	10,000
3	White Envelope with Print 10½" x 4½" = 3" Flap (inInch.) Office copy, 80 GSM.	50,000
4	White Envelope 10½" x 4½"=3" flap (in Inch.) with print Press copy.80 GSM.	50,000
5	Khaki Envelope Kraft Paper in Clothlined with Print 12½" x 6½" = 2" Flap (in Inch.) Speed Post confidential, 120 GSM.	5,000
6	Yellow Envelope Kraft Paper in Clothlined with Print10"x12"=3½"flap (in Inch.) confidential120 GSM.	5,000


Registrar (Store)
Punjabi University, Patiala.

PUNJABI UNIVERSITY, PATIALA

not to be opened before time

NOTE: This cover should not be opened until the candidates have assembled in the examination centre.

Please cut along this flap with a sharp-edged knife/razor. The flap must be so cut as to open and the seals must remain intact for inspection.

Serial no.

DATE AS SCHEDULED

IN DATE SHEET

EXAMINATION

20

CENTRE OF EXAMINATION	Number of copies of question paper	} To be filled immediately after distribution of Question paper
.....	No. of Copies of Question Papers Consumed	
SUBJECT	No. of Copies of Question Paper unused	}
.....	Signature of the Centre	
PAPER	Supdt. with date & time	}
.....	Signature of the Inspector Flying Squad	
PREPARED BY	}
CHECKED BY	Officer with date & time	

CERTIFICATE

IMPORTANT

We certify that we have examined very carefully this cover, the particulars written thereon and its seals before it was opened. We have verified that this packet contains Question Papers for the subject to be held on the date & time in the date sheet for which it is being opened and that all the original seals and edges of the envelope were found intact.

Date :

Time..... when verified

Asstt. Supdt.

(1) Dy. Supdt.

(2) Dy. Supdt.

Superintendent

E.S.P 9 (0)

Identify No.

OFFICE COPY

Set No.

Examination _____
Paper _____

Set in (Languages (1) _____ (2) _____

Special Requirements for the paper e.g. Log Tables, Map, Charts, Graph Paper
Drawing Sheets etc.

(1) _____ (2) _____
(3) _____ (4) _____

Signature _____

Note : (1) This inner cover shall contain nothing but the 'OFFICE COPY' of the question paper.

(2) This inner cover should be carefully sealed or lapped and put in the cloth lined envelope marked 'B' (Unsealed envelope will not be accepted).

(3) The certificates 'A' & 'E' shall be put (alongwith the inner covers) in the OUTER COVER MARKED 'B'.

Identify No.

PRESS COPY

Set No.

To be printed in
English/Punjabi version

Copies :

Time Allowed : _____ Hrs.

Max. Marks : _____

- Note :** (1) This inner cover shall contain nothing but the 'PRESS COPY' of the question paper.
(2) This inner cover should be carefully sealed or taped and put in the cloth lined envelope marked 'B' (unsealed/unsealed envelopes will not be accepted).

'B'

REGISTERED PARCEL / SPEED POST
CONFIDENTIAL

TO
THE ASSISTANT REGISTRAR (CONFIDENTIAL)
PUNJABI UNIVERSITY
PATIALA - 147002

From

(Must be sealed even if delivered personally) -

ON INDIA GOVERNMENT SERVICE

REGISTERED PARCEL

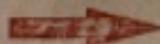
CONFIDENTIAL

To

.....
.....
.....
.....

From :
Superintendent (Confidential)
Punjabi University,
PATIALA (Punjab)
147002

CAUTION



PLEASE APPLY CUT IN THIS DIRECTION ONLY

PUNJABI UNIVERSITY, PATIALA

QUESTION PAPERS

Name of Examination _____

Subject _____

Paper _____

Serial Number _____

Number of Copies _____