

TENDER DOCUMENT

(NIT No: RGNUL/CMW/299)

Dated: 28/03/2025

Supply of Mementoes with box packing and Bags with printing (as per sample) at RGNUL campus, Sidhuwal, Patiala.at RGNUL, Punjab.



**(Construction and Maintenance Wing)
Rajiv Gandhi National University of Law, Punjab,
Patiala**



RGNUL, PUNJAB
(Construction and Maintenance Wing)
TENDER DOCUMENT

TENDER NO.	:	RGNUL/CMW/299
NAME OF WORK		Supply of Mementoes with box packing and Bags with printing (as per sample) at RGNUL campus, Sidhuwal, Patiala.at RGNUL, Punjab
EARNEST MONEY	:	2% Of Quoted Rate.
TIME ALLOWED	:	10 days
DATE AND TIME OF ISSUE OF TENDER DOCUMENTS	:	28.03.2024 TO 05.04.2025 up to 10:00 AM
DATE AND TIME OF RECEIPT OF TENDERS	:	05/04/2025 UPTO 11:00 A.M.)
DATE AND TIME OF OPENING OF TENDERS	:	05/04/2025 (AT 11:30 A.M.)

Rajiv Gandhi National University of Law Punjab.
NOTICE INVITING TENDERS

No. RGNUL/CMW/299

Dated 28.03.2025

Rajiv Gandhi National University of Law, Punjab Patiala invites sealed quotations/tenders from competent and reputed Indian manufacturers/ suppliers of mementoes and Bags as per the quantity mentioned against each item in the table below. The quotations/tender is required to be submitted in sealed cover **along with the samples** address to The Registrar, **Rajiv Gandhi National University of Law Punjab** Patiala so as to reach the University on or before 11.00am on 05/04/2025 duly superscripting the quotation for **“Supply of Mementoes with box packing and Bags with printing (as per sample) at RGNUL campus, Sidhuwal, Patiala.at RGNUL, Punjab”** on the top of sealed envelope.

S. No	Name of work	Earnest money (In Rs.)	Time period
1	Supply of Mementoes with Box packing and Bags with printing (as per sample) at RGNUL campus, Sidhuwal, Patiala.at RGNUL, Punjab	2% of the quoted amount	10 days

Terms and Conditions:

- a. The complete Bidding document / DNIT can be obtained from office against Demand draft / online payment at <https://www.onlinesbi.com/sbicollect/> for **Rs. 1000/-+18% GST (Non-refundable) between 9.00 AM to 4.00 PM from 28.03.2025 to 05.04.2025 up to 10:00AM**. Earnest money of the unsuccessful bidders shall be refunded after the allotment of work. Earnest money of the lowest bidder shall be refunded after successful completion of the work.
- b. Subletting the work after its award is not permissible.
- c. The bid shall be accompanied by **Earnest Money @ 2% of the quoted amount** in the shape of Cheque or **Demand Draft** from the reputed Bank preferably Nationalized Bank only, in favor of the Registrar, RGNUL Patiala. The agency will also furnish valid copy of PAN, GST registration.
- d. The conditional tenders contrary to DNIT will not be accepted.
- e. The University reserves the right to accept or reject any quotations without assigning any reason thereof.
- f. The University reserves the right to increase or decrease the quantity of material without assigning any reason.
- g. Noncompliance of instructions of the authorities of the University or delay in completion of the assigned work or non-removal of defects in time; the Institute shall be free to get the job done or get the defects rectified through any other agency at the risk and cost of the Firm.
- h. The Supply shall be completed within **Ten days** from the date of issue of acceptance letter.
- i. If **05-04-2025** is declared holiday by RGNUL, the tender will be received on the next working day.

REGISTRAR
RGNUL, PUNJAB

Copy to: NOTICE BOARD

University Website (www.rgnul.ac.in)

INSTRUCTIONS TO BIDDERS

Kindly stamp and sign all pages of the tender. Deviations if any shall be highlighted on a separate sheet on the tenderer's letterhead.

For any clarification regarding this job, the bidders can contact Phone No **0175 – 2391600-601, 602,603 Extension 419** & e-mail: [**cmw@rgnul.ac.in**](mailto:cmw@rgnul.ac.in)

Memento & Bag Sample View



Memento - 1



Memento - 2



Bag -1



Bag - 2

GENERAL:

1. The tenderers should study the various tender conditions / documents etc. Carefully before submitting their offers. If there are any doubts, they should get clarifications from RGNUL. In writing, but this shall not be a justification for submission of late tenders or extension of due date of the tender.
2. As far as possible the tenderers should endeavor not to stipulate any counter terms / conditions or modifications of tender clauses and should quote strictly as per tender conditions. This will assist in proper evaluation of each offer.
3. RGNUL reserves the right to reject offers not meeting its technical requirements and commercial conditions.
4. RGNUL shall not be bound to accept the lowest tender and reserves right to accept any tenders. Decision of RGNUL in this connection shall be final.
5. The bidder at the his own responsibility, expenses and risk, is encouraged to visit and examine the Samples and obtain all information that may be necessary for preparing the Bid. No extra charges consequent on any misunderstanding or otherwise shall be allowed.

Supply of Mementoes with Box packing and Bags with printing (as per sample) at RGNUL campus, Sidhuwal, Patiala.at RGNUL, Punjab

S.No.	DESCRIPTION	UNIT	QTY (No.)	Rate	Amount
1	Supply of Mementoes -1 with Box packing (as per sample) at RGNUL campus, Sidhuwal, Patiala.at RGNUL, Punjab	Nos.	400		
2	Supply of Mementoes -2 with Box packing (as per sample) at RGNUL campus, Sidhuwal, Patiala.at RGNUL, Punjab	Nos.	100		
3	Supply of Bag with Box packing (as per sample) at RGNUL campus, Sidhuwal, Patiala.at RGNUL, Punjab	Nos	500		
	Including all taxes TOTAL =				

NOTES: -

1. The Agency/printer are advise to visit the University in order to examine the sample of above mention **Mementoes and Bags** before quoting the rate , and the sample is to be approved before bulk supply.
2. The rates should be quoted as shown against the item and should be inclusive of GST/taxes or other charges (FOR) applicable at any point in time.
3. The RGNUL reserves right to accept/reject any or all the Quotations at any time without assigning any reason.
4. Items may be increased or decreased as mentioned above as per the requirement of the university.
5. Any indulging in malpractice or adopting unfair means will be barred from working with the University.
6. Govt. Notified Statutory Dues to be deducted from the bill.
7. Past records of the Agency/firm will be duly considered while awarding the work.

(Signature of the agency with seal)