

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF STATIONERY AND PRINTING

No.6035/DSP/Pur/P2/2011-12

Puducherry,
Dated: **18.10.2011**

LIMITED TENDER ENQUIRY

The Director of Stationery and Printing, Puducherry invites sealed tenders for the supply of **High Quality Rexine cover for Government Diary 2012.**

2. The Tender Schedule containing detailed specifications of the above item with terms and conditions of the tender is enclosed. The Tender Schedule can be downloaded from the official website of “<http://styandptg.puducherry.gov.in>”. The tender schedule can also be obtained in person from this office on all working days during office hours on payment of Rs.156/- (Rupees one hundred and fifty six only) inclusive of Sales Tax in cash or by demand draft drawn in favour of the Senior accounts officer, Directorate of Stationery and Printing, Thattanchavady, Puducherry – 605 009 payable at Puducherry. Tender Schedule can also be obtained by post on payment of Rs.186/- (Rupees one hundred and eighty six only) by Demand Draft drawn in favour of the Senior accounts officer, Directorate of Stationery and Printing, Puducherry payable at Puducherry along with a requisition letter. This Directorate however is not responsible for any delay in receipt of tender documents by post.

3. The duly filled in tender schedule placed in two separate covers superscribed as “(1) Technical Bid for supply of High Quality Rexine cover for Government Diary 2012 and (2) Financial Bid for supply of High Quality Rexine cover for Government Diary 2012” will be received by this Directorate upto **3.00 p.m. on 11.11.2011.** Tender received after due date and time will not be entertained under any circumstances.

DIRECTOR

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF STATIONERY AND PRINTING

No:6035/DSP/Pur/P2/2011-12

Puducherry, Dated: **18.10.2011**

TENDER SCHEDULE FOR SUPPLY OF HIGH QUALITY REXINE COVER
FOR GOVERNMENT DIARY 2012

Following are the terms & conditions for supply of High Quality Rexine cover for Diary 2012 to the Directorate of Stationery and Printing, Puducherry.

Terms and Conditions

1.1 Sealed tender offering rate for the items specified in the annexure II enclosed with the Tender Schedule are to be submitted to the Director of Stationery & Printing, Puducherry with the validity of the rates for the period up to 31.03.2012. Tenders received in unsealed cover/envelopes will be rejected.

1.2 The samples of each item for which the tenderer intends to quote rates shall be submitted in a separate envelope/cover superscribing "Technical Tenders". The samples should be strictly in accordance with the specification of the Tender Schedule and shall be submitted in the cover without mentioning the rate on the samples. The samples with rate indicated thereon will summarily be rejected and, the corresponding financial tenders will not be considered.

1.3 Tender with validity for a lesser period than the period mentioned in sub-clause (1.1) above will be rejected.

1.4 Tender having no mention of period of validity will be deemed to be valid for the period mentioned in sub-clause (1.1) above.

1.5 The tenderer will be at liberty to quote rate in the "Financial Tender" for one or more or different samples to the item mentioned in the Schedule. In such cases the rate of the item will be considered separately and individually.

1.6 The details of rate should be given as in the Annexure-I enclosed to verify the correctness whether the tenderer has furnished the appropriate EMD of Rs.25,000/- (Rupees twenty five thousand only) along with the cost of Tender Schedule.

1.7 The Financial tender submitted along with the samples in the same cover will be summarily rejected.

2. Rexine samples as per specification in Annexure-II should be produced for each item quoted. Rate offered for any items without sample will be rejected.

2.1 Sample of Diary refill shall be given by this Department to ensure supply of correct size of Rexine cover.

STORES

3. The quantity of stores indicated in the schedule is only tentative and approximate. Director of Stationery and Printing has the right to increase or decrease the quantity.

PRICES

4.1 The tenderer shall quote the rates / prices per unit specified in the tender schedule. The rate is to be quoted clearly both in figures and in words.

4.2 The prices should be inclusive of all charges towards sales taxes, excise duties, charges for packing, freight, transport, insurance, unloading, loading, etc., and delivery FOR Puducherry.

EARNEST MONEY DEPOSIT:

5.1 Such of those tenderers who submit tenders in forms downloaded from Web-site shall pay Rs.156/- (Rupees one hundred and fifty six only) towards the cost of the Tender Schedule inclusive of S.T. by Demand Draft in addition to the Earnest Money Deposit of Rs.25,000/- (Rupees twenty five thousand only) in the form of demand draft drawn in favour of "Senior Accounts Officer, Directorate of Stationery and Printing, Puducherry" payable at Puducherry. Separate Demand drafts should be drawn for EMD and cost of tender schedule. The crossed Demand Draft should be enclosed only in the cover superscribed as "Technical Tender" along with the samples. The tenders without payment of cost of tenders will be rejected, unless they are otherwise entitled for free tender documents.

5.2 No cheque will be accepted for Earnest Money Deposit payable. Similarly no fixed deposit or short deposit etc. will be accepted for Earnest Money Deposit. Also no request for adjustment of previous year's outstanding money of Earnest Money Deposit/Security Deposit or any other dues payable by the Directorate of Stationery and Printing to the firms will be accepted for Earnest Money Deposit.

5.3 No interest will be paid on the Earnest Money Deposit.

5.4 The tender submitted without Earnest Money Deposit will be summarily rejected.

5.5 The firms permanently registered as Industrial Co-operative Society/Small Scale Industry with the Government of Puducherry / National Small Industries Corporation / D.G.S.&D. for the supply of particular Stores of items proposed to be purchased, shall be exempted from the payment of Earnest Money Deposit upto the monetary limit to which they are registered. Such exemptions will not be granted to the small scale units during the currency of "Provisional Registration".

5.6 Earnest Money Deposit of unsuccessful tenderer will be refunded within 10 days after the financial of the tender

AGREEMENT:

6.1 The successful tenderer shall be required to execute an agreement stipulating all the conditions mentioned herein within 7 days from the date of communication of the approval of rate by the Director of Stationery and Printing, after furnishing the required amount of Security Deposit.

6.2 Failure to sign the agreement within the period specified in sub clause (6.1) above shall amount to withdrawal of the approval of rates and will lead to forfeiture of amount of Earnest Money Deposit paid in respect of that particular item. Director of Stationery and Printing is free to take further necessary action for entering into agreement with other tenderers and the excess amount that the Director of Stationery and Printing has to incur in effecting supply of such stores be recovered from the defaulting tenderer.

SECURITY DEPOSIT:

7.1 Before signing the agreement of contract to supply the tenderer shall remit Security Deposit equal to 5% (inclusive of EMD) of the value of items to be supplied. Security Deposit shall be furnished in the form of demand draft drawn in favour of "the Senior Accounts Officer, Directorate of Stationery and Printing, Puducherry" payable at Puducherry or by furnishing Bank Guarantee in the specified proforma. Earnest Money Deposit made will be refunded to the contractor/firm, which entered into agreement after having paid adequate amount of Security Deposit. On the specific request of the contractor the Earnest Money Deposit paid will be adjusted against Security Deposit which fall short of the adequate amount.

7.2 The firms permanently registered as Industrial Co-operative Society/Small Scale Industry with Government of Puducherry / NSIC/DGS & D for the supply of particular store item proposed to be purchased shall be exempted from the payment of Security Deposit upto the monetary limit to which they are registered. No exemption is granted to such firms during the currency of "Provisional Registration".

7.3 No interest shall be payable on Security Deposit.

7.4 The Security Deposit will be refunded only after the faithful and complete discharge of all the Terms and Conditions of the contract by the contractor and to the fullest satisfaction of the Director of Stationery and printing, Puducherry – 605 009.

PENALTY:

8 Upon signing the agreement of the contract of supply with Director of Stationery and Printing, the contractor shall supply those items for which the contract is signed. Supply of materials with substandard quality will be summarily rejected. In the event of failure to execute the contract, the Earnest Money Deposited by the contractor will be forfeited and the name of the contractor will be black listed for future supplies to this Directorate.

DELIVERY SCHEDULE

9.1 The materials should be delivered to the stores section, immediately within 10 days of the receipt of supply order and in any case not later than 31.12.2011.

9.2 The contractor should take back the rejected stores within 7 days from the date of communication. If the contractor fails to remove the rejected store items within the specified period, the same will be disposed off by the Director of Stationery and Printing by public auction.

10.1 The Director of Stationery and Printing is vested with power to cancel or revoke the contract without assigning any reason therefore if the contractor fails to effect the supply in conformity with the contracted terms and conditions.

10.2 In case of non supply or failure of supply as per the terms and conditions by the contractor the Director of Stationery and Printing shall be entitled to appoint new contractor to effect supply and the excess amount that the Director of Stationery and Printing has to incur shall be recovered from such defaulting contractor.

10.3 The Director of Stationery and Printing has the right to recover all or any dues from the contractor by exercising the provisions of the Puducherry Revenue Recovery Act 1970.

10.4 Any dispute under or arising out of the agreement executed for supply of stores shall be referred to the Secretary to Government in-charge of the Directorate of Stationery and Printing, the sole arbitrator under the provisions of Arbitration and Conciliation Act, 1996.

TERMS OF PAYMENT:

11.1 No advance will be paid for effecting the supply.

11.2 The tenderer shall produce the Bill in triplicate along with an advance stamped receipt for the amount immediately after the execution of the supply order in full or in part for arranging payment.

GENERAL:

12.1 The tenderer should furnish the following along with their tenders:

- a. Period of standing and financial soundness in the trade with proof.
- b. Copy of certificates, supplies to the other Government Departments / reputed private or public organisations.
- c. Copies of current registration certificate and exemption orders from payment of Earnest Money Deposit/Security Deposit (This is applicable to small scale industries registered with the Government of Puducherry and with the National Small Industries Corporation / D.G.S. & D).

- d. Copy of current Income Tax clearance certificate from the Income Tax Authority. Permanent Account Number of Income Tax should be quoted in the offer without fail.
- e. Copy of current Sales Tax clearance certificate from the Competent Authority.

12.2 A declaration as given below in token of acceptance of all the terms and conditions of tender shall be furnished by the participating tenderers. Otherwise the tender will be rejected.

DECLARATION

"I/We the
[Name of the firm (Proprietor)]
undersigned hereby solemnly declare that the terms and conditions of tender schedule for supply of **High Quality Rexine cover for Diary 2012** are accepted and that in the event of selection of my/our rates, the agreement in the prescribed proforma will be executed".

SIGNATURE

...7/-

13. The Director of Stationery and Printing reserves the right to reject any or all the tenders without assigning any reason therefore.

14. The decision of the Director of Stationery and Printing in all matters relating to this tender shall be final and conclusive.

Due date and time:

15.1 The tenders should be submitted in two parts viz.

1. **Technical bid** consisting of all technical details alongwith commercial terms and conditions. Samples of cover, Bid Security (Earnest Money Deposit) and
2. **Financial bid** indicating item wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed in separate covers duly superscribed as “**Financial Tender for supply of High Quality Rexine cover for Diary 2012** and **Technical tender for supply of High Quality Rexine cover for Diary 2012**” and both these sealed covers shall be put in a bigger cover and should be sealed and superscribed as “**Tender for High Quality Rexine cover for Diary 2012**” addressed to "The Director of Stationery and Printing, Government Central Press Complex, Thattanchavady, Puducherry-605 009" should reach the Office of the Director of Stationery and Printing, Thattanchavady, Puducherry - 9 on or before **3.00 p.m. at 11.11.2011** Tenders received in covers without superscription as mentioned above will not be considered.

15.2 Tenders received after the due date and time will be summarily rejected.

Opening of Tenders:

16.1 Technical Tenders will be opened at **4.00 p.m. on 11.11.2011** by the Director of Stationery and Printing in his chamber in the presence of the Members of the Committee constituted for the purpose and the tenderers or their authorised representatives who may be present.

16.2 If the tender opening day happens to be a holiday, the tenders will be opened at the same time on the next working day.

DIRECTOR
DIRECTORATE OF STATIONERY
AND PRINTING PUDUCHERRY

ANNEXURE-I

**Financial Tender for the supply of High Quality Rexine cover for
Government Diary 2012.**

Sl. No.	Description of the items quoted	Quantity to be supplied	Rate per Unit	Quoted value of each item (3 x 4) value	Details of EMD remitted	Whether sample/attached YES/NO
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Total						

Place:

Date :

Signature of the tenderer.

Name and address of the
tenderer with firm's seal.

ANNEXURE – II

HIGH QUALITY REXINE COVER FOR GOVERNMENT DIARY 2012

- i) Quantity : 48,000 Nos.
- Specification
- (1) Diary Refill Size (Trimmed) : 17.5 x 23.7 cm
- (2) Diary Refill Spine Thickness : 01 cm.
- (3) Rexine cover Open size : 37.5 x 24 cm.
- (4) Rexine cover Spine thickness : 01.5 cm.
- (5) Rexine cover Inserting specification
: High Quality clear 15 mm (milli micron) thick transparent material on both inner side
- (ii) Left side : 13 cm. width provision of a pouch in 12x7.5cm. for keeping Identity card.
- (iii) Right side : 8 cm. width only
- (6) In the front cover Screen printing of the following matter:
- Ashoka Emblem
புதுச்சேரி
Puducherry
நாட்குறிப்பு
Diary 2012
- (7) The word DIARY and the year with Silver ink.
- (8) The cover should be supported with one lb. mill board on both sides with sponge.

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