

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF STATIONERY AND PRINTING**

\*\*\*

No.2188/DSP/Pur/P2/2019-20/

Puducherry, dt. **03 JUL 2019**

**NOTICE INVITING e-TENDERS FOR SUPPLY OF PAPER AND BOARD ITEMS  
FOR THE YEAR 2019-20**

“e-Tenders” are invited on behalf of the President of India by the Director, Directorate of Stationery and Printing, Puducherry for centralized purchase of paper and board items for the year 2019-20 for use in the Directorate of Stationery and Printing, Puducherry.

The Tenderers for supply of paper and board items shall hold valid GST Registration Certificate.

2. Bidders should submit their tender online at the Government website <http://pudutenders.gov.in>.

3. The Tender details and ‘Terms and Conditions’ may also be downloaded from the website <http://www.py.gov.in> and <http://styandptg.puducherry.gov.in> for reference only. **Tenders will be processed online only and hence hardcopy submission of tenders will not be accepted.**

4. The technical tender and other documents will be evaluated only on receipt of EMD in the form of Demand Draft. Demand Draft for EMD will be submitted in sealed cover ‘A’ superscribed as “EMD for supply of paper and board items 2019-20” and mill samples in sealed cover ‘B’ as specified in the tender document superscribed as “Sample paper and board items 2019-20” which will be received upto **29/07/2019 at 4.00 P.M.** in the Directorate of Stationery and Printing, Puducherry.

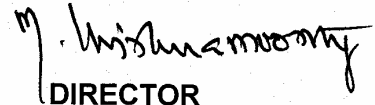
Sl. No.	Subject	Date and time
1.	Date of pre-bid meeting for the bidders	05/07/2019 at 11.00 A.M.
2.	Bid submission start date	08/07/2019 at 09.00 A.M.
3.	Last date for Submission of EMD at the Department in cover 'A'	29/07/2019 at 04.00 P.M.
4.	Last date for submission of samples at the Department in cover 'B'	
5.	Last date of Submission of Tender online (Technical & Financial)	30/07/2019 at 04.00 P.M
6.	Date of opening of technical bid online by the Committee	31/07/2019 at 11.00 A.M.
7.	Date of opening of financial bid online by the committee	Will be intimated after finalization of "Technical bid"

{If these days happen to be a holiday the next working day will be the date for item Nos. 1,3 and 4}

5. Tenderers are requested to stick on to the date and time specified in the tender document. Tenders will be accepted, only, if submitted in the prescribed manner. Tenderers are requested to read the "Instructions Help for Contractor", information about Digital Signature Certificate, resources required and bidder's manual kit at the home page of the website <https://pudutenders.gov.in> before submission of tender through online.

Sl. No.	Tender description	Tender reference	EMD (₹)
1.	Paper and Board items 2019-20	2188/DSP/Pur./P2/2019-20	2,00,000/-

Phone No. : 0413 – 2250482  
Fax No. : 0413 – 2250357  
Helpdesk@eprocurement : 0413- 2220225  
Toll free : 1800 233 7315



DIRECTOR  
Directorate of Stationery and Printing,  
Puducherry – 605 009.

**TENDER TIME TABLE**

<b>Sl. No.</b>	<b>Subject</b>	<b>Date and time</b>
1.	Date of pre-bid meeting for the bidders	05/07/2019 at 11.00 A.M.
2.	Bid submission start date	08/07/2019 at 09.00 A.M.
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**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF STATIONERY AND PRINTING**

**TERMS AND CONDITIONS FOR e-TENDERS FOR SUPPLY OF PAPER AND  
BOARD ITEMS TO THE DIRECTORATE OF STATIONERY AND PRINTING,  
PUDUCHERRY FOR THE YEAR 2019-20**

**GENERAL:-**

1. The rate should be quoted in figures and in words (English). The rate for each item should be independent of other items.
2. The basic rate should be inclusive of all charges such as loading, unloading, packing, forwarding, insurance and stocking charges etc. excluding Goods & Services Tax (GST) as applicable, which should be shown separately. The supply should be made at the suppliers own risk.
3. Damages and breakages, if any found in transit, the articles thereof, should be replaced. Otherwise the cost will be deducted from the bill.
4. The basic rate and GST should be typed separately, only in the space provided in the price schedule format online.
5. No column in the price schedule shall be left blank, please mention "0(zero)", if rate is not offered on any item in the list.
- 6. The rate quoted should be only as per the specification and packing unit printed in the schedule and should be valid for the year 2019-20(upto 31<sup>st</sup> March 2020).**
7. If artificially low rates are tendered, Government will not consider any subsequent claim for compensation. The tenderers are advised to satisfy themselves that the rates tendered by them are for the items, for which tenders have been invited and shall quote only for the readily available items of supply.
8. No representation towards upward revision of rates will be allowed. Rate once accepted will be final & ex-godown rates offered by the firm are not acceptable and such tenders will be summarily rejected. The rates should be quoted FOR delivery as specified by the Directorate of Stationery and Printing, Puducherry.

9. The rate should be quoted in Indian currency for the units specified against the items and payment will be made in Indian currency only.
10. The successful tenderers themselves will have to procure permits, license etc., that may be required in fulfilling the contract.
11. All offers should be for supplies, from ready stock in original packing of the manufacturers.
12. After the due date, no addition or deletion or alteration will be allowed.
13. The bill of cost of the articles supplied should be sent to the consignee immediately after delivery of goods.
14. If the Government introduces any fresh taxes or increase the present rates of taxes, no change in the rates can be claimed.

**TENDER DOCUMENTS:-**

15. The Tender shall be submitted only if the Tenderer is agreeable to all the terms and conditions of this Tender document, which includes the Description and Specifications of the items mentioned therein.
16. For the supply of Paper and Board items, the Tenders are invited in two-bid system.
  - (i) The Tenderer shall submit online tender for supply of Paper and Board items in two parts viz. technical bid and financial bid.
  - (ii) The online technical bid shall contain all documents in respect of paper and board items except the price list.
  - (iii) The online financial bid shall contain only price list.
17. The technical bid will be opened online on the day fixed for opening Tenders. If all the documents are accepted, then only the financial bid (BOQ) will be opened. Incomplete documents if any in the technical bid will result in the automatic rejection of the entire Tender and the financial bid will not be opened.
18. The Tenderers shall quote the rates in the financial bid (BOQ) only.

19. Irrespective of **the terms and conditions** that may have been specified by the Tenderer, only the **terms and conditions** specified in this tender by the Department shall be **binding on the Tenderer and the tendering authority**.

**20. THE TECHNICAL BID SHALL CONTAIN THE DOCUMENTS LISTED HEREUNDER.**

The Tenderers are requested to upload the following papers in pdf format as follows:-

- (i) The scanned copy of a Demand Draft towards Earnest Money Deposit for ₹ 2,00,000/- drawn in favour of the Junior Accounts Officer, Directorate of Stationery and Printing, Puducherry payable at State Bank of India, Puducherry. In case of claiming of exemption, the Tenderer should submit valid exemption certificate duly attested.
- (ii) GST Registration Certificate
- (iii) Latest Income Tax Verification Certificate.
- (iv) Declaration as at para. 41.

**21. SUBMISSION OF SAMPLES:**

Mill samples for each paper and board item to which rate quoted should be submitted to the Department indicating the Serial Number in accordance to the serial number in the list of items mentioned in the Annexure, in cover 'B' on the date mentioned in the time table and **if the rate is offered for any item, without sample, the same will be rejected.**

**Note:**

- a. The originals of the scanned copy of documents wherever placed shall be brought to the Department when called for by the Committee for verification, failing which the tenderer will be treated as non-responsive and the tender is liable for rejection.
- b. The documents once submitted will not be returned to the Tenderer.

**22. THE FINANCIAL BID (BOQ) SHALL CONTAIN THE FOLLOWING:**

The Financial Bid will be submitted in the Tender Offer form (BOQ) only. A standard BOQ format has been provided online. Bidders are requested to enter the **Basic price per unit** and the amount of GST in the prescribed said excel sheet (BOQ Form). The Tenderers shall quote the rates in the said financial bid (BOQ) only. Any discrepancy in this regard will cause the rejection of Financial Bid.

23. In the event of any discrepancy in respect to the rates quoted, the "Committee" reserves the right to accept or reject the lowest rate.

24. Copies of documents produced with tender including Xerox copies should be clear and legible, otherwise it will not be considered. If the required certificates are in the language other than English, attested copy of English version should be furnished for verification and record.

25. Entry to participate in the Tender Opening Committee Meeting is restricted only to bona-fide Tenderers or one of their authorized Representative.

26. The Tenderers or their authorized Representative who present shall produce the authorization letter and sign in attendance register evidencing their presence during the opening of tenders.

27. The Tenderer or their authorized Representatives who present at the time of opening of tenders shall not use mobile phones at the venue.

28. In the event of the date of opening of tender, being declared as a holiday for the office of the tendering authority, the due date for opening of tender will be the following working day at the same time.

29. The verification of documents in the technical bid, samples and the decision to open financial bid to readout the rates quoted by the tenderer, by the Tender Opening Committee is only provisional subject to further verification.

30. The Tenderer shall bear all costs associated with the preparation and submission of his tender and the Directorate of Stationery and Printing will not be responsible or liable for these costs in any case, regardless of the outcome of the tendering process.

31. The Tenderers are responsible to furnish all the required particulars along with the tender. No correspondence will be made on this account from this Office / Department.

32. Tenders submitted in forms other than the prescribed one **will be rejected**.

33. **Specification and requirement of items:**

Refer Annexure

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

**The firm shall supply paper and board items at the approved rate to the various indenting Government Departments / Govt. undertakings, whenever placed supply order with the approval/consent of the Director of Stationery and Printing irrespective of quantity**

34. **EARNEST MONEY DEPOSIT:**

Those tenderers who submit tender through online shall pay **Earnest Money Deposit to the value of ₹ 2,00,000/-** by drawing a crossed demand draft drawn in favour of "The Junior Accounts Officer, Directorate of Stationery and Printing, Puducherry" from the State Bank of India / any Nationalised Bank, payable at Puducherry. The Demand Draft should be furnished in Cover 'A' on the date mentioned in the time table. The tenders without payment of EMD will be rejected, unless they are entitled for exemption for payment of EMD.



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.

No interest will be paid on the Earnest Money Deposit.

**35. The tender submitted without requisite Earnest Money Deposit will be summarily rejected.**

The firms permanently registered as Industrial Co-operative Society/Small Scale Industry in the Government of Puducherry / National Small Industries Corporation / D.G.S.&D, for supply of particular 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".

Earnest Money Deposit of unsuccessful tenderer will be refunded after finalization of Tender.

**36. AGREEMENT:**

The successful Tenderer shall be required to execute an Agreement stipulating all the conditions mentioned herein within 10 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.

Failure to sign the agreement within the period specified in the pre-para 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.

### **37. SECURITY DEPOSIT:**

Before signing the agreement of contract to supply, the Tenderer shall remit Security Deposit equal to 5% of the value of items to be supplied, after adjusting the EMD amount remitted. Security Deposit shall be furnished in the form of Demand Draft drawn in favour of "The Junior Accounts Officer, Directorate of Stationery and Printing, Puducherry" payable at Puducherry.

No interest shall be payable on Security Deposit.

The Security Deposit should remain valid upto the year 2019-20 (upto 31st March 2020).

**The Security Deposit can be withheld or forfeited in full or in part in case the supply order is not executed by the tenderer satisfactorily within the stipulated period.**

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

### **38. OTHER CONDITIONS**

Upon signing the agreement of the contract of supply with Director of Stationery and Printing, the firm shall supply those items for which the contract is signed. Supply of materials in substandard quality will be summarily rejected.

The Director of Stationery and Printing reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

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

If a firm after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a period of consecutive 3 years. EMD / Performance Security shall be forfeited fully or partly, at the discretion of Director of Stationery and Printing, Puducherry.

In case of non supply or failure of supply as per the terms and conditions by the firm, the Director of Stationery and Printing shall be entitled to appoint a new firm to effect supply and the excess amount that the Director of Stationery and Printing has to incur shall be recovered from the Defaulting Contractor by issuing notice by forfeiting the Security Deposit in fully or partly and necessary action for blacklisting the firm for consecutive 3 years may also be taken.

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.

Any dispute arises 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.

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

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

### **39. DELIVERY SCHEDULE**

The materials should be delivered to the Stores Section on receipt of the supply order or as per the delivery schedule mentioned in the supply order. The Tenderer should bear the loading and unloading charges.

The contractor should take back 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.

40. **TERMS OF PAYMENT:**

No advance will be paid for effecting the supply.

The Tenderer shall produce the bill in duplicate 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.

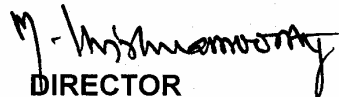
Payment will be made through ECS only.

**DECLARATION**

41. 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.

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

**SIGNATURE OF THE TENDERER**



**DIRECTOR  
DIRECTORATE OF STATIONERY AND PRINTING,  
PUDUCHERRY**

## ANNEXURE

### ANNUAL REQUIREMENT OF PAPER & BOARD ITEMS FOR THE YEAR 2019-20

Sl. No.	Description of Items	Brand/ Make	Unit	Qty. Req. (in units)
1	Cream Wove Paper - 60 GSM - 58.5 x 91cm -16 kg. (ECO MAPLITHO STD)	TNPL	Ream (500 sheets / ream)	3000
2	Cream Wove Paper - 60 GSM - 43 x 69 cm - 8.9 kg. (ECO MAPLITHO STD)	TNPL	Ream (500 sheets / ream)	35000
3	Cream Wove Paper Reel – 60 GSM - 86 cm width (ECO MAPLITHO STD)	TNPL	Tonne	65
4	Maplitho Paper Pharma White - 70 GSM – 51 x 76 cm – 13.6 kg.	ITC	Ream (500 sheets / ream)	2400
5	Maplitho Paper – 70 GSM – 58.5 x 91 cm – 18.6 kg. (Radiant Print Platinum)	TNPL / ITC	Ream (500 sheets / ream)	300
6	Maplitho Paper – 70 GSM – 51 x 76 cm -13.6 kg. (Radiant Print Platinum)	TNPL / ITC	Ream (500 sheets / ream)	40
7	Maplitho Paper – 80 GSM – 58.5 x 91 cm – 21.3 kg. (Radiant Print Platinum)	TNPL / ITC	Ream (500 sheets / ream)	700
8	Maplitho Paper – 100 GSM – 58.5 x 91 cm – 26.6 kg. (Radiant Print Platinum)	TNPL / ITC	Ream (500 sheets / ream)	200
9	Maplitho Paper – 120 GSM – 51 x 76 cm – 23.3 kg. (Radiant Print Platinum)	TNPL / ITC	Ream (500 sheets / ream)	417
10	Colour Maplitho Paper – 68 GSM – 58.5 x 91 cm – 18.1 Kg. (Four equal colours)	SPB	Ream (500 sheets / ream)	300
11	Azurelaid Paper - 70 GSM – 43 x 69 cm – 10.4 kg.	Bilt	Ream (500 sheets / ream)	400
12	Azurelaid Paper - 70 GSM – 58.5 x 91 cm – 18.6 kg.	Bilt	Ream (500 sheets / ream)	200
13	Colour Glaze Paper - 44 GSM - 45.5 x 58.5 cm - 5.6 Kg (Four equal colours)	SPB	Ream (480 sheets / ream)	200
14	Brown Kraft Paper - 130 GSM – 58.5 x 91 cm	Any make	Ream (480 sheets / ream)	250
15	Brown Kraft Paper - 130 GSM – 51 x 76 cm	Any make	Ream (480 sheets / ream)	300

16	Executive Bond Paper - 100 GSM - 45.5 x 58.5 cm	Bilt	Ream (500 sheets / ream)	100
17	Matt Art Paper - 100 GSM - 58.5 x 91 cm	Imported	Ream (500 sheets / ream)	800
18	Matt Art Paper - 100 GSM - 51 x 76 cm	Imported	Ream (500 sheets / ream)	650
19	White Pulp Board - 170 GSM - 22" x 28"	West Coast	No.	20000
20	White Pulp Board - 220 GSM - 22" x 28"	West Coast	No.	10000
21	Colour Pulp Board - 130 GSM - 22" x 28" (Four equal colours)	West Coast	No.	92000
22	Colour Pulp Board - 170 GSM - 22" x 28" (Four equal colours)	West Coast	No.	40000
23	Colour Pulp Board - 220 GSM - 22" x 28" (Four equal colours)	West Coast	No.	20000
24	Art Board - 210 GSM - 22" x 28"	Imported	No.	20000
25	Low wax coated Duplex Board - 200 GSM - 19" x 28"	Any make	No.	263700
26	Low wax coated Duplex Board - 275 GSM - 22" x 28"	Any make	No.	25000
27	Straw Board - 1 LB - 26" x 34"	Any make	Kg	10000
28	Straw Board - 1½ LB - 25" x 30"	Any make	Kg	10000
29	Grey Board - 3 LB - 25" x 30"	Any make	Kg	2000
30	Colour Varnishing Paper - 70 GSM - 20" x 30" (Four equal colours)	Any make	Ream (480 sheets / ream)	200
31	120 GSM - Blank Continuous Stationery Forms - 15" x 12" x 1 (with printing)	TNPL	Sheet	50000
32	120 GSM - Blank Continuous Stationery Forms - 15" x 12" x 1 (without printing)	TNPL	Sheet	50000

**NOTE: Mill Sample to be produced for all items.**

  
(M. KRISHNAMOORTHY)  
DIRECTOR