

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF STATIONERY AND PRINTING

No.5404/DSP/Pur/P2/2019-20/ 1188

Puducherry, the 26 NOV 2019

To

As per the list.

Sub: DSP – Purchase – Case-in work for Government Diary 2020
– Tenders – Invited.

-X-X-X-

Sealed tenders are invited from the Printers/Firms having Case-in Machine and Hydraulic Pressing Machine for case-in work for Government Diary 2020 in the Directorate of Stationery and Printing, Puducherry.

2. The Tender Document / Form is available in the Directorate's website 'styandptg.puducherry.gov.in' and 'www.py.gov.in' from where the same can be downloaded and filled up and sent along with EMD.

3. The jobs are required to be done on priority basis as per the following terms & conditions:-

Specifications and Terms & Conditions:-

1.	Name of the Job	Case-in work for Government Diary 2020
2.	Size of Diary 2020 (Trimmed) (Supplied by the Directorate)	17 cms x 24 cms
3.	Size of Diary Case 2020 (Supplied by the Directorate)	36.7 cms x 24.7 cms
4.	Spine Thickness	1.3 cms.
5.	Pasting	iv) Synthetic Adhesive to be used for pasting the Diary with the supplied case. v) Hydraulic hard pressing to be used for pressing the Diary after pasting. vi) Each Diary to be cleaned on edges, to remove excess glue, if any.
6.	Number of Diary 2020	1,00,000
7.	Earnest Money Deposit	₹ 10,000/- (Rupees ten thousand only) in the form of DD in favour of JAO, Directorate of Stationery and Printing, Puducherry along with quotation.
8.	Time for delivery	The job should be carried out in the premises of Govt. Central Press, Puducherry and completed within 10 days from the date of receipt of work order.
9.	The Case-in Machine and Hydraulic Pressing Machine required for case-in work have to be arranged by the Firm/Printers. Required space and power supply will be provided in the press premises.	
10.	The Firm/Printers having GST registration and also having experience in the field of Printing only need to apply.	

11	Performance security: - Selected Tenderer will have to submit performance security equivalent to 5 percent of total cost of job in the form of DD in favour of JAO, Directorate of Stationery and Printing, Puducherry within 5 days from the date of receipt of work order, after adjustment of EMD amount already remitted. Failure to submit Performance Security will result in termination of award of work and EMD will be forfeited. Further, Performance Security will be valid for 60 days beyond the satisfactory of work.
12	Penalty for delay and mistakes:- 5% penalty for every week's delay for left over job subject to a maximum of 10% of the total cost of job. Further, the Director of Stationery and Printing reserves the right to terminate the job if the performance of the firm/printers is not satisfactory and Performance Security in part or whole will be forfeited.
13	Arbitration clause:- That any dispute arising between the parties hereto shall be referred to the Sole Arbitrator, Secretary to Government (Sty. & Ptg.), Puducherry and decision of such Arbitrator shall be final and binding upon the parties hereto. During the pendency of arbitration proceedings, the services as provided by the firm/printers shall continue till the matter is resolved otherwise or decided on merits.
14	Sealed tenders will be opened on 05th December, 2019 at 4.00 P.M. in the presence of willing printers / firms or their representatives.
15	Rates quoted by the printers/firm should be inclusive of all charges except GST which should be quoted separately.
16	Validity:- The rate will be valid for 3 months from the date of opening of tender.
17	Printers are requested to send their offer as per the Tender Form for case-in work for Government Diary 2020 (100000 Nos.) in sealed cover in the name of Director, Directorate of Stationery and Printing, Puducherry and submit the same to the Directorate alongwith DD for EMD and documents (as called for in the Tender Form) on or before 05/12/2019 at 12.00 Noon. The envelope must be superscribed as " Tender for Case-in work for Govt. Diary 2020 ".
18	Tenders without EMD and documents will not be considered.
19	The Director reserves the right to reject any or all the tenders without assigning any reason.


(M. KRISHNAMOORTHY)
DIRECTOR

Encl.: Tender Form

Copy to :-

→ The EDP Section of this Directorate ...with instruction to upload the Tender Inquiry Documents in this Directorate's website "styandptg.puducherry.gov.in" and 'www.py.gov.in'

TENDER FORM

**Case-in work for Government Diary 2020 for Directorate of Stationery and Printing,
Puducherry (Rows 7 to 9 to be filled by printers/firms)**

1.	Name of the Job	Case-in work for Government Diary 2020
2	Size of Diary 2020 (Trimmed) (Supplied by the Directorate)	17 cms x 24 cms
3	Size of Diary Case 2020 (Supplied by the Directorate)	36.7 cms x 24.7 cms
4	Spine Thickness	1.3 cms.
5	Pasting	iv) Synthetic Adhesive to be used for pasting the Diary with the supplied case. v) Hydraulic hard pressing to be used for pressing the Diary after pasting. vi) Each Diary to be cleaned on edges to remove excess glue, if any.
6	Number of Diary 2020	1,00,000
7	Earnest Money Deposit @ ₹ 10,000/- (Furnish details(DD No. & Date) – original DD should be enclosed)	
8	GSTIN Number of Firm/Printers (A copy of the GSTIN Reg. Certificate to be enclosed along with the quotation)	
9	Rate to be quoted on the following lines:-	
	Rate per No. inclusive of all charges except GST.	
	Applicable GST	
	Total	
	(Rupees	

Date :

Place :

**(signature of the authorized signatory)
Name & Address of the firm/Printer with seal**

Declaration

"I / We the [Name of the firm /printers (Proprietor)]
undersigned hereby solemnly declare that the terms and conditions of tender schedule for
Case-in work for Government Diary 2020 are accepted.

**(signature of the authorized signatory)
Name & Address of the firm/Printer with seal**