GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF STATIONERY AND PRINTING
***

No.2188/DSP/Pur/P2/2022-23/ 570 **Puducherry, dt.** 12 SEP 2022

NOTICE INVITING e-TENDERS FOR SUPPLY OF PAPER AND BOARD ITEMS FOR THE YEAR 2022-23

"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 2022-23 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. **EMD for an amount of ₹ 2,00,000/-** is to be paid through Internet Banking or NEFT/RTGS mode only. The facility for the same is available in the tender portal itself. No other form of remittance shall be accepted.

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

4. The tenderers should arrange to send the mill samples of paper and board items in sealed cover as specified in the tender document superscribed as "Sample paper and board items 2022-23" which will be received upto **5 P.M on 06.10.2022** in the Directorate of Stationery and Printing, Puducherry.

Sl. No.	Subject	Date and time
1	Bid submission start date	14/09/2022 at 11.00 A.M.
2	Last date for submission of samples at the Department	06/10/2022 at 05.00 P.M.
3	Last date of Submission of Tender online (Technical & Financial)	06/10/2022 at 5.00 P.M.
4	Date of opening of technical bid online by the Committee	07/10/2022 at 10.00 A.M.
5	Date of opening of financial bid online by the committee	Will be intimated after finalization of "Technical bid"

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 2022-23	2188/DSP/Pur./P2/2022-23	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

Sl. No.	Subject	Date and time
1	**Bid submission start date**	**14/09/2022 at 11.00 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 FOR THE YEAR 2022-23

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 upto 31st March 2023.

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 have to digitally sign and upload the following bid documents one by one in pdf format as indicated below:-

(i) Scanned copy of GST Registration Certificate

(ii) Scanned copy of Latest Income Tax Verification Certificate (2021-22).

(iii) Scanned copy of certificate in support of seeking exemption from payment of EMD.

(iv) Scanned copy of 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, on the date mentioned in the time table and **if the rate is offered for any item, without sample, the same will be rejected**. **Quality Check Certificate/Label or either format of each sample may be obtained from the Mill and produced at the time of submission of the sample.**

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 -I

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 their tender through online shall pay **Earnest Money Deposit to the value of ₹ 2,00,000/- through the following modes :-**

1. **Internet Banking.**
2. **NEFT / RTGS.**

In Internet banking, the bidders shall make payments using his / her internet banking enabled account with any of the banks listed in the Annexure -II enclosed. The payment Gateway will display a list of banks wherein the bidder has to choose his bank. Upon selection, the bidder will be taken to the login page of his / her bank. The bidder has to Login and proceed for paying the EMD. If the transaction is successful, system will be redirected to the e-tendering portal for submission of bid.

To facilitate Bidders who do not have internet banking facility, payment can be offline through NEFT / RTGS mode. In this option, the bidder has to take print-out of the NEFT / RTGS payment challan auto-generated by the system and visit his / her bank to remit the requisite amount. Once payment is received in the pooling account, the bidders will be able to proceed for bid submission by feeding the Unique Transaction Reference (UTR) number in the e-Procurement portal. It is advised that the bidders make payment one day in advance for validation purpose.

Bid submission can be done immediately when EMD is paid through "Internet Banking" mode when compared to NEFT / RTGS mode of payment.

During evaluation of tender, EMD of unsuccessful bidders will be automatically refunded to the bidder's account from where they initiated payment.

No interest will be paid on the Earnest Money Deposit.

The Earnest Money deposited by the successful tenderer will be retained / adjusted towards the Security Deposit for the due and faithful fulfillment of the contract, but shall be forfeited, if such Tenderer fails to deposit the requisite security deposit and execute an Agreement within 7 (Seven) days from the date of receipt of supply order issued by the Department. The EMD stands forfeited if the offer is withdrawn by the Tenderer before the expiry of the Tender validity period.

35. **Exemption from payment of Earnest Money Deposit.**

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, shall be exempted from 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". **Copy of certificate in support of this must be uploaded in the e-tender portal to claim exemption.**

36. **AGREEMENT:**

The successful Tenderer shall be required to execute an Agreement stipulating all the conditions mentioned herein within 7 days from the date of receipt of supply order issued 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. The 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 Senior 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 31st March 2023.

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 Contractor/Service Provider shall mandatorily furnish the following documents to the Commissioner, Commercial Tax:

(i) Copy of the Work Order.

(ii) HSN1 Code of Goods and Service Accounts Code of Services which shall be supplied during the execution of the Contract.

(iii) GST Rate at which the GST would be paid to. the Commercial Tax Department against each of the items in (ii) above.

The information shall be submitted to the Commissioner, Commercial Tax, with a copy to the Procuring/Government Entity, within 15 calendar days of receipt of the Work Order."

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 therefore, 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 therefore.

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 2022-23 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 - I

ANNUAL REQUIREMENT OF PAPER & BOARD ITEMS FOR THE YEAR 2022-23

Sl. No.	Description of Item	Item code / make	Total Quantity Required	Unit
1.	Creamwove Paper - 60 GSM, 58.5 x 91cm -16 kg (ECO MAPLITHO STD) (500 Sheets Per Ream)	TNPL (Mill sample to be furnished)	5,000	Ream
2.	Creamwove Paper - 60 GSM, 43 x 69 cm - 8.9 kg (ECO MAPLITHO STD) (500 Sheets Per Ream)	TNPL (Mill sample to be furnished)	23,000	Ream
3.	Creamwove Paper Reel - 60 GSM, 86 cm width (ECO MAPLITHO STD) (Below 400 Kgs per Reel)	TNPL (Mill sample to be furnished)	55	Tonne
4.	Maplitho Paper – 70 GSM, 58.5 x 91 cm 18.6 kg (Radiant Print Platinum) (500 Sheets Per Ream)	TNPL (Mill sample to be furnished)	250	Ream
5.	Maplitho Paper - 70 GSM 51x76 cm 13.6 kg (Radiant Print Platinum) (500 Sheets Per Ream)	TNPL (Mill sample to be furnished	150	Ream
6.	Maplitho Paper - 80 GSM, 58.5 x 91 cm 21.3 kg (Radiant Print Platinum) (500 Sheets Per Ream)	TNPL (Mill sample to be furnished)	1310	Ream
7.	Maplitho Paper 100 GSM, 58.5 x 91 cm 26.6 kg (Radiant Print Platinum) (500 Sheets Per Ream)	TNPL (Mill sample to be furnished)	300	Ream
8.	Maplitho Paper 120 GSM, 51x76 cm 23.3 kg (Radiant Print Platinum) (500 Sheets Per Ream)	TNPL (Mill sample to be furnished)	600	Ream
9.	Maplitho Paper 120 GSM, 58.5 x91 cm 32 kg (Radiant Print Platinum) (500 Sheets Per Ream)	TNPL (Mill sample to be furnished)	200	Ream
10.	Colour Maplitho Paper- 68GSM, 58.5 x91cm 18.1kg (Four equal colours) (500 Sheets Per Ream)	SPB (Mill sample to be furnished)	500	Ream
11.	Azurelaid Paper – 70 GSM, 43x69 cm 10.4 kg (500 Sheets Per Ream)	Bilt (Mill sample to be furnished)	550	Ream
12.	Azurelaid Paper – 70 GSM, 58.5 x 91 cm 18.6 kg (500 Sheets Per Ream)	Bilt (Mill sample to be furnished)	300	Ream
13.	Colour Glaze Paper- 44 GSM– 5.6 kg 45.5 x 58.5 cm (Four equal colours) (480 Sheets Per Ream)	SPB (Mill sample to be furnished)	600	Ream
14.	Brown Kraft Paper – 130 GSM -58.5 x 91 cm (480 Sheets Per Ream)	Any make with sample	650	Ream
15.	Brown Kraft Paper – 130 GSM -51 x 76 cm (480 Sheets Per Ream)	Any make with sample	500	Ream
16.	Executive Bond Paper – 100 GSM 45.5 x 58.5 cm (500 Sheets Per Ream)	Bilt (Mill sample to be furnished)	100	Ream
17.	Criss Cross Paper – 80 GSM - 58.5 x 91 cm (500 Sheets Per Ream)	Any make With sample	50	Ream
18.	Matt Art Paper – 100 GSM – 58.5 x 91 cm (500 Sheets Per Ream)	Imported with sample	1000	Ream
19.	Matt Art Paper – 100 GSM – 51 x 76 cm (500 Sheets Per Ream)	Imported with sample	1000	Ream

Sl. No.	Description of Item	Item code / make	Total Quantity Required	Unit
20.	Matt Art Paper – 130 GSM – 58.5 x 91 cm (500 Sheets Per Ream)	Imported with sample	400	Ream
21.	Colour Wrapper Paper – 90 GSM 58.5 x 91 cm (480 sheets per Ream)	SPB(Mill sample to be furnished)	150	Ream
22.	White Pulp Board - 170 GSM, 22" x 28" (Four equal colours)	West Coast (Mill sample to be furnished)	55,000	Nos.
23.	White Pulp Board - 220 GSM, 22" x 28" (Four equal colours)	West Coast (Mill sample to be furnished)	21,000	Nos.
24.	Colour Pulp Board - 170 GSM, 22" x 28" (Four equal colours)	West Coast (Mill sample to be furnished)	57,000	Nos.
25.	Colour Pulp Board - 220 GSM, 22" x 28" (Four equal colours)	West Coast (Mill sample to be furnished)	25,000	Nos.
26.	Art Board - 210 GSM, 22" x 28"	Imported with sample	50,000	Nos.
27.	Art Board - 210 GSM, 23" x 36"	Imported with sample	10,000	Nos.
28.	Art Board 300 GSM 22" X 28"	Imported with sample	2000	Nos
29.	Low wax coated Duplex Board - 200 GSM, 19" x 28"	Any make Mill sample	2,70,000	Nos.
30.	Low wax coated Duplex Board - 200 GSM, 22" x 28"	Any make Mill sample	55,000	Nos.
31.	Straw Board - 1 LB, 26" x 34"	Any make Mill sample	8500	Kg
32.	Straw Board – 1½ LB, 25" x 30"	Any make Mill sample	30,500	Kg
33.	Grey Board – 3 LB	Any make Mill sample	2000	Kg

NOTE: Mill Sample to be produced for all items.

(N. TAMILSELVAN)
DIRECTOR

ANNEXURE -II

Sl.No.	Particulars
1	Allahabad Bank
2	Andhra Bank
3	Axis Bank
4	Bank of Bahrain & Kuwait
5	Bank of Baroda
6	Bank of India
7	Bank of Maharashtra
8	Canara Bank
9	Central Bank of India
10	City Union Bank
11	Corporation Bank
12	CSB Bank Limited
13	DCB Bank Personal
14	Deutsche Bank
15	Dhanlaxmi Bank
16	Federal Bank
17	HDFC Bank
18	ICICI Bank
19	IDFC First Bank
20	Indian Bank
21	Indian Overseas NetBanking
22	Indusind Bank
23	Jammu & Kashmir Bank
24	Karnataka Bank
25	Karur Vysya Bank
26	Kotak Mahindra Bank
27	Lakshmi Bank
28	Oriental Bank of Commerce
29	Punjab & Sind Bank
30	Punjab National Bank
31	RBL Bank Limited
32	Shamrao vithal Co-op. Bank Limited
33	South Indian Bank
34	Standard Chartered Bank
35	State Bank of India
36	Syndicate Bank
37	Tamilnadu Mercantile Bank
38	UCO Bank
39	Union Bank of India
40	United Bank of India
41	Vijaya Bank
42	Yes Bank