

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

No.107/DSP/Pur/P1/2020-21/81/

Puducherry, dt. **23** SEP 2020

**NOTICE INVITING e-TENDERS FOR SUPPLY OF VARIABLE DATA INKJET
PRINTING MACHINE**

“e- Tenders” are invited by the Director of Stationery & Printing, Puducherry, on behalf of the President of India under two bid systems(Technical Bid & Financial Bid) from Manufacturers / Authorised Dealers for supply & installation of following machine:-

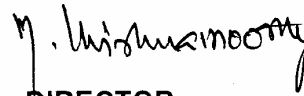
Sl. No.	Name of the Machine	Quantity Required	EMD (₹)	Office where machine to be supplied / installed
1	Variable Data Inkjet Printing Machine	1No.	40,000/-	Government Central Press, Puducherry.

2. The Tenderers for supply of above machine shall hold valid Sales Tax Registration Certificate with the Government.
3. The Tenderers must have a minimum of three years experience in the field.
4. The Tenderers who wish to participate in the tender must be either the Manufacturers or their Authorized Dealers. Detailed information of the “Manufacturer” or “Authorized Dealership Certificate” must be enclosed along with the tender.
5. Bidders should submit their tender online at the Government website <https://pudutenders.gov.in..>
6. 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 thro’ <https://pudutenders.gov.in>, hence hardcopy submission will not be accepted.**
7. **EMD for an amount of ₹40,000/-** 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.

Sl. No.	Subject	Date and time
1	Bid submission start date	24.09.2020 At 10.00 AM
2	Last date of submission pamphlet / literature of machine with Technical Specification.	14.10.2020 12.00 Noon
3	Last date of submission of Tender online (Technical & Financial)	14.10.2020 12.00 Noon
4	Date of opening of Technical bid online by the Committee	14.10.2020 04.00PM
5	Date of opening of financial bid online by the committee	Will be intimated after finalization of "Technical Bid"

8. Tenderers are requested to adhere 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 contractors / suppliers, 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.

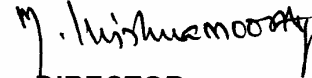
Phone No. : 0413 - 2250482
 Fax No. : 0413 - 2250357
 Helpdesk@eprocurement : 0413-2220225
 Toll free : 1800 233 7315



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

TENDER TIME TABLE

Sl. No.	Subject	Date and time
1	Bid submission start date	24.09.2020 At 10.00 AM
2	Last date of submission of pamphlet / literature of machine with technical specification.	14.10.2020 12.00 Noon
3	Last date of submission of Tender online (Technical & Financial)	14.10.2020 12.00 Noon
4	Date of opening of Technical bid online by the Committee	14.10.2020 At 04.00 PM
5	Date of opening of financial bid online by the committee	Will be intimated after finalization of "Technical Bid"

**DIRECTOR****Directorate of Stationery and Printing,
Puducherry-605 009.**

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

**TERMS AND CONDITIONS FOR e-TENDERS FOR SUPPLY OF VARIABLE
DATA INKJET PRINTING MACHINE**

GENERAL:-

1. The rate should be quoted in whole rupee and must be expressed in figures and in words (English).
2. The basic rate should be inclusive of all excise duty, packing & forwarding charges, freight charges, loading and unloading charges, insurance etc. excluding Goods & Service Tax (GST) as applicable, which should be shown separately. The supply should be made at the suppliers own risk and the rate quoted should be F.O.R. Puducherry.
3. Damages and breakages, if any found in transit, the article thereof, should be replaced. Otherwise the cost will be deducted from the bill.
4. The basic rate and IGST / GST should be typed separately, only in the space provided in the price schedule format online.
5. No column in the price list shall be left blank.
6. The rate quoted should be valid for a period of one year from the date fixed for opening the tender.
7. If artificially low rate is tendered, Government will not consider any subsequent claim for compensation. The tenderers are advised to satisfy themselves that the rate quoted is for the item, for which tenders have been invited and shall quote only for the readily available item for supply.
8. No representation towards upward revision of rate will be allowed. Rate once accepted will be final & ex-godown rate offered by the firm is not acceptable and such tenders will be summarily rejected.
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.

TENDER DOCUMENTS:-

12. The Tender shall be submitted only if the Tenderer is agreeable to all the terms and conditions of this Tender, which includes the Description and Specifications of the item mentioned therein.

13. For the supply of Machinery, the Tenders are invited in two-bid system viz. Technical Bid and Financial Bid.

(i) The Tenderer shall submit Tender online only for supply of Machine viz. Variable Date Inkjet Printing Machine (1 No.) in two parts viz. **Technical Bid** and **Financial Bid**.

(ii) The online Technical bid shall contain all documents in respect of supply of Machinery as called for in para.16, except the price list.

(iii) The online Financial Bid shall contain only price list (BOQ).

14. The Tenderers shall quote the rates in the financial bid (BOQ) only.

15. 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**.

16. THE ONLINE TECHNICAL BID SHALL CONTAIN THE DOCUMENTS LISTED HEREUNDER:

The Tenderers are requested to upload the papers according to a sequence as given below:

(i) Latest Income Tax return Certificate (2019-20).

(ii) Declaration as in para. 37.

(iii) Latest Sales-Tax Clearance Certificate.

(iv) GST Registration Certificate

(v) Documents supporting that they are the Manufacturer / Authorised Dealer.

(vi) Technical specifications of machine for which rate quoted as per Annexure-II.

17. THE FINANCIAL BID (BOQ) SHOULD BE SUBMITTED ONLINE ONLY WHICH SHALL CONTAIN THE FOLLOWING:-

(i) Tender Offer form (BOQ) – Bidders are requested to enter the Basic price which includes excise duties, sales tax, packing and forwarding charges, freight charges, loading & unloading charges, insurance, etc. and the amount of GST / IGST in the prescribed excel sheet (BOQ Form) provided online.

Note:

The financial bid shall contain only the price list. Any discrepancy in this regard will cause the rejection of Financial bid.

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

19. Copies of any documents uploaded online and 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.

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

21. The Tenderers or their Authorized Representative who are present shall produce the authorization letter and sign in Attendance Register evidencing their presence during the opening of tenders.

22. The Tenderer or their authorized Representatives who are present at the time of opening of Tenders shall not bring the Mobile Phones to the Venue.

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

24. The verification of documents in the technical bid, 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.

25. The Tenderer shall bear all costs associated with the preparation and submission of his tender and the Directorate of Stationery and Printing will in no case be responsible or liable for these costs, regardless of the conduct of outcome of the Tendering process.

26. 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.

27. Tenders submitted in forms other than the one prescribed and /or without the payment of the EMD **will be rejected.**

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

Refer Annexure-I

29. **EARNEST MONEY DEPOSIT (EMD):**

Those tenderers who submit their tender through online shall pay **Earnest Money Deposit to the value of ₹ 40,000/- 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 –III 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 pay through "Internet Banking" made 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.

30. 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.

31. 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. 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.

32. 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. Earnest Money Deposit made will be refunded to the firm which entered into agreement after having paid adequate amount of Security Deposit. On the specific request of the firm, the Earnest Money Deposit paid will be adjusted against Security Deposit, which fall short of the adequate amount.

No interest shall be payable on Security Deposit.

The Security Deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

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 - 9.

33. Warranty and service backup:

The tenderer shall clearly mention the period of warranty for the machine to be supplied along with the details of coverage of warranty in respect of the machinery parts, accessories and electrical parts. The tenderer shall also specify the arrangements for periodical service backup and on-call service.

34. OTHER CONDITIONS :

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

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 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.

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.

35. DELIVERY SCHEDULE

The item 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 item within the specified period, the same will be disposed off by the Director of Stationery and Printing by public auction.

36. 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 installation and satisfactory running of the machine for arranging payment.
Payment will be made through ECS only

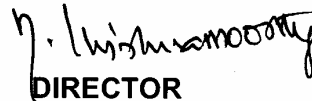
DECLARATION

37. 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 _____

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

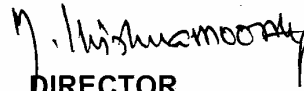
SIGNATURE OF THE TENDERER



DIRECTOR
DIRECTORATE OF STATIONERY AND PRINTING,
PUDUCHERRY

ANNEXURE – I**COMPLIANCE STATEMENT TO SPECIFICATIONS OF MACHINE****Name of the machine: VARIABLE DATA INKJET PRINTING MACHINE****Specifications:-**

1	Maximum paper size	23" x 25"
2	Minimum paper size	6" x 8"
3	Automatic suction feeding	Required
4	Provision for detecting double sheet	Required
5	Touch screen control panel	Required
6	Paper Thickness	50 – 350 GSM
7	Speed	1500 – 6000 Sph
8	Special features required	Perforating, creasing attachment
9	Other accessories	List of other accessories to be supplied along with the machine to be indicated clearly.



DIRECTOR
DIRECTORATE OF STATIONERY AND PRINTING,
PUDUCHERRY

ANNEXURE – II**TECHNICAL TENDER (To be uploaded online)**

1.	Name of the machine	:	
2.	Manufacturer's name	:	
3.	Make / brand name	:	
4.	Detailed specification	:	
5.	Technical details	:	
6.	Literature / pamphlets of the machine	:	
7.	List of parties to whom such machinery has been supplied for the last 3 years	:	
8.	Other references	:	
9.	Warranty period	:	
10.	Service backup	:	
11.	List of other accessories to be supplied along with the machine to be indicated clearly	:	
12.	Other related information	:	
13.	Special features of the machine	:	
14.	Training facilities to be offered	:	

Signature of the tenderer

ANNEXURE –III

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