

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

No.6035/DSP/Pur/P2/2009-10/1565

**Puducherry,
Dated: 12.11..2009**

LIMITED TENDER ENQUIRY

The Director of Stationery and Printing, Puducherry invites sealed tenders for the supply of **CASE FOR GOVERNMENT DIARY 2010.**

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 against payment of Rs.150/- (Rupees one hundred and fifty only) inclusive of VAT in cash or by demand draft drawn in favour of the Drawing and Disbursing Officer, Directorate of Stationery and Printing, Thattanchavady, Puducherry – 605 009 payable at Puducherry. Tender Schedule may also be obtained by post on payment of Rs.179/- (Rupees one hundred and seventy nine only) by Demand Draft along with a requisition letter. This office is however not responsible for any delay in receipt of tender documents by post.

3. The duly filled in tender schedule placed in a cover superscribed as:

“Tender for supply of CASE FOR GOVERNMENT DIARY 2010”

will be received by this Directorate upto **3.00 p.m. on 27.11.2009**. Tender received after due date and time will be summarily rejected.

**(DR. A.S. SIVAKUMAR)
DIRECTOR.**

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

No:6035/DSP/Pur/P2/2009-10/1565

Puducherry, dt. 12.11.2009

TENDER SCHEDULE FOR SUPPLY OF CASE FOR GOVERNMENT DIARY 2010

Following are the terms & conditions for supply of **CASE FOR GOVERNMENT DIARY 2010** to the Directorate of Stationery and Printing, Government of Puducherry, Puducherry.

Terms and Conditions

1.1 Sealed tender offering rate along with the validity of the rate for the item specified in the **Annexure -I** enclosed in the Tender Schedule are to be submitted to the Director of Stationery & Printing, Puducherry. Tenders received in unsealed cover/envelopes will be rejected.

1.2 The tender should be accompanied by appropriate EMD of Rs.10,000/- along with the cost of Tender Schedule.

2.1 Case samples as per specification in Annexure-II should be enclosed along with the tender. Tender submitted without samples will be summarily rejected.

2.2 The case wrapper is printed in art paper which is available at this office. Tenderers shall collect the sample case wrapper for submitting a sample case along with the tender in order to ensure supply of correct size of case as per the specification. The samples should be strictly in accordance with the specification mentioned in the Tender Schedule –Annexure-II and shall be enclosed in the cover along with the rate and validity period.

2.3 The firm should have adequate infrastructure (machineries) for making Case for Diary. The Case should be made only by using case making machineries. Firms do not have such facilities need not participate in the tender.

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 at Annexure-I. The rate is to be quoted clearly both in figures and in words.

4.2 The rate should be inclusive of charges for making case, matt lamination on the wrapper, inclusive of all taxes and delivery F.O.R. Puducherry.

EARNEST MONEY DEPOSIT:

5.1 Such of those tenderers who submit tenders in forms downloaded from Website shall pay Rs.150/- (Rupees one hundred and fifty only) towards the cost of the Tender Schedule inclusive of VAT by Demand Draft in addition to the Earnest Money Deposit of Rs.10,000/- (Rupees ten thousand only) by a crossed demand draft drawn in favour of "Drawing and Disbursing Officer, Directorate of Stationery and Printing, Puducherry" on the State Bank of India / any Nationalised Bank, payable at Puducherry. Separate Demand drafts should be drawn for EMD and COST OF TENDER SCHEDULE. The crossed Demand Draft should be enclosed along with Tender and samples. The tenders without payment of cost of tender schedule will be rejected, unless they are otherwise entitled for free tender documents.

5.2 No interest shall be paid on the Earnest Money Deposit.

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

5.4 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".

5.5 Earnest Money Deposit of unsuccessful tenderer will be refunded within ten days soon after finalization of 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 "Drawing and Disbursing 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 entire satisfaction of the Director of Stationery and printing, Puducherry – 605 009.

PENALTY:

8.1 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 material with substandard quality will be summarily rejected.

8.2 Supplies shall be made within 10 days from the date of issue of supply order in any case not later than 15.12.2009. Any delay in supply is liable to imposition of penalty to the maximum of 10% of the value of the stores ordered. Delay beyond 20 days from the date of order is liable to cancellation of the order and forfeiture of Security Deposit.

DELIVERY SCHEDULE

9.1 The materials should be delivered to the stores section, immediately within 10 days of receipt of supply order in any case not later than 15.12.2009. F.O.R, Puducherry and the tenderer should bear the loading and unloading charges.

9.2 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.

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 **CASE FOR GOVERNMENT DIARY 2010** 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

...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 tender should be submitted in a sealed cover superscribed as “**CASE FOR GOVERNMENT DIARY 2010**” addressed to "The Director of Stationery and Printing, Government Central Press Complex, Thattanchavady, Puducherry-605009" should reach the Office of the Director of Stationery and Printing, Thattanchavady, Puducherry - 9 on or before **03.00 P.M. of 27.11.2009**. Tenders received in cover 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 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 at **4.00 p.m. on 27.11.2009**.

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

RATE FOR THE SUPPLY OF CASE FOR GOVERNMENT DIARY 2010

Description of the item quoted	Quantity to be supplied	Rate per Unit (Incl. of all taxes & charges)	Quoted value of the item (3 x 4) value	Details of EMD remitted	Whether the sample attached YES/NO
(1)	(2)	(3)	(4)	(5)	(6)

Place:

Date :

Signature of the tenderer.

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

ANNEXURE-II

CASE FOR GOVERNMENT DIARY 2010

- i) Quantity : 40,000 Nos.

- ii) Specification of Case for Diary 2010
 - a) Size (trimmed) : 17.6 X 23 cms
 - b) Spine thickness : 1.2 cms
 - c) Board thickness : Stiff board of 2mm thickness
 - d) Lamination : Matt Lamination to be made on the wrapper printed in art paper which will be supplied to you.
 - e) Opening size of case : 37 X 23.6 cms.

Note : (i) The firm should have adequate infrastructure (machineries) for making Case for Diary. The Case should be made only by using case making machineries. Firms do not have such facilities need not participate in the tender.