

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

**No.3/GCP/Estt./B3/2009-10**

**Puducherry, dt.04.12.2009**

**ADVERTISED TENDER ENQUIRY**

The Director of Stationery and Printing, Puducherry invites sealed tenders for the supply of the following machine:

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Quantity required</b>
<b>1.</b>	<b>Automatic Paper Cutting Machine</b>	<b>2 Nos.</b>

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 two separate covers superscribed as:

**1. "Tender for supply of Automatic Paper Cutting Machine - Technical bid"**

**2. "Tender for supply of Automatic Paper Cutting Machine - Financial bid"**

**will be received by this Directorate upto 3.00 p.m. on 28.12.2009 and will be opened on the same day at 04 .00 P.M. 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.3/GCP/Estt./B3/2009-10

Puducherry, dt. 04.12.2009

**TENDER SCHEDULE FOR SUPPLY OF AUTOMATIC  
PAPER CUTTING MACHINE**

Following are the terms & conditions for supply of the following **Automatic Paper Cutting Machine** to the Directorate of Stationery and Printing, Government of Puducherry, Puducherry.

Sl. No.	Name of the Item	Quantity required
1.	Automatic Paper Cutting Machine	2 Nos.

**1. 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, with the validity of the rates for a period of one year. Tenders received in unsealed cover/envelopes will be rejected. Tenders are to be submitted in two parts viz., (a) Technical bid, (b) Financial bid.

**1.2 Technical bid:**

The tenderer has to furnish the complete specifications and technical details of the machinery to be supplied in Annexure II. The technical literature/pamphlets of the machinery, name and experience of the manufacturers, list of parties to whom such machinery have been supplied etc., and other related information have to be given in this cover. On the top of the cover it should be clearly marked as "**Tender for the supply of Automatic Paper Cutting Machine-Technical bid**" and properly sealed. The price/rate of the item should not be quoted in the technical bid. The technical details of the machinery with price/rate indicated thereon will summarily be rejected and the corresponding financial tenders will not be considered.

### **1.3 Financial bid:**

In this cover, the price of the machinery has to be quoted in the prescribed form - Annexure III attached to this tender form and the same has to be submitted by clearly marking on the top of the cover as "Tender for the supply of **Automatic Paper Cutting Machine-Financial bid**" and properly sealed.

**NOTE:** Price should be quoted for the item, which is referred as basic or optional in the specification. Further if the tenderer offers some more items over and above the specifications, the price for those items should also be clearly quoted in the price bid, so as to avoid any ambiguity in deciding the offer.

1.4 Tender with validity for a lesser period than the period mentioned in sub-clause (1.1) above will be rejected.

1.5 Tender having no mention of period of validity will be deemed to be valid for the period mentioned in sub-clause (1.1) above.

1.6 The tenderer will be at liberty to quote rate in the "Financial Tender" for one or more or different models to the item mentioned in Schedule. In such cases the rate of the item will be considered separately and individually.

1.7 The details of rate should be given as in the Annexure-III enclosed.

1.8 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.

## **2. PRICES**

2.1 The tenderer shall quote the rates / prices per unit specified in the tender schedule. The rate is to be quoted clearly both in figures and in words.

2.2 The price/rate should be inclusive of all charges towards sales taxes, excise duties, charges for packing, freight, transport, insurance, unloading, loading, etc., and delivery F.O.R Karaikal for one machine and F.O.R. Mahe for one machine.

### 3. TENDER COST & EARNEST MONEY DEPOSIT

3.1 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. 40,000/- by drawing 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 only in the cover superscribed as "Technical Bid" along with the technical specifications. **The tenders without payment of cost of tenders will be rejected, unless they are otherwise entitled for free tender documents.**

3.2 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.

3.3 No interest will be paid on the Earnest Money Deposit.

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

3.5 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".

3.6 Earnest Money Deposit of unsuccessful tenderer will be refunded after opening the Financial Tender and selection of items within 10 days.

#### **4. AGREEMENT**

4.1 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.

4.2 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. 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.

#### **5. SECURITY DEPOSIT**

5.1 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 tenderer / firm which entered into agreement after having paid adequate amount of Security Deposit. On the specific request of the tenderer the Earnest Money Deposit paid will be adjusted against Security Deposit, which fall short of the adequate amount.

5.2 The firms permanently registered as Industrial Co-operative Society/Small Scale Industry with Government of Pondicherry/ 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".

5.3 No interest shall be payable on Security Deposit.

5.4 The Security Deposit will be refunded only after the faithful and complete discharge of all the Terms and Conditions of the contract by the tenderer and to the fullest satisfaction of the Director of Stationery and printing, Puducherry – 605 009.

## **6. PENALTY**

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

6.2 Supplies shall be made within 30 days from the date of order. Any delay in supply is liable to imposition of penalty to the maximum of 10% of the value of the stores ordered. Delay beyond 60 days from the date of order is liable for cancellation of the order and forfeiture of Security Deposit.

## **7. GENERAL**

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

7.2 In case of non supply or failure of supply as per the terms and conditions by the tenderer the Director of Stationery and Printing shall be entitled to appoint new tenderer to effect supply and the excess amount that the Director of Stationery and Printing has to incur shall be recovered from such defaulting tenderer.

7.3 The Director of Stationery and Printing has the right to recover all or any dues from the tenderer by exercising the provisions of the Puducherry Revenue Recovery Act 1970.

7.4 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.

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

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

**8. TERMS OF PAYMENT**

8.1 No advance will be paid for effecting the supply.

8.2 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.

**9. ENCLOSURES TO BE FURNISHED ALONG WITH TECHNICAL BID**

9.1 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.

9.2 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 **“Tender for the supply of Automatic Paper Cutting Machine”** is 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 (S)

## 10. DUE DATE AND TIME

The tenders are to be submitted as follows:

### 10.1 Technical Tender:

The annexure – II, with all technical details, technical literature, customer base, all enclosures listed at clause-10, tender cost and EMD should be submitted in a sealed envelope superscribing as “**Tender for the supply of Automatic Paper Cutting Machine-Technical bid**”.

### 10.2 Financial tender:

The annexure-III with the details of the financial bid should be submitted in a sealed envelope superscribing as “**Tender for the supply Automatic Paper Cutting Machine - Financial bid**”.

10.3 Both the above sealed envelopes should be placed in a single cover superscribed as “**Tender for supply of Automatic Paper Cutting Machine**” and addressed to The Director of Stationery and Printing, Government Central Press Complex, Thattanchavady, Puducherry-605 009” should reach the Office of the Director of Stationery and Printing, Thattanchavady, Puducherry-9 **on or before 28.12.2009 by 3:00 p.m.** Tenders received in covers without superscription as mentioned above will not be considered.

10.4 Tenders received after the due date and time will be summarily rejected.

10.5 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 **at 4.00 p.m. on the same day.**

10.6 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

### TECHNICAL SPECIFICATION FOR AUTOMATIC PAPER CUTTING MACHINE

Cutting width	:	45”
Maximum paper	:	45” x 45”
Minimum length without false clamp	:	30mm
Maximum length with false clamp	:	90 mm
Maximum pile height	:	4.5”
Clamp pressure range	:	400 – 4000 kgf
Mode of operation	:	Auto/Manual
Display	:	LCD display with SVGA monitor Provision for PC connectivity
Clutch	:	Electro mechanical operation with clutch and brake
Lubrication	:	Centralized lubricant system.

#### **Back gauge**

1. Should consist of recirculation ball screw.
2. Servo motor to drive the ball screw.
3. Automatic back gauge positioning through program/should have provision for manual positioning.

Other facilities	:	Optical cutting line to ensure Accurate cutting position.
Safety	:	Infra red safety beams.
Airtable	:	Chrome plated table to prevent dust.
Controls	:	LCD touch panel LED display to back gauge positioning.

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

**ANNEXURE – II**  
**TECHNICAL TENDER**

1. Name of the machine :
  
2. Detailed specification :
  
3. Technical details :
  
  
4. Literature / pamphlets of the machine :
  
5. Name and experience of the Manufacturers :
  
  
6. List of parties to whom such machinery has been supplied :
  
  
  
7. Other References :
  
  
8. Other related information :

**Signature of the Tenderer**

**ANNEXURE – III**  
(Financial Tender)

From

To

The Director,  
Directorate of Stationery and Printing, Puducherry.

We are pleased to quote our competitive rate for the supply of the -----

----- (Name of themachinery / accessory).

1. Full specification :
2. Quantity offered :
3. Manufacturer's Name :
4. Make/Brand/Name :
5. Basic Rate :
6. Discount offered :
7. Nett rate after deduction of discount :
8. Excise duty :
9. Sales Tax :
10. Net Rate inclusive of all Taxes :
11. Packing & Forwarding Charges :
12. Freight & Octroi :
13. Insurance :
14. Nett landed price :
15. Delivery Period :
16. Validity :
17. Payment Terms :
18. Erection Charges :
19. Guarantee :
20. Training facilities offered :

Signature of the tenderer

**Details of EMD payable for the supply of Automatic Paper Cutting Machine**

SI. No.	Description of the items quoted	Quantity to be supplied	Rate per unit	Total value of the item (3x4)	Value of EMD paid
(1)	(2)	(3)	(4)	(5)	(6)

Signature of the tenderer.

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