



Name of the Company

Price	..	Rs.	1,000
VAT 5%	..	Rs.	50
Total	..	Rs.	<u>1,050</u>

GOVERNMENT OF TAMIL NADU
OFFICE OF THE DIRECTOR OF STATIONERY AND PRINTING,
CHENNAI-600 002.

TENDER NOTICE FOR ENTERING INTO RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS TO
ELECTION DEPARTMENT FOR THE YEAR 2011-2012.

Sy. No. R4/1112/2012

Dated: 22-02-2012

Sealed tenders on Rate Contract for the supply of the Stationery Items to Election Department for the year 2011-2012 are invited from manufacturers/ distributors and authorised dealers by the Director of Stationery and Printing, Chennai-2 for and on behalf of the Governor of Tamil Nadu upto the date and time as detailed below :—

- (a) Tender accepting authority : Director of Stationery and Printing,
No.110, Anna Salai,
Chennai-600 002.
- (b) Last date of receipt of tender : 15-03-2012 — 3.00 p.m.
- (c) Date of opening of tender : 15-03-2012 — 3.30 p.m.
- (d) Place of opening of tender : Office of the Deputy Director,
Government Stationery Stores,
64, Rajaji Salai,
Chennai-600 001.



ANNEXURE

TENDER SCHEDULE FOR THE YEAR 2011-2012

Serial Number. (1)	Name of the Articles with specification. (2)	Approximate requirement. (3)	No.of samples required. (4)
1.	Black colour rexine bag size 1½' x 1' with strong handles. The Logo of the Election Commission of India should be printed with white background should have two zip compartments-one to keep books and forms and another to keep Pen, Pencil, Eraser, etc., (The Logo of the Election Commission of India should be given at the time of supply Order)	54310 Nos.	3 Nos.
2.	Writing Pad (Hard board with Metal Clip) (A4 size)	54310 Nos.	3 Nos.
3.	Ball Pen Blue [good quality]	54310 Nos.	5 Nos.
4.	Pencil [good quality] (Black lead)	54310 Nos.	5 Nos.
5.	Eraser [good quality]	54310 Nos.	5 Nos.
6.	Ruler 1 Feet [Wooden Scale] (Good Quality)	54310 Nos.	5 Nos.
7.	Blank Register A4 Size [21x29.7cm] 50 Pages white rules sheets 60 GSM with white wrapper of 100 GSM.	54310 Nos.	3 Nos.

Two Cover System

Tenders should be sent in two separate sealed covers using sealing wax as detailed below :—

- (1) Techno Commercial Bid Cover
- (2) Price Bid Cover

by Registered Post/Speed Post/in Person or Courier (Necessary covers are enclosed with documents).

(1) The Techno Commercial Bid Cover should consist of the following (Duly adhering to all the tender conditions) :—

- (a) Proof of manufacturer, Proof of Production capacity /Proof of Distributorship status/ Proof of Dealer status (Latest).
- (b) Each page of the tender condition form duly signed and office seal affixed.
- (c) EMD payment details – Original Chalan/Demand Draft.
- (d) Sales Tax Clearance Certificate and audited statements of accounts for last 3 years.
- (e) Audited Balance Sheet for last 3 years.
- (f) Income Tax Clearance certificate/Returns for last 3 years.
- (g) 3 Nos. / 5 Nos. of samples as per specification required *Vide* Column 4 of the Annexure.
- (h) Annual turnover of the tenderer firm must be not less than Rs. 50 Lakhs.
- (i) TIN Registration Certificate.

(2) The Wax Sealed Price Bid Cover should consist only the price (Please see the Tender condition No. 7).

The Techno Commercial Bid Cover will be opened at 3.30 p.m. on 15-03-2012 in the presence of the tenderers or their authorised representatives who desire to attend. Price bids of the qualified tenderers found qualified to execute the tender will be opened on the dates to be intimated to them later in the

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(3) Techno Commercial Bid Cover should be sent in wax sealed cover duly superscribed as “Techno Commercial Bid for Rate contract for the supply of to be opened on 15-03-2012 ” and Price Bid Covers should also be sent in wax sealed cover superscribed as “Price bid for Rate contract for the supply of”. The Techno Commercial bid covers and Price bid covers should be sent either by RPAD or by the Speed Post or to be handed over in person or by Courier and addressed to the **Deputy Director, Government Stationery Stores, 64, Rajaji Salai, Chennai-600 001** and not by any other means.

Tenders received after the due date and specified time will not be accepted. Tenders which are not sealed (using sealing wax) or not received by RPAD or by Speed Post or in Person or by Courier will be summarily rejected and the covers will be returned to tenderer.

(4) The tenderers should seal the tender covers by using sealing wax only. Sealing of covers by cellotape or any other mode will not be accepted. Covers which are not sealed by using sealing wax will be summarily rejected.

(5) Tenderers are requested to clearly superscribe the name of the item tendered for and also the due date of opening of the sealed covers without fail.

The Tenders are subject to the following conditions :—

1. (a) Tenderers are required to enclose the certificate from the Central Excise Department in support of their manufacturing capacity in the format prescribed as in Annexure-I, if they are manufacturers. Tenders not accompanied with the above certificate will be rejected.
- (b) The authorised dealers/distributors should produce their latest dealership/distributorship certificate obtained from the manufacturers specifically for the variety of paper/article quoted by them in tender. Tenders not accompanied with the above certificate will be rejected.
2. Tenderers who are not in a position to supply the full quantity mentioned in the tender notice should indicate specifically in their tender, the exact quantity that can be supplied by them and the period within which the supply can be effected by them.
3. (a) Tenders (Techno Commercial bid) in the prescribed form should be duly signed by the tenderer. The tender forms issued in the name of the intending tenderers/firms only should be used. If the form issued to other tenderer are used, such tenders will not be accepted. Use of any other tender form other than one supplied by this department is prohibited and if received will be summarily rejected.
- (b) Every page of the tender document should be duly signed by the tenderer and enclosed along with the tender, in token of having accepted all the tender conditions. In case of omission of signature and official rubber stamp on each and every page of tender documents, the tenderer is at liberty to sign and affix his official rubber stamp in his tender documents before the Tender Scrutiny Committee in the presence of the tenderers present at the time of opening of the tender. Otherwise, the tender will be summarily rejected.
4. (a) **Tenders must be submitted in separate sealed covers for each items as specified in the tender schedule. (Techno Commercial Bid & Price Bid covers separately for each Item).** Tenders which are not accompanied with one per cent EMD or accompanied with a deposit of less than the amount specified will be summarily rejected. The tenderers should furnish separate EMD for each item in order to release the EMD of unsuccessful tenderers easily. The EMD must be remitted into State Bank of India, Chennai or any nearest Government Treasury in Tamil Nadu under the head “EMD Deposits not bearing interest 8443 00 Civil Deposits— 103 Security Deposits — AA Security Deposit” (DP Code No. 8443 00 103 AA 0007) and the related original chalangans should be attached to the tender or by a Demand Draft drawn on or after the date of Advertisement in favour of the Director of Stationery and Printing, Chennai-2. Cash, Cheque, etc., will not be accepted on any account towards EMD.
- (b) No request for transfer or adjustment of any previous deposit towards EMD will be entertained. The tender received without EMD as specified will be summarily rejected.

- (c) SSI Units Registered with the Director of Industries and Commerce (Tamil Nadu) and NSIC are exempted from payment of EMD. Small Scale Industrial Units are requested to produce recently issued “Existence Certificate” and “Capacity Certificate” issued in the year 2010-2011 by the Director of Industries and Commerce or by the General Manager of the District Industrial Centre of the respective areas in addition to the permanent enlistment certificate to qualify for exemptions from payment of EMD.



5. Required number of samples as specified in Column 4 of the annexure must accompany the tender otherwise the tender will be rejected. They must be distinctly marked with the specifications and the name and address of the tenderer on the labels attached to them. Samples will not be returned. Each sample should be affixed with the rubber stamp seal of the firm in the right hand side bottom corner duly furnishing specification and size Single sample alone will be accepted.

6. Tender should be accompanied by the Sales tax Clearance Certificates/VAT Clearance Certificates issued for the year 2009-2010 showing payment of Sales Tax dues upto the end of the immediate preceeding financial year. Copies of the audited statement of accounts for the latest three years (2007-2008, 2008-2009 and 2009-2010) should also be produced.

7. The tenderers are requested to quote their nett price inclusive of all costs of delivery at the final destination (city and mufussil) such as transportation, payment of duties and taxes leviable, Insurance, etc., giving the breakup. They should indicate the actual percentage of VAT to be paid by them.

- (a) There shall be a price preference of fifteen per cent for domestic Small Scale Industrial units and ten per cent for Public Sector undertaking of the Government in respect of products and quantities manufactured by them.
- (b) The price bid quoted by tenderer should be valid for a period of one year from the date of opening of the tender.
- (c) In respect of items for which prices are controlled and fixed by the Government, the rates quoted by the tenderer for these items shall not in any case exceed such prices. A certificate to the effect that in respect of such items, the rate quoted are not above the controlled or fixed rate should also be furnished.

8. Tenderers are specifically requested to quote rates,—

- (i) For articles and makes specified in the schedule
- (ii) In Metric Units and Nos. only
- (iii) Whether they have sufficient stock
- (iv) Without their own conditions, delivery terms, etc.

9. (a) The Director of Stationery and Printing reserves himself the right of rejecting any tender without assigning any reasons therefor.

(b) The Director of Stationery and Printing shall not bind himself to accept the lowest or any other tender and reserve the rights to himself to reject all or any tender without assigning any reason therefor. The Director of Stationery and Printing also reserves the right to himself to accept one or more tenders for supply of one item.

(c) When the performance of a firm on a previous tender was not satisfactory, the Director of Stationery and Printing has the power to reject the tender.

10. Tenders (Techno Commercial bid covers) shall be opened on the dates specified in the presence of those tenderers present. Price bids of the qualified tenderers found qualified to execute the tender will be opened on the dates to be intimated to them and in the presence of the qualified tenderers or their authorised representatives who desire to attend.

11. (a) On acceptance of the tender, the successful tenderer shall enter into Rate Contract for supply of the specific Paper variety/article as and when ordered either in total or in piece meal by the Director of Stationery and Printing to the destination as mentioned in the Purchase Order. For this he shall execute an agreement in the prescribed form in a stamp paper to the value as per law within one week from the date of receipt of the intimation from the Director of Stationery and Printing, Chennai-2 for the faithful performance of the contract (This form can be perused at the Directorate of Stationery and Printing, Chennai-2).



(b) The tenderer will also be required to remit a security deposit of five per cent of the total value of the quantity Ordered. This amount shall be remitted by way of Demand Draft or National Savings Certificate or Bank guarantee pledging the same in favour of the Director of Stationery and Printing, Chennai-2 forwarded to this office. This is in addition to the EMD.

In the event of failure to remit the security deposit or to execute the agreement, the EMD already furnished shall be forfeited. In addition, the tenderer will be treated as having committed breach of contract.

12. In the case of unsuccessful tenderer, their EMD will be returned to them after settlement of tenders.

13. The EMD of the successful tenderer will be retained as additional security deposit. These deposits will be released only after the completion of entire supply of the materials by the contractor and after the lapse of 6 months thereafter. In case of failure to complete the supply, these deposits will be forfeited to the Government without prejudice to the other rights and remedies of the purchase.

14. The EMD is liable to be forfeited to Government if the tenderer withdraws the tender after acceptance by this department.

15. (a) The supplies should be made in accordance with purchase order punctually as per the supply schedule mentioned in the Purchase Order or within such extended time granted by the Director of Stationery and Printing at his discretion on the request of the contractor. The actual quantities required which may vary from the quantities specified in the tender notice will be intimated to the selected contractor from time to time and they must be delivered at the cost and risk of the contractor at the 1st floor of the Government Stationery Stores, Chennai-1.

(b) As a rule, supply should not be made in excess of the quantities ordered and if so made, the excess quantity will be liable for rejection. Excess supply will not be accepted.

16. All supply bills of the contractors will be admitted for passing only after the execution of the agreement.

17. (a) Payment shall ordinarily be arranged for articles delivered and accepted by this department at the accepted rate intimated to them in the purchase order on receipt of bills subject to provision of funds.

(b) Any upward revision in claim of Central Excise Duty/VAT after issue of confirmation orders by Director should be supported by proper evidence. Any reduction of Central Excise Duty/VAT after issue of confirmation orders by Director should also be given effect to.

(c) Any upward revision in nett price except Central Excise Duty/VAT after issue of confirmation orders by Director will not be borne by this Department and the extra amount incurred if any will be borne only by the successful tenderer.

18. In case of delay, neglect or refusal on the part of the Contractor to supply and deliver any of the articles ordered for, he is liable to pay liquidated damages and penalty as follows:—

- (i) Penalty at Rs. 250 per day of delay in supply for the first ten days and thereafter Rs. 500 per day subject to a maximum of one month, beyond which supplies will not be accepted.
- (ii) Difference in cost between the prices paid for such articles when purchased from other sources and the prices accepted by this office and intimated to the contractor.
- (iii) In cases when the contractor fails to replace the articles that have been rejected, the contractor is liable to pay for the quantity of articles/stores so failed to be supplied and purchased from other source, the difference of cost between the prices paid for such articles and prices quoted by him in tender and accepted by this office.
- (iv) Without prejudice to other rights and remedies of the Government if a contract for the supply is placed on the higher tender in preference to the lowest acceptable offer, in consideration of the offer of earlier delivery, the contractor will also be liable to pay to the Government, difference between the contract rate and that of the lowest acceptable tender in case of failure to supply, in terms of such contract within the due date of delivery.
- (v) In case, the approved contractor fails or refuses to observe, perform, fulfil and keep up any one or all the conditions stipulated in the agreement to be executed after the acceptance of tender, the EMD and the security deposit furnished will be forfeited to Government.

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19. Packing cases or gunnies or any packing materials will neither be returned nor be paid for.
20. Priority assistance for movement of goods, licences or permits required for executing any supply cannot be arranged by this department. They should be attended to by the tenderers themselves. Booking restrictions cannot be a plea for the failure to supply the articles within the stipulated time.
21. Conditions for advance payment or for immediate payment against receipt of LR/RR or any similar condition will not be accepted.
22. Upon the complete fulfilment of contract by a contractor to the entire satisfaction of the Director of Stationery and Printing, 110, Anna Salai, Chennai-2, and after lapse of 6 months thereafter, the EMD and the security deposit will be returned to him less the amount, if there is any due by the contractor to this office. On no account, the EMD and the Security Deposit will be returned to the contractor when the contract is in force.
23. In the event of any dispute or difference arising during the subsistence of the contract touching any clause, matter or thing herein contained or the operation of construction, hereto or the rights, duties or liabilities of either party under or in connection therein then and in every such case except where herein otherwise stated that the decision of the Secretary to Government of Tamil Nadu of the concerned Administrative Department upon such dispute or difference shall be final and conclusive as against by binding upon each of the parties hereto.

Place : Chennai-600 002.
Date : 22-2-2012.

T. ABRAHAM,
*Director of
Stationery and Printing.*

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ANNEXURE - I

Certified that Tvl.....

has an installed capacity of..... Stationery Article.....

per annum which is produced, out of.....

.....

The production and clearance of the finished/Stationery Article for the last three years.

Financial Year	Finished	Clearance Product
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(1)

(2)

(3)

Authority.

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Name of the Company:-

TENDER FORM

Tender for entering into rate contract for the supply of Stationery Items to Election Department for the year 2011-2012.

I/We have understood the full implication of the condition in the tender notice received with this form and I/we agree to abide by them. I/We certify that the price tendered by me/us to the best of my/our knowledge and belief is not more than the price which is permissible for me/us to change a private purchaser for the same class and description of goods.

1. Total value of the tender :-
2. one per cent thereof representing Earnest Money Deposit :-
3. particulars evidencing remittance of the Earnest Money Deposit (i/e. Challan No. and Date) :-

Full name and address of the Tenderer or firm

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.....
.....

Sl.No.	Description of the item.	Quantity required Nos.	Rate per Nos. Basic Price, Tax VAT.	Total value	Number of Samples enclosed
(1)	(2)	(3)	(4) Rs. P.	(5) Rs. P.	(6)
1.	Black colour rexine bag size 1½' x 1' with strong handles. The logo of the Election Commission of India should be printed with white background should have two zip compartments-one to keep books and forms and another to keep Pen, Pencil, Eraser, etc., (The Logo of the Election Commission of India should be given at the time of supply Order)	54310 Nos.			
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