

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

No.3476/DSP/Pur./P1/2015-16/705/2

Puducherry, Dt.05/06/2015

**NOTICE INVITING E-TENDER FOR THE SUPPLY OF MACHINERY AND
EQUIPMENT FOR THE YEAR 2015-16**

“E- Tenders” are invited by the Director, Directorate of Stationery & Printing, Puducherry, on behalf of the President of India under two bid systems(Technical Bid & Financial Bid) from manufacturers / authorised dealers for the supply / installation of following machinery & Equipment:-

Sl. No.	Name of the Machinery / Equipment	Quantity	Tender Document Cost	EMD	Office where machinery / equipment to be supplied / installed
1.	Plate Exposing System	1 No.	-do-	₹ 20,000/-	Govt. Branch Press, Karaikal

Note: The bidders who wish to quote for item No.1, if interested, may visit Govt. Central Press, Thattanchavady, Puducherry – 605 009 on any working day between 10.00 A.M and 04.00 P.M to inspect old machine under prior intimation to the Joint Director (Ptg.) of this Office (Contact No. 0413-2250670) for buy back option.

1. The Tenderers for supply of above machinery & equipment shall hold valid sales tax registration certificate with the Government.
2. The Tenderers must have a minimum of three years experience in the field.
3. The Tenderer who quote for the supply of machinery / equipment, must be either the manufacturers or their authorized dealer. Detailed information of the “Manufacturer” must be enclosed along with the tender.
4. Bidders should submit their tender online at the Government website pudutenders.gov.in with proof of payment of Tender Fee ₹156/- (**by Demand draft**) drawn in favour of Senior Accounts Officer, Directorate of Stationery and Printing, Puducherry, payable at Puducherry. This amount is not refundable. **If the tenderer wish to quote for all the items, separate tender fee for each item shall be furnished.**

...2/-

5. The Tender details, and 'Terms and Conditions' may also be downloaded from the website <http://www.py.gov.in> and <http://styandptg.puducherry.gov.in> for reference only. **Tenders will be processed online only thro' <https://pudutenders.gov.in> , hence hardcopy submission will not be accepted.**

6. The technical tender and other documents will be evaluated only on receipt of Tender fee and EMD as separate demand draft for each item as specified in the tender document shall be placed in a separate, sealed cover superscribed as "Tender fee, EMD for supply of _____ (Name of the Machinery / Equipment) for the year 2015-16" **on or before 07/07/2015 (4.00 p.m.) at the Directorate of Stationery and Printing, Puducherry-605 009.**

Sl. No.	Subject	Date and time
1.	Date of pre-bid meeting for the bidders	12/06/2015 at 4.00 P.M.
2.	Bid submission start date	15/06/2015 at 9.00 A.M.
3.	Last date of submission of Tender Fee, EMD and pamphlet / literature of machinery / equipment at the Department	06/07/2015 at 4.00 P.M.
4.	Last date of submission of both technical and financial tender online	07/07/2015 at 4.00 P.M.
5.	Date of opening of technical bid online by the Committee	08/07/2015 at 11.00 A.M.
6.	Date of opening of financial bid online by the committee	Will be intimated after finalization of "Technical Bid"

{If these days happen to be a holiday the next working day will be the date for item Nos. 1,2,3 and 4}

7. Tenderers are requested to stick on to the date and time specified strictly. 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

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

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

**TENDER CONDITIONS FOR THE SUPPLY OF MACHINERY / EQUIPMENT FOR
THE YEAR 2015-16**

GENERAL:-

The rates should be quoted in whole rupee only and must be expressed in figures and in words (English). The rates for each item should be independent of other items.

2. The rates should be inclusive of all Excise duty, VAT/ST, packing & forwarding charges, freight charges, loading & unloading charges, insurance etc.. The supply should be made at the suppliers own risk and the rate quoted should be F.O.R. Puducherry and Karaikal.

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 rates should be typed in the space provided ONLY in the pricelist format online.

5. No column in the price list shall be left blank.

6. The rates quoted should be valid for a period of one year from the date fixed for opening the tender.

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 for supply.

...5/-

8. No representation towards upward revision of rates will be allowed. Rates once accepted will be considered, ex-godown rates offered by the firm are not acceptable and such tenders will be summarily rejected.

9. After the due date no addition or deletion or alteration will be allowed.

10. The bill of cost of the machinery / equipment supplied should be sent to the consignee immediately after delivery of goods.

11. If the Government introduces any fresh taxes or increase the present rates of taxes, no change in the rates can be claimed.

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 items mentioned therein.

13. For the supply of Machinery/ equipment for the year 2015-16, the Tenders are invited in two-bid system.

(i) The Tenderer shall submit Tender online for supply of Machinery / Equipment for the year 2015-16 in two parts viz. **technical bid** and **financial bid**.

(ii) The online technical bid shall contain all documents in respect of supply of Machinery / Equipment for the year 2015-16 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 TECHNICAL BID TO BE SUBMITTED ONLINE SHOULD CONTAIN THE DOCUMENTS LISTED HEREUNDER.

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

(i) The scanned copy of Demand draft towards the cost of Tender Fee for ₹ 156/- drawn in favour of Senior Accounts Officer, Directorate of Stationery and Printing, Puducherry. **Separate demand draft for each item towards cost of Tender fee has to be furnished if the tenderer wish to quote for all three items.**

(ii) The scanned copy of a Demand draft towards Earnest Money Deposit drawn in favour of the Senior Accounts Officer, Directorate of Stationery and Printing, Puducherry payable at State Bank of India, Puducherry. **Separate demand draft for EMD for each item has to be furnished if the tenderer wish to quote for all the three items. In case of claiming exemption, the tenderer should submit / upload valid exemption certificate duly attested.**

(iii) Latest Income tax return certificate.

(iv) Declaration as in para. 37.

(v) Latest Sales-Tax return certificate.

(vii) Documents supporting that they are the manufacturer / Authorised Dealer.

(viii) Technical tender details as per **Annexure-II**.

17. THE FINANCIAL BID (BOQ) SHALL CONTAIN THE FOLLOWING:

(i) Tender Offer form (BOQ) - Basic price, excise duties, VAT / sales tax, packing and forwarding charges, freight charges, loading & unloading charges, insurance etc. for **each Machinery / Equipment** shall be entered by the tenderer in the prescribed excel sheet.

Note:

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

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

19. Copies of any documents uploaded online should be clear and legible. 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 **prescribed fee will be rejected.**

28. **Specification and requirement of Machinery / Equipment:**

Refer annexure-I

The quantity of stores indicated in the schedule are only tentative and approximate. Director of Stationery and Printing has the right to increase or decrease the quantity.

29. **COST OF TENDER SCHEDULE AND EARNEST MONEY DEPOSIT:**

Such of those tenderers who submit tenders in forms downloaded from Web-site shall pay ₹156/- (Rupees one hundred and fifty six only) towards the cost of the Tender Schedule inclusive of Sales Tax by Demand Draft in addition to the **Earnest Money Deposit to the value of ₹ 20,000/-** by drawing a crossed demand draft drawn in favour of "The Senior Accounts Officer, Directorate of Stationery and Printing, Puducherry", payable at Puducherry. **Separate Demand drafts should be drawn for EMD and cost of tender schedule for each item if the tenderer wish to quote for all the three items.** The Demand Drafts should be submitted at the Department along with the machine literatures on the date mentioned in the time table. The tenders without payment of EMD will be rejected. In case of claiming exemption, the tenderer should submit valid exemption certificate duly attested.

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.

No interest will be paid on the Earnest Money Deposit.

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 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".

Earnest Money Deposit of unsuccessful tenderer will be refunded after opening the Financial Tender and selection of items within one month.

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 / Fixed Deposit Receipt drawn in favour of "The Senior Accounts 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 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 / equipment to be supplied along with the details of coverage of warranty in respect of the machinery / equipment 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 items 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.

...11/-

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 such defaulting supplier.

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 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. FOR, Puducherry / Karaikal and Tenderer should bear the loading and unloading charges.

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.

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 Machinery / Equipment) for the year 2015-16 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 MACHINERY
AND EQUIPMENT**PLATE EXPOSING SYSTEM****Specifications:-**

1.	Maximum exposure area : 35" x 43"
2.	Auto diffusion
3.	Auto curtain
4.	In-built Register system
5.	Instant 3 KW MHL
6.	List of other accessories to be supplied along with the equipment shall be indicated clearly.

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ANNEXURE - II
TECHNICAL TENDER

**(Separate sheet for each Machinery & equipment should be furnished in case
the tenderer wish to quote for all the machinery / equipment)**

1. Name of the machine / equipment :
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 :
8. Other references :
9. Warranty period :
10. Service backup :
11. Other related information :
12. Special features of the machine :
13. Training facilities to be offered :

Signature of the tenderer