

## **GENERAL TERMS AND CONDITIONS OF THE TENDER FOR SUPPLY OF STATIONERY ITEMS AND CARTRIDGES/TONERS**

1. Sealed Tenders for supply of Stationery Items and Cartridges/Toners in parts or full mentioned in schedule 'A' are invited from well established reputed firms and having annual turn over of above Rs. 30 lacs for the last three years i.e. 2012-13, 2013-14 & 2014-15. Only Tenders received upto **20-05-2016** on **11.00 A.M.** will be eligible for consideration as per Tender Notice and shall be further subject to the following terms and conditions.
2. Each tender should be accompanied with earnest money of Rs. 50,000/- in form of FDR/Drafts in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh. Tender not accompanied with earnest money shall not be entertained. Earnest money in cash or by cheque shall not be accepted. No concession/exemption regarding deposit of earnest money will be given on any ground, what so ever and tenders not accompanied with earnest money will be rejected straightway. The earnest money of successful bidder will be retained as security deposit.

Particulars of draft/deposit at call etc. on account of earnest money must be filled in the Performa of Technical Bids and the draft/deposit at call should be put in the envelope containing Technical Bid. Tender should be filled in two separate parts and in two envelopes. First envelope should contain technical details/turnover of the firm. Technical details should be filled in the Performa supplied along with this tender and may be subscribed on the envelope "Technical Bid". Second envelope will contain the Commercial Bid and rates should be quoted in the Performa supplied for this purpose along with this tender and may be subscribed as "Commercial Bid".

Technical bids will be opened first at **20-05-2016** on **11.00 A.M.** in the presence of those tenderers who may wish to be present. The Commercial Bids of only those tenderers will be opened on **20-05-2016** at 11.30 A.M. who are found to qualify as per "Technical Bid". Officers of the Board may inspect the premises of the printers/suppliers in order to verify the particulars mentioned in the Technical Bid. Commercial Bids will be opened after finalizing the Technical Bids, the date of which will be intimated at the time of finalizing the Technical Bids.

3. The firm participating in the tender should not have been blacklisted by any Govt./Non govt. Agency, in case such information brought to the knowledge of the Board, the suitable action shall be taken against such firm and security deposited shall be forfeited.
4. The bidder shall supply stationery exactly as per specifications indicated in Schedule 'A'. Any number of sample of paper used for printing stationery may be drawn by the Board's official from the material, at random, and got tested from any laboratory of repute. Expenses of laboratory charges will be born by Board incase material supplied is as per specification of GSM or within admissible tolerance limit as mentioned below. But incase material supplied is not as per specification and beyond tolerance limit then expenses of laboratory testing will be charged from supplier. The following percentage of variation in GSM shall be tolerable :-
  - (i) Envelopes – 2.5%
  - (ii) Computer Stickers – 2.5%
  - (iii) Drawing Sheets – 2.5%

In case variation in GSM is more than above said tolerance limit, following price cut/ penalties shall be levied: -

- (a) Price of supply material will be reduced directly in proportions to the less GSM supplied, and
  - (b) Penalty @ 3% on bill amount for per less GSM from specification i.e. if variation in GSM is 2 then penalty @ 6% and if variation in GSM is 3 then penalty @ 9% may be imposed on total bill amount and so on.
  - (c) Laboratory Charges.
5. Sample of each item mentioned in part -I (Office Stationery) must be supplied to the Board by the lowest tenderer. The acceptance of rates of the items will be accepted subject to the approval of samples by the committee. The supply will be made by the party exactly as per sample.
  6. The Board may also have the right not to accept and also to return the material, if the quality and brand of paper/stationery items or the printing quality is not up to the mark / defective/substandard or

not conforming to the specification, the same will not be accepted and no payment will be made. Board will have right to claim damage from supplier for any loss caused due to non-supply/delay-supply or inferior quality.

7. Tender once submitted shall not be allowed to be withdrawn, altered, or cancelled in part or in whole. Any departure from these conditions will be liable to disqualify the tenderer and the earnest money of concerned firm will be forfeited. In case of forfeiture of earnest money, the firm may appeal against decision of the Secretary of the Board to the Chairman of the Board within 15 days of the decision of the Secretary. The decision of the Chairman shall be final and binding on all the parties.
8. No advance shall be made to the supplier. Payment will be made on the successful completion of the job/delivery of goods.
9. The rates will remain valid for one year from the date of tender acceptance letter. However this period can be extended for another one year on the discretion of the Chairman. Supply orders may be issued in one or more installments on the discretion of the Board.
10. The complete supply as per supply order will have to be made within 15 days from the issue of the order, failing which a penalty for the late execution of the job may be levied on the amount payable as under:-
  - i) **for delay upto seven days of the time limit prescribed in the supply order**      **5% of the value of tender not complied with**
  - ii) **For delay more than seven days and upto 15 days of the time limit prescribed in the supply order.**      **7% of the value of tender not complied with.**
  - iii) **If the delay is more than 15 days of the time limit prescribed in the supply order**      **10% of the value of tender not complied with plus 0.25% additional penalty per day than the above mentioned penalty on the unexecuted order value of tender and the Board may also have the right to cancel the bargain and to forfeit the earnest money. The Board may also claim damages which it may suffer on account of non supply of the material. It will be at the discretion of the Board to accept or reject the late supplied material and also to get the work done from any other source at the cost of defaulting firm without giving any notice.**
- Note :** Only one above said clause shall be applicable on one supply, depending upon delayed period of supply.
11. The rate should be FOR Board's Office, Sector 36, Chandigarh and the delivery of the Stationery Items and Cartridges/Toners will be taken at the premises of the Board on a working day.
12. There will be no revision of rates due to any reason during the period of the contract.
13. The Board reserves the right to reject the lowest tender or all the tenders without assigning any reason. It is not necessary that work will be allotted to all or any of the suppliers that participate in tender.
14. The tenderer should sign all the pages of the tender document and affix stamp of the firm.
15. In case a Supplier surrenders the work after accepting the same, a penalty @25% will be imposed on the amount of surrendered work. Firm will not entertained for the next tender.
16. Any condition imposed by the participating firm other than those mentioned in the Board's tender document will not be accepted and the tender will be straight away rejected.
17. The rates should be quoted strictly as per Board's requirement/terminology mentioned in the tender document.
18. The Board may change any term of the tender document at any stage during the pendency of the contract.

19. All disputes are subject to Chandigarh jurisdiction.
20. In case date for opening of this tender falls on holiday, tender will be opened on next working days at the same time.
21. Firm should be nearby Chandigarh.
22. The tentative quantity of tender items can increase or decrease by 20%.

CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY. FURTHER CERTIFIED THAT I/WE WILL BE ABLE TO SUPPLY THE REQUIRED ITEMS WITHIN THE STIPULATED PERIOD.

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Proforma of Technical Bid**  
**TECHNICAL DETAILS OF THE FIRM.**

1. Name of the Company/Firm \_\_\_\_\_
2. Location of the Company/Firm \_\_\_\_\_
3. Established since \_\_\_\_\_
4. Constitution of Company/Firm \_\_\_\_\_
5. Earnest Money: Bank Draft/FDR No. \_\_\_\_\_ Dated \_\_\_\_\_  
Other details of the firm
  - i. Turnover in the last three years  
(Please attach photocopies of Income Tax return for the year 2014-15 alongwith audited Balance sheet & Profit and Loss Account

2012-13	2013-14	2014-15
_____	_____	_____

iii. Major Customers of the Firm

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_

**Particulars of Earnest Money**

Earnest Money: Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Stamp & Signature

**SCHEDULE 'A'**

**DETAILED SPECIFICATIONS FOR SUPPLY (IN FULL OR PARTS) OF STATIONERY ITEMS AND CARTRIDGES/TONERS**

S.N.	DESCRIPTION	TENTATIVE QTY.
<b>Part-I Office Stationery</b>		
1.	Adhesive Tape (Brown) Size 1.5" x 35 meters	1000 Piece
2.	Ball Pens (Red 20%, Blue30%, Black 40%, green10%) (Cello uno)	12000
3.	Ball Pens Refills (Cello)	1200
4.	Add Gel Achiever Pen	200 Nos.
5.	Add Gel Refills	150 Nos.
6.	Sketch Pen, Luxor	150 Piece
7.	Permanent Marker Pen, Luxor	50 Piece
8.	Stapler Small, Kangaroo	100 Piece
9.	Stapler Big, Kangaroo	40 Piece
10.	Stapler Pins Big, Max	450Packets
11.	Stapler Pins Small, Max	500 Packets
12.	Registers Bond excel 240 page (Neel gagan) 5 Quire	200 Nos.
13.	Pencil Camlin	100 Piece
14.	Paper Pins, Grace	50 Packet
15.	Paper Cutter, Glory (Small Size)	250 Piece
16.	Pilot Pen V5 (Red 5%, Blue70%, Black 20%, green5%)	200 nos.
17.	Stamp pad (Small) – Blue	250 nos.
18.	Tag Green (Big) <b>Sample required</b>	200 Bundle
19.	Tag White (Small) <b>Sample required</b>	400 Packet
20.	Sutali	1000 kg
21.	Seal Wax (Lakh) (Ashoka/Kumar)	60 boxes
22.	Drawing Sheet (22" x 28"), 140 GSM	3,50,000
23.	File Covers, 300 GSM (including printing of Board's Name on it) <b>(Sample required)</b>	35,000
24.	Paper clip (small)	100
25.	File cover plastic (With Button sun make)	500
26.	Envelope with cloth/ jaali (16" x 12"), Yellow on Ballarpur paper, (With printing) Sample required 1,00,000	50000
27.	Envelope Laminated (10" x 12"), Yellow on Ballarpur paper, 120 GSM	50000
28.	White Envelope Window Type with Self Adhesive 70 GSM (including printing of name of the Board on it), Size 9" x 4"	70,000 Nos.
29.	White Envelopes, 80 GSM, Size 9" x 6" (including printing on it)	80,000 Nos.
30.	White Plain Envelopes, 70 GSM, Size 9" x 4"	1000 Nos.
31.	White Envelopes Window Type with Self Adhesive, 80 GSM, (including printing on it) size 9" x 6",	70,000 Nos.
32.	Stick file Plastic folder A4	1000 nos
33.	Card Brown Boxes 7 Ply, 150 GSM, Size 17" x 12" x 9"	450 Nos.
34.	Graph Papers	1,00,000
35.	Noting Sheet (Green colour) 80 GSM (JK Brand)	200 ream

36.	Citizen Computer Stickers, Size 74mm x 35mm 80 GSM (Each packet containing 2000 Stickers)	10 Packets
37.	Glue pen / Gum tube 20 ml (Kores/Fevicol/camlin)	200 piece
38.	Eraser (Natraj)	50 piece
39.	Post It notes (coloured) (oddy)	100 piece
40.	E3 Envelop 10"X12" (120 GSM with lamination coloured (with printing)	1,40,000
41.	E1, Envelops with lamination 10x12 with Printing (White ), 140 GSM	1,40,000
42.	Panasonic Fax Machine Film Role	10 No.
43.	Paper Board Kin (Sua) National	50 nos

**Part-II Other Items**

44.	TISCO Tape for pasting on cheques	30 nos.
45.	Rubber Band (Big)	10 kg
46.	Rubber Band (Small)	2 kg
47.	Plastic folder (L type sun make )	200 Nos.
48.	Short Hand Note Book (Neel Gagan)	50 Nos
49.	Table Duster	500 piece
50.	Phenol Liquid ( 5 ltr packing each) (Gnada/ Max)	400 ltr
51.	Toilet Soap small packing (Lux)	100 piece
52.	Liquid Hand Wash Dettol	10 piece
53.	Lizol Liquid 3 in 1	50 bottles
54.	Phenol tablets/goli (Trishul)	10 kg
55.	Allout Refill	20 piece
56.	Allout Machine	20 piece
57.	Bagon Spray	10 piece
58.	Brasso	10 piece
59.	Cello Butter Flow pen (for meeting purpose)	200 piece
60.	Slip Pad No. 33 (Neel Gagan)	200 piece
61.	80 Col (Two Part ), 70 GSM, Citizen Make	70 packet
62.	132 Col (Single Part), 70 GSM, Citizen Make	200 packet
63.	132 Col (Two Part), 70 GSM, Citizen Make	200 packet
64.	80 Col (Single Part), 70 GSM, Citizen Make	200 packet
65.	Computer Stickers, ST-16, A4 Size, Oddy Make	100 packet
66.	Carbon Paper (Kores)	20 Box
67.	A4 Ream Power Make (Ballarpur)	1000 Ream
68.	A3 Ream Power Make (Ballarpur)	1000 Ream
69.	Legal Size Paper Power Make (Ballarpur)	500 Ream
70.	Correction Pen (Faber Castle)	50 piece
71.	Flapper (150 GSM) 4" x 24" with centre cloth	3000 nos
72.	Polythene Bags with Gazet, 15"x22x150 GSM	1000 Kg
73.	Scissors (Big)	10 piece
74.	Full Jharhu(Broom)	100 piece
75.	Harpic	50 piece
76.	Colin spray	50
77.	Pencil cell	300
78.	Floor duster	200

\* Note :

1. The colour of Computer Stickers should be white.
2. Computer Stickers should have proper gum so as to stick properly on sheets.
3. The vender shall ensure the authenticity of ink cartridges/toners by supplying relevant documents of the concerned company. The Sr No of Cartridges/Toner shall produce on the bill, submitted by the successful tenderer.

**DETAILS OF THE FIRM**

1. Name of the Company/Firm \_\_\_\_\_
2. Location of the Company/Firm \_\_\_\_\_
3. Established since \_\_\_\_\_
4. Constitution of Company/Firm \_\_\_\_\_
5. Earnest Money: Bank Draft/FDR No. \_\_\_\_\_ Dated \_\_\_\_\_

**PART-I    PROFORMA OF COMMERCIAL BID**

**Part-I Office Stationery**

**RATE in Rs**

1. Adhesive Tape (Brown) Size 1.5" x 35 meters	1000 Piece	
2. Ball Pens (Red 20%, Blue30%, Black 40%, green10%) (Cello uno)	12000	
3. Ball Pens Refills (Cello)	1200	
4. Add Gel Achiever Pen	200 Nos.	
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38. Eraser (Natraj)	50 piece	
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74. Full Jharhu(Broom)	100 piece	
75. Harpic	50 piece	
76. Colin spray	50	
77. Pencil cell	300	
78. Floor duster	200	

Note: Rates should be quoted including all taxes, if any, and other incidental charges including freight and octroi charges.

**Particulars of Earnest Money**

Earnest Money: Bank Draft/FDR No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_