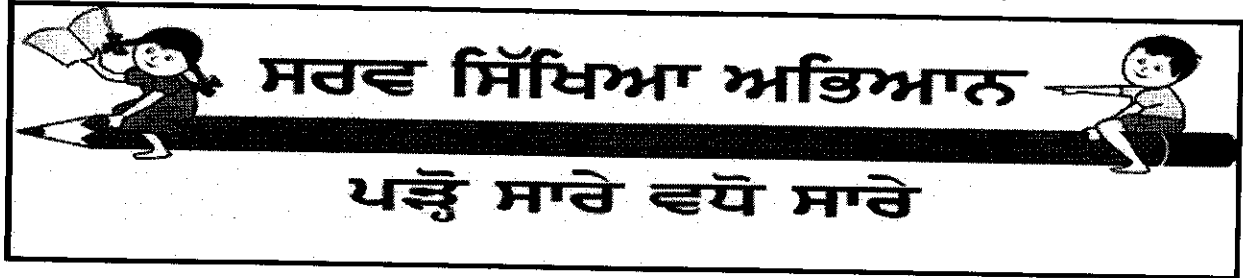


Tender Document

For Procurement of Various Stationary Items for SSA

(Tender No.:SSA/Proc/2015/01 Dated 27-04-15)



Certified that this Tender Document contains (1-12) pages serially numbered. Financial Bid contain page no. (13-18)

Note: -

The prospective tenderer have the option to download the tender document from www.ssapunjab.org, they have to pay fee of Rs. 1000/- (One Thousand Only) and Earnest Money Deposit have to pay of Rs. 6000/- (Six Thousand only) by Demand Draft in favour of State Project Director, Sarva Shiksha Abhiyan, Punjab payable at Chandigarh.

If cost of the Tender Document & Earnest Money Deposit are not paid as per above, bid will be rejected out rightly.

**Tender Document for approval (Page No. 1 to12)
Financial Bid Page no. 13 To 18
DGSE-cum-SPD, SSA, Punjab**

**O/o State Project Director
Sarva Shiksha Abhiyan Authority, Punjab**

Sr. No.	Particulars	Details
1.	Tender No.	SSA/Proc./2015/01 Dated 27-04-2015
2.	Name of the work	For Procurement of Various Stationery Items for SSA
3.	Cost of Tender Document	Rs. 1000/- (Rupees One thousand only) Non-Refundable
4.	Tentative Cost of Work	3,00,000/-
5.	Earnest Money Deposit (2% Tentative Cost of the work)	Rs. 6000/- (Rupees Six thousand only) Refundable
6.	Date & Time of Sale of Tender	27-04-2015 by 11:00 am
7.	Last date for submission of tender	12-05-2015 upto 11:00 am
8.	Opening of tenders	Technical Bid will be opened on 12-05-2015 at 11:30am. Financial Bid will be opened on 13-05-2015 at 11:00 of those firms, who have been qualified in technical bid for stationery items in O/o SSA, Punjab.

Note: The successful tenderer is required to furnish a performance security @ 10% of total value of work order in shape of Bank Gurantee/FDR /Demand Draft in favour of State Project Director, Sarva Shiksha Abhiyan Authority, Punjab" payable at "Chandigarh" within 07 days of issue of supply order

1. Eligibility Conditions

- 1.1 Tender Cost of Rs. **1000/- (Rupees One Thousand only)** as in the form Demand Draft only.
- 1.2 Earnest Money Deposit of Rs. **6,000/- (Rupees Six Thousand only)** as in the form of Demand Draft only.
- 1.3 Certificate as per Performa "I" for authorization and verification of authorized signatory in favour of person(s) authorized to sign the tender bid and all correspondence/documents, typed on Company Letter Head, stamped and signed by Proprietor/Partner(s)/Managing Director/Director must be attached.
- 1.4 An Affidavit on Non Judicial Stamp Paper of Rs. 10/- (Rupees Ten only) as per Performa "II" stamped and signed by the authorized signatory and duly attested by Public Notary must be attached.
- 1.5 Declaration, typed on Company Letter Head, stamped and signed by Authorized signatory (Performa –"III") must be attached.
- 1.6 Copy of PAN No (PAN Card) must be attached.
- 1.7 Copy of Sale Tax No. and Copy of SSI Registration Certificate with State Govt. must be attached. However all statutory obligations/liabilities like Salary, ESI, and PF as per labour laws for manpower employed will be the sole responsibility of the bidder.
- 1.8 Copies of latest income Tax return for last 3 years must be attached.
- 1.9 The tenderer should have at least **10 lacs** annual turnover per year for the last 3 years (2011-12 to 2013-14). Audited statements & income tax returns for the last three years will be submitted separately by the supplier.
- 1.10 The bidder must enclose satisfactory performance certificate of similar work for value not less then Rs. 5 Lac (Annually) for session 2012-13 and 2013-14 from any Govt./Semi Govt. Deptt.
- 1.11 Incomplete and Conditional Tender will not be accepted.
- 1.12 The rates quoted by the tenderer in the tender (Performa 'IV') of should be the Net Rates after due consideration of the exemption clause of the excise duty and other levies as per the GOI Notification issued from time to time, wherever applicable.

2. General Conditions

- 2.1 All the pages of the Tender submitted must be serially numbered, stamped and signed by the authorized signatory.
- 2.2 The rate contract for those items for which a bidder is L-1 in conformity with the specifications of material will be awarded to him, irrespective of the number of items.
- 2.3 The tenderer while quoting for the Stationary items should take all the factors such as Sales Tax, Surcharge, cess and other likely escalation in the cost, that may arise owing to the policy of the Government of India/ Government of Punjab.
- 2.4 The Technical Bid should be filled in original and should be sealed in a separate cover. The Technical bid should be super scribed as **"Technical Bid Envelope A; Tender No.:SSA/Proc./2015/01 Dated: 27-04 2015"** and put in the main cover. The Bidder should put his seal and sign on all pages (serially numbered) of the Technical bid.
- 2.5 The Commercial Bid in the prescribed format should be filled in original in separate cover. The Commercial Bid should be super scribed as **"Commercial Bid - Envelope B; Tender No.: SSA/Proc./2015/01 Dated: 27-04-2015"** The Bidder should put his seal and sign on all pages (serially numbered) of the Commercial Bid.
- 2.6 A time limit for delivery of stationery material required will ordinarily be fixed by the authority issuing the work order in, each case, having regard to the quantum, nature and magnitude of the work involved.
- 2.7 **Along with the tender each tenderer has to credit a sum of Rs. 6,000/- as EMD through Demand Draft only** The EMD amount will be refunded to the unsuccessful tenderers only after the finalization of the tender.
- 2.8 The successful tenderer is required to furnish a performance security @ 10% of the total contract value within 07 days of issue letter of approval. The EMD of the successful tenderer shall be adjusted towards performance guarantee. The performance guarantee will be reconvened only after the successful completion of the contractual obligation by the bidder to the satisfaction of the competent authority. The performance guarantee amount will not carry any interest, while in the custody of SSAA. If the additional security deposit on above works out to the negative figure then no additional security deposit would be required.

2.9 The material will be inspected by the competent authority of SSA, Punjab.

2.10 The tender rates quoted will be valid for a period of ONE YEAR from the date of acceptance of tender. The validity may be extended for a further period of another Six Months by giving notice in writing of such intention one month prior to the date of expiry of the contract.

2.11 Time is the essence of contract and there shall be no delay in delivering the material on or before the due date specified in the work orders. If the material is not delivered on or before the due date the competent authority will have the right to deduct 5% of the total bill for every weeks default, no extension time will be permitted. The decision of the State Project Director, Sarva Shiksha Abhiyan Authority, Punjab shall be binding on the tenderer in this regard.

2.12 The L-1 bidder will certify on the bill that they will not supplied those items at lowest rates to any other department of Govt./Semi Govt. from the quoted rates.

2.13 The State Project Director, Sarva Shiksha Abhiyan Authority, Punjab reserves the right to reject any unsatisfactory work and the supplier will be required to carryout the said work a fresh at his own cost. Otherwise the penalty shall be imposed as deemed fit in addition to any other action/s likely to be taken as under:

- a. Forfeiture of its performance security and payment of bills.
- b. Termination of the contract.
- c. Blacklisting of the firms.

2.14 Any breach of the contract by the supplier or failure to supply a given quantity of the Stationary items, or failure to show progress of the work the department will have to rescind the contract by giving the notice and earnest money of the tenders shall be forfeited. If the Stationary material is of a low or poor or inferior quality which is not in accordance to the specification as accepted in the tender the Department will have a right to rescind the contract in all the above mentioned circumstances. The State Project Director or authorities concerned reserves the right to forfeit to the authority the EMD or security deposit or both. Further, if the material supplied is of sub-standard then the department also has right to deduct the 20% payment out of total payment for which the firm is entitled. The Department also has right to return the sub-standard material to the supplier firm and to forfeit the entire payment amount and the firm shall be asked to supply fresh material as the specifications demanded earlier demanded if department thinks so.

2.15 The State Project Director, Sarva Shiksha Abhiyan Authority, Punjab or any other authorized authority in the department reserves the right to reduce the quantum or quantity of items at any time even when the work is in progress. The competent authority also reserves the right to place any number of work orders for

the required quantity or items of forms etc., put to tender during the currency of the tender contract.

2.16 The successful tenderer is precluded from assigning the work to any other agency on the plea that his capacity to carryout the work allotted to him is limited and/or it is not economically viable for him to carryout the work at the rate accepted as per tender quotation. The competent authority reserves the right to forfeit to the authority, the security deposit in case the above conditions are violated and take any other action deemed fit under the circumstances.

2.17 The rates should be F.O.R. and should include exise duty, sales tax, freight charges, any other taxes rates or imposition whatever liable in respect of the supplies. The Sarva Shiksha Abhiyan, Punjab shall not be liable to pay any tax, freight etc. which has not been expressly stipulated in the quotation in the vent of acceptance of the quotation.

2.18 The tenderer signing the tender should indicate as follows:

- (1) Whether signing as the whole proprietor of the firm.
- (2) Whether signing as the partner of the firm.
- (3) Whether signing as the Secretary, Manager, Managing Director, Managing Partner, Director etc.

2.19 Conditional tender will not be considered. There should not be any corrections/overwriting while quoting the rates.

2.20 If the successful tenderer fails to execute the Work Order within stipulated date the EMD/Security Deposit will be forfeited without further notice.

2.21 Tender not conforming to the above conditions will be rejected.

2.22 The order will be issued to L-I firm of total tentative quantity of Stationery items in phased manner.

2.23 The State Project Director, Sarva Shiksha Abhiyan Authority, Punjab reserves the right to reject any or all tenders without assigning any reasons and the decision of the State Project Director shall be final and is binding on all concerned and the SPD, SSA also reserves the right to order quantity in full or partial as per the requirement.

2.24 The State Project Director, SSA Punjab is not bound to accept the lowest tender.

2.25 The State Project Director, SSA Punjab shall also reserve the right to approve more than one tenderer in respect of some or different items listed in the tender.

2.26 Commercial Bid will be packed in separate envelop. In case the bidder rate quotes within technical bid, the bid will be rejected straightway.

3 Arbitration

3.1 All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator i.e. the State Project Director, Sarva Shiksha Abhiyan Authority, Punjab. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification re-enactment thereof for the time being in force. Such arbitration shall be held at SAS Nagar.

3.2 In all matters and disputes arising hereunder the appropriate Courts at SAS Nagar shall have jurisdiction to entertain and try them

4. Amendments in the Tender Document.

4.1 At any time up to the last date for receipt of bids, the SSA Authority, Punjab may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.

4.2 The amendment will be notified by general advertisement or through letter or by FAX or Email or office website www.ssapunjab.org to the prospective Bidder/Bidders who have received the Tender Documents and the same will be binding on them.

4.3 In order to afford prospective Bidder/Bidders reasonable time, or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the SSA Authority, Punjab may, at its discretion, extend the last date for the receipt of Bids.

Annexure 'A'
(Type on Company Letter Head)

I / we hereby quote to supply the goods and materials specified in the under written schedule in the manner in which and within the time specified as set forth in the conditions of contract of tender document. The conditions of tender document will be binding upon me / us in the event of the acceptance of my / our tender.

I /we herewith submit for a sum of Rs._____ as EMD though Demand Draft No. _____ dated _____and should I / we fail to execute an agreement embodying the said conditions and deposit security as laid down in the form within 15 days of the acceptance of my / our tender. I / we hereby agree that the above sum of EMD shall be forfeited by the State Project Director, Sarva Shiksha Abhiyan Authority Punjab, SAS Nagar (Mohali)

PERFORMA – "I"

(Referred to clause no. 1.3)
(To be typed on Company Letter Head)

TO WHOM SO EVER IT MAY CONCERN

I _____
Proprietor/Partner(s)/Managing Director/Director of M/s _____

authorize Mr. /Mrs. _____ S/o _____

R/o _____

_____ to sign the tender document for
procurement the stationery items for the financial year 2015-16 in respect of Tender
No.:SSA/Proc./2013/01 Dated 27-04-15 on my/our behalf.

Further it is certified that the decision taken by him/her on the spot of tender and thereafter are
final and will be binding on us.

His/her three signatures are attested below:

Signature (1)	Signature (2)	Signature (3)
(of person authorized)	(of person authorized)	(of person authorized)

Attested by

Proprietor/Partner(s)/Managing Director/Director

* Strike out whichever is not applicable.

PERFORMA – "II"

(Referred to clause no.1.4)

(To be submitted by bidder on non judicial stamp paper of Rs. 10/- (Rupees Ten only)
duly attested by Public Notary along with Technical Bid)

AFFIDAVIT

I, _____ s/d/o _____ r/o _____ in
capacity of Proprietor/Partner(s)/Managing Director/Director/Authorized Signatory of _____
_____ M/s do hereby solemnly affirm and declare that:

1. I/we have read all terms and conditions of the Tender Document carefully and undertake to abide by them faithfully.
2. I/we have our own machinery/infrastructure.
3. My/our organization does not have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law.
4. My/our firm has not been blacklisted or debarred by any state or Central government organization.
5. My/our firm has not been involved in the spurious Material and has not been penalized by SSA Authority, any state or Central government organization for misrepresentation or for adopting corrupt practices.
6. The information furnished in all parts of this Tender Document is accurate and true to the best of my knowledge.
7. My/our firm shall not pay any type of commission to any person in regards to this tender.
8. My/our firm will not supply the material in addition in any case to the order placed by the **SSA Authority, Punjab.**
Authority, Punjab.
9. I/we fully understand that in case of above certificate/declaration are found false, I/we shall be liable to any penalty as per terms & conditions including criminal/civil prosecution under law.

Deponent

Date:

Place:

Verification:

I, _____ s/d/o _____ r/o _____ in
capacity of Proprietor/Partner(s)/Managing Director/Director/Authorized Signatory of M/s _____
_____ hereby solemnly affirm and declare that the above affidavit is true and correct and no
part of it is false and nothing has been concealed there from.

Deponent

Date:

Place:

PERFORMA – "III"

(Referred to clause no.1.5)

(To be typed on Company Letter Head)

DECLARATION

To

**State Project Director
Building Punjab School Education Board
Block-E, 5th Floor
SAS Nagar (Mohali)**

Subject: For Procurement of Stationery Items for the financial year 2015-16.

Dear Sir,

We, the undersigned Bidder, having read and examined in detail the specifications and all bidding documents in respect of **Tender No. SSA/Proc./2015/01 Dated 27-04-15** do hereby propose to provide services as specified in the bidding document.

1. All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents.
2. All the prices and other terms and conditions of this proposal are valid for a period of 90 calendar days from the last date of submission of bids.
3. We have studied the Clauses relating to Income Tax Act and hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same.

EARNEST MONEY

We have paid the tender document cost Rs. _____ through Demand Draft No. _____ dated _____ & have paid earnest money amounting to Rupees _____ through Demand Draft _____ dated _____.

BID PRICING

We further declare that the RATES stated in our proposal are in accordance with your terms & conditions in the bidding document.

QUALIFYING DATA

We confirm having submitted qualifying data as required by you in your tender document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours faithfully,

(Signature)

Performa 'IV'
LIST OF VARIOUS STATIONARY ITEMS

Sr. No.	Name of the Item	Specification	Approximate (Annual Quantity)	Unit	Brand Name (To be filled by bidder)	Rate Quoted as per unit basis	
						In Figure	In words
1.	A-4 Ream	75 GSM	1660 Ream	Per Pc.			
2.	All Pins	Grace or equivalent	16 box	10 pkts in each Box (80 gms pkt.) Rate per box			
3.	Box file	Sweet/Rishab or equivalent	960 Pcs	Per Pc.			
4.	Cello Tape Small 1/2"	Omex or equivalent	667 Roll	Per Roll			
5.	Cobra File	Rishab or equivalent	525 Pcs.	Per Pc.			
6.	Compact Disk	Moserbear or equivalent	1150 Pcs	(100 CDs in a box. Rate per box)			
7.	Colour Flag Size: 75MM X 25MM X 150 Sheets (1" X 3")	Rishab or equivalent	1050 Pcs	(3 strips in a pc. Rate per pc.)			
8.	Cello Tap Big 1"	Wonder 555 or equivalent	596 Roll	Per Roll			
9.	CD Cover	Wonder 555 or equivalent	1470 Pcs	Per Pc.			
10.	Dak Pad	Jindal or equivalent	85 Pcs	Per Pc.			

11.	Drawing Pins	Scholar or equivalent	32 Pkt.	(50 pins in a pkt. Rate per pkt.)			
12.	Dispatch Register	Jindal 2Q or equivalent	32 Pcs	Per Pc.			
		Jindal 4Q or equivalent	57 Pcs	Per Pc.			
		Jindal 6Q or equivalent	215 Pcs	Per Pc.			
13.	Duster Cloth	Good Quality	320 Pcs	Size 18" X 18" Per Pc.			
14.	Double Cloth	Good Quality	5 Pcs.	Size 18" X 18" Per Pc.			
15.	Envelop (Without Window)	Taj Mahal (9x4) or equivalent	106 Box	(10 Pkts in a box and 25 envelops in a pkt.) Rate per box			
16.	Envelop (With Window)	Taj Mahal 9x4 or equivalent	103 Box	(10 Pkts in a box and 25 envelops in a pkt.) Rate per box			
17.	Envelop A4 Yellow	Swarn Mahal or equivalent	1350 Pcs	(50 pcs in a pkt.) Rate per pkt.			
18.	Envelop Legal Yellow	Swarn Mahal	1660 Pcs	(50 pcs in a pkt.) Rate per pkt.			
19.	File Cover	Super STC S-Super No. 275	27300 Pcs	Per Pc.			
20.	Fluid Bottle	Kores Eraxex or equivalent	722 Pcs	Per Pc.			
21.	Flapper	White Base	25300 Pcs	Per Pc.			
22.	Gum Bottle 150ML	Camel or equivalent	321 Pcs	Per Pc.			

23.	Gum Tube	Camel Or equivalent	562 Pcs	Per Pc.			
24.	Glue Stick	Fevi or equivalent	74 Box	10 pcs in each box Rate per box			
25.	Highlighter	Faber Cattle or equivalent	531 Pcs	Per Pc.			
26.	Legal Ream	75 GSM	1560 Pcs	Per Pc.			
27.	L-Folder	Neelgagan or equivalent	1800 Pcs	Per Pc.			
28.	Noting Ream	80 GSM	455 Pcs	Per Pc.			
29.	Noting Pad No. 33	Neelgagan or equivalent	128 Pcs	Per Pc.			
30.	Noting Pad (A4 Size)	Neelgagan or equivalent	150 Pcs	Per Pc.			
31.	Permanent Marker	Luxer or equivalent	530 Pcs	Per Pc.			
32.	Ball Pen Red, Blue, Black	Reynolds 0.5/Cell. or equivalent	2410 Pcs	Per Pc.			
33.	Paper Clip	Office or equivalent	74 Box	35 MM (10 pkts in each box) (100 clips in a pkt.) Rate per box			
34.	Paper Weight	Good Quality	10 pcs	Per Pc			
35.	Pencils	Natraj or equivalent	168 pkts.	10 pencils in a pkt. (Rate per pkt.)			
36.	Gel Pen	Addgel/Achieve or equivalent	22 box	(10 pc in each box) Rate Per box			
37.	Pen Pilot V5 & V7	Luxer or equivalent	180 box	(10 pc in each box) Rate per box			
38.	Pen Unibol Eye	Unibol or equivalent	51 box	(10 pcs in each box) Rate Per Box.			

39.	Pen Trimax	Reynold or equivalent	721 Pcs	Per Pc.			
40.	Pen Zebra Zeb-roller Dx7,Dx5	Zebra or equivalent	5 Pcs	Per Pc.			
41.	Rubber/Eraser	Apsara or equivalent	640 piece	Per Pc			
42.	Register 4 Q	Arpit or equivalent	387 Pcs	Per Pc			
43.	Register Index	Jindal 4Q	170 Pcs	Per Pc			
		Jindal 6Q	170 Pcs	Per Pc			
		Jindal 8Q	170 Pcs	Per Pc			
44.	Stapler	Kangaro or equivalent	107 Pcs	Per Pc.			
45.	Stapler Big	Kangaro or equivalent	39 Pcs	Per Pc.			
46.	Stapler Pins Small	Kangaro or equivalent	88 Box	50 Pc. in a box (Rate per box)			
47.	Stapler Pins Big	Kangaro or equivalent	24 Box	50 Pc. in a box (Rate per box)			
48.	Short Hand Notbooks	Neel Gagan or equivalent	660 Pcs	Per Pc.			
49.	Tag Bundle	Good Quality	652 Bundle	(16 pcs in each bundle and 50 tags in each piece) Rate per bundle			
50.	Voucher Pad	Jindal or equivalent	27 Pcs	Per Pc.			
51.	White Milky Folder A4	Corporate or equivalent	120 Pcs	Per Pc.			
52.	Attendance Register	Jindal or equivalent	12 Pcs	Per Pc.			
53.	DVD	Moserbaer or equivalent	2300 Pcs	100 DVDs in a box (Rate per box)			

54.	Cutter	Bambilo or equivalent	165 Pcs	Per Pc.			
55.	Poker	National Wooden or equivalent	189 Pcs	Per Pc.			
56.	Punching Machine	Kangaro or equivalent	59 Pcs	Per Pc.			
57.	Stamp Pad	Fibercasel or equivalent	143 Pcs	Per Pc.			
58.	Scale	Apsara or equivalent	135 Pcs	Per Pc.			
59.	Sharpner	Natraj or equivalent	15 box	(10 pc in each box) Rate per box			
60.	Spiral Notepad	Neelgagan G-8 or equivalent	650 Pcs	Per Pc.			
61.	Spiral Notebook 5 in 1	Neelgagan or equivalent	130 Pcs	Per Pc.			
62.	Stickly Pad	Good Quality	62 Pcs	Per Pc.			
63.	Calculator	Citizen	200 Pcs	Per Pc.			
64.	Black Board Duster	Boss or equivalent	20 Pcs	Per Pc.			
65.	Paper Weight	Boss or equivalent	200 Pcs	Per Pc.			
66.	Pin Cushion	Boss or equivalent	20 Pcs	Per Pc.			
67.	Tag Green	Good Quality	125 Bundle	(10 pc in each bundle and 10 tags in each piece) Rate per Bundle			
68.	Fluid Pen	Camel or equivalent	326 Pcs	Per Pc.			
69.	My Clear Bag	Good Quality	170 Pcs	Per Pc.			

70.	Stock Register	Jindal 2Q or equivalent	21 Pcs	Per Pc.			
		Jindal 4Q or equivalent	11 Pcs	Per Pc.			
		Jindal 6Q or equivalent	16 Pcs	Per Pc.			
71.	Ledger Book	Jindal 2Q or equivalent	8 Pcs	Per Pc.			
		Jindal 4Q or equivalent	7 Pcs	Per Pc.			
		Jindal 6Q or equivalent	7 Pcs	Per Pc.			
72.	Bond Paper	Image 85 GSM	100 Pcs	Per Pc.			
73.	Pen Reynolds Racer-11	Reynolds or equivalent	105 pcs	Per Pc.			
74.	Montex Perfect Writing	Montex or equivalent	229 pcs	Per Pc.			
75.	Pen drives	Sony or equivalent	50 pcs.	Per Pc.			

Note: The Bidders will quote the rates clearly give the brand name of the above items to be supplied.

1. Above quantity are tentative and may be increase or decrease.
2. Rate quote should be filled very carefully.
3. Material will be supplied by the L-1 bidder at F.O.R basis.
4. The Bidders are advised to visit on web site www.ssapunjab.org. in regularly for further information please.
5. For more information may contact to ASPD (Proc.), Phone No. 09530975787.