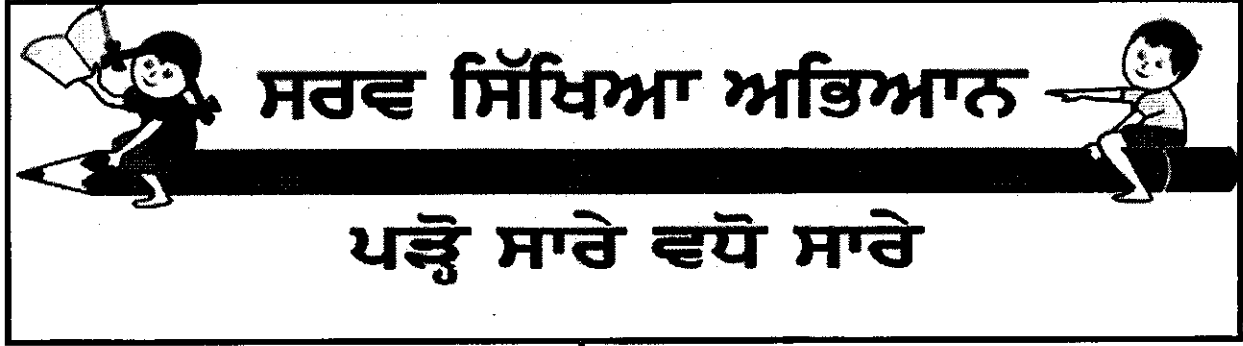


O/o Director General School Education-cum-State Project Director
Sarva Shiksha Abhiyan Authority, Punjab
5th Floor, Block -E, Punjab School Education Board Complex, Phase-8, SAS Nagar (Mohali)

Phone No.: 0172-5212313 Fax No.: 0172-5212369-70, e-mail: ssaprourement@gmail.com

Tender Document
For Procurement of Various Stationary Items for SSA
(E-Tendering mode only)
(Tender No.: SSA/Proc./2016/04 Dated: 21-09-2016)



Certified that this Tender Document contains page no. 1 to 17

Financial bid contain page no. (18 to 20)

Note: -

The prospective bidder have the option to download the tender document from www.ssapunjab.org, and www.etender.punjabgovt.gov.in, they have to pay fee of Rs. 1000/- (One Thousand Only) and Earnest Money Deposit have to pay of Rs. 9000/- (Nine Thousand only) by online payment, RTGS/NEFT, Debit/Credit card, internet banking and Processing Fees of Rs. 2300/- (Two Thousand Three Hundred only) of Punjab Infotech Ltd., Chandigarh through online. **Payments through Demand Draft are not acceptable.**

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

Aspiring bidders who have not obtained the User ID and Password for participating in e-tendering may obtain the same by registering in e-procurement portal <http://etender.punjabgovt.gov.in>). The bidders once registered can participate in the tender of Procurement of Stationary Items for Session 2016-17.

You may contact for any query/problem relating e-Tendering 0172-3934665, 0172-3934667 (Tele-Fax), 9257209340, 8054628821.

For Approval of Tender Document


State Project Director,
Sarva Shiksha Abhiyan, Punjab

TENDER NOTICE

Sr. No.	Particulars	Details
1	Tender Notice No	Tender No.: SSA/Proc./2016/04 Dated:- 21.09.2016
2	Name of the work	For Procurement of Stationary Items.
3	Cost of Tender Document	Rs. 1,000/- (Rupees One thousand Only)
4	Earnest Money Deposit	Rs. 9000/- (Rupees Nine Thousand only)
5	Performance Security	@10 % of total value of work order
6	Date & Time of Sale of Tender	21.09.2016 by 11:00 am onwards (Tender Notice will be given in newspapers and Tender document will be on SSA, Pb. website as www.ssapunjab.org)
7	Pre-Bid Conference	27.09.2016 at 12:30 pm in the Conference Hall, O/o Director General School Education, 5th Floor, Block-E, PSEB Complex, Phase-8, Mohali.
8	Last date for submission of Tender	12.10.2016 upto 11:00 am
9	Opening of Tenders	Technical bids will be opened on 12.10.2016 at 11.30 am in the O/o Director General School Education, 5th Floor, Block-E, PSEB Complex, Phase-8, SAS Nagar (Mohali) in the presence of bidders or their representatives, who wish to be present. Technically qualified firms will be considered for opening of their financial bids on the 14.10.2016 at 11:00 am.
10	Financial Bid	Performa "VI"

Notes: -

- (i) In case the date of opening of tender falls on a holiday, tenders will be opened on the next working day at the same time.
- (ii) No bidder shall be allowed to withdraw his tender after its opening.
- (iii) Rates both in figures and words should be quoted on the prescribed Performa and these should not be over written.
- (iv) Tenders quoted on other than Tender Document of this office will not be accepted.
- (v) Tenders which are not in the prescribed form/ incomplete/ or vary any of the conditions listed in the tender documents will be rejected out rightly.
- (vi) All the columns of the tender form should be, properly filled in.
- (vii) The bidder should serially numbered, stamp and sign all the bid documents and uploaded.
- (viii) The successful bidder is required to submit Performance security @ 10% of total value of work/supply order within 7 days of issuance of work order in the shape of Demand Draft/Bank Gurantee/FDR in favour of "State Project Director, Sarva Shiksha Abhiyan Authority, Punjab" payable at "Chandigarh".
In case of failure to do so within 7 days of issuance of work/supply order then EMD of the successful bidder would be forfeited and the work will be allotted to other party.

Signature of Bidder with stamp

SECTION – I

1. ELIGIBILITY

- 1.1 Tender Cost of Rs. 1000/- (Rupees One Thousand only) by online payment, RTGS/NEFT, Debit/Credit card and internet banking.
- 1.2 Earnest Money Deposit of Rs. 9000/- (Rupees Nine Thousand only) by online payment, RTGS/NEFT, Debit/Credit card and internet banking.
- 1.3 Certificate as per Performa "I" for authorization and verification of authorize 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 uploaded.
- 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 uploaded.
- 1.5 Declaration, typed on Company Letter Head, stamped and signed by Authorized signatory (Performa –"III") must be uploaded.
- 1.6 Certificate for the acceptance of the terms & conditions in tender document as per Performa IV must be uploaded.
- 1.7 Check list for Technical Bid duly filled in stamped and signed by the authorized signatory (Performa –"V") must be uploaded.
- 1.8 Copy of PAN No (PAN Card) must be uploaded.
- 1.9 Copy of Sales tax No. and Copy of SSI Registration Certificate with State Govt. must be uploaded. 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.
- 1.10 Copies of latest income Tax return for last three Assessment years must be uploaded.
- 1.11 The bidder must have Rs. 10.00 Lakh (annually) turnover in the said work during the last three financial years session 2013-14 to 2015-16. Copies of audited P&L accounts and balance sheets for the last 3 financial years must be uploaded.
- 1.12 The bidder must enclose two satisfactory performance certificate of similar work for value not less then Rs. 2.00 Lakh annually (against single work order must be uploaded) for financial session 2014-15 and 2015-16 separately from any Govt./Semi Govt. Deptt.
- 1.13 Incomplete and conditional tender will not be accepted.
- 1.14 The rates quoted by the bidder in the tender (Performa VI) 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 document must be uploaded with Contractor's stamp with signature & serially numbered.
- 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 bidder 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 Along with the tender each bidder has to credit a sum of Rs. 9,000/- as EMD through online mode only (RTGS/NEFT, Debit/Credit card, internet banking). The EMD amount will be refunded to the un-successful bidders only after the finalization of the tender.
- 2.5 The successful bidder 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 bidder 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.
- 2.6 The material will be inspected by the competent authority of SSA, Punjab.
- 2.7 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.
- 2.8 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.
- 2.9 The successful bidder 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.
- 2.10 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.

2.11 The bidder 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.

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

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

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

2.15 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.

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

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

2.18 The consequent upon acceptance of Bid, the Tender Document will be deemed to be converted into Contract Agreement.

2.19 SPD, SSA, Punjab reserves the right to cancel any or all the bids without given any reason whatever.

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

Note: -The Sarva Shiksha Abhiyan Authority, Punjab shall not be responsible for non-visible & non attachment of uploaded documents. This type of bid will be rejected out rightly.

SECTION-II

3. INSTRUCTIONS TO BIDDERS: -

3.1 PROCEDURE FOR SUBMISSION OF BIDS: -

- 3.1.1 There shall be a Two-bid System followed in this tender. The bids shall be submitted online in the following manner: -
- a) Technical Bid along with EMD and Tender Cost should be submitted online.
 - b) Commercial bid will be filled in MS-Excel Sheet had already attached with the tender document.
- 3.1.2 Technical Bids will be opened on the prescribed date and time and checked for submission of EMD and other applicable documents specified.
- 3.1.3 The bids received other than online shall be rejected.

3.2 TENDER EVALUATION: -

- 3.2.1 The tenders relating to technical bid documents will be opened and after evaluation, the Financial Bid of only those bidders will be opened who will qualify the technical rounds on the 12-10-16 at 11:30 am or the subsequent date and time intimated to them in the presence of such Bidders, who wish to be present.
- 3.2.2 The Earnest Money Deposit of selected bidders will be refunded after submission of performance security and the EMD's of the Unsuccessful bidders will be refunded after the completion of tender process.

3.3 Cost of submission of Tender document: -

- 3.3.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the **SSA Authority, Punjab and the SSA Authority, Punjab** will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 3.3.2 The bidder is expected to carefully examine all instructions, forms, terms and specifications in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.

3.4 Clarification regarding Tender Document:-

- 4.4.1 A prospective Bidder requiring any clarification of the Tender Document may contact the office of the **SSA Authority, Punjab** personally. The **SSA Authority, Punjab** will try to respond to the query then and there. However, submission of request for clarification will not entitle the Bidder for any extension of time in submission of the Tender Document.

3.5 Amendments in the Tender Document:-

- 3.5.1 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.
- 3.5.2 The amendment will be notified by general advertisement or website "www.ssapunjab.org" or www.etender.punjabgovt.gov.in.
- 3.5.3 In order to afford prospective Bidder(s) 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.

3.6 Language of Bids:-

3.6.1 The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the SSA Authority, Punjab, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

3.7 Selection Process:-

3.7.1 Assessment of the documents will be done by a committee constituted for this purpose. Those agencies who have submitted all necessary enclosures and fulfill eligibility criteria will be evaluated by the committee.

3.8. Delivery: -

3.8.1 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.

3.9 Payment: -

3.9.1 Payment shall be made in Indian rupees on Final acceptance & after verification by the specified consignees and their issue of clearance & acceptance certificates to the satisfaction of SSA Authority, Punjab.

3.9.2 The supplier's request for payment shall be made to the purchaser in writing, accompanied by an invoice describing the Goods delivered and receipt of the same by the client's authorized representatives duly entered in stock register by the consignees at the final destination sites and upon fulfillment of other obligations stipulated in the contract.

3.10 Penalty :-

3.10.1 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 bidder in this regard.

3.10.2 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.

3.10.3 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/short 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.

3.11 Validity :-

3.11.1 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.

3.12. Defect Liability period and Performance guarantee: -

3.12.1 Defect liability period shall be six months from the date of final acceptance & verification of the supply.

3.12.2 Successful bidder shall deposit performance security @ 10% of the work/supply order in shape of Bank/Guarantee/FDR/Demand Draft. EMD would be returned when such performance security is deposited. In case performance security is not deposited within 7 days of issuance of work/supply order then EMD of the successful bidder would be forfeited, work/supply order would be cancelled and it will be allotted to other party.

3.13 Delays in the Supplier's performance: -

3.13.1 Delivery of Material and performance of the services shall be made by the bidder/ supplier in accordance with the schedule specified by the SSA Authority, Punjab at the time of issuance of work/supply order.

3.13.2 Any unexcused delay by the supplier in the performance of its delivery obligations shall render the supplier for any or all of the following:

- (i) Forfeiture of its performance security.
- (ii) Imposition of liquidated damages; and
- (iii) Termination of the contract for default.

3.14 Liquidated Damages: -

3.14.1 Subject to the Force Majeure clause, if the supplier fails to deliver any or all of the goods within the time period(s) specified in the work/supply order, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the work/supply order price, as liquidated damages, a sum equivalent to 2 % (two percent) of the price of the delayed Material or unperformed services for each week or part thereof for delay until actual delivery or performance, up to a maximum deduction of 10% of the delayed goods or services contract price. Once the maximum is reached, the SSA Authority, Punjab might consider termination of the contract.

3.14.2 In addition, the supplier will be liable to be blacklisted and the SSA Authority, Punjab may levy penalties as per terms and conditions of the Tender Document.

3.14.3 In case of termination or cancellation of the contract, the supplier's EMD and/ or contract performance security will be forfeited.

3.15 Suspension of Payment: -

3.15.1 The client may after written notice of suspension to the supplier, suspend all payments to the supplier under the contract, if the supplier fails to perform any of its obligations under this contract provided that such notice of suspension.

3.15.2 Specifying the nature of the failure;

3.15.3 Requests the bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the bidder.

3.16 Termination for default: -

3.16.1 The SSA Authority, Punjab may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or part and forfeit his EMD/ Performance Bank Guarantee if:

- (i) The supplier fails to deliver any or all of the goods within the time period(s) specified in the work/supply order, or any extension thereof granted by the purchaser.
- (ii) The supplier fails to promptly replace any goods rejected when submitted for testing or subject to a recall ordered by the applicable regulatory authority due to unacceptable quality or rejected at the time of delivery or at later stage when opened; or
- (iii) The supplier fails to perform any other obligation(s) under the contract.
- (iv) The supplier, in the judgment of the SSA Authority, Punjab has engaged in corrupt or fraudulent practices while competing for or in executing the contract.

3.16.2 In the event, the purchaser terminates the contract, in whole or in part, the SSA Authority, Punjab may procure, upon such terms and in such manner, as it deems appropriate, goods similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar Material. However, the supplier shall continue the performance of the contract to the extent not terminated.

3.17 Termination of insolvency: -

3.17.1 The purchaser may, at any time, terminate the contract by giving written notice to the supplier, without compensation to the supplier, if the supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

3.18 Termination for convenience:-

3.18.1 The purchaser may, by written notice sent to the supplier, terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the purchaser's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

3.18.2 The goods that are complete and ready for supply within 30 days after the supplier's receipt of notice of termination shall be purchased by the purchaser at the contract terms and prices. For the remaining goods, the purchaser may elect to:

- (i) Have any portion completed and delivered at the contract terms and prices, and/or
- (ii) Cancel the remainder and pay to the supplier an agreed amount for partially completed goods and for material and part previously procured by the supplier.

3.19 "NO CLAIM" Certificate: -

3.19.1 The bidder shall not be entitled to make any claim, whatsoever, against the client under or by virtue of or arising out of this contract nor shall the client entertain or consider any such claim, if made by the bidder after he shall have signed a "no claim" certificate in favour of the client in such forms as shall be required by the client after the works are finally accepted.

3.20 ARBITRATION: -

3.20.1 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.

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

3.21 Taxes and Duties: -

3.21.1 Suppliers shall be entirely responsible for all taxes including but not limited to any duties, levies cess, license fees, octroi, road permits and tolls, etc. incurred until delivery of the contracted goods to their final destination as prescribed by the purchaser.

3.22 Documents prepared by the bidder to be the property of the client: -

3.22.1 All plans, specifications and other documents prepared by the bidder in the execution of the contract shall become and remain the property of the **SSA Authority, Punjab**, and before termination or expiration of this contract, the bidder shall deliver all such documents to the client under the contract along with the detailed inventory thereof, if so desired by the client.

3.23 Confidentiality:-

3.23.1 The bidder and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the client's business or operations without the prior written consent of the client.

3.24 Use of contract documents and information: -

3.24.1 The supplier shall not, without the prior written consent of **SPD, SSA Authority, Punjab**, disclose the contractor any provision thereof, or any specification, plan, sample or information furnished by or on behalf of the **SSA Authority, Punjab** in connection therewith to any person other than person employed by the bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

3.24.2 The bidder shall not, without the prior written consent of **SPD SSA Authority, Punjab** make use of any document or information.

3.24.3 Any document other than the contract itself shall remain the property of the **SSA Authority, Punjab** and shall be returned (in all copies) to the client on completion of the bidder's performance under the contract, if so required by the **SSA Authority, Punjab**.

3.25 Force Majeure: -

3.25.1 Notwithstanding the provisions of the bid, the bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform the obligations under the contract, is the result of an event of Force Majeure.

3.25.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault of negligence and not foreseeable. Such events may include, but are not restricted to, acts of the **SPD, SSA Authority Punjab** either in its sovereign or contractual capacity, wars, or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

3.25.3 If a Force Majeure situation arises, the bidder shall promptly notify the client in writing of such conditions and the cause thereof. Unless otherwise directed by the client in writing, the bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The **SPD SSA Authority, Punjab** may terminate this contract, by giving a written notice of minimum 30 days to the bidder, if, as a result of Force Majeure, the bidder is unable to perform a material portion of the contract for a period of more than 60 days.

3.26 Corrupt or Fraudulent practices: -

3.26.1 The project requires the clients as well as the bidders to observe the highest standards of ethics during procurement and execution of their contracts. In pursuance of this policy, the project defines, for purpose of this provision, the terms set forth below as follow:

- (i) "Corrupt Practice" means the offering, giving receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

- (ii) "Fraudulent Practice" means misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusion practice among bidders (prior to or after bid submission) designed to establish bid price at artificial, non- competitive levels and to deprive the client of the benefits of free and fair competition.

4. **Miscellaneous:** -

- 4.1 Any violation of any terms and conditions of this tender would result in forfeiture of earnest and security money along with cancellation of contract in addition to other penal action as per the provisions of criminal/ civil law.
- 4.2 SSA, Punjab reserve its right to terminate the contract of any agency/agencies in case of change in the Government procedures or unsatisfactory services.

I/we certified that all terms and conditions shall be abided by us.

Name of Signatory:

Capacity of Signatory:

Phone No.:

Email ID:

SECTION - 'IV'

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 in respect of Tender No.:SSA/Proc./2016/04 Dated 21-09-16
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.
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,
5th Floor, Block -E, PSEB Complex,
SAS Nagar (Mohali)**

Subject: For Procurement of Stationery Items for Session year 2016-17.

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./2016/04 Dated 21-09-16** 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”

(Referred to clause no. 1.6)

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 Online mode (RTGS/NEFT/Credit Card/Debit Card/Internet Banking) 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-"V"
(Referred to clause no. 1.7)
CHECK LIST FOR TECHNICAL BID

Sr. No.	Description	Page no.	Upload/ Not Uploaded
1	Tender Cost Rs. 1,000/- (clause 1.1)		
2	Earnest Money Deposit Rs. 9000/- (clause 1.2)		
3	Certificate for authorize signatory as per Performa "I" (clause 1.3)		
4	Affidavit as per Performa "II" (clause 1.4)		
5	Declaration as per Performa "III" typed on Company letter head (clause 1.5)		
6	Certificate for acceptance of the terms & conditions in tender document (clause 1.6)		
7	Copy of PAN Card (clause 1.8)		
9	Whether Copy of Sale Tax No. & SSI Registration Certificate (clause 1.9)		
10	Whether Copy of latest Income Tax Return for last three years (of Assessment Year 2014-15 to 2016-17) (clause 1.10)		
11	Whether Copy of audited P&L accounts and Balance Sheets for last three years & last three years turnover 10.00 Lakh annually for financial session 2013-14 to 2015-16 (clause 1.11)		
12	Whether the bidder must enclose two satisfactory performance certificate of similar work for value not less than Rs. 2.00 Lakh (against single work order) for financial session 2014-15 and 2015-16 from any Govt./Semi Govt. (clause 1.12)		

Performa 'VI'
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 Spectra or equivalent	1000 Ream <i>Pcs</i>	Per Pc.			
2.	Box file	Sweet/Rishab or equivalent	150 Pcs	Per Pc.			
3.	Cobra File	Rishab or equivalent	300 Pcs.	Per Pc.			
4.	Compact Disk	Moserbear or equivalent	500 Pcs	(100 CDs in a box. Rate per box)			
5.	Colour Flag Size: 75MM X 25MM X 150 Sheets (1" X 3")	Rishab or equivalent	1000 Pcs	(3 strips in a pc. Rate per pc.)			
6.	Cello Tap Big 1" (45 mtrs)	Wonder 555 or equivalent	200 Roll	Per Roll			
7.	Cello Tap Big 2" (45 mtrs)	Wonder 555 or equivalent	200 Roll	Per Roll			
8.	Dak Pad	Jindal or equivalent	50 Pcs	Per Pc.			
9.	Dispatch Register	Jindal 6Q or equivalent	100 Pcs	Per Pc.			
10.	Duster Cloth	Good Quality	300 Pcs	Size 18" X 18" Per Pc.			
11.	Envelop (Without Window)	Taj Mahal (9x4) or equivalent	100 Box	(10 Pkts in a box and 25 envelopes in a pkt.) Rate per box			
12.	Envelop (With Window)	Taj Mahal 9x4 or equivalent	100 Box	(10 Pkts in a box and 25 envelopes in a pkt.) Rate per box			
13.	Envelop A4 Yellow	Swarn Mahal or equivalent	1000 Pcs	(50 pcs in a pkt.) Rate per pkt.			
14.	Envelop Legal Yellow	Swarn Mahal or equivalent	1000 Pcs	(50 pcs in a pkt.) Rate per pkt.			
15.	File Cover	Super STC S-Super No. 275	7000 Pcs	Per Pc.			
16.	Flapper	White Base	7000 Pcs	Per Pc.			
17.	Gum Tube	Camel Or equivalent 20 ML.	500 Pcs	Per Pc.			
18.	Glue Stick	Fevi or equivalent 15 Gm	50 Box	20 pcs in each box Rate per box			
19.	Highlighter	Faber Cattle or equivalent	500 Pcs	Per Pc.			
20.	Legal Ream	75 GSM Spectra or equivalent	1000 Pcs	Per Pc.			
21.	L-Folder	Good Quality (Legal Size)	1500 Pcs	Per Pc.			
22.	Noting Ream	85 GSM (J.K. or equivalent)	300 Pcs	Per Pc.			

23.	Permanent Marker	Luxer or equivalent	200 Pcs	Per Pc.			
24.	Ball Pen Red, Blue, Black	Reynolds 0.5/Cell or equivalent	500 Pcs	Per Pc.			
25.	Paper Clip	Office or equivalent	20 Box	35 MM (10 pkts in each box) (100 clips in a pkt.) Rate per box			
26.	Pencils	Natraj or equivalent	50 pkts.	10 pencils in a pkt. (Rate per pkt.)			
27.	Gel Pen	Addgel/Achieve or equivalent	25 box	(10 pc in each box) Rate Per box			
28.	Pen Pilot V5 & V7	Luxer or equivalent	20 box	(12 pc in each box) Rate per box			
29.	Pen Unibol Eye	Unibol or equivalent	25 box	(12 pcs in each box) Rate Per Box.			
30.	Rubber/Eraser	Apsara or equivalent	300 piece	Per Pc			
31.	Register 4 Q	Arpit or equivalent	400 Pcs	Per Pc			
32.	Stapler Small	Kangaro or equivalent	100 Pcs	Per Pc.			
33.	Stapler Big	Kangaro or equivalent	40 Pcs	Per Pc.			
34.	Stapler Pins Small	Kangaro or equivalent	30 Box	20 Pc. in a box (Rate per box)			
35.	Stapler Pins Big	Kangaro or equivalent	10 Box	20 Pc. in a box (Rate per box)			
36.	Short Hand Notebooks	Neel Gagan or equivalent	100 Pcs	Per Pc.			
37.	DVD	Moserbaer or equivalent	500 Pcs	100 DVDs in a box (Rate per box)			
38.	Cutter	Bambilo or equivalent	200 Pcs	Per Pc.			
39.	Poker	National Wooden or equivalent	100 Pcs	Per Pc.			
40.	Punching Machine	Kangaro or equivalent	50 Pcs	Per Pc.			
41.	Stamp Pad	Fibercasel or equivalent	50 Pcs	Per Pc.			
42.	Scale	Apsara or equivalent	50 Pcs	Per Pc.			
43.	Sharpner	Natraj or equivalent	5 box	(10 pc in each box) Rate per box			
44.	Spiral Notepad	Neelgagan G-8 or equivalent	2000 Pcs	Per Pc.			
45.	Stickly Pad	Good Quality	50 Pcs	Per Pc.			
46.	Black Board Duster	Boss or equivalent	20 Pcs	Per Pc.			
47.	Fluid Pen	Camel or equivalent	500 Pcs	Per Pc.			
48.	My Clear Bag	Good Quality	200 Pcs	Per Pc.			
49.	Stock Register	Jindal 6Q or equivalent	10 Pcs	Per Pc.			
50.	Bond Paper	Image 85 GSM	1000 Pcs	Per Pc.			
51.	Binder Clip	Good Quality 19 MM	5 Box	(12 pc in each box) Rate per box			
		25 MM	5 Box	(12 pc in each box) Rate per box			

		32 MM	5 Box	(12 pc in each box) Rate per box			
		41 MM	5 Box	(12 pc in each box) Rate per box			

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 Procurement Branch, Phone No. 0172-5212329.