

Cost of tender document Rs. 1000/-

Sarva Shiksha Abhiyan Authority, Punjab
SCO 104-106, 2nd Floor, Sector 34-A, Chandigarh

Note: - The prospective tenderer have the option to download the tender documents from www.ssapunjab.org. But they shall have to pay a fee of Rs. 1000/- (In shape of DD in favour of State Project Director, Sarva Shiksha Abhiyan Authority, Punjab) being the cost of tender document alongwith the submission of tender. If cost of the tender document is not attached alongwith Tender Document, bid will be rejected.

Tender Document

For Supply of Various Stationary Items for SSA, RMSA, ICT
and Mid-Day-Meal, Punjab

(Tender No.:ASPD(Proc)SSA/2011/91 Dated 30-06-11)



Certified that this tender schedule contains (10) sheets serially numbered.

Technical and Financial bid to be given in seperate sealed cover packed in single sealed cover.

**State Project Director
Sarva Shiksha Abhiyan Authority Punjab
SCO 104-106, 2nd Floor, Sector 34 A, Chandigarh**

SHORT TERM TENDER NOTICE

Sr. No.	Particulars	Details
1	Tender Notice No	Tender No.ASPD(Proc)SSA/2011/91 Dated 30-06-11
2	Name of the work	For Supply of Various Stationary Items for SSA, RMSA and ICT, Mid-Day-Meal, Punjab
3.	Cost of Tender Document	Rs. 1000/-
4.	Earnest Money Deposit	Rs. 25,000/-
5.	Performance Security	@ 5% of total value of work order in shape of Demand Draft/Bank Gurantee/FDR
6.	Date &Time of Sale of Tender	30-06-11 of 2:00 PM
7.	Last date for submission of Tender	15-07-11 by 2.00 PM
8.	Opening of Tenders	Technical bids will be opened on 15-07-2011 at 2:30 pm in conference room of O/o Sarva Shiksha Abhiyan Authority, Punjab, SCO 104-106, Sector-34/A, Chandigarh in the presence of tenderer.(In case of holiday on 15th July the tender will be opened on next working day at same time). Technically qualified firms will be considered for opening of their financial bids on same date on 15-07-11 at 3:00 pm
9.	Check List	Annexure 'A'
10.	Financial Bid	Annexure 'B'
11.	Application for Tenderer	Annexure 'C'

Note: The successful tenderer is required to furnish a performance security @ 5% of total value of work order in shape of Demand Draft/Bank Guarantee/Fixed Deposit Receipt in favour of State Project Director, Sarva Shiksha Abhiya Authority, Punjab” payable at "Chandigarh" within 07 days of issue of supply order.

Cost of Tender Form of Rs. = 1000/-

Office of State Project Director, Sarva Shiksha Abhiyan Authority (SSAA), Punjab.
(Tender No.:ASPD(Proc)SSA/2011/91 Dated 30-06-11)

TENDER NOTICE

1. Sealed Tenders are invited on behalf of the Sarva Shiksha Abhiyan Authority, Punjab by the State Project Director from the owners of Stationary Supplier to take up for **supply of Various Stationary Items for SSA, RMSA, ICT and MDM, Punjab.**

2. The eligibility criteria and the documents required to be enclosed to the tender are as follows-

- a) The tenderer should have at least 3 years experience of supply the Stationery Items.
- b) List of stationery works undertaken in the last 3 years will be submitted by the tenderer.
- c) The tenderer should have at least 50 lacs annual turnover per year for the last 3 years. Audited statements & income tax returns for the last three years will be submitted separately by the supplier.
- d) **EMD of Rs. 25,000/- will be submitted in the form of demand draft in favour of State Project Director, Sarva Shiksha Abhiyan Authority”, Punjab payable at Chandigarh.**
- e) Sealed Tenders in favour of State Project Director, Superscribed as **"Tender for Supply of Various Stationary Items for SSA, RMSA, ICT and MDM, Punjab"** containing separate envelopes for technical & financial bids shall be submitted by firms.
- f) Only those firms will be considered for financial bidding which are found to have qualified technically.

3. 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.

4. 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.

5. The tender should be submitted only in the prescribed document, addressing the tender cover to State Project Director, Sarva Shiksha Abhiyan Authority, Punjab SCO 104-106, 2nd Floor, Sector 34-A, Chandigarh By Registered Post/Courier service or by hand and tender

cover superscribed as **“TENDER FOR SUPPLY OF VARIOUS STATIONARY ITEMS for SSA, RMSA, ICT and MDM, PUNJAB”** so as to reach by 2:00 PM hours of 15-07-11, and all such tenders so received will be opened for technical bids on the same day at 3.00 PM hours in the presence of the tenderers or their representative who may wish to be present.

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.

7. **Along with the tender each tenderer has to credit a sum of Rs. 25,000/- as EMD in the form of Demand Draft only drawn in favour of the “State Project Director, Sarva Shiksha Abhiyan Authority, Punjab” payable at Chandigarh.** The EMD amount will be refunded to the un-successful tenderers only after the finalization of the tender.

8. The successful tenderer is required to furnish a performance security @ 5% 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.

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

10. The terms and conditions and 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.

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 0.5% 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.

12. The supplier must give a certificate on his quotation from that his firm has never been blacklisted by the Central Govt., any State Govt., DGS&D or any other Govt. undertaking for the material he is quoting now.

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.

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.

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.

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.

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.

18. ARBITRATION:

a) 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 Chandigarh.

b) In all matters and disputes arising hereunder the appropriate Courts at Chandigarh shall have jurisdiction to entertain and try them

19. Amendments in the Tender Document.

a) 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.

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

c) 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.

d) 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.

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

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

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

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.

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

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.

26. The tender should fill up the rates in the enclosed Annexure in figures as well as in words and should be signed by the tenderer.

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 enclose deposit receipt for a sum of Rs._____ as EMD 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, Chandigarh.

Date:

Signature of the Tenderer with
seal

**Annexure-‘A’
Instructions to Bidders
CHECKLIST FOR TENDERERS:**

Sr. No.	Description	Yes/No
1.	Annual Statement (copies Attached)	
2.	Draft for Tender Document	
3.	Draft for EMD	
4.	Experience (work order attached for)	
	2008-09	
	2009-10	
	2010-11	
5.	Annual Turnover/ Audited statements (copies Attached)	
	2007-08	
	2008-09	
	2009-10	
6.	Income Tax Return (copies Attached)	
	2007-08	
	2008-09	
	2009-10	
7.	Signature with Seal on all Documents	
8.	Separate envelopes for Technical and financial bids sealed in one single envelop	
9.	Single envelop addressed to "State Project Director ,Sarva Shiksha Abhiyan Authority Punjab, SCO 104-106, 2nd Floor, Sector 34 A, Chandigarh. So as to reach 2.00 PM on 15-07-11."	

Annexure 'B'
LIST OF VARIOUS STATIONARY ITEMS

Sr. No.	Name of the Item	Brand Name	Rate Quote (per item)	
			In Words	In Figure
1.	A-4 Ream	JK Copier (Red)		
2.	All Pins	Grace		
3.	Box file	Sweety/Rishab		
4.	Cello Tape Small 1/2"	Good Quality		
5.	Cobra File	Rishab		
6.	Compact Disk	Moserbear		
7.	Colour Flag	Rishab		
8.	Cello Tap Big 1"	Wonder 555		
9.	CD Cover	Wonder 555		
10.	Dak Pad	Jindal		
11.	Drawing Pins	Scholar		
12.	Dispatch Register	Jindal 2Q		
		Jindal 4 Q		
		Jindal 6 Q		
13.	Duster Cloth	Good Quality		
14.	Double Cloth	Good Quality		
15.	Envelop (Without Window)	Taj Mahal (9X4)		
16.	Envelop (With Window)	Taj Mahal 9X4		
17.	Envelop A4 Yellow	Swarn Mahal		
18.	Envelop Legal Yellow	Swarn Mahal		
19.	File Cover	Super STC S-Super		
20.	Fluid Bottle	Kores Erazex		
21.	Flapper	White Base		
22.	Gum Bottle 150ML	Camel		
23.	Gum Tube	Camel		
24.	Glue Stick	Fevi		
25.	Highlighter	Faber Cattle		
26.	Legal Ream	JK Copier (Red)		
27.	L-Folder	Neelgagan		
28.	Noting Ream	80 GSM Balarpur		
29.	Noting Pad No. 33	Neelgagan		
30.	Noting Pad (A4 Size)	Neelgagan		
31.	Permanent Marker	Luxer		
32.	Ball Pen Red, Blue, Black	Flair (Jackpot)/Montex (SuperEX)		
33.	File Board	Good Quality		
34.	Paper Clip	Office		
35.	Pencils	Natraj		
36.	Pen (Addgel Cat)	Addgel		
37.	Pen (Addgel Achiever)	Addgel		
38.	Pen Pilot V5 & V7	Luxer		
39.	Pen Unibol Eye	Unibol		
40.	Pen Trimax	Reynold		
41.	Pen Zebra Zeb-roller Dx7, Dx5	Zebra		

42.	Rubber/Eraser	Apsara		
43.	Register	Arpit		
44.	Stapler	Kangaro		
		Kores		
45.	Stapler Big	Kangaro		
		Kores		
46.	Stapler Pins	Kangaro		
		Kores		
47.	Stapler Pins Big	Kangaro		
		Kores		
48.	Shorthand Notebooks	Neel Gagan		
49.	Tag Bundle	Good Quality		
50.	Voucher Pad	Jindal		
51.	White Milky Folder A4	Corporate		
52.	Attendance Register	Jindal		
53.	DVD	Moserbaer		
54.	Cutter	Bambilo		
55.	Poker	National Wooden		
56.	Punching Machine	Kangaro		
		Kores		
57.	Stamp Pad	Fibercasel		
58.	Scale	Apsara		
59.	Sharpner	Natraj		
60.	Spiral Notepad	Neelgagan No. 4		
		No.5		
61.	Spiral Notebook 5 in 1	Neelgagan		
62.	Sticky Pad	Good Quality		
63.	Calculator	Citizen		
64.	BlackBoard Duster	Boss		
65.	Paper Weight	Boss		
66.	Pin Cushion	Boss		
67.	Tag Green	Good Quality		
68.	Scissor	Good Quality		
69.	Fluid Pen	Camel		
70.	My Clear Bag	Good Quality		
71.	Mouse	HCL, H.P.		
72.	Networking Wire	Good Quality		
73.	Keyboard	Good Quality		
74.	Stock Register	Jindal 2Q		
		4 Q		
		6 Q		
75.	Ledger Book	Jindal 2 Q		
		4 Q		
		6 Q		
76.	Bond Paper	Image 85 GSM		
77.	Extension Cord Simple (9Mtr)	Orpat		
78.	Pen Reynolds Racer-11	Raynolds		
79.	Montex Perfect Writing	Montex		

Annexure-‘C’

From:

To

State Project Director
Sarva Shiksha Abhiyan Authority Punjab
SCO 104-106, 2nd Floor, Sector 34 A, Chandigarh.

Sir,

Sub: Tender for supplies of Stationery Items for SSA, RMSA, ICT and MDM, Punjab for the year 2011-12.

Ref: Your tender notice No. Memo No.ASPD(Proc)SSA/2011/91 Dated 30-06-11.

I / we have gone through the contents of the tender notice under reference and I am quoting my lowest rates in the Tender Schedule enclosed to the tender notice.

I / we have enclosed the Crossed Demand Draft in favour of the State Project Director, Sarva Shiksha Abhiyan Authority, Punjab payable at Chandigarh as per below detail:

Sr. No.	Name	D.D. No.	Date	Amount	Drawn on
1.	Tender Cost				
2.	EMD				

I / we here by quote to supply the goods 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 enclose demand draft for a sum of Rs. _____ as EMD. If I / we fail to execute an agreement embodying the said conditions within 15 days of the acceptance of my / our tender then I / we hereby agree that the above sum of EMD shall be forfeited by the State Project Director, Sarva Shiksha Abhiyan Authority Punjab, Chandigarh.

I / we agreed to all terms and conditions of this tender notice.

Date:
Place:

Yours faithfully,

Phone No:

(Signature of the Tenderer)