

Phone No.: 5015864-865, Fax No.: 0172-2624687, e-mail: ssaprourement@gmail.com

# **Tender Document**

**For Supply of Various Stationary Items for SSA, RMSA, ICT and  
Mid-Day-Meal, Eduset and P.E.B.D Punjab**

(Tender No.:SSA/ASPD(Proc)/2013/01 Dated 05-04-13)



**Certified that this Tender Document contains (1-14) pages serially numbered.  
Financial Bid contain page no. (15-18)**

**Note: -**

The prospective tenderer have the option to download the tender document from [www.ssapunjab.org](http://www.ssapunjab.org). OR [www.etender.punjabgovt.gov.in](http://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. 14000/- (Fourteen Thousand only) by online payment, RTGS/NEFT, Debit/Credit card, internet banking and Processing Fees of Rs. 2247/- (Two Thousand Two Hundred Forty Seven 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 **stationery.**

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

**Tender Document for approval (Page No. 1 to13)**  
**Financial Bid Page no. 14 To 17**  
**Secretary-cum-DGSE-cum-SPD, SSA, Punjab**

**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	<b>Tender No.: SSA/ASPD(Proc)/2013/1 Dated 05-04-13</b>
2	Name of the work	<b>For Supply of Various Stationary Items for SSA, RMSA, and ICT, Mid-Day-Meal, Eduset and P.E.D.B Punjab.</b>
3.	Cost of Tender Document	<b>Rs. 1,000/- (Rupees One thousand Only) (Non-Refundable)</b>
4.	Earnest Money Deposit	<b>Rs. 14000/- (Fourteen thousand only) will be pay through internet Banking - RTGS/NEFT/Credit/Debit Card only.</b>
5.	Date & Time of Sale of Tender	<b>05.04.13 by 2.30 PM</b>
6.	Last date for submission of Tender	<b>22.04.13 up to 2:30PM</b>
7.	Opening of Tenders	<b>Technical bids will be opened on 22.04.2013 at 02:30 p.m. Financial Bids will be opened on 23.04.2013 at 02:30 pm of those firms, who have been qualified in technical bids for Stationery Items in O/o SSA, Punjab.</b>

**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. Terms & Conditions**

**1.1** Tender Cost of **Rs. 1000/- (Rupees One Thousand only)** as in the form of e-payment only.

**1.2** Earnest Money Deposit of **Rs. 14,000/- (Rupees Fourteen Thousand only)** as in the form of e-payment 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 upload.

**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 upload.

**1.5** Declaration, typed on Company Letter Head, stamped and signed by Authorized signatory (Performa –"III") must be upload.

**1.6** Copy of PAN No (PAN Card) must be upload.

**1.7** Copy of EPF No. (if firm covered under EPF Act.) and 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 upload.

**1.9** The tenderer should have at least **30 lacs** annual turnover per year for the last 3 years(2010-11 to 2012-13). 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. 10 Lac (Annually) for session 2010-11 and 2012-13 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 'V') of should be the Net Rates after due consideration of the exemption clause of the excise duty and other levies on the paper as per the GOI Notification issued from time to time, wherever applicable.

**1.13** All the pages of the Tender submitted must be serially numbered, stamped and signed by the authorized signatory.

**1.14** 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.

**1.15** 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.

**1.16** The tender should be submitted only online.

2. 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. Along with the tender each tenderer has to credit a sum of Rs. 14,000/- as EMD through RTGS/NEFT, Internet Banking, Credit/Debit Card only** The EMD amount will be refunded to the un-successful tenderers only after the finalization of the tender.

4. 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.

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

6. 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.

7. 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.

8. 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.

9. 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.

10. 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 if department thinks so.

11. 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.

12. 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.

13. 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.

#### 14. 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

15. 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 [www.ssapunjab.org](http://www.ssapunjab.org) or [www.etender.punjabgovt.gov.in](http://www.etender.punjabgovt.gov.in) 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.

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

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

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

19. 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.

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

21. 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.

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	Upload/Not Upload/Not Applicable
1.	Tender Cost of <b>Rs. 1000/- (Rupees One Thousand only)</b> as in the form of e-payment only.	
2.	Earnest Money Deposit of <b>Rs. 14,000/- (Rupees Fourteen Thousand only)</b> as in the form of e-payment only.	
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 upload.	
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 upload	
5.	Declaration, typed on Company Letter Head, stamped and signed by Authorized signatory (Performa –"III") must be upload	
6	Copy of PAN No (PAN Card) must be upload.	



7	Copy of EPF No. (if firm covered under EPF Act.) and 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	
8	Copies of latest income Tax return for last 3 years must be upload.	
9	The tenderer should have at least <b>30 lacs</b> annual turnover per year for the last 3 years(2010-11 to 2012-13). Audited statements & income tax returns for the last three years will be submitted separately by the supplier.	
10	The bidder must enclose satisfactory performance certificate of similar work for value not less then Rs. 10 Lac (Annually) for session 2010-11 and 2012-13 from any Govt./Semi Govt. Deptt.	
11	Incomplete and Conditional Tender will not be accepted.	

**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 \_\_\_\_\_

\_\_\_\_\_ do hereby  
authorize Mr. /Mrs. \_\_\_\_\_ S/o \_\_\_\_\_

\_\_\_\_\_ R/o \_\_\_\_\_

\_\_\_\_\_ to sign the tender document for  
**procure the stationery items for the year 2013-14 in respect of Tender No.:ASPD(Proc)SSA/2013/01**  
**Dated 05-04-13** 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)  
(of person authorized)

Signature (2)  
(of person authorized)

Signature (3)  
(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 printer 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. My/our firm shall not sell even a single copy of the ordered material to any person/institution/firm other than **SSA Authority, Punjab.**
10. 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**

**The SPD  
SSAA, Punjab  
SCO 104-106, 2<sup>nd</sup> Floor  
Sector 34A,  
Chandigarh**

**Subject: For Procure Stationery Items for the year 2013-14.**

Dear Sir,

We, the undersigned Bidder, having read and examined in detail the specifications and all bidding documents in respect of **Tender No.ASPD(Proc)SSA/2013/01 Dated 05-04-13** 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 RTGS/NEFT, Internet banking, Credit/Debit Card dated \_\_\_\_\_ & have paid earnest money amounting to Rupees \_\_\_\_\_ through RTGS/NEFT, Internet banking, Credit/Debit Card 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)

**Annexure 'B'**

**LIST OF VARIOUS STATIONARY ITEMS**

Sr. No.	Name of the Item	Brand Name	Approximate (Annual Quantity)	Rate Quote (per item)	
				In Words	In Figure
1.	A-4 Ream	JK Copier (Red)	<b>1800</b>	<b>Do not quote in this page please quote in excel sheet of financial Bid only</b>	
2.	All Pins	Grace	200pcs		
3.	Box file	Sweety/Rishab	200		
4.	Cello Tape Small 1/2"	Good Quality	200		
5.	Cobra File	Rishab	2000		
6.	Compact Disk	Moserbear	1200pcs		
7.	Colour Flag	Rishab	1200pcs		
8.	Cello Tap Big 1"	Wonder 555	200 Roal		
9.	CD Cover	Wonder 555	1200 Pcs		
10.	Dak Pad	Jindal	200 Pcs		
11.	Drawing Pins	Scholar	200 Pcs		
12.	Dispatch Register	Jindal 2Q	100 Pcs		
		Jindal 4 Q	100 Pcs		
		Jindal 6 Q	100 Pcs		
13.	Duster Cloth	Good Quality	100 Pcs		
14.	Double Cloth	Good Quality	250		
15.	Envelop (Without Window)	Taj Mahal (9X4)	250 Box		
16.	Envelop (With Window)	Taj Mahal 9X4	250 Box		
17.	Envelop A4 Yellow	Swarn Mahal	1500Pcs		
18.	Envelop Legal Yellow	Swarn Mahal	1500Pcs		
19.	File Cover	Super STC S-Super NO 275	18000 Pcs		

20.	Fluid Bottle	Kores Erazex	500 Pcs		
21.	Flapper	White Base	18000 Pcs		
22.	Gum Bottle 150ML	Camel	500 Pcs		
23.	Gum Tube	Camel	500 Pcs		
24.	Glue Stick	Fevi	500 Pcs		
25.	Highlighter	Faber Cattle	1200 Pcs		
26.	Legal Ream	JK Copier (Red)	1800 Pcs		
27.	L-Folder	Neelgagan	2500 Pcs		
28.	Noting Ream	80 GSM Balarpur	1000 Pcs		
29.	Noting Pad No. 33	Neelgagan	1000 Pcs		
30.	Noting Pad (A4 Size)	Neelgagan	1000 Pcs		
31.	Permanent Marker	Luxer	1200 Pcs		
32.	Ball Pen Red, Blue, Black	Flair (Jackpot)/Montex (SuperEX)	5000 Pcs		
33.	Paper Clip	Office	1000 Pkt		
34.	Pencils	Natraj	200 pcs		
35.	Pen (Addgel Achiever)	Addgel	1000 Pcs		
36.	Pen Pilot V5 & V7	Luxer	1000 Pcs		
37.	Pen Unibol Eye	Unibol	1000 Pcs		
38.	Pen Trimax	Reynold	1000 Pcs		
39.	Pen Zebra Zeb- roller Dx7, Dx5	Zebra	300 Pcs		
40.	Rubber/Eraser	Apsara	200 Box		
41.	Register	Arpit	500 Pcs		
42.	Stapler	Kangaro	100 Pcs		
43.	Stapler Big	Kangaro	100 Pcs		
44.	Stapler Pins	Kangaro	50 Box		
45.	Stapler Pins Big	Kangaro	50 Box		
46.	Shorthand Notebooks	Neel Gagan	500 Pcs		

47.	Tag Bundle	Good Quality	120 Bundle		
48.	Voucher Pad	Jindal	100 Pcs		
49.	White Milky Folder A4	Corporate	500 Pcs		
50.	Attendance Register	Jindal	10 Pcs		
51.	DVD	Moserbaer	1200 Pcs		
52.	Cutter	Bambilo	100 Pcs		
53.	Poker	National Wooden	200 Pcs		
54.	Punching Machine	Kangaro	200 Pcs		
55.	Stamp Pad	Fibercasel	200 Pcs		
56.	Scale	Apsara	200 Pcs		
57.	Sharpner	Natraj	100 Box		
58.	Spiral Notepad	Neelgagan G-8	8000 Pcs		
59.	Spiral Notebook 5 in 1	Neelgagan	200 Pcs		
60.	Sticky Pad	Good Quality	200 Pcs		
61.	Calculator	Citizen	200 Pcs		
62.	BlackBoard Duster	Boss	200 Pcs		
63.	Paper Weight	Boss	200 Pcs		
64.	Pin Cushion	Boss	100 Pcs		
65.	Tag Green	Good Quality	50		
66.	Fluid Pen	Camel	500 Pcs		
67.	My Clear Bag	Good Quality	500 Pcs		
68.	Stock Register	Jindal 2Q	50 Pcs		
		4 Q	50 Pcs		
		6 Q	50 Pcs		
69.	Ledger Book	Jindal 2 Q	50 Pcs		
		4 Q	50 Pcs		
		6 Q	50 Pcs		
70.	Bond Paper	Image 85 GSM	100		



71.	Pen Reynolds Racer-11	Raynolds	1000 Pcs		
72.	Montex Perfect Writing	Montex	1000 Pcs		