

**Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab"**

**Punjab School Education Board, E-Block, 5<sup>th</sup> Floor, Phase-8, SAS Nagar (Mohali)  
Phone No. 0172-5212313, Fax No. 0172-5212369**

**TENDER NOTICE FOR STATIONARY**

Sealed-Tenders are invited from the prospective tenderer for the supply of stationary items as per demand/ requirement mentioned in tender document for the year 2014-15 for meritorious Schools at Mohali, Amritsar, Jalandhar, Bathinda, Ludhiana and Patiala.

The tender may be submitted Distt. Wise. The cost of Tender document Rs 1000/- (One Thousand Only). Earnest Money of Rs. 50,000 /- (Fifty Thousand only) through Demand Draft in favour of "Project director, Society for promotion of Quality Education for Poor and Meritorious Students in Punjab" payable at Mohali.

The prospective tenderer have the option to download the tender document from [www.ssapunjab.org.in](http://www.ssapunjab.org.in), they have to pay fee of Rs. 1000/- (One Thousand Only) as cost of tender document.

Last date of sale of tender	:	<b><u>22.10.2014</u></b> Upto 11.00 am
Last date of submission of tender	:	<b><u>27.10.2014</u></b> Upto 12.00 pm
Opening of Technical Bid	:	<b><u>27.10.2014</u></b> at 2.00 pm
Opening of Financial Bid	:	<b><u>30.10.2014</u></b> at 2.00 pm

Project Director  
Society for promotion of Quality Education For Poor and Meritorious  
Punjab.

**Society for promotion of Quality Education For Poor and Meritorious Students in Punjab**

Vidhaya Bhawan, Punjab School Education Board, 5th Floor, Block-E, Ajitgarh (Mohali)  
Phone No.: 0172-5212367

**Bid Document**  
**REQUIREMENT OF STATIONARY**  
**FOR MERITORIOUS SCHOOLS**

Requirement of stationary for students of meritorious schools of Punjab located at Mohali, Patiala, Bathinda, Amritsar, Jalandhar and Ludhiana for sesion 2014-15.

S.NO	ITEM NAME	UNITS	QTY. (Per school)
1	Registers	15 per student (min 180pages)	7500
2	Text note books	10 per student (min 60pages)	5000
3	Ball Pens	12 per student	6000
4	Bag(patch bags)	1 per student	500
5	Pencils	10 per student	5000
6	Erasers	4 per student	2000
7	Sharpners	4 per student	2000
8	Geo Box	1 per student	500
9	Practical note book (Biology)	1 per student	100
10	Practical note book (Physics)	1 per student	400
11	Practical note book (Chemistry)	1 per student	400
12	Practical note book (Graphs)	1 per student	300
13	Practical note book (Computer)	1 per student	500
14	Practical note book (EVS)	1 per student	500
15	Practical note book(Commerce)	2 per student	200

1. Bidder will quote price per item including all taxes and levies.
2. The above supply is to be made F.O.R destination at the Mohali, Patiala, Amritsar, Jalandhar , Bathinda amd ludhiana. After the rates are approved, The supply is to be made on the demand submitted by the Principal of the school on monthly basis, within the 10 days of receipt of demand.Principal of schools can draw less than the specified amount, as demand shall be placed on actual consumption.
3. The payment is to be released accordingly.

Project Director  
Society for promotion of Quality Education For Poor and Meritorious Students

Date

1

Signature of tenderer with stamp

**Society for promotion of Quality Education for Poor and Meritorious Students in Punjab**

<b>Sr. No.</b>	<b>Particular</b>	<b>Details</b>
1.	Tender Notice No.	Pb/Meritorious schools/2014/ _____
2.	Name of the work	For Supply of various stationery Items in the meritorious schools of punjab situated at Mohali, Jalandhar, Amritsar, Bathinda, Ludhiana and Patiala
3.	Cost of Tender Document	Rs. 1000/- (Rupees One thousand only) Non-Refundable
4.	Earnest Money Deposit	Rs. 50000/- (Rupees Six Thousand only)
5.	Date & Time of Sale of Tender	
6.	Last date for Submission of Tender	
7.	Opening of Tender	Technical bids will be opened on 27 <sup>th</sup> Oct 2014 at 14:00 pm & Financial Bids will be opened on 30 <sup>th</sup> Oct 2014 at 14:00 pm of those firms, who have been qualified in technical bids for Stationery items for Supply of various stationery Items in the meritorious schools of Punjab situated at Mohali, Jalandhar, Amritsar, Bathinda, Ludhiana and Patiala

**Note:** The successful bidder is required to furnish a performance security @ 10% of total value of work in shape of Demand Draft in favour of Project Director, Society for promotion of Quality Education For Poor and Meritorious Students in Punjab” payable at "Mohali" within 07 days.

## Terms & Conditions

- 1.1 Tender Cost of Rs. 1000/- (Rupees One Thousand only) as in the form Demand Draft in favour of Project Director, Society for promotion of Quality Education For Poor and Meritorious Students in Punjab, payable at Mohali.
- 1.2 Earnest Money Deposit of **Rs. 50,000/- (Rupees fifty Thousand only)** as in the form of Demand Draft in favour of Project Director, Society for promotion of Quality Education For Poor and Meritorious Students in Punjab payable at Mohali..
- 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 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 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 than Rs. 2 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.
- 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, which may arise owing to the policy of the Government of India/ Government of Punjab.

## 2. General Conditions

- 2.1 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./2014/05 Dated: 21-07-2014**" and put in the main cover. The Bidder should put his seal and sign on all pages (serially numbered) of the Pre-qualification cum Technical bid.
- 2.3 The Commercial Bid in the prescribed format should be filled in original in a separate cover. The Commercial Bid should be super scribed as "**Commercial Bid- Envelope B; Tender No.: SSA/Proc./2014/05 Dated: 21-07-2014**" The Bidder should put his seal and sign on all pages (serially numbered) of the Commercial Bid.
- 2.4 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.
- 2.5 **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 un-successful tenderers only after the finalization of the tender.
- 2.6 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.
- 2.7 The material will be inspected by the competent authority of SSA, Punjab.
- 2.8 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.
- 2.9 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.
- 2.10 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.
- 2.11 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.
- 2.12 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.

2.13 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 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.

2.14 The Project Director, Society for promotion of Quality Education For Poor and Meritorious Students in 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.

2.15 The successful tenderer is precluded from assigning the work to any other agency on the plea that his capacity to carry out the work allotted to him is limited and/or it is not economically viable for him to carry out 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.

2.16 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 Society for promotion of Quality Education For Poor and Meritorious Students in 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.

### **3. 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 Principal Secretary School Education, 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 Mohali shall have jurisdiction to entertain and try them

### **4. Amendments in the Tender Document.**

- a) At any time up to the last date for receipt of bids, the Society for promotion of Quality Education For Poor and Meritorious Students in 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) 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 Society for promotion of Quality Education For Poor and Meritorious Students in 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.
5. Conditional tender will not be considered. There should not be any corrections /overwriting while quoting the rates.
6. If the successful tenderer fails to execute the Work Order within stipulated date the EMD/Security Deposit will be forfeited without further notice.
7. Tender not conforming to the above conditions will be rejected.
8. The order will be issued to L-I firm of total tentative quantity of Stationery items in phased manner.
9. The Project Director, Society for promotion of Quality Education For Poor and Meritorious Students in 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 Project Director, Society for promotion of Quality Education For Poor and Meritorious Students in Punjab also reserves the right to order quantity in full or partial as per the requirement.
10. The Project Director, Society for promotion of Quality Education For Poor and Meritorious Students in Punjab is not bound to accept the lowest tender.
11. The Project Director, Society for promotion of Quality Education For Poor and Meritorious Students in Punjab shall have the right to reject the tender in any time without any reason.
12. The Project Director, Society for promotion of Quality Education For Poor and Meritorious Students in Punjab shall also reserve the right to approve more than one tenderer in respect of some or different items listed in the tender.

**Annexure 'A'**  
(Type on Company Letter Head)

To

Project Director  
Society for promotion of Quality Education For Poor and Meritorious Students in Punjab  
Vidya Bhawan, PSEB Building, Vth Floor, Block-E  
SAS Nagar (Mohali)

**Subject: Regarding tender for supply of Stationery Items in the meritorious schools of punjab situated in Mohali, Jalandhar, Amritsar, Bathinda, Ludhiana and Patiala**

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 In case 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 Project Director, Society for promotion of Quality Education For Poor and Meritorious Students in Punjab, SAS Nagar (Mohali)

**Signature with Stamp**

Date:

Signature of Tenderer with stamp



**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 **supply of Stationery Items in the meritorious schools of punjab situated in Mohali, Jalandhar, Amritsar, Bathinda, Ludhiana and Patiala for the year 2014-15 in respect of tender 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.

Date:

Signature of Tenderer with stamp

**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 Society for promotion of Quality Education For Poor and Meritorious Students in Punjab , 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. 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:

Date:

Signature of Tenderer with stamp

**PERFORMA – “III”**  
(Referred to clause no.1.5)  
(To be typed on Company Letter Head)

**DECLARATION**

To

State Project Director  
Society for poor and Meritorious students in Punjab  
Vidya Bhawan, PSEB Building, Vth Floor, Block-E  
SAS Nagar (Mohali)

**Subject: For supply of stationery items for the year 2014-15.**

Dear Sir,

We, the undersigned Bidder, having read and examined in detail the specifications and all bidding documents in respect of **Tender No Pb/Meritorious schools/2014/\_\_\_\_\_** 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)

Date:

Signature of Tenderer with stamp

## FINANCIAL BID

SNO	NAME OF ITEM	RATE PER ITEM/PIECE INCLUSIVE OF ALLTAXES
1	Registers	
2	Text note books	
3	Ball Pens	
4	Bag(patch bags)	
5	Pencils	
6	Erasers	
7	Sharpners	
8	Geo Box	
9	Practical note book (Biology)	
10	Practical note book (Physics)	
11	Practical note book (Chemistry)	
12	Practical note book (Graphs)	
13	Practical note book (Computer)	
14	Practical note book (EVS)	
15	Practical note book(Commerce)	

Date:

Signature of Tenderer with stamp