

# Tender Document

**For Supply of Various Stationary Items for Head Office of SSA, Punjab, Mohali**

(Tender No.: SSA/Proc/2014/05 Dated 21-07-2014)



**Certified that this Tender Document contains (1-3) pages, General Conditions contains page no. (4 to 10) and Financial Bid contains page no. (11-13)**

**Note: -**

The prospective tenderer have the option to download the tender document from [www.ssapunjab.org](http://www.ssapunjab.org), they have to pay fee of Rs. 1000/- (One Thousand Only) and Earnest Money Deposit have to pay of Rs. 6,000/- (Six Thousand only) by **Demand Draft in favour of State Project Director, Sarva Shiksha Abhiyan, Punjab payable at Chandigarh.**

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

**Tender Document for approval (Page No. 1 to 3)**  
**General Conditions (Page No. 4 to 10)**  
**Financial Bid (Page no. 11 To 13)**

**State Project Director**  
**Sarva Shiksha Abhiyan Authority**  
**Punjab**  
**SAS Nagar (Mohali)**

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

<b>Sr. No.</b>	<b>Particular</b>	<b>Details</b>
1.	Tender Notice No.	SSA/Proc./2014/05 dated 21-07-2014
2.	Name of the work	For Supply of various stationery Items for Head Office, SSA, Punjab, Mohali
3.	Cost of Tender Document	Rs. 1000/- (Rupees One thousand only) Non-Refundable
4.	Earnest Money Deposit	Rs. 6000/- (Rupees Six Thousand only)
5.	Date & Time of Sale of Tender	21-07-14 by 11:00 am
6.	Last date for Submission of Tender	11-08-14 to 11:00 am
7.	Opening of Tender	Technical bids will be opened on 11-08-2014 at 11:30 am & Financial Bids will be opened on 13-08-2014 at 11:00 am of those firms, who have been qualified in technical bids for Stationery items for Head Office, o/o SSA, Punjab, Mohali

**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 State Project Director, Sarva Shiksha Abhiyan Authority, Punjab” payable at "Chandigarh" within 07 days.

1. **Terms & Conditions**

1.1 Tender Cost of Rs. 1000/- (Rupees One Thousand only) as in the form Demand Draft in favour of State Project Director, Sarva Shiksha Abhiyan Authority, Punjab payable at Chandigarh.

1.2 Earnest Money Deposit of **Rs. 6,000/- (Rupees Six Thousand only)** as in the form of Demand Draft in favour of State Project Director, Sarva Shiksha Abhiyan Authority, Punjab payable at Chandigarh.

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, that 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 State Project Director or authorities concerned reserves the right to forfeit to the authority the EMD or security deposit or both. Further, if the material supplied is of sub-standard then the department also has right to deduct the 20% payment out of total payment for which the firm is entitled. The Department also has right to return the sub-standard material to the supplier firm and to forfeit the entire payment amount and the firm shall be asked to supply fresh material as the specifications demanded earlier demanded if department thinks so.

2.14 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.

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

2.16 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 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.

### **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 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

### **4. 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) 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.
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 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.
10. The State Project Director, SSA Punjab is not bound to accept the lowest tender.
11. The State Project Director, SSA, Punjab shall have the right to reject the tender in any time without any reason.
11. 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.

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

To

State Project Director  
Sarva Shiksha Abhiyan Authority, Punjab  
Vidya Bhawan, PSEB Building, Vth Floor, Block-E  
SAS Nagar (Mohali)

**Subject: Regarding tender for supply of Stationery Items for Head Office, SSA, Punjab Mohali.**

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

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

**Signature with Stamp**

Date:

Signature of Tenderer with stamp

**PERFORMA – “T”**  
(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**

**the stationery items for head office, SSA, Punjab Mohali for the year 2014-15 in respect of Tender**

**No.: SSA/Proc./2014/05 Dated 21-07-14** 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 – “I”**

(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.**
- 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:

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  
Sarva Shiksha Abhiyan Authority, 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. SSA/Proc./2014/05 Dated 21-07-2014** 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

**Performa 'IV'**  
**LIST OF VARIOUS STATIONARY ITEMS**

Sr. No.	Name of the Item	Specification	Approximate (Annual Quantity)	Unit	Brand Name (To be filled by bidder)	Rate Quoted as per unit basis	
						In Words	In Figure
1.	A-4 Ream	75 GSM	500 Ream	Per Pc.			
2	Box file	Sweet/Rishab or equivalent	25 Pcs	Per Pc.			
3	Cello Tape Small 1/2"	Omex or equivalent	100 Roll	Per Roll			
4	Compact Disk	Moserbear or equivalent	100 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	300 Pcs	(3 strips in a pc. Rate per pc.)			
6	Cello Tap Big 1"	Wonder 555 or equivalent	100 Roll	Per Roll			
7	Dispatch Register	Jindal 6Q or equivalent	30 Pcs	Per Pc.			
8	Envelop (Without Window)	Taj Mahal (9x4) or equivalent	60 Box	(10 Pkts in a box and 25 envelops in a pkt.) Rate per box			
9	Envelop (With Window)	Taj Mahal 9x4 or equivalent	60 Box	(10 Pkts in a box and 25 envelops in a pkt.) Rate per box			
10	Envelop A4 Yellow	Swarn Mahal or equivalent	500 Pcs	(50 pcs in a pkt.) Rate per pkt.			
11	Envelop Legal Yellow	Swarn Mahal	500 Pcs	(50 pcs in a pkt.) Rate per pkt.			
12	File Cover	Super STC S-Super No. 275	2000 Pcs	Per Pc.			
13	Fluid Bottle	Kores Eraxex or equivalent	50 Pcs	Per Pc.			

14	Flapper	White Base	2000 Pcs	Per Pc.			
15	Glue Stick	Fevi or equivalent	15 Box	10 pcs in each box Rate per box			
16	Highlighter	Faber Cattle or equivalent	100 Pcs	Per Pc.			
17	Legal Ream	75 GSM	500 Pcs	Per Pc.			
18	L-Folder	Neelgagan or equivalent	100 Pcs	Per Pc.			
19	Noting Ream	80 GSM	500 Pcs	Per Pc.			
20	Permanent Marker	Luxer or equivalent	50 Pcs	Per Pc.			
21	Ball Pen Red, Blue, Black	Reynolds 0.5/Cell or equivalent	500 Pcs	Per Pc.			
22	Pencils	Natraj or equivalent	20 pkts.	10 pencils in a pkt. (Rate per pkt.)			
23	Gel Pen	Addgel/Achieve or equivalent	10 box	(10 pc in each box) Rate Per box			
24	Pen Pilot V5	Luxer or equivalent	10 box	(10 pc in each box) Rate per box			
25	Pen Unibol Eye	Unibol or equivalent	5 box	(10 pcs in each box) Rate Per Box.			
26	Rubber/Eraser	Apsara or equivalent	50 piece	Per Pc			
27	Register 4 Q	Arpit or equivalent	50 Pcs	Per Pc			
28	Stapler	Kangaro or equivalent	30 Pcs	Per Pc.			
29	Stapler Big	Kangaro or equivalent	20 Pcs	Per Pc.			
30	Stapler Pins Small	Kangaro or equivalent	30 Box	50 Pc. in a box (Rate per box)			
31	Stapler Pins Big	Kangaro or equivalent	20 Box	50 Pc. in a box (Rate per box)			
32	DVD	Moserbaer or equivalent	100 Pcs	100 DVDs in a box (Rate per box)			
33	Poker	National Wooden or equivalent	40 Pcs	Per Pc.			
34	Punching Machine	Kangaro or equivalent	10 Pcs	Per Pc.			

35	Stamp Pad	Fibercaasel or equivalent	10 Pcs	Per Pc.			
36	Scale	Apsara 30 cm/12inchs or equivalent	30 Pcs	Per Pc.			
37	Sharpner	Natraj or equivalent	5 box	(10 pc in each box) Rate per box			
38	Fluid Pen	Camel or equivalent	50 Pcs	Per Pc.			
39	Stock Register	Jindal 4Q or equivalent	20 Pcs	Per Pc.			

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

1. Above quantity is tentative and may increase or decrease at the time of placing order for quarterly required (approx.)
2. Rate quote should be filled very carefully.
3. Material will be supplied by the L-1 bidder at Head Office, Sarva Shiksha Abhiyan, Punjab, Vidaya Bhawan, PSEB Building, 5th Floor, Block-E, Sector-62, SAS Nagar (Mohali)
4. The Bidders are advised to visit on web site [www.ssapunjab.org](http://www.ssapunjab.org). in regularly for further information please.
5. For more information may contact to Phone No. 0172-25212313.