

**DIRECTORATE OF GOVERNMENT PRINTING AND STATIONERY  
MAHARASHTRA STATE, NETAJI SUBHASH ROAD, MUMBAI 400 004.**

**TENDER No. Desk-II-B/STY/TE-30/2012-13  
TENDER FORM 'A' (TECHNICAL)**

Serial No.

Price Rs. : 750/-

**TENDER FORM 'A' (TECHNICAL TENDER)**

Attention is particularly invited to Clauses ( I ) to ( XVI ) of the instructions to Tenderer. Original Tender Form ( To be returned to the Director, Government Printing and Stationery, Mumbai 400 004. )

Schedule to Tender No. : Desk-II-B/STY/TE-30/2012-13

Last date of submission of Tender ' A ' and ' B ' : 11/10/2012 Upto 2-00 P.M

Date of opening of Tender in Form ' A ' : 11/10/2012 At 3-00 P.M

Tender shall remain valid till : 120 days.

<b>Item No</b>	<b>Description of goods with details of specification</b>	<b>Number of Quantity</b>	<b>Unit</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
S-147	<u>Laces For Files</u> Laces for filea as per specification for laces for file length 840 mm. (First Revision) Prescribed in IS 8499/1988.	15000	Bundel	One Bundel free sample of each item should be submitted with Technical Tender "A".  Lab test will be carried out by the Director, Government printing and stationery, Mumbai. Demand Draft for Rs. 5500/-towards payment of Lab Test should be enclosed with Technical Tender "A".

**N.B.** Directorate through I.S.I. laboratory/or any other if required extra testing charges will have to be borne by the Tenderers

Signature of the Tenderer  
with Official Rubber Stamp

## **IMPORTANT INSTRUCTIONS TO TENDERERS**

I. There will be a dual system of tendering that is technical tender (Form 'A') and commercial tender (Form 'B')

### **Conditions of Technical Tender (Form 'A')**

(i) The tenderer should pay Earnest Money Deposit at 3 per cent of the total value quoted maximum Rs.5,000/- by Demand Draft/Bank's pay order drawn in favour of the Director, Government Printing and Stationery, Mumbai 400 004, only or treasury challans. The Earnest Money Deposit will be forfeited if the tenderer fails to complete the contract according to terms of tender, if accepted. Tenders without Earnest Money Deposit will not be accepted/considered.

### **OR**

For the items for which tender enquiry is floated, the tenderer should clearly state whether his firm is registered with C.S.P.O. (MS)/D.G.S. and D./N.S.I.C. or S.S.I. Unit in the Maharashtra State. An attested true or photostat copy of valid Registration should accompany the tender.

- (ii) Certified copy duly attested of valid Income Tax clearance certificate on the date of opening the tender in the prescribed form should be enclosed with the Tender Form 'A'.
- (iii) An attested copy certified copy of valid S.T. and/or C.S.T. registration certificate and sales tax clearance certificate upto December end for preceding year.
- (iv) If the manufacturer is holding I.S.I. licence, he should enclose valid I.S.I. Licence copy duly certified and attested.

In cases of II, III and IV, The Tenderers shall bring the originals of all the relevant documents/certificates enclosed with their Tender at the time of opening of Technical Tender for verification. Documents submitted after opening of the tender and not be accepted.

(V) If the tenderer is otherwise than a manufacturer an authority letter in original of the manufacture (whose product is tendered) stating that they would supply the material in case the tender is accepted must be enclosed with the tender Form 'A' (As per specimen enclosed) Tenderers offer without an original authority letter will be rejected.

### **OR**

The tenderer should attach a copy of the power of attorney in respect of the person who attends the Director, Government Printing and Stationery, Mumbai, for tender opening, further follow up work and also who is authorised to sign tenders, agreements and other relevant documents.

- (VI) The tenderer should invariably quote in original tender form only purchased from the department alongwith a list documents enclosed with the tenders and the list should be duly signed by the authorised person or/and power of attorney holder.
- (VII) Validity of the offer should be mentioned in Form 'A' tenders bearing validity less than 120 days are liable to be rejected.
  - (i) No rates should be quoted in the technical tender (Form 'A')
  - (ii) The envelope containing technical tender Form 'A' together with above documents should be prominently superscribed as TECHNICAL TENDER and Tender Form 'B' should be superscribed as COMMERCIAL TENDER. Both the tenders should be sent within the due date and time in separate covers/envelopes duly sealed.
- (VIII) OPENING OF COMMERCIAL TENDERS :- The commercial tenders of those tenders whose samples will match to tender specifications and whose technical tenders in Form 'A' are found suitable after evaluation will/be opened on the date and time to be announced at the time of opening of TECHNICAL TENDER (Form A)
  - (a) The Director, Government Printing and Stationery reserves the rights to assess, verify and approve the submitted samples based on Physical Properties of the Product.
- (IX) Proof of manufacturing capacity in the shape of Excise Clearance Certificate (Original Copy) signed by an official not below the rank of Inspector should be enclosed with technical tender.
- (X) All the conditions as stated above must be complied otherwise the technical offer shall not be considered.
- (XI) No change in the authority or change of brand/type of material other than offered in the tender and order placed will be accepted. It will be a disqualification and rejection of material, cancellation of supply order and forfeiture of Security Deposit.

(P.T.O.)

- (XII) The Director, Government Printing and Stationery, Mumbai reserves the right to distribute the orders at acceptable rates amongs two or more tenderers and to reject the tender whose samples will not match to the specification.
- (XIII) As per G.R. dt.2-1-92 preference will be given to I.S.I. Mark products provided valid three I.S.I. Licensee participate in Tender Enquiry otherwise item conforming I.S.I. Specification Tenders will be opened and price preference of 5% will be given over confirming I.S.I. products as per clause 8-4 of the G.R.
- (XIV) Testing of I.S.I. Mark products will be done by this Directorate through I.S.I. laboratory/or any other if required and testing charges will have to be borne by the Tenderers.
- (XV) Testing Fee of Tender Sample is 'NON REFUNDABLE' Tender Samples will be tested by this Directorate at Government Approved Laboratory or Practical Test will be taken at sole discretion. Director reserves right to RETEST any or all Tenders Samples without assigning any reasons thereof. Testing Reports enclosed unless called for is liable for rejection of Tender.
- (XVI) All legal Issues/Disputes will be settled in MUMBAI jurisdiction.

Tender No.

Due on----

For supply of ----

I/We hereby confirm that I/ We have read all above Instructions and hereby unconditionally agree to accept all instructions in toto.

Date-----

(Signed)-----

Designation

Seal of Unit

Signature of Tenderer  
with Official Rubber Stamp.

**DIRECTORATE OF GOVERNMENT PRINTING AND STATIONERY  
MAHARASHTRA STATE, NETAJI SUBHASH ROAD, MUMBAI 400 004.**

**TENDER No. Desk-II-B/STY/TE-30/2012-13  
TENDER FORM 'B' (COMMERCIAL)**

Serial No.

**TENDER FORM 'B' (COMMERCIAL TENDER)**

Attention is particularly invited to Clauses ( I ) to ( XXII ) of the instructions to Tenderer. Original Tender Form ( To be returned to the Director, Government Printing and Stationery, Mumbai 400 004. )

Schedule to Tender No. : Desk-II-B/STY/TE-30/2012-13

Last date of submission of Tender ' A ' and ' B ' : 11/10/2012 Upto 2-00 P.M

Date of opening of Tender in Form ' B ' : Will be informed later on.

Tender shall remain valid till : 120 days.

<b>Item No</b>	<b>Description of goods with details of specification</b>	<b>Number of Quantity</b>	<b>Unit</b>	<b>Price Per Unit</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
<b>S-147</b>	<u>Laces For Files</u> Laces for filea as per specification for laces for file length 840 mm. (First Revision) Prescribed in IS 8499/1988.	<b>15000</b>	<b>Bundel</b>		

Signature of the Tenderer  
with Official Rubber Stamp

**GENERAL TERMS AND CONDITIONS OF TENDER ('A' AND 'B')**

- (1) The tenderers should quote all inclusive (Basis Rates, State and Central levies, Packing / Freight charges, Transport charges, Insurance charges , etc.) F.D. Mumbai / Pune /Nagpur/ Aurangabad / Kolhapur / Wai Destination rates. The rate of VAT/CST included in the above rate should **Not** shown separately.
- (2) Rate in words and figures should be quoted in the space provided in column No. 5 in Commercial Tender (B). any correction should be attested by the tenderer.
- (3) Any correspondence regarding reduction in price unless asked for after opening of tender enquiry will not be entertained at all and their tenders will be liable for rejection.
- (4) Fall Clause :- It is a condition of the contract that throughout the currency of contract, the price at which the contractor will supply the stores should not exceed the lowest price charged by the supplier to any customer during the currency of the contract and that in the event of the price going down below the contract price, contractor shall promptly furnish such information to the Director, Government Printing and Stationery, Mumbai to enable to amend the contract rates for subsequent supplies.
- (5) The Director, Government Printing and Stationery, Mumbai does not pledge himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender or portion of the quantity offered against any item and the tenderer shall supply the same at the rate quoted. Tenderer is at liberty to quote for the whole or any portion of the quantity of any item or state that the rate quoted shall apply if the entire quantity of any such item is taken from him.
- (6) Delivery Schedule – As prescribed in the A/T.
- (7) The above quantity is subject to  $\pm 20$  % variation, with prior confirmation by the D.G.P.S, Mumbai
- (8) The tenders bearing validity less than 120 days are liable to be rejected.
- (9) More than one offer from one tenderer and conditional offers having conditions other than the specified herein will not be considered and treated as invalid.
- (10) Goods should be despatched at carrier's risk if not they should be properly covered by transit insurance with Government Insurance Fund, Maharashtra Government . However, the supplier will be held responsible until entire stores contracted arrives in good condition at the destination.
- (11) Packing should be standared packing and strong enough to avoid damage, pilferage, protection from rain water/ moisture and other forms of deterioration during transit.
- (12) Inspection:-
  - (a) Supply to be made against this Supply Order will be inspected by the representative of the Director, Government Printing and Stationery, Mumbai before it is despatched by the supplier to the consignee
  - (b) For the inspection the bulk supply from the material offered for Inspection will be collected and the same will be sent for Laboratory Testing at the Government approved testing centre or authorities if found necessary.
  - (c) In such cases on receipt of test report from the Laboratory, Inspection Note will be issued by the Director, Government Printing and Stationery , Mumbai and supply should be despatched by the supplier to the consignee.
  - (d) The cost of Inspection and Laboratory charges will be borned by the supplier.
  - (e) Consignee has the right to reject the stores within 45 days for sheet paper and 90 days for reel paper from the date of receipt of any defective stores.
- (13) 90% payment will be made on receipt of acceptance of goods in satisfactory condition. The balance within 30days , on receipt of acceptance of stores in satisfactory condition and the Final Inspection Report from the consignee.

(P.T.O.)

- (14) Successful tenderer will be required to pay a sum fixed by the Director, Government Printing and Stationery, Mumbai as Security Deposit and entire into an agreement for the due performance of the contract. In case of a new supplier, the tenderer will be required to pay 5 per cent amount of the total cost of the supply order as performance Guarantee in addition to Security Deposit. In the event of the order being placed with any of the tenderers and the tenderer fails to supply any stores according to the terms and conditions of A/T or fail to replace any stores rejected by the Director, Government Printing and Stationery, Mumbai shall be entitled to purchase such stores from any other source and at such price as the Director, Government Printing and Stationery, Mumbai shall in his sole discretion think fit, if an action as stipulated above is taken:-
- (a) The offer of the defaulting contractor will not be considered.
  - (b) The defaulting contractor will be penalised to the extent of the difference in the rate of 10% of the value of the earlier orders whichever is higher.
- (15) Unless, otherwise specifically agreed to in terms of the contract the purchaser will not be liable for any claim on account of fresh imposition and /or increase of Excise Duty, Custom Duty and/ or Sales Tax or raw material and components used directly in the manufacture of contract stores taking place during the pendency of the contract.
- (16) In the case of non-delivery and /or delayed delivery against an order placed Director, Government Printing and Stationery, Mumbai reserves the right to impose such penalty in the sole discretion as he thinks fit.
- (17) (i) As soon as it is apparent that contract date of delivery of goods cannot be adhered to an application shall be sent to the Director, Government Printing and Stationery, Mumbai
- (ii) Within prejudice to foregoing rights, if such failure to deliver in proper time as aforesaid has arisen from any cause which is found reasonable for an extension of time, he may be allowed such additional time as the Director, Government Printing and Stationery, Mumbai considers to be justified by the circumstances of the case.
- (iii) Provided that any failure or delay on the part of sub-contractor, through their employment shall not be admitted as reasonable for any extension of time or for exempting.
- (18) Undertaking of manufacturing mill that the paper will be manufactured and supplied as per the specification and requirements given in the tender form, in the prescribed form enclosed.
- (19) Hand Written additions in ink to the rates, taxes etc will not be accepted.
- (20) Octroi Exemption Certificate will be issued by Directorate/ Consignee, subject to acceptance by Municipal Corporation. In case of non-acceptance of Octroi Exemption Certificate by Municipal supplier have to bear Octroi and No claim in this regard will be entertained.
- (21) No change in the rates offered in the commercial tender will be accepted whatsoever reason after opening of the commercial tender.
- (22) The Director/ Chairman of the High Power Purchase Committee reserves the right to reject any/ all tenders or to cancel the Tender enquiry at any stage without assigning any reasons thereof.

I have carefully read all the instructions and terms and conditions enclosed with the tender form and I hereby agree to abide with it.

Due on---For supply of ---

I/We hereby confirm that I/We have read all above Instructions and hereby unconditionally agree to accept all instructions in toto.

Date :.....

Seal of Unit

(Signed).....

Designation.

Signature of Tenderer  
with Official Rubber Stamp.

# SPECIMEN LETTER

To,

The Director,  
Government Printing & Stationery,  
Maharashtra State, Mumbai 400 004.

**Subject :-** Authority Letter.

**Reference:-** Your Tender Enquiry No.

Dear Sir,

We hereby authorise M/s -----

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to quote on our behalf against above mentioned Tender Enquiry. They are further authorized to sign, submit, receive documents concerned with above mentioned Tender Enquiry on our behalf.

2. Our monthly manufacturing capacity is about -----  
approximately and further we assure to supply the material exactly as per T.E. specifications and within the prescribed delivery schedule if the tender is awarded.

Thanking you,

Yours faithfully,

(Signature with official Rubber Stamp)