



# **PUNJAB SCHOOL EDUCATION BOARD**

**Phase VIII, S.A.S. Nagar (Mohali) – Punjab**

**Pin Code – 160 062**

## **TENDER DOCUMENT**

**for**

**PURCHASE OF PAPER FOR ACADEMIC YEAR**

**2013-14**

**Price Rs. 2500/-**

**Fax No. 0172-2210068**

**Telephone No. 0172-3047120**

**3047418**

**3047419**

## **TERMS AND CONDITIONS**

1. Tenders which are not submitted in prescribed form supplied by the Board, incomplete/vary any of the conditions listed in the tender documents, will be rejected out-rightly.
2. All the columns of the tender form shall be properly and exhaustively filled in. **The rates shall not be over-written and shall always be both in figures and words.**
- 3.(a)(i) Rates should be quoted per M.T. inclusive of all taxes, freight, entry tax, octroi, carriage, packing, loading/unloading etc. F.O.R. Board's Godown at S.A.S.Nagar (Punjab). The delivery/stacking should be to the satisfaction of the Board authorities. Any risk upto the point of delivery shall be of the supplier. However, rate of C.S.T./S.T./VAT etc. shall have to be intimated by the Mill in the tender else nothing shall be paid extra later on in case of any escalation of such rate by Central/State Govt. And in case of any decretal in such taxed, comes to the knowledge of Board, then Board shall take necessary action for the recovery of amount in difference.
  - (ii) The rates quoted shall be valid for a period of 120 days from the opening of the tender, extendable for a further period of 30 days in case such need arises. However, the rates quoted by the successful bidder shall be valid for a minimum period of six months from the date of agreement or till the completion of the last ordered supply, whichever is later.
  - (iii) The rate offered by the Mill for the item(s) shall not be higher than the rate approved by the D.G.S.& D., New Delhi.
  - (iv) In case C.S.T./S.T./VAT or Surcharge etc.(if any) increases, then such an increase shall be on Government account subject to the production of relevant document by the firm. Similarly in case of any decrease in C.S.T./S.T./VAT or Surcharge etc., such decretal amount shall be liable to be deducted from the Mill.
- (b) Every tender should be accompanied with atleast 12 specimen sheets of A-3 size for each type of paper quoted by the Mill in the size and specifications required in the tender indicating the name of the Mill, capacity, quality, size and weight.

- (c) The specimen sheets referred to in para (b) above will be got tested from the laboratory and the testing fee to be paid in this respect will be born by the concerned Mill.
  - (d) The Special Paper Purchase Committee may negotiate the rates with the lowest valid tenderer to arrive at the reasonable market rate in the interest of the Board and purchase order for half the supply of total quantity may be placed with the Mill placed at lowest-2 but at the same rate as approved for the Mill placed at lowest-1 in the Tender.
  - (e) Every tender should be accompanied with earnest money @2% of the estimated cost of material to be purchased or Rs.5 Lakh which ever is more for each item viz: Maplitho Printing Paper and Art Board in the form of Bank Draft/Term Deposit or F.D.R. pledged in favour of the Secretary, Punjab School Education Board, S.A.S.Nagar (Punjab). Earnest money for Maplitho Printing Paper and Art Board should be attached separately. Tender without earnest money will be rejected.
  - (f) The cost of Dandy Roll would be borne by the tenderer and design for dandy shall be supplied by the Board. Design of the dandy of water mark shall have distinction of the office for every year. Suitable time to be decided by the Chairman, will be given for manufacturing the dandy. Dandy Roll shall be the property of the Board and will be sealed after its use or as may be decided by the Special Paper Purchase Committee after execution of the job.
  - (g) It will be the sole responsibility of the tenderer not to use the dandy for any other purpose and shall not supply the Water Marked Paper manufactured with the Dandy Roll of the Board to any other customer/Agency/Open Market. After the completion of the supply, the Supplier shall submit an affidavit stating that the Mill has not manufactured such paper in excess of quantity stipulated in the supply order of the Board and whole of the manufactured paper has been dispatched to the Board.
  - (h) Earnest money of unsuccessful tender shall be released after approval of rates. Earnest money of successful tenderer shall be retained by the Board till the requisite security money is deposited with the Board by the Mill.
4. In case of acceptance of a tender, the tenderer shall have to enter into an Agreement on non-judicial paper with the Board within 5 days from the date of issue of intimation regarding acceptance of

his tender. If the tenderer fails/refuses to sign the Agreement, his earnest money shall stand forfeited.

- 5.(a) Order for Maplitho Printing Paper and Art Board will be placed in suitable installments and sizes as per requirement of the Board.
- (b) Supply period for each installment upto 500 M.T. order shall be valid for 10 days from the date of receipt of order. However, Chairman may extend additional time upto 10 days for the total supply order to the Mill situated out of the Punjab State. Delay not more than 10 days can be allowed for each installment for which a penalty of 1.5% upto 10 days.
- (c) If the tenderer fails to complete the supply within the period prescribed for each order including 10 days of delay, the order may be cancelled and security shall stand forfeited. The Chairman, may, however, allow more time by imposing higher rate of penalty at his discretion and such matter shall be reported in the next meeting of the Special Paper Purchase Committee.
- (d) The successful tenderer will have to deposit a security equal to 10% of the estimated cost of material, provided that if order is placed in smaller lots, the Supplier will be required to deposit 10% security of the approximate value of that lot, in the form of Bank Draft/T.D.R. or F.D.R. pledged in favour of the Secretary, Punjab School Education Board, S.A.S.Nagar (Punjab). If the subsequent order is placed in bigger lot i.e. 750 M.T., the Supplier can give Bank Guarantee as security money for the additional 250 M.T. order. After the acceptance of previous lot of paper, the security received against that lot will be treated for the next lot. The earnest money can be adjusted towards the security on the written request of the Supplier.
- (e) If the tenderer refuses/fails to deposit security within five days after receiving intimation for depositing security, his earnest money shall stand forfeited.
- (f) If the tenderer fails/refuses to supply the paper after securing firm order from the Board, the paper will be purchased at the risk and cost of the tenderer and the loss suffered by the Board as a result thereof shall be recoverable from any pending amount or any earnest money/security/lying with the Board of the tenderer. In addition, the security furnished by the tenderer shall stand forfeited. Before initiating such action, Show Cause Notice of 7 days will be issued to the tenderer by the Secretary of the Board.

- 6.(a) Packing of Maplitho Printing Paper and Art Board should be as per B.I.S. instructions and the tenderer shall mark the following particulars on the packing:-
- (i) Description and substance in GSM of the Maplitho Printing Paper with Water Mark of Board's Insignia and Art Board.
  - (ii) Size of Paper.
  - (iii) Lot No.
  - (iv) Net weight/Gross weight.
  - (v) Name of the Mill with recognized Trade Mark.
- (b) The Tenderer shall have to indicate gross weight as well as net weight of Maplitho Printing Paper on each reel.
- (c) Should the Tenderer be hindered in the making of supply due to unavoidable circumstances viz fire, break-down in electricity, strike, other natural calamities or the like which are beyond the control of the tenderer, he may apply to the Chairman of the Board within the period of supply duly supported by valid proof.
- 7.(a) Supply will be accepted only if it is found according to specifications and as per terms and conditions laid down, failing which the order shall stand cancelled and security forfeited. The Supplier shall have to lift the rejected supply at his own cost within three days and convert the rejected supply into pulp in the presence of the officers of the Board deputed for this purpose.
- (b) If the paper is found to be not in accordance with the prescribed specifications due to minor variation, as may be pointed out by the Visual Inspection Committee, to be constituted by the Chairman of the Board, the Chairman may at his discretion accept the supply of such paper, keeping in view the defects noticed provided that the paper is otherwise suitable for printing and other purpose for which it has been procured. Afterwards, the defects pointed out by the Visual Inspection Committee will be placed along with laboratory test report before the Special Paper Purchase Committee for imposing penalty and making recovery as it may deem proper.
- 8.(a) The Board will make 90% payment of Maplitho Printing Paper and Art Board on submission of bill after completion of the supply and its acceptance by the Chairman, provided circumstances do not

warrant otherwise and balance 10% payment will be made after the receipt of satisfactory laboratory test report. If according to the laboratory test report, the paper is not found as per specifications, the Special Paper Purchase Committee will impose penalties and make recovery of the loss from the Mill on the basis of Visual Inspection Report/Laboratory Test Report of the paper as it may deem fit.

- (b) The paper shall be tested as per I.S.I. Specifications.
  - (c) After the purchase of the paper, the sample of the paper shall be got tested by the Board. The testing fee of laboratory tests and other such expenses shall be borne by the Supplier.
  - (d) The expenses on account of laboratory tests shall be paid by the Mill in cash otherwise such an amount will be deducted from the bill of the Supplier. Laboratory test of samples taken from every lot of supply will be got done.
  - (e) Payment of Reel Paper will be made only according to net weight of Maplitho Printing Paper.
  - (f) R.R./G.R. shall not be presented through Bank by the tenderer.
  - (g) Income Tax/T.D.S., if applicable, will be deducted at source from the payable amount of the Bill.
9. Conditional tender or tenderer not accompanied by earnest money and sample etc. will not be entertained.
10. The Special Paper Purchase Committee of the Board reserves the right to reject or accept any tender without assigning any reason.
11. During the period of agreement, the Supplier Mill shall not supply the same material at lower rate than supplied to the Board to any Govt. Department, Semi-Government, any Quasi Government Organization, Public Sector Undertakings of the State of Punjab and Govt. of India. In such case the difference of such account shall be deducted/recovered from the Mill.
12. The tenders shall be opened at two stages:-
- (i). Technical Bid
  - (ii). Commercial Bid.

- (a) The sealed envelope of the 'Technical Bid' shall be opened first and the envelope must contain the following documents:-
- (i) Attested copies of the certificates issued by the concerned departments in support of:
    - Annual Production Capacity of minimum 40,000 M.T. and Clearance Capacity during previous financial year, which should be 35,000 M.T. minimum for White Maplitho Printing Paper; and
    - Annual Production Capacity of minimum 5,000 M.T. and Clearance Capacity during previous financial year which should be 4,000 M.T. minimum for Art Board of the Mill.
  - (ii) Earnest money in the shape of FDR/TDR or Bank Draft duly pledged in favour of the Secretary, Punjab School Education Board, S.A.S.Nagar (Punjab).
  - (iii) Terms and conditions duly signed on each and every page.
  - (iv) 12 specimen sheets in A-3 size of each type of paper should also be attached.
  - (v) An undertaking by way of an Affidavit to the effect that the Mill is not black- listed by the State of Punjab.
  - (vi) An undertaking by way of an Affidavit to the effect that the Mill will neither appoint any commission agent or mediator for supply of paper nor give commission to anyone.
- (b) The sealed envelope of Commercial Bid shall contain the documents regarding rates.
- (c) The prospective tenderer shall submit technical bid and commercial bid in separate sealed covers which will further be placed in a larger envelope. The technical bids shall be opened first and after scrutiny of the same the commercial bids of only those tenderers shall be opened who qualify the laid technical specifications.

13. **Quantity :**

Maplitho Printing Paper with Water Mark of Board's Insignia in 75 Gsm:- 4500 M.T.

Art Board in 225 Gsm:- 450 M.T.

Quantity of Maplitho Printing Paper and Art Board can be varied by  $\pm 30\%$  as per requirement worked out time to time as may be decided by the Chairman.

14. In case of any dispute arising out of the Agreement, the Chairman, Punjab School Education Board, would act as an Arbitrator and his decision shall be final and binding on both the parties.
15. In all matters relating to above conditions, the decision, clarification or interpretation of the Special Paper Purchase Committee shall be final.
16. In case of any dispute between the Board and the Supplier that not settled by way of arbitration, the jurisdiction of Court of Law shall be S.A.S.Nagar (Punjab).

NOTE :-

1. TENDERS RECEIVED LATE OR WITHOUT EARNEST MONEY AND SAMPLES ETC. SHALL STAND REJECTED.
2. THE TENDERER WILL SUBMIT THE TENDER FORM ALONGWITH TERMS AND CONDITIONS DULY SIGNED ON EACH PAGE.
3. THE TENDER FORM ALONG WITH THE TERMS AND CONDITIONS WILL BE ISSUED BY THE OFFICE ON PAYMENT OF RS.2500/- (TO BE DEPOSITED WITH THE CASHIER OF THE BOARD) TILL 05.10.2012 UPTO 12.30 P.M.

S.A.S.Nagar  
Dated: 21.09.2012

Secretary,  
Punjab School Education Board,  
S.A.S.Nagar (Punjab).



**PUNJAB SCHOOL EDUCATION BOARD**  
**TENDER PROFORMA FOR PURCHASE OF WHITE MAPLITHO**  
**PRINTING PAPER WITH WATER MARK OF BOARD'S INSIGNIA FOR**  
**THE ACADEMIC YEAR 2013-2014 FOR TEXT BOOKS.**

**SPECIFICATIONS**

White Maplitho Printing Paper as per No. IS:1848/1991( as amended up to date).

The tentative sizes are as under:-

S. No.	Size	Quantity	Grammage
1.	71X102 Cms. Sheets	As per requirement of the office.	75 GSM.
2.	58X84 Cms. Sheets	-do-	75 GSM.
3.	84 Cm. Reel	-do-	75 GSM.
4.	71 Cm. Reel	-do-	75 GSM.

The Paper should be of uniform formation, even shaded, free from fluff, specks, blemishes and pin holes in the size and quantity as mentioned above.

1.	Name of the Mill	
2.	Whether Virgin Pulp being used for production of paper.	
3.	If yes, material being used for production of paper (Attach Certificate).	
4.	Basic Rate: _____ C.S.T./S.T. & Surcharge: _____ Freight: _____ Any other expences: _____ Rate per M.T., F.O.R. Board's Godown at S.A.S.Nagar: _____ Please quote rate of C.S.T./S.T./VAT & Surcharge etc. as calculated above. Rate of C.S.T./S.T./VAT & Surcharge etc.: _____	71X102 Cms. And 58X84 Cms. Sheets 75 Gsm Rs. _____ (Rupees _____ only)  (ii) 71 Cms. & 84 Cms. Reels 75 Gsm. Rs. _____ (Rupees _____ only)
5.	Whether any discount will be	

	allowed or not.	
6.	Particulars of the earnest money attached.(White Maplitho Printing Paper).	(i) F.D.R. No. _____ (ii) Dated: _____ (iii) Amount _____ (iv) Bank _____
7.	Whether supply period is acceptable as per terms.	
8.	Whether 'C' form is required or not.	
9.	Remarks, if any	

Authorised Signatory  
(Seal)

**PUNJAB SCHOOL EDUCATION BOARD**  
**TENDER PROFORMA FOR PURCHASE OF ART BOARD FOR THE**  
**ACADEMIC YEAR 2013-2014 FOR TEXT - BOOKS.**

**SPECIFICATIONS**

Art Board as per No. IS:4658/1998(as amended up to date).

The tentative sizes are as under:-

S. No.	Size	Quantity	Grammage
1.	60X84 Cms. Sheets	As per requirement of the office.	225 GSM.
2.	74.5x102 Cms. Sheets	-do-	225 GSM.

The Paper should be of uniform formation, even shaded, free from fluff, specks, blemishes and pin holes in the size and quantity as mentioned above.

1.	Name of the Mill	
2.	Whether Virgin Pulp being used for production of paper.	
3.	If yes, material being used for production of paper (Attach Certificate).	
4.	Basic Rate: _____ C.S.T./S.T. & Surcharge: _____ Freight : _____ Any other expences _____ Rate per M.T., F.O.R. Board's Godown at S.A.S.Nagar _____  Please quote rate of C.S.T./S.T./VAT & Surcharge etc. as calculated above. Rate of C.S.T./S.T./VAT & Surcharge etc.: _____	60X84 Cms. And 74.5X102 Cms. Sheets 225 Gsm Rs _____ (Rupees _____ only)

5.	Whether any discount will be allowed or not.	
6.	Particulars of the earnest money attached.(Art Board).	(i) F.D.R. No. _____ (ii) Dated: _____ (iii) Amount _____ (iv) Bank _____
7.	Whether supply period acceptable as per terms.	
8.	Whether 'C' form is required or not.	
9.	Remarks, if any	

Authorised Signatory  
(Seal)