

ANNEXURE-II NOTICE INVITING ON-LINE TENDER

DETAILS ABOUT TENDER

Department Name	Government Printing and Stationery Department
Circle/Division	Head Office
IFB No.	DPC/P-35/GUJ/2017-18/35
Name of Project	Plastic Cover for Desk Diary-2018 for Class-II and Class-III-40,000 No. and for Class-I officers-14,900 No.
Name of Work	Plastic Cover for Desk Diary-2018 for Class-II and Class-III-40,000 No. and for Class-I officers-14,900 No.
Estimated contract value (INR)	N.A.
Period of Completion (in Months)	3(Three Month)
Bidding Type	Open
Bid Call (No)	1
Tender Currency Type	Single
Tender Currency Settings	Indian Rupee (INR)
Joint Venture	Not applicable
Rebate	Not applicable

Amount Details

Bid Document Fee	Rs. 1,500/-(Rs. One Thousand Five Hundred only)
Bid Document Fee Payable to	Director, Government Printing & Stationery, Gandhinagar
Bid Security/EMD(INR)	Rs.17,800/-(Rs. Seventeen Thousand Eight Hundred only)
Bid Security/EMD in favour of	Director, Government Printing & Stationery, Gandhinagar

Tender Date:

Bid Document Downloading Start Date	05/10/2017
Bid Document Downloading End Date	25/10/2017 hrs. 17.00
Pre Bid Meeting	N.A.
Last Date & Time for Receipt of Bids	25/10/2017 hrs. 17.00
Bid Validity Period	90 Days
	Submission of EMD, Tender fee and Other Documents during 11.00 am to 18.00 pm on Date 26/10/2017 & 27/10/2017 11.00am to 17.00pm on in the office of Director,Government Printing & Stationery,Gandhinagar

Remarks

.....
Phone (079)23259356

Bid Opening Date 30/10/2017 at 11.00 a.m.

Other Details

Officer Inviting Bids	Director,Government Printing & Stationery,Gandhinagar
Bid opening authority	Director,Government Printing & Stationery,Gandhinagar
Address	Block No.8,4 th floor, Udyog Bhavan, Gandhinagar-382011
Contact Details	Shri R.S.Bhatt, Asstt. Director (S.P.), Directorate, Government Printing & Stationery,Gandhinagar Phone No.(079)23259356

General Terms and Conditions

- ∅ Bidders can download the tender document free of cost from the website.
- ∅ Bidders have to submit technical bid as well as Price Bid in Electronic format only on procure website till the Last Date & time for submission.
- ∅ Offers in physical form will not be accepted in any case.
- ∅ Free Vendor training camp will be organized every Saturday between 4.00 to 5.00 P.M. at (n) code solutions-A Division of GNFC Ltd. Bidders are requested to take benefit of the same.

Bidders who wish to participate in online tenders will have to procure/should have legally valid Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) code solutions. A division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted.

403, GNFC Infotower, Bodakdev,
Ahmedabad-380 054 (India)
Tel.: +91 26857316/17/18
Fax: + 91 7926857321
E-Mail: nprocure@gnvfc.net
Web-site: www.nprocure.com
Toll Free: 1800-233-1010 (ext-501,517,512)

Other Terms and conditions as per detailed tender documents.

CHECK LIST

MOST IMPORTANT :

CHECK LIST FOR TENDERER TO BE SUBMITTED ALONGWITH TENDER

(Mark the page no. or mention N.A. If Not Applicable)

The following documents must be submitted with the Tender:

- | | | |
|--|--------|----------------------|
| 1. Please give the page No. to entire set Tender and documents submitted with and confirm whether paging is done or not? Please also confirm whether all pages and documents with Tender are fulfilled with required information- duly signed and stamped? | Yes/No | Total Page No. ----- |
| 2. P.T.F. with ITIT Booklet submitted with dully signed and stamped. | Yes/No | Page No. ----- |
| 3. Please confirm following:
(i) Whether EMD in term of Draft/B.G./ Challan is submitted? | Yes/No | Page No. ----- |
| (ii) If E.M.D. exempted, True copy of S.S.I. Registration of Gujarat State only and CSPO/NSIC/DGS&D registration certificate must be submitted in separate cover of E.M.D. | Yes/No | Page No. ----- |
| 4. (a) In case of supplier whether fresh authority letter on original letter head & copy of S.S.I./NSIC/DGS&D/CSPO registration of manufacturing unit whom it represents is submitted? | Yes/No | Page No.----- |
| (b) In case of self manufacturing unit whether copy of SSI registration / NSIC Registration is submitted? | Yes/No | Page No. ----- |
| (c) In case of with ISI marks Specifications, the valid ISI mark Certificate from BIS is submitted? | Yes/No | Page No. ----- |
| 5. Whether a copy of NSIC/CSPO/DGS&D Registration is submitted? | Yes/No | Page No. ----- |
| 6. Whether a copy of latest VAT/CST/GST Registration is submitted? | Yes/No | Page No. ----- |

- | | | |
|---|--------|----------------|
| 7. Whether a proof of latest Vat/CST/GST Clearance is submitted? | Yes/No | Page No. ----- |
| 8. Whether a copy of latest Income Tax Acknowledgment is submitted. | Yes/No | Page No. ----- |
| 9. Whether sample is deposited to Clerk? (As per T.E.specifications only). | Yes/No | Page No. ----- |
| 10. Whether last two years production and sales figures of manufacturing unit /supplier is submitted? | Yes/No | Page No. ----- |
| 11. Whether last two year turnover figures of Manufacturing unit/supplier is submitted. | Yes/No | Page No. ----- |
| 12. Declaration of manufacturing. | Yes/No | Page No ----- |
| 13. Whether Literature/Catalogues/Laboratory Test Report is submitted? | Yes/No | Page No. ----- |
| 14. Copy of Name of Proprietor/Partners/ Director with full residential address & Telephone No., fax No., Email address etc. is attached. | Yes/No | Page No. ----- |
| 15. If material is imported, latest fresh original authority Letter of manufacturer & other documented Proof etc. is attached. | Yes/No | Page No. ----- |
| 16. Warranty/Guarantee is given as per Tender Enquiry. | Yes/No | Page No. ----- |
| 17. Authorization of Distribution/dealership Since last 3(Three) years is submitted. | Yes/No | Page No. ----- |
| 18. Tender signing authority must be authorized by company. | Yes/No | Page No. ----- |
| 19. Tenderer must submit an affidavit regarding reality of documents. (Affidavit) | Yes/No | Page No. ----- |
| 20. Permanent Account Number (PAN) | Yes/No | Page No. ----- |

21. GSTIN Yes/No Page No. -----

22. Documents regarding status of firm. Yes/No Page No. -----

23. Details regarding name of firm, Bank A/C Yes/No Page No. -----
Number, Bank Name and Branch code of bank,
IFSC Code and MICR code no. of the bank
(General Condition No.21)

N.B.: All documents/Papers must be attested by Notary / OR Government Gazetted Officer or any other authorized person.

DECLARATION

We solemnly declare that we have submitted all the documents mentioned here above and mentioned in the Tender. We also understand that non-compliance of any document will be treated as non-responsive Tender and we will loose our claim to participate in the Tender Enquiry automatically and our Tender will be liable to reject.

Signature of Authorized person-----

Name of the Authorized person-----

Seal of the Company.

GOVERNMENT PRINTING AND STATIONERY DEPARTMENT

GOVERNMENT OF GUJARAT, GANDHINAGAR

TENDER FORM

Price : Rs. 1,500/

EMD. Rs.17,800/-

(Rs. Seventeen Thousand Eight Hundred only)

CSPO REGISTRATION GROUP NO. 15 : (Stationery Requirements)

Name of the Firm:

Schedule to Tender Notice No. _____ dated _____

Attention is particularly invited to Clauses 2, 4, 5a, 31 and 33 of the Instructions to the Tenderers.

(To be submitted with the Tender)

Schedule to Tender No. : DPC/P-35 /GUJ/2017-18/35
Last date of submission of Tender : 25/10/2017 **up to hrs. 17.00**
Date of opening of Technical bid : 30/10/2017 **at 11.00 hrs.**
Tender shall remain valid till : **90 (Ninety) days**

Item No.	Description of goods with details of specifications.	Number or Quantity.	Unit	Indian or Foreign if Indian, the State where it is manufactured.	Deviation from Specifications.
1	2	3	4	5	6
	Item No.1 Plastic Cover for Desk Diary 2018 for Class.II and Class.III. Size of Cover-30 x 20.5 cms.(Approximate) Thickness (Guage)of Plastic to be used for Covers: 0.25 M.M. Width of inside flap of transparent plastic: 6.35 cms Thickness (Guage) of transparent Plastic to be used for flap 0.15 M.M. Covers to be supplied in assorted colour shades. There should not be any manufacturing defect in the cover. There should be perfect fitting and finishing of the cover. The matter to be printed on each cover by screen printing process in single colour will be given by this office. The Dummy of the Desk Diary will also be supplied by this office.	40,000	No.		
	Item No.2 Plastic Cover for Desk Diary 2018 for Class.I Officers. Size of Cover-37 x 23.5 cms.(Approximate) Thickness (Guage)of Plastic to be used for Covers: 0.30 M.M.. Width of inside flap of transparent plastic: 7.62 cms Thickness (Guage) of transparent Plastic to be used for flap 0.20 M.M. Covers to be supplied in assorted colour shades. There should not be any manufacturing defect in the cover. There should be perfect fitting and finishing of the cover. The matter to be printed on each cover by screen printing process / hot golden foil in single colour will be given by this office. The Dummy of the Desk Diary will also be supplied by this office.	14,900	No.		

IMPORTANT NOTE :

1. As per G.R.No. SPO/102000/2491/CH. dt. 20-2-2004 of Industries & Mines Department all required documents must be submitted along with PTF. (Price Tender Form), in absence of these tender is Liable to be ignored. No documents will be accepted after opening of Technical Bid.
2. The representative remain to be present at the time of opening of tender should be with the authority letter issued by tenderers, in absence of this, the person will not be allowed to remain present at the time of opening of tender.
3. **Tender submitted by manufacturer only will be considered other will not be considered. Tenderer must submit a certificate on its latest original letterhead that it is manufacturing the Item as per T. E. specifications / ISI specifications at its own premises for last 3 (Three)years.**
4. The words Govt. of Gujarat 2017-2018 should be conspicuously inscribed on each Bundle to show that the same is the property of Government of Gujarat.
5. **3(Three)samples of each Plastic cover** to show the quality feel, finish etc. must be submitted physically by you along with technical bid or before due date to indicate quality etc. Quotation without sample duly authorized signature and rubber stamped by the manufacturer will not be considered. Sample will not be returned.
6. A notarized affidavit stating that manufacturing of **Plastic cover** is as per Tender Enquiry Specifications must be submitted. (Affidavit)
7. Full quantity of the stores will have to be supplied On or before Date: 30-11-2017.
8. In case, the tenderer is a Regd. Company, the tender should be submitted along with the Audited accounts of last 2 (Two) years dully signed and stamped by the competent authority.
9. Proof of Latest Vat/ CST/GST and Income Tax Clearance up to dt. 31/3/2017 or there after, if available must be submitted along with PTF, otherwise tender is liable to be ignored.
10. The details of the turnover of the tenderer for the item of this Tender Enquiry for last two years must be submitted along with PTF, otherwise tender is liable to be ignored.
11. Tenderer must submit an affidavit dully signed & stamped in original on Non-Judicial stamp paper of Rs.100/- dully attested by First Class Magistrate/Notary public physically along with Technical Bid without fail in prescribed format given here with. (Affidavit)
12. Tenderer must submit Permanent Account Number (PAN) given by the Income Tax Deptt. which is issued on the name of----- (Kindly mention here either name of the Propriitor (in case of proprietor firm) or the name of tendering firm, whichever is applicable).
13. Tenderer must submit GSTIN given by the concerned department which is issued on the name of-- ----- (Kindly mention here either name of the Propriitor (in case of proprietor firm) or the name of tendering firm, whichever is applicable).
14. Tenderer must submit documents like Partnership deed, Company Registration, Trust Registration or any other documents for the status of the firm.
15. No correspondence will be entertained after opening of tender.

GENERAL CONDITIONS OTHER THAN ITIT

1. The tenderer should invariably submit his tender in three parts online as under
(1) E.M.D. (2) Technical Bid & ITIT Booklet & other required documents (3) Commercial Bid.

EMD

(I) **EMD must be submitted physically** in form of Demand Draft on any Nationalized Bank/Challan/Bank Guarantee amount as mentioned in PTF. The name of the Bank must be mentioned. Offer submitted without EMD the technical Bid will not be opened. **THIS MAY PLEASE BE NOTED.**

(ii) Those are exempted for the payment of EMD, must submit necessary documents like SSI Registration (Gujarat State) alongwith NSIC/DGS&D/CSPO Registration Certificate.

(iii) EMD submitted in form of Bank Guarantee is acceptable subject to Bank Guarantee should be obtained from any Nationalised Bank and is valid for the period of at least six (6) months. Demand Draft/Bank Guarantee issued by other than Nationalised Bank would be accepted in accordance with F. D. G. R. No. EMD/10/2016/328/DMO dt.01-05-2017.

(iv) This item is covered under **Group No. 15** as mentioned on PTF. Those firms registered under small scale industries of Gujarat State and holding subsequent registration with CSPO/NSIC/DGS&D for the item under tender will be eligible for exemption from payment of EMD. On submission of attested copies of their SSI & CSPO/NSIC/DGS&D registration certificates instead of EMD. Participants not covered under this category shall have to pay EMD compulsorily as prescribed, failing which the tender will be treated as reject one at the time of opening of Bid and Technical Bid as well as Commercial Bid will be ignored. Any basic document with regards to EMD will not be acceptable after closing time of tender.

TECHNICAL BID

(I) Technical Bid should contain original copy of Priced Tender Form including ITIT booklet duly signed by the competent authority as an essential documents at the time of opening of the Technical Bid (Except commercial Bid Documents) alongwith attested copies of G.S.T. and C.S.T. registration certificate, latest Sales Tax Clearance Certificate and other certified documents as per check list.

(ii) The details of turnover of TENDERERS for last 2 years. The turn over of any one year among the last two years should not be less than 50 % of the value of the stores under this tender enquiry, **the same should be duly signed by the competent authority.**

(iii) Tenderer should also furnish the details on nature of constitution of their firm; names and addresses of the Partners/Proprietors/Directors and also the details of sister concerns if any. Also specific details or documents required in Tender Enquiry.

(iv) In case, the tenderer is a self manufacturer, he should submit a certificate, stating that **the product has been manufacturing since last 3 (Three) years.**

In absence of these information/documents, tender is liable to be ignored.

COMMERCIAL BID

(I) Commercial Bid should contain only rates/prices of items with or without taxes alongwith Tax Declaration Certificate duly filled in and signed. The quotation not accompanying this certificate is liable to be ignored. **Commercial Bid & Tax Declaration Certificate must be submitted online only.**

(ii) **In case of more than one item, the items wise separate rates should be quoted** FOR destination delivery should be inclusive of Insurance charges. However CGST,SGST should be mentioned separately with prevailing rates on item quoted. In case the tenderer fails to provide such separate details in its quotation, offers will be considered as inclusive of all Taxes. SGST then it shall have to mention it in the Commercial Bid, Otherwise offer will be treated as

inclusive of SGST and Basic rate will be worked out by deducting the amount of SGST leviable under GST Act.

(iii) Item wise separate rates should be quoted in Commercial Bid only.

5. SAMPLE

(a) The tenderers are required to submit the samples physically for feel, finish, colour and visual inspection only. **Sample will not be returned.**

(b) Sample Label should bear following particulars.

- I. Name of the tenderer/signed by tenderer.
- ii Name of manufacturer.
- iii. Tender enquiry No. and due date.
- iv. Brand name.

(c) Sample should be submitted in conformity to Indent sample Tender Enquiry specification.

Other particulars as per clause No.17 of invitation to tender and instructions to tenderers.

6. **EMD of Rs. 17,800/-** is required to be paid as per terms and conditions of this Tender and ITIT. Tender without pre-pay EMD will be outrightly rejected except those eligible for exemption from payment of EMD.

7. Rates should be quoted on free delivery basis at consignees place **Ahmedabad and Rajkot**, inclusive of Insurance charges and loading as well as unloading charges. GST should clearly be mentioned. In the case tenderer are not stating these terms clearly, their offer will be considered as inclusive of GST.

8. The rates should be quoted both in words as well as in figures also.

9. SGST/CGST/IGST etc. should be clearly stated with their percentages. The Tax Declaration Certificate as per prescribed proforma may be submitted along with the quotation.

10. Delivery Period:

Tenderers quoting delivery period longer than that mentioned in Important Notes **No.7** above, their tenders are liable to be ignored.

Sr.No.	Name of Consignee	Quantity to be supplied in Nos.
1.	The Manager, Govt. Press & Stationery, Rajkot. Item No.1	40,000 No. for Class.II and Class.III.
2.	The Manager, Govt.Photo Litho Press, Ahmedabad Item No.2	14,900 No. for Class.I Officers.

11. Condition No. 28 A:

The Tenderers are instructed to specify clearly in their tenders as to in which respect their quotations deviate from the tender enquiry. If the deviation is not specified in details, it will be presumed that the tender offer is exactly to the specifications of the tender enquiry.

12. Inspection :

- A) Please state one place of inspection in your quotation, failing which their offer will be rejected outrightly and no correspondence will be exchanged after opening of the tender. In case of imported material original custom clearance documents must be furnished to inspecting authority.
- B) Inspection will be carried out By the Director, Government Printing and Stationery, Gandhinagar or by any Officer authorized by him on his behalf before despatch at your principal's place at your cost.
- C) Tenderers should clearly mention place of Inspection. The Inspection charges and testing charges shall be charged as per invitation to tender and instructions to tenderers of condition` No. 2C (i), (ii), (iii) & (iv).
- D) Inspection charges shall inclusive of travelling expenses and daily allowances of the inspecting staff. Hence, inspection fees shall be charged as per as actual expenditure incurred by the inspection staff or as actual amount to be worked out on the basis of percentages, whichever is less. Similarly, testing charges shall be charged as per actual amount to be worked out on the basis of above percentages whichever is less.
13. Tenderer must comply with requirements of para-38 of invitation to tender and instructions to tenderers. These requirements are to be complied with by these tenderers also who offer production of S.S.I. Units located outside the State of Gujarat.
14. Tenderers are requested to submit their tenders **online only in an Electronic Tender Form** prescribed by Government of Gujarat on-line published in Website www.nprocure.com. OR <https://dgps.nprocure.com>.
15. **Tender submitted by manufacturer only will be considered others will not be considered.**
16. Firms should furnish the information regarding the nature of constitution of firms alongwith their tenders. They should also furnish names and addresses of their partners/proprietors/Directors and also the details of sister concerns, if any.
17. The tenderers are requested to pay **Earnest Money Deposit** of Rs.17,800/- if not registered with CSPO Gujarat/NSIC/DGS&D as a S.S.I. Unit for the item quoted on or before due date. They should submit true copy of the SSI Unit Registration Certificate so as to secure benefit of exemption from payment of Earnest Money Deposit, if they are registered with any of these departments. No exemption shall be given to tenderers who are registered with CSPO as a manufacturer's Agent/Stockists.
18. In case, the tenderer is registered with SSI/Kutir Udyog/NSIC, they should submit the latest and valid registration certificate issued by the appropriate authority along with the tender.
19. True Copy/certified copy submitted by the tenderer should be legible. The Name of attesting Gazetted officer with the designation and address should be clearly mentioned therein.
20. The person dealing with the Director, Govt. Printing and Stationery should be with the letter of power of attorney in favour of him.
21. **Payment:** - Tenderers must submit details regarding their Name of Firm, Bank A/C. Number, Bank Name & Branch Code of bank, IFSC Code, MICR Code etc in Technical Bid at Sr.No.16 Without Fail. 90% payment against receipt of stores at consignee destination in good condition and balance 10 % within 30 days.
Stores required with ISI certificate/As per ISI will be sent for laboratory test and interim Inspection Note will be issued for the purpose of delivery. In case stores fail to come up to standard of the tendered specification, the entire supply is liable to be rejected and penalties for default will be enforced very rigidly.
22. **Validity of tender:** - The minimum validity of tenders should be **90 (Ninety) days** from the date of opening of tenders. The offers with less validity shall be rejected out rightly without assigning reasons.

23. The successful tenderer shall have to supply the store within 7 (Seven) days- in Gujarat & outside of Gujarat 14(Fourteen) days from the date of receipt of Inspection Note accepting the stores in case of the inspection of the stores is carried out before dispatch.
24. The Director, Government Printing and Stationery, Gandhinagar reserves the right to reduce or increase the quantity of stores mentioned above.
25. The Director Government Printing & Stationery reserves the right to consider or reject any or all tenders without assigning any reasons.
26. The Director, Government Printing & Stationery reserves the right to accept either the tender in full or part or divide the quantity amongst one or more tenders without assigning any reasons.
27. Vague and conditional offer shall not be considered.
28. Tenderers are requested to give information in Annexure-1 without fail, if any details and for any terms and conditions in quotation letter and in Annexure-1 are found contradictory to each other in any way the Director, Government Printing and Stationery, Gandhinagar, would be constrained to consider those terms and conditions which would be favourable and beneficial to the Government/Deptt. While deciding the tender and would be binding to the tenderers.
29. Other terms and conditions are as per invitation to tender and instructions to tenderers.
30. **Statutory Price Increase Clause :**
 - (i) The tenderers who want to avail the benefit of statutory price increase clause should clearly mention in the tender accordingly. In absence of such a specific statement no claim for the same will be entertained.
 - (ii) The tenderer who want to avail the benefit of statutory price variation clause should also clearly mention the break-up of the stores and the amount of taxes separately.
 - (iii) No variation in price shall be allowed in case the goods are offered Ex-godown.
 - (iv) The increase in price would also not be permissible where delivery period is within one month of the date of statutory increase,
31. GST/Taxes Variation Clause: If there be any increase/decrease in the Statutory taxes/levies viz. SGST/CGST/IGST etc. imposed by the Central/State Govt. on the product covered by this Tender Enquiry within the delivery period mentioned herein. The same will be finalized by the consignee on receipt of necessary documentary evidence, whichever is called for by him.
32. I/We _____

(Name of the tenderer)

Proprietor/Partner/Director hereby undertakes to supply stores conforming to your Tender Enquiry specification and abide all terms and conditions of their tender enquiry as well as invitation to tender and instructions to tenderers.

Place:

Signature:

Date:

Name:

Designation & stamp of the firm.

Annexure of Government Industries and Mines Department, Gandhinagar Circular No.

(1) SPO-10-2008-794-CH, dt: 07-12-2016

(2) Letter No. SPO/102008/794/CH, dt:14-12-2016.

(TO BE SUBMITTED PHYSICALLY)

AFFIDAVIT

(TO be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs 100/- duly attested by First Class Magistrate/ Notary public)

I/We -----age -----years residing at-----in capacity of-----
-----M/s. -----hereby solemnly affirm that

1. All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same. I/We will manufacturer Plastic Cover **as per Tender Enquiry** Specifications and supply the same as required.
2. I/We have submitted following Certificates/Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender.

Sr. No.	Name of the Document
1	
2	
Onwards	

3. All the Certificates/Permissions/Documents/Permits/Affidavits are valid and current as on date and have not been withdrawn/cancelled by the issuing authority.
4. It is clearly and distinctly understood by me that tender is liable to be rejected if on scrutiny at any time, any of the required Certificates/Permissions/Documents/Permits/Affidavits is /are found to be invalid/wrong/incorrect/misleading/fabricated/expired or having any defect.
5. I/We further undertake to produce on demand the original Certificate/Permission/ Documents/Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.
6. I/We also understand that failure to produce the documents in "Prescribed Proforma" (Wherever applicable) as well as failure to give requisite information in the prescribed Proforma may result in to rejection of the tender.

7. My/Our firm has not been banned/debarred/black listed at least for three years (excluding the current financial year) by any Government Department/State Government/Government of India/Board/Corporation/Government Financial Institution in context to purchase procedure through tender.
8. I/We confirm that I/We have meticulously filled in, checked and verified the enclosed documents/certificates/permissions/permits/affidavits/information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document. Important Information in each document is "highlighted" with the help of "marker pen" as required.
9. The above certificates/documents are enclosed separately and not on the Proforma printed from tender document.
10. I/We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is-----which is issued on the name of------(Kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm, whichever is applicable).
11. I/We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof. In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract. In this event, this office reserves the right to take legal action on me/us.
12. I/We have physically signed & stamped all the above documents along with copy of tender documents (Page No. -----to-----).
13. I/We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.
14. My/Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.
15. I/We hereby commit that we have paid all outstanding amounts of dues/taxes/cess/charges/fees with interest and penalty.
16. In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date:

Stamp & Sign of the Tenderer

Place:

(Signature and seal of the Notary)

FORM NO. 1 (TECHNICAL BID)

T/E No. DPC/ -----

Date of Submission of Tender -----

Submit following documents mentioned in Technical Bid.

1.	P.T.F. with ITIT-Booklet	:	Submitted duly signed.	Yes/No
2.	E.M.D. paid (A) Name of Bank Rs. _____ (B) Please State whether Nationalized Bank?	:	Mentioned Yes/No (D.D. or Bank Guarantee) (If exempted true copy of SSI Regn. (Gujarat State) and CSPO/NSIC/DGS & D registration certificate must be submitted)	
3.	Fresh Original Authority Letter of Manufacturer	:	(If tenderer is not a self manufacturer)	
4.	Literature (wherever applicable should be enclosed).	:		
5.	T/E validity :	:		
6.	Detailed address of Place of inspection (must be a factory place as mentioned in condition 2 –F of I.T.I.T. booklet)	:		
7.	Details of specifications	:		
8.	GST Document submitted.	:		
	(1) SGST/ CGST/IGST Registration Certificate (2) Latest VAT clearance certificate (3) Any other certified documents	:		
9.	Delivery period	:		
10.	Payment conditions	:		
11.	Please state here that wherever the stores you have offered are as per T/E Specification in all respect or as may.	:	Yes/No	
12.	For Free delivery Your rates are on FOR destination basis inclusive of Insurance charges & loading and unloading charges and other charges if any.	:	Yes/No	
13.	Sample Have you submit sample?	:	Yes/No	
14.	Name of Proprietor/partner/Director with full residential address and Telephone No. Fax No., e-mail address etc.	:		
15.	Have you submitted all documentary evidence duly attested	:		
16.	Details Regarding e-Payment	:		
	Name of Firm :	:		
	Bank A/C. No. :	:		
	Bank Name & Branch Code of Bank :	:		
	IFSC Code :	:		
	MICR Code :	:		
17.	Affidavit regarding reality of Documents (Affidevit)	:	Yes/No	
18.	Permanent Account Number (PAN)	:	Yes/No	
19.	Documents regarding status of firm.	:	Yes/No	
20.	GSTIN	:	Yes/No	
21.	Remarks if any	:		
		:	Signature of ----- The Tenderer with Rubber Stamp. Name ----- Designation-----	
	Note : (1) Please read P.T.F. and ITIT Booklet (Price Tender Form and Instructions to the Tenderer) Carefully and fill up the above information and furnish copy of the above positively. (2) Sealed Cover bearing T/E No. and Due date.			

FORM NO.2

COMMERCIAL BID ITEM NO. -1
Plastic Cover for Desk Diary 2017 for Class - II and Class - III.

1.	Name of the Unit	:		
2.	T/E No.	:		
3.	Last date of submission of tender	:		
4.	Rate (Price) (Per unit) No./Kg./M.T/Mtr./ Ream/Pair (As per P.T.F)	:	Basic Price (Inclusive of packing, insurance, loading, unloading and/or any other charges)	Rs. _____
		:	(A) GST (i) SGST @.....% Amount	Rs. _____
		:	(ii) CGST @.....% Amount	Rs. _____
			OR	
		:	(B) IGST @.....% Amount	Rs. _____
			(C) Any Other Taxes if applicable Amount	Rs. _____
		:	Total (All inclusive per unit) No./Kg./M.T/Mtr./ Ream/ Pair	Rs. _____
	(In Words) Rupees :	:		
5.	Remarks, if any.	:		
<u>N.B.</u> :				
1.	Clearly mention the price with or without Taxes and also mention the break-up of the price of the stores and the amount of the taxes separately.			
2.	Please submit Annexure of Tax Declaration Certificate online only.			
3.	Commercial Bid must be submitted online only.			
	Signature :			
	Name :			
	Designation:			

FORM NO.2

COMMERCIAL BID ITEM NO. -2
Plastic Cover for Desk Diary 2017 for Class - I Officers.

1.	Name of the Unit	:		
2.	T/E No.	:		
3.	Last date of submission of tender	:		
4.	Rate (Price) (Per unit) No./Kg./M.T/Mtr. Ream/ Pair (As per P.T.F)	:	Basic Price (Inclusive of packing, insurance, loading, unloading and/or any other charges)	Rs. _____
		:	(A) GST (i) SGST @.....% Amount	Rs. _____
		:	(ii) CGST @.....% Amount	Rs. _____
			OR	
		:	(B) IGST @.....% Amount	Rs. _____
			(C) Any Other Taxes if applicable Amount	Rs. _____
		:	Total (All inclusive per unit) No./Kg./M.T/Mtr./Ream/ Pair	Rs. _____
	(In Words) Rupees :	:		
5.	Remarks, if any.	:		
<u>N.B.</u> :				
1.	Clearly mention the price with or without Taxes and also mention the break-up of the price of the stores and the amount of the taxes separately.			
2.	Please submit Annexure of Tax Declaration Certificate online only.			
3.	Commercial Bid must be submitted online only.			
	Signature :			
	Name :			
	Designation:			

Submit (Online only)

ANNEXURE – 1

TAX DECLARATION CERTIFICATE

(a)	Whether the commodity is taxable?	:	Yes/No
(b)	If yes, what is the rate?	:	
(c)	Whether your quoted rate is exclusive or inclusive of taxes?	:	Exclusive/ Inclusive
(d)	If you are from outside Gujarat State? Whether your rate is inclusive of SGST/CGST/IGST and local taxes or not?	:	Exclusive/ Inclusive
(e)	Will your Product be manufactured in Gujarat?	:	Yes/No
(f)	Will your bill from Gujarat?	:	Yes/No
(g)	IF yes in (e) &/ or (f) then rate of SGST/CGST/IGST %	:	
(h)	Are you from backward area of Gujarat?	:	Yes/No
(i)	Have you opted for SGST/CGST/IGST Exemption?	:	Yes/No
(jj)	Have you opted for SGST/CGST/IGST Deferment?	:	Yes/No
	N.B. (1) Tax Declaration Certificate must be submitted online only.		(Signature of Tenderer with Office Rubber Stamp)
			Name :
			Designation :

GOVERNMENT OF GUJARAT

GOVERNMENT PRINTING AND STATIONARY DEPARTMENT

**(Invitation to Tender and Instructions to Tenderers (I.T.I.T.) Which is to be Submitted
alongwith PTF after duly Signed by the Competent authority)**

Tender No. DPC-P-ST
Gandhinagar-382 011.
Dated :

From,

THE DIRECTOR,
GOVERNMENT PRINTING AND STATIONERY DEPARTMENT,
Government of Gujarat,
Udhyog Bhavan, Block No. 6, 4th Floor,
Gandhinagar-382 011

To,

Messers,.....
.....
.....

GOVERNMENT OF GUJARAT

GOVERNMENT PRINTING AND STATIONARY DEPARTMENT

1. The Tender Form (Technical bid & Commercial bid) should be submitted online on or before the time stipulated in Tender Notice.
2. Priced Tender Form and other detailed terms & conditions can be seen at the website www.nprocure.com and <http://dgps.nprocure.com>. Moreover the priced tender form along with ITIT booklet should be submitted on line only duly filled and signed failing which the quotation will be rejected.
 - 2-A. You Should Quote rates for F.O.R./Free Delivery, delivery basis as shown in the Schedule to Tender and submit the quotation in the priced Tender Form on line. You should state the earliest and definite delivery period necessary for completion of the order.
 - 2-B. Should You However Quote rates on Ex-Godown and /or F.O.R. Station of despatch you shall also indicate charges towards packing forwarding, Railway freight or the under the parcel scheme of the Gujarat State Road Transport Corporation, insurance etc., so as compare your rates, with those of others who have quoted as per tender condition. Failure on your part will be at your risk.
 - 2-C.(i) You should state the place of inspection of the stores offered. You should bear all expenditure of inspection carried out by this office or through the directorate of Inspection, Government of India. Such charges, in case of inspection carried out by this office, should not exceed 1/2% (half percent) of the total value of the stores to be inspected, if the place of inspection is situated in Gujarat State. If the place of inspection to be carried out by this office is located outside Gujarat State, then the inspection charges shall be levied at the rate of 1(one) percent of the total value of the stores to be inspected, While incase of inspection carried out through directorate of Inspection, Government of India, the charges shall be those actually charged by that Directorate and the same shall be paid by you directly in the manner indicated by them.

2-C (ii) Whenever the inspection of the stores carried out within Gujarat State and when the analysis or testing of the inspected stores has to be undertaken in Government recognised Laboratories/Test House outside Gujarat State, Inspection charges not exceeding 1(one) percent of the total value of the stores to be inspected Will have to be paid by you.

2-C (iii) Whenever the inspection of the stores carried out outside Gujarat State and where the analysis or testing of the inspected stores has to be undertaken in Government recognised Laboratories/Test House, outside Gujarat State, Inspection charges not exceeding 1 1/2 % (one and half percent) of the total value of the stores to be inspected Will have to be paid by you.

2-C (iv) Unless and otherwise clearly stated in the tender it Would be taken for granted that the stores would be offered for inspection in one lot. If subsequently the stores are offered in different lots inspection charges at the rates mentioned herein behalf on the total value of all stores (not on the value of the stores offered for inspection) would be charged every time a lot is offered for inspection.

2-D In the event of an order being placed with you, you shall despatch the goods at carrier's risk, failing which they should be properly covered by the transit insurance with Government Insurance Fund, the Directorate of Insurance, Lekha Vima Bhavan, Old Sachivalaya, Sector 10-B, Gandhinagar, Government of Gujarat, On no account whatsoever you shall insure the goods with any outside agency. However, if this is done, it shall be at your risk and cost.

2-E The entire materials ordered shall to be offered for inspection in open condition, if required and the same have to be repacked in such a manner so as to be suitable for transport without any extra cost.

2-F In case of stores accepted as the products of Cottage Industries/Small Scale Industries/Industrial Co-operative the inspection shall be carried out only at the factory premises of such units at your cost only.

3. The origin of stores offered, whether Indian or Foreign and in case of former, the State in which manufactured and whether it is a product of Large Scale Industry, Small Scale Industry, Cottage Industry or Industrial Co-operative, should be clearly stated against each article. If you desire to avail of the price preference to be accorded to the products of the Cottage Small Scale/Industrial Co-operative Units you should furnish alongwith your tender, a certified authenticated or photostat copy of the Registration Certificate issued to such unit by the State Industries Commissioner or State Registrar of Co-operative Societies, Gujarat State with whom the unit is registered.

4. Opening of Tender.-You are at liberty to be present or authories your representative to be present at the opening of the tender at the time and date specified in the Schedule.

5. (a) Tenders should be submitted alongwith the scan copy of Earnest Money Deposit as mentioned on Priced tender form for the total value tendered and it shall be only in Treasury chalan deposited under "Revenue Deposit" in case of tenders in Gujarat State/and strictly in Demand Draft in favour of Director, Government Printing and Stationery, Gandhinagar drawn on any Nationalised Bank of Gandhinagar in case of Tenders outside Gujarat State.

Earnest Money Deposit of not less than Rs. 5,000-00 under the Bank Guarantee scheme will also be accepted provided the Guarantee is valid for at least Six months issued by any nationalised Banks only.

The Earnest Money Deposit will be liable to forfeiture if the tenderer fails to complete the contract if places with you. Tender without Earnest Money shall not be considered.

(b) In case you are successful in getting the order, you shall be required to pay a sum equivalent to 5 percent of the total value of Acceptance of Tender as may be fixed by the Director, Government Printing & Stationery, Udyogbhavan, Gandhinagar as Security Deposit for the due performance of the

contract. This Deposit can be paid in Bank Gurantee, Treasury Chalan and Demand Draft issued by any Nationalised Banks only.

6. Certified copy of the latest Sales Tax Clearance Certificate in the prescribed form should be submitted with the tender. Quotation received without the above Certificate are liable to be rejected.

6. (a) Business name and constitution of tendering firm :- In case you are not registered with C.S.P.O. as approved supplier you must give following details in your tender quotation regarding registration of your firm :-

- (1) The Indian Companies Act, 1913.
- (2) The Indian Partnership Act, 1932.
- (3) Proprietary concern.

You must also show invariably in your quotation the full name/s of Proprietors/Partners.

7. In case you are convicted of an offence under the Bombay Prohibition Act, 1949 or the Bombay Opium Act 1936 as applied to Gujarat State, you will be considered ineligible for being given contracts.

8. *Release of controlled materials.*-Tenderers who do not stipulate conditions regarding release of controlled materials may be given preference.

9. Other terms and conditions as specified in the booklet "Conditions of Contract Governing contract placed by the Central Purchase Organisation of the Government of India", will be applicable to this tender.

10. *Price Variation Clause.*-Tenderers who claim variation in net F.O.B. Prices (that is to say a price exclusive of contractor's profit, rebate, remuneration or commission called by any name whatsoever) should give detailed information in respect of each of the constituent item e.g. labour, material, etc., for which variation may arise in the items mentioned below items :-

Element of cost above	Basic Rates	% of total F.O.B.	Cost indicated at A
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I Labour.

- II (a) Raw material (Variable)--
 - (i)
 - (ii)
 - (iii)
- (b) Raw material (Non- Variable)--
 - (i)
 - (ii)
 - (iii)

(ii) If at any time after the submission of Tender an increase or decrease takes place in the net F.O.B. price an adjustable be made in the contract price but only in respect of such portion of the net F.O.B price as represents the change therein on account of the two factors cost of labour and /or materials, property required for the manufacture of the contract stores. On account of any reason beyond the control of the manufactures. The contractor may, after due completion of this clause make proposals in the Director Government Printing and Stationary for the adjustment in the contract price setting out the increase/decreases in the cost of labour and/or materials, the adjustment in respect of net increase being

however limited toper cent.....of the net original F.O.B. prices. This percentage should be furnished by the tenderers at the time of this tender.

(iii) A claim by the contractor for the finalisation of price shall be accompanied by the invoice and document containing the original quotation of the foreign Principal/Manufacturers and supported by a certificate of the chartered or incorporated accountant of the Principal/Manufacturer or if there is no qualified accountant of such foreign Principal/Manufacturer, the certificate of such other accountant as may be approved for the purpose by the D.G..I.S.D., London or ISM, Washington etc., showing the increase/decrease in the cost of labour and/or material between the date of tender and the date of shipment together with the basic rates of materials and labour and their estimated and find cost and certifying that they do not include any sum on account of profit or overhead.

(iv) Upon receipt of the contractor's claims, it shall be lawful for the Government to make such inquiry as they may deem fit through the D.G..I.S.D. London /SM, Washington or any trade association or other authority nominated by D.G..I.S.D. London/ISM, Washington for verification and certificate of the claim and it shall further be lawful for the Government to require the manufacture's/Foreign Principal's Accounts relating to the increase claimed to be examined by the D.G..I.S.D. London /ISM, Washington.

(v) The decision of the Director Government Printing and Stationery, Gujarat as to the increase or decrease in price under this clause shall be final and binding on the parties.

(vi) Any change in the customs duty payable by reason of any corresponding to the amount of the change in the F.O.B. price shall be to the buyer's account.

(vii) No changes other than customs duty shall be affected by the change in the F.O.B./Price.

(viii) This clause shall remain in operation only upto the date of shipment corresponding to the delivery period specified in the schedule to the A/T and notwithstanding any extension to time, nothing contained herein shall entitle the contractor to an increase in contract price where the increase in the F.O.B. price occurs after expiry of the said date of shipment unless the contractor proves to the satisfaction of the Director Government Printing and Stationery, Gujarat that the delay in shipment was due entirely to causes beyond the control of the foreign principal/manufacturer and the decision of the Director Government Printing and Stationery in this behalf shall be final and binding.

(ix) Tenderers should declare that in addition to the profit/commission, rebate etc., specified they do not get any other discount or any credit to their account or to any other account on their behalf, adjusted their immediately or at the end of the year on the gross turnover for the years.

11. (a) Ex-stock offers or those on your own Import Licence will be preferred. It will be your responsibility to inform this office within the validity period of the quotation in the event of the stores offered ex-stock being sold elsewhere. Failure to comply with this instruction shall, be construed to mean that the stores are available ex-stock during the validity period. No cognizance shall be taken or the intimation that the stores have been sold out period to receipt of order, if such an intimation is received after receipt of intimation of Acceptance of order at your end.

11. (b) The exact earliest and clear delivery period should be quoted.

11. (c) Taxes, if leviable and if the same are being claimed extra should be clearly stated, failing which the rates quoted in the tender will be construed as inclusive of all taxes. Break-up showing the rates and elements as Taxes should be shown when rates are quoted inclusive of taxes.

12. (a) You should indicate the rates in metric system of weights and measures or in any equivalent weights and measures thereof showing conversion rates. Noncompliance in this respect will render the tender liable for rejection.

12.(b) Rates should be quoted per “unit” as specified in the schedule. Non-compliance will render the tender liable for rejection.

13. The Director Government Printing and Stationery reserves the right to consider or reject any or all tenders without assigning any reasons.

14. The Director Government Printing and Stationery reserves the right to accept either the tender in full or part or divide the quantity amongst one or more tenders without assigning any reasons

15. The Director Government Printing and Stationery does not pledge himself to accept the lowest or any tender and also reserves to himself the right of accepting the whole or any part of the tender or portion of the quantity offered against any item and you shall supply the same at the rate quoted. You are at liberty to quote for the whole or any portion of the quantity of any such item or state that the rate quoted shall apply if the entire quantity of any item is taken from you. The Director Government Printing and Stationery further reserves to himself the right of accepting or otherwise any of the conditions stipulated by you in your tender.

16. In the Event of an order being placed with you against this tender and if you fail to supply any stores in accordance with the terms and conditions of Acceptance of Tender or fail to replace any stores rejected by the Director or any person on his behalf within such time as may be stipulated, the Director, Government Printing and Stationery shall be entitled to purchase elsewhere, without notice to you on the account, such stores from any other source and at such price as the Director, Government Printing and Stationery shall in sole discretion think fit and if such price shall exceed the rate set out in the schedule to Acceptance of Tender you shall be responsible to pay the difference between the price at which such stores have been purchased by the Director Government Printing and Stationery and the price calculated at the rate set out in the Schedule.

17. Sample :-

17. (A) Tender Samples are not required unless specifically called for.

17. (B) Quotations without samples where samples are specifically called for will not be considered.

17. (C) Sealed samples should be submitted with a label showing (i) Name and Address of the firm, (ii) Tender No. , (iii) Opening date of Tender.

17.(D) All samples submitted for any reason should be supplied without charge and freight paid and without any obligation on the D.G. P. S. officer as regards safe custody.

17. (E) In case you submit a sample with your tender the same shall not govern the standard of supply except when it is accepted instead of any scaled pattern.

17. (F) Tender samples should be submitted physically on or before the opening date of Tender in respect of each item as mentioned in the Tenders alongwith separate chalangans in triplicate for each schedule at the Office of the D. G. P. S. , Government of Gujarat, Block NO. 6, 4th Floor, Udyog Bhavan, Gandhinagar. In case of failure the quotation will be rejected at the discretion of the above Officer.

17. (G) (1) Upcountry firms are requested to send packing note in duplicate alongwith the samples and Railway parcels and parcels sent under the Parcel Transport Scheme of G. S. R.T. Corporation should be sent as “Fully Paid Home Delivery Parcel” so that the samples are received by this office on or before the

opening date. Otherwise, this office is in no way responsible for getting the parcels cleared from Railway premises or delivery centre of the G. S. R.T. Corporation.

17(H) (2) In case of samples sent by railway parcels or through the G. S. R. T. Corporation R/R or parcel receipt of the G. S. R. T. should be posted separately to the address of the undersigned and not submitted with the tender documents.

17.(1) (3) Samples for alternative offer, if any, should be clearly related by number of letter in unambiguous terms to the quotation to which it refers.

17. (J) After the Tenders are decided, rejected samples, with the returned to the respective tenderers provided of course, the samples are not destroyed or consumed during testing and examination. The tenderers will have to make their own arrangements to remove the tender sample before the expiry of the final date of removal of sample which will be intimated to them. This intimation will be given under Postal Certificate to ensure safe delivery. If the samples are not removed by the date, they will be disposed of in a manner deemed fit.

17. (K) It has been the practice in the past with certain tenderers to submit a sample of a quality that the rate quoted does not permit of strict adherence to the sample, thereby causing numerous rejections. Tenderers are therefore warned that sample should not be submitted of a quality that they are not able to procure or maintain the quality in ultimate supplies. The samples submitted are in all cases preserved for comparison with supplies and rejection will be made if supplies are not reasonably in accordance with the approved samples.

17. (L) Tenderers are hereby warned that the quality will be one of the chief deciding factors both in the matter of deciding tenders and in inspecting bulk supplies. If even a small percentage of samples drawn at random in bulk supplies fails to come to the standard of the tendered sample, the entire supply is liable to be rejected and no excuse whatsoever that manufacturing difficulties, raw materials etc., were responsible for deviation in quality will be entertained on any account. The tenderers who cannot comply with this conditions will be well advised in their own interest not to respond to this tender. Penalties for default will be enforced very rigidly.

17. (M) Samples submitted against earlier Enquiries by the same tendering firm can be considered provided the tendering firm exactly states in its tender to consider its tender on the basis of the tendered samples against previous tender inquiry. The tender should be considered provided such samples are in custody of D. G. P. & S. and are in proper form *i. e.* are not destroyed or used up during previous testing Joint Scrutiny.

18. You will be required to enter into agreement for the due performance of the contract. It should be stamped with an adhesive stamp as per instructions given below and should be signed before any Gazetted Officer of this office or before a First Class Magistrate or a notary public:---

(a) Agreement with no security deposit.	Rs. 100-00
(b) Agreement with security deposit paid in G. P. Notes/Bank Guarantee	Rs. 100-00 For agreement and Rs. 100-00 for Bank Guarantee
(c) Agreement with security deposit paid in any other manner 8% of the total value of the Security Deposit +	Rs. 100-00 of adhesive stamp.

19. Warranty Guarantee, if any, for the stores offered by you, should invariably be stated in your tender, failing which standard clause to this effect adopted by Director, Government Printing and Stationary Gandhinagar shall apply viz, for twelve months.

20. It should be noted that if a contract is placed on a higher rate as result of this tender in preference to lowest acceptable offer in consideration of your offer of earlier delivery, you will be liable to pay to government the difference between the contract rate and that of the lowest acceptable tender in case of failure to complete supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the Acceptance of Tender. This is without prejudice to other rights under the terms of contract.

21. (a) You shall guarantee regular and timely supply for a period of three years of all the spare parts required for the normal working of the machinery tendered for. Such a guarantee shall be accompanied by a Certificate from a Chartered Accountant that you are holding a stock of such spare parts, sufficient enough for a period of three years normal working of the machinery without any condition of Import Licence. You shall also guarantee that the rates of such spare parts will not be exceeding those you might be charging to the Director General of Supplies and Disposals, New Delhi or any other Government Department.

(b) You shall further guarantee that "after-sale service" shall be made available as and when required.

22. *Termination of Contract.*--Should you fail to deliver the stores or any part thereof, within the contracted period of delivery or in case the stores are found not in accordance with the prescribed specifications and/or approved samples the Director, Govt. Printing & Stationary, Gandhinagar shall exercise his discretionary powers either--

(a) to recover from you as liquidated damages a sum not exceeding half a percent of the price of the stores which you have failed to deliver as aforesaid per each week or part thereof during which the delivery of such stores, may be in arrears, but subject to a maximum limit in the case of an order not exceeding Rs. 1 lakh in value, 10 percent and in the case of an order exceeding rupees one lakh in value, of 5 percent of the stipulated price of the stores including Sales, General Tax, Excise duty, Packing Charge etc., so delivered or.

(b) to purchase elsewhere on your account and your risk stores so undelivered or others of a similar description without cancelling the contract in respect of the consignment not yet due for delivery, or

(c) to cancel the contract.

In the event of risk purchase stores of similar description the opinion of the Director, Government Printing & Stationary Gandhinagar shall be final which will be exercised by him only when stores of exact specifications are not readily procurable.

In the event of action taken under clause (a) or (b) above, the contractor shall be liable for any loss which the Director, Govt. Printing & Stationary, Gandhinagar may sustain on that account but you shall not be entitled to any saving on such purchases made against default.

The decision of the Director, Govt. Printing & Stationary, Gandhinagar shall be final as regard the acceptability of stores supplied by the contractor and the D.G.P. & S., Gandhinagar shall not be required to give any reason in writing or otherwise at any time for the rejection of the stores.

23. *Extension of time.*--(i) As soon as it is apparent that contract dates cannot be adhered to, an application shall be sent to the D.G. P. & S., Gandhinagar.

(ii) Without prejudice to the foregoing if such failure to deliver in proper time as aforesaid shall have arisen from any cause which the D.G. P. & S., Gandhinagar may admit as a reasonable ground for an extension of the time (and his decision shall be final) he may allow such additional time as he considers to be justified by the circumstances of the case.

(iii) Provided always that any failure or delay on the part of sub-contractors through their employment may have been sanctioned shall not be admitted as a reasonable ground for any extension of time or from exempting you from any liability for any such loss or damage, as aforesaid and provided further that no

extention shall be allowed unless application for it shall, in the opinion of the D.G.P. & S., Gandhinagar (which shall be final) have been made and in his opinion is Justified.

24. Special conditions, if any in this tender shall also be applicable.

25. Non-Compliance with any of the above conditions shall construe breach of the same and will render the offer liable for rejection.

26. Tenders should be submitted on line only. Tenders submitted in any other manner will not be considered.

27. You must not quote for items of stores for which you are not granted registration by this office. You can however do so on payment of Earnest Money Deposit as prescribed by this office in as an E.M.D. This deposit can be paid either in Chalan in case your firm is situated within Gujarat State or by Demand Draft drawn on any Nationalised Banks only of Ahmedabad, if your firm is situated outside Gujarat State. Demand Draft or Bank Guarantee must be submitted physically before the date of opening of the tender.

28. Rates under all columns should preferably be quoted on the Appendix (at the end). Rates should be quoted on F.O.R. Destination basis, failing which the tender is likely to be rejected. If the samples are sent through Gujarat State Road Transport Corporation Buses, they should be sent under "Freight Paid System".

28. A. The tenderers are instructed to specify clearly in their tenders as to in which respect their quotations deviate from the tender enquiry. If deviations are not specified in details, it will be presumed that the tendered offer is exactly to the specifications of the tender enquiry.

29. Tenderers are requested to show all taxes separately with their amounts even if their offers are inclusive of all taxes.

30. Tenderers should send descriptive literature alongwith their offers.

31. Superscription.--Tendering firms are supposed to superscribe the envelopes containing tenders by indicating correct "tender inquiry number" as well as "due date". This condition has been put up so that the concerned tender is opened correctly at the time and on the date the tender is supposed to be opened. However, many times the firms superscribe the tenders incorrectly i .e. either the number and date are not correctly written or either the number or the date or both are not written at all.

32. Tenderers are advised to indicate in their offer against each item, whether the item is imported or indigenous. And if it is indigenously manufactured whether it is a product of Large Scale Industry, Small Scale Industry or Cottage industry and of what State. this information is required for Government Statistical purpose. If the tenderer desires to have approved price preference of Small or Cottage Industry products, the tenderers should submit certified authenticated or photostat copies of their Regisatration Certificates issued by the State Registrar of Co-operative Societies, Gujarat State with whom the Small Scale Industry/Cottage Unit is registered.

32. A. The D. G. P. & S., Gandhinagar may if found necessary to do so, place repeat orders against the acceptance of tender in case issued in your favour within a period of 90 (Ninety)days from the date of the issue of A/T., subject to the same terms and conditions originally provided in A/T and Prescribed by Govt. from time to time and you shall accept the same unless specifically stipulated to the contrary in your Tender. In case of non-acceptance of repeat order provision contained under condition No. 22 shall be applicable.

33. In connection with condition No. 3 tenderers should note that the products of SSI/Cottage units which may be entitled to the price preference over the products of large scale industries or SSI unit of other State, shall be entitled on in case when such manufacturing units,quote directly or through GSIC,GRIMCO or any other state Government's/Board/Corporation which are basically engaged in

marketing and recognized by State Government under which circumstances when manufacturer desired to quote through above Government/Board or Corporation, they should not quote directly. The tendering firm authorised by the manufacturing units as agent, should submit along with the quotations the original letter of authority.”

34. In the case of rates accepted on “FOR Station of despatch” the date on which the goods are placed on rail shall be considered as the date of delivery.

35. In the case rate accepted on “FOR Destination”, the date on which the goods are received at destination shall be considered as the date of delivery. Either of the two conditions stated above will be applicable when the inspection is to be done at destination.

36. In case you intend to offer the goods for inspection prior to despatch you shall have to stipulate as to within what period you will offer the goods for inspection and in what period you will deliver the goods after the inspection is carried out and the inspection note is issued by the Inspecting Authority.

37. Even if the stores are to be consigned by Rail and if you despatch the same by Lorry Transport, 75% to 90% payment as the case, may be shall not be made against despatch document but the same will be paid after receipt of stores at destination.

38. In the event of your offering the products of the S.S.I. Units of the Gujarat State you will have to submit the certificate authorised or photostate copy of the Registration Certificate for S.S.I., and affidavit that the S.S.I., Units whose product/s has/have been offered are still working as S.S.I Units within the definition laid down by the State Government. If it will be noticed that the S.S.I. Units has ceased to be SSI and has grown to large Scale Industrial Unit either at the time of tendering quotation or at the time of receipt of A/T and if you fail to bring this fact to the notice of D. G. P. & S., you will be liable to pay the difference between your offer/s accepted in the A/T and the lowest offer/s to specification, received against this tender invitation.

Firms/Units desirous of availing of advantage specially given to S.S.I.Units, in price, should invariably give the full details as regards the machinery and equipment possessed, installed in their premises and also clearly mention the processes that will be carried out in the premises of the unit itself and processes which are to be carried out outside the premises of the unit, either on contract basis or any other mode viz., job work etc.

39. *Note.-*

(1) *Tender Sample-* Analysis Reports on the tender sample will not be furnished to Tenderer.

(2) *Packing* - Packing proposed to be employed should be clearly stated giving details of the charges for all alternate packing, if any.

40. Tender should be submitted only on-line.

41. The Terms & Conditions of Tender Form & ITIT booklet will be considered strictly while conditional offer will not be taken notice of.

41. (a) The tenderers should submit their tenders only on line. Physical Tender form will not be accepted.

42. All questions, disputes or differences arising under, out of or in connection with the contract if concluded shall be subject to the exclusive jurisdiction of the Court, within the local limits of whose jurisdiction the place from which Acceptance of tender is issued, is situated.

Director,

Place : Gandhinagar.

Government printing and Stationery Department,

Date :

Gandhinagar.

Place :

Signature of Tender

Name :

Date :

Designation :

Sign of firm :
