

DIRECTORATE OF PRINTING, STATIONERY AND PUBLICATION, ODISHA  
MADHUPATNA, CUTTACK-753010.

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**SHORT TENDER NOTICE NO.06/PAPER/2016-17.**

Sealed tenders in double sealed covers (documents & technical bid in one cover and price bid in another cover) in prescribed form are invited from bona fide Manufacturers or their Authorized Dealers/Suppliers for supply of following paper item to the Directorate of Printing, Stationery & Publication, Odisha, Cuttack for use of the Hon'ble Orissa High Court for the year, 2016-17 as per terms and conditions mentioned in the tender documents.

1. 220 G.S.M. Imported Art Paper size-(63.5 x 91) cm.
2. 1830 G.S.M Grey Board size- (63.5 x 76.2) cm.

Details of tender documents can be obtained on any working day during the office hour from **06.10.2016 to 14.10.2016** in between 11.00 A.M. to 4.00 P.M. from the Purchase Section of this Directorate on payment of Rs.1,500/- (Rupees one thousand five hundred) only + V.A.T.(non-refundable) aggregating to Rs.1,575/- in cash only.

The tender documents can also be down loaded from Odisha Govt. Website i.e. [www. odisha gov.nic.in/www.ogpress.nic.in](http://www.odisha.gov.nic.in/www.ogpress.nic.in) in such cases the tender is to be submitted along with a bank draft of Rs.**1,575/- (Rupees one thousand five hundred seventy five)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

The tender documents, as required by this Directorate alongwith samples and Earnest Money Deposits in prescribed manner, shall be received by 1.30 P.M. on **17.10.2016** and the technical bids shall be opened on the same day by 3.00 P.M. in presence of the tenderers or one of their authorised representatives.

Tender shall be finalised by the Authority.

The undersigned reserves the right to reject any or all tenders and to alter/amend the terms and conditions of tender without assigning any reason thereof.

Disputes, if any, arises are subject to the Court of Cuttack jurisdiction.

Sd/- G.Satpathy  
Director  
Printing, Stationery & Publication,  
Odisha, Madhupatna, Cuttack-10.

## DOCUMENTS TO BE ATTACHED ALONG WITH THE TENDERS

1. Latest valid VAT Clearance Certificate in Form VAT-612 or its attested true copy. No tender will be considered without a valid VAT Clearance Certificate in Form VAT- 612 in respect of the bidders of inside the State. The aforesaid original certificate may be produced at the time of execution of agreement for necessary verification and return. The bidders from the outside the State who have not been registered under the VAT Act and have not started any business in the State have to submit undertakings in the form of an affidavit as indicated in the Terms and conditions of the tender.
2. Photo copy of Income Tax PAN must be enclosed.
3. Proforma duly filled in (in duplicate) as in the form enclosed.
4. S.S.I. Certificate from the Director of Industries/Director of E.P.M. of the State of Odisha, if any.
5. Earnest Money Deposits @ 5 % of the highest tendered value of paper items to be furnished in shape of Postal savings Bank Accounts/P.O.T.D./ National Savings Certificate in the name of the bidder duly pledged in favour of the Director, Printing, Stationery and Publication, Odisha, Cuttack/Deposit Receipt of any Scheduled Banks(except Bank Draft & Cheque) in the name of the Director, Printing, Stationery and Publication, Odisha, Cuttack. Earnest Money Deposit is normally to remain valid for a period of forty-five days beyond the final bid validity period. Tenders without Earnest Money Deposit will not be considered under any circumstances.
6. Fifty full sheets of paper of 42 Cms. X 59.4 Cms. i.e. A-2 size without fold for each variety/colour of paper for which rates are quoted should be supplied along with the tender for use as samples. The cost of the sample paper shall not be paid. Each sample sheet should contain the following particulars in the top right hand corner. The bidder will also be required to submit the samples in shape of reels/reams free of cost for machine test on intimation.
  - (a) Seal with signature of the firm with name and address of the bidder.
  - (b) Seal with signature of the manufacturer on behalf of whom sample Furnished (in case of Distributor).
  - (c) Item number & specification of paper.
  - (d) Name of the manufacturer giving authorization (in case of Distributor).
7. Authorisation from the Manufacturer, if the bidder is an authorised Distributor/Agent.
8. A detailed list of samples against rates for the item clearly written/typed in triplicate.
9. Specimen signatures ( in quadruplicate ) of the authorised person(s) on behalf of the bidder.

## TERMS AND CONDITIONS OF THE TENDER

- ( i) It is mandatory that all tender documents have to be signed at each page and annexed the tender.
- ( ii) All columns of the Tender Paper should be duly filled in.
- (iii) Photo copy of up to date VAT clearance certificate in form VAT-612 must be enclosed by the bidder belonging to the State of Odisha.
- (iv) The bidders from outside the State of Odisha who have not been registered under the VAT Act and have not started any business in Odisha, may participate the tender without having any VAT clearance subject to condition that they shall have to submit an undertaking in the form of an affidavit indicating therein that they are not registered under VAT Act since they have no liability under the Act.
- (v) Photo copy of Income Tax PAN must be enclosed.
- (vi) The E.M.D. shall stand forfeit to Government in case the bidder fails to execute agreement with required security deposit or withdraws rates quoted within 15 days from the date of receipt of letter.
- (vii) Transfer/Adjustment of deposits of E.M.D. towards deposit of Security Money shall not be permitted in any circumstances.
- (viii) The bidders shall have to give complete/detail break up of the price quoted wherever necessary, the price quoted should be in words and figures. Rates quoted should be inclusive of all taxes, freight etc. for free delivery in the Press premises. The bidders shall supply documentary evidence in case of escalation/de-escalation of Taxes or Duties such as Value Added Tax, Entry Tax, Central Sales Tax due to fiscal policy of the State or Central Government. The discretion to fix the price of goods/articles supplied rests with the Director, provided the supplier submits authentic documentary evidence.
- (ix) The bidder shall deposit required amount of earnest money along with the tender. The tender without earnest money shall not be accepted under any circumstances. Request for transfer of any previous deposit or adjustment of earnest money concerning of any claim payable shall not be entertained.
- (x) The bidders shall not be entitled any interest on the earnest money deposit, except what may be allowed and paid by the Bank/Postal Authorities and the unsuccessful bidders shall be refunded as early as possible.
- (xi) The rate/price accepted shall remain valid till 31.3.2017.

- ( xii) There should not be overwriting, addition, alteration and erasing on Tender Paper. All corrections, if any, on the tender paper should be duly signed by the bidder.
- ( xiii) The tender paper purchased by a bidder cannot be transferred or sold to others. Only the purchaser of the tender paper can submit the tender.
- (xiv) One rate shall be offered for one item. Submission of multiple rates against one item will lead to non-consideration of the item. In case there are different brands to be offered against one item, all of them should confirm the standard specifications, in such cases the bidder can offer maximum three rates with separate samples.
- ( xv) No pre-condition pertaining to specification and quantity of the item shall be accepted.
- ( xvi) In the event of acceptance of rates the bidder shall have to execute agreement with security deposit to the amount of 5% to 10% as would be decided by the Director of the value of the article(s) to be supplied within the stipulated time as mentioned in the supply order. The deposit shall be made in the Postal Savings Bank Account/P.T.D./N.S.C. in the name of bidder pledged in the name of the Director, Printing, Stationery & Publication, Odisha, Cuttack-10. Scheduled Bank deposits should be made in the name of the Director, Printing, Stationery and Publication, Odisha, Cuttack. Security Money should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.  
  
In case of failure to deposit the security money and sign agreement in time, the firm may be blacklisted and the E.M.D. deposited for the specific items / article(s) for which the contract has been awarded may be forfeited as deemed necessary.
- ( xvii) In the event of breach of contract by the bidder, the entire security deposit money shall be forfeited.
- ( xviii) The supply of the goods/materials shall be completed within the time specified.
- (xix) Goods/articles supplied shall be received for taking weighment by using the weighbridge by the bidder at his own cost.
- (xx) Quantity of stock shall be accounted on the basis of weight of paper in sheets and reels.
- (xxi) Packing/Markings shall have to be in conformity with I.S. specification. Each reel/ream must have label revealing G.S.M., size, weight, no. of sheets (in case of sheet paper) and lot no. of the manufacturing firm.

- (xxii) The rates shall always be for net weight and measure and shall be inclusive of all charges of Packing, Container, etc.
- (xxiii) The testing charges of different varieties of paper items conducted by any Testing Laboratory either inside the State or outside the State shall have to be borne by the bidder. If the testing fee is not deposited by the bidder in due time, the same will be recovered from the E.M.D. furnished by the bidder.

Bidders eligible for exemption of earnest money deposits will have to deposit the provisional testing fees of the sample papers as would be intimated by this Directorate within 7 (seven) days from the date of issue of intimation in shape of Demand Draft from any Nationalized Bank duly pledged in favour of the Director, Printing, Stationery and Publication, Odisha, Madhupatna, Cuttack-10, otherwise their bids shall not be taken in to consideration and shall be rejected. Soon after receipt of the actual bill relating to testing fees of the paper sample from the Testing Laboratory, the actual amount of testing fees shall be intimated to the firm concerned for depositing the amount in this Directorate within 7 (seven) days of issue of intimation . On receipt of actual testing fees from the firm, the provisional testing fees deposited earlier will be released in favour of the firm concerned otherwise the deposited amount shall be forfeited to Govt.

- (xxiv) The supply shall conform to the approved sample, otherwise the stock supplied shall be returned or rejected without assigning any reason at his/her own cost. The supplied materials, if necessary, shall be subjected to Laboratory and Machine testing to be decided by the Director, PS&P, Cuttack. After such testing, if the supplied material does not conform to the required specifications, the entire security deposit or suitable percentage from the security deposit, as would be decided by the Director, Printing, Stationery and Publication, Odisha, Cuttack will be forfeited without assigning any reason thereof . The test report of the Laboratory shall be binding on the supplier / purchaser.
- (xxv) **The supplier will be responsible for the stock to reach the godown of the DPS&P in perfect condition.**
- (xxvi) The supplier at his own interest should obtain transit insurance coverage of the articles at his own expense.
- (xxvii) Payment shall be made only on receipt of paper in perfect condition and quality as per specifications, etc. as mentioned in the terms and conditions of the Tender.
- (xxviii) The paper shall be acceptable if the actual weight vary from the nominal weight by 2.5% either way. If the actual weight is less than the nominal weight, then only the actual weight shall be paid for. In no circumstances, more than the nominal weight will be paid for.

- (xxix) Correspondence should be made with the Director, Printing, Stationery & Publication, Odisha, Cuttack-753010 in his official address not by name.
- (xxx) All bills should be submitted to the consignee, duly stamped and pre-receipted on receipt of acceptance report of stock from the consignee(s) concerned. Original Excise Gate Pass shall be submitted along with the bills.
- (xxxii) Preference will be given to the articles having I.S.I. Mark. In case I.S.I. Marked. articles are not available, preference will be given to the articles conforming I.S. specification.
- (xxxiii) Director has the right to relax any or more conditions in the public interest as and when such circumstance arises.
- (xxxiv) The bidder is to sign and return the tender paper duly signed and sealed in token of their acceptance failing which the same may be ignored or rejected.
- (xxxv) Tender should be in double sealed cover super scribed "Tender against Short Tender Notice No.06/PAPER/2016-17".
  - (a) First sealed cover will contain all tender documents including technical bid and excluding the rates of the items.
  - (b) Second sealed cover will contain the rates of the item only.
- (xxxvi) The tender along with sample should be furnished in the office chamber of the Accounts Officer (Purchase) of this Directorate on or before the last date and time specified for submission of tender. The sample received late shall not be accepted.
- (xxxvii) Tenders sealed and super scribed as above may also be sent by Registered Post addressed to the above authority so as to reach him by the due date and time. Any tender even if posted on or before the due date fixed for submission of tender but reached beyond the due date and time will be liable for rejection.

**Before submission of the tender, the bidders are advised to verify the size and quality of the sample of the Art paper and Grey Board available with Deputy Director(PP) as approved by the Hon'ble Orissa High Court.**

**The Director, Printing, Stationery and Publication, Odisha, Cuttack-10 reserves the right to decrease or increase the quantities of the paper items.**

All purchases shall be guided by the Finance Department Circular No.4939/F., dated 13.2.2012 along with other Government orders issued from time to time.

- (xxxviii) Decision of the Director, Printing, Stationery & Publication, Odisha, Cuttack in regard to purchase of the articles stated in the Schedule above is final.

Full Signature of the bidder  
with date

**PROFORMA**

**STATEMENT OF INFORMATION**

1. Name and address of the firm:-
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company.
3. (a) The names and addresses of Prop./Partner/Managing Director/Manager/Authorised representative.  
(b) Is the place of business of the tenderer within the State of Odisha ?
4. Financial condition of the firm whether solvent or not, with details thereof.
5. (a) Whether a Manufacturer or an Authorised Distributor.  
(b) If a Distributor, name and address of the Manufacturer.
6. Varieties of articles dealt with and names of the items.
7. Is it a Small Scale Industry or Government Sponsored Cottage Industry ?
8. Is it a Registered Firm under the Partnership Act? If so, Registration No. and date and office of registration should be given.
9. Are you a Registered Dealer and if so, please quote both VAT and Central Sales Tax(CST) Registration Nos.
10. Name of the authorised representative who can hold discussion on your behalf at the time of necessity.
11. The names of the Prop./Partners / Managing Director/Authorised representative with address or addresses as the case may be who is authorised to receive money in case of an endorsed bill on behalf of the Firm from Government Presses and their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee? If so, the last Income Tax clearance Certificate to be furnished.

CERTIFICATE-- Certified that the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the informations given above is/are found to be incorrect at any time, I undertake the liability to be proceeded with in any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Signature of the Prop./Partner  
Managing Director/Authorised representative.

**TENDER PAPER FOR DIFFERENT PAPER ITEMS ON BEHALF OF STATE ELECTION  
COMMISSION, ODISHA, BHUBANESWAR**

**SHORT TENDER NOTICE NO 06/PAPER/2016-17**

**Time and date of receipt of Tender -- 1.30 P.M. on 17.10.2016.**

**Time and date of opening of tender -- 3.00 P.M. on 17.10.2016.**

**The Tender shall remain valid till -- 31.03.2017.**

- 1. Name of the Manufacturer/Distributor :**
- 2. Full Address :**
- 3. Whether Manufacturer or Distributor :**
- 4. Specification of Paper items :**

Item No.	Description of Paper	I.S.No	Approx Quantity in M.T. required	Unit	Rate quoted inclusive of all taxes, duties, unloading and freight for delivery at the godown of the Directorate of P., S. & P., Madhupatna, Cuttack-10. but exclusive of V.A.T./C.S.T. which should be stated separately
1.	220 G.S.M. Imported Art Paper size- (63.5 x 91) cm Ream weight should be 65 kgs.(Approx.)	4658/1988 And latest amendments if any.	04 MT	M.T	Rs.
2.	1830 G.S.M. Grey Board size - (63.5 x 76.2) cm.	2617 of 2006 & latest amendments, if any.	0.5 MT	M.T	Rs.

**General Conditions:-**

**The Director, Printing, Stationery and Publication, Odisha, Cuttack-10 reserves the right to decrease or increase the quantities as mentioned above.**

- (1) Authorisation of the Manufacturing Company shall be furnished by the Distributor/ Supplier.**
- (2) The tenderer has to furnish samples confirming to relevant I.S. Specification against each and every rate quoted.**

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