



**GOVERNMENT OF HARYANA**

**SHORT TERM eTENDER FORM/DOCUMENT  
RATE CONTRACT OF CTP PLATES  
FOR THE YEAR 2019-20**

**DUE ON 19-08-2019 AT 10:00 Hrs.**



**CONTROLLER  
PRINTING & STATIONERY DEPARTMENT, HARYANA  
SECTOR 18-A, MADHYA MARG, CHANDIGARH  
Tel. No. 0172-2549694, 6239476892, 8360045237**

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**Sector 18 A, Madhya Marg, Chandigarh**  
**Printing & Stationery Department, Haryana**



**SHORT TERM eTENDER FORM/DOCUMENT**  
**Rate contract of CTP Plates**  
**FOR THE YEAR 2019-20**

Sr.No.	Particulars	Remarks
1.	Tender Notice No.	PANDSCTP2019
2.	Online Bid Preparation & Submission	upto 19-08-19 at 10:00 Hrs.
3.	Manual submission of additional documents with samples wherever required	upto 19-08-19 at 10:00 Hrs.
4.	Date & Time of Opening of Technical Bid/s	19-08-19 at 11:00 Hrs.
5.	Date & Time of opening of Financial Bid/s	To be decided later
6.	Tender Fee	Rs. 1,000/-
7.	Earnest Money Required	Rs. 10,000/-
8.	e-Service Fee	Rs. 1,000 /-
9.	Rates to be kept valid for acceptance upto:	31 <sup>st</sup> March 2020

**DETAIL NOTICE INVITING TENDER**

**Short Term e-Tender** is invited for purchase of below mentioned items in single stage two cover system i.e. Request for Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

<b>Description of work &amp; Quantity/ Items</b>	<b>Total Project Cost</b>	<b>EMD to be deposited by Bidder</b>	<b>Tender Document Fee &amp; eService Fee (Rs.)</b>	<b>Start Date &amp; Time of Bid Preparation &amp; Submission</b>	<b>Expiry Date &amp; Time of Bid Submission</b>
<b>RATE OF CONTRACT DIFFERENT SIZE OF CTP PLATES</b> 1. Size 770 X 925 X 0.28 MM 2. Size 467 X 620 X 0.28 MM 3. Size 484 X 620 X 0.28 MM 4. Size 557 X 720 X 0.28 MM 5. Size 590 X 800 X 0.28 MM 6. Size 522 X 640 X 0.28 MM	5,00, 000/-	10,000/-	1,000/- (for all bidders) + Rs. 1,000/- (e-Service fee for all units)	25-07-2019 at 15:10 Hrs.	19-08-19 at 10:00 Hrs.

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

The interested bidders shall have to pay mandatorily e-Service fee (Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

### Key Dates

<b>Sr. No.</b>	<b>Department Stage</b>	<b>Bidder's Stage</b>	<b>Start date</b>	<b>Expiry date and time</b>
1		Tender Document Download and Bid Preparation/submission	25-07-19 at 15:10 Hrs.	19-08-19 at 10:00 Hrs.
2		Submission of manual documents	Up to 19-08-19 At 10:00 Hrs.	
3	<b>Technical Bid Opening</b>		19-08-19 At 11:00 Hrs.	
4	<b>Financial Bid Opening</b>		To be decided later on	

For any clarification/difficulty regarding e-tendering process flow please contact help desk no. 0172-2700275 and email: [eproc.nichry@yahoo.com](mailto:eproc.nichry@yahoo.com).

**INSTRUCTION TO TENDERERS**

1. a) Tender documents can be downloaded online from the Portal: <https://etenders.hry.nic.in>.
- b) As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain Digital signature Certificate (DSE) at the earliest.
2. e-tenders are hereby invited in two bid system (Technical & Financial Bid) for the Rate contract of CTP Plates as shown in the attached ANNEXURE-A for the 1-8-2019 to 31-3-2020. This is two bid (Technical and Financial Bid) tender. The Technical Bids would be opened on 19-08-19 at 11:00 Hrs. and The date and time of Financial Bid opening would be decided later on.

**Part- I Technical Bid shall consist of following documents (Qualifying Requirements):-**

- (i) The Bidders shall have to pay for the Tender documents, EMD Fees & eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
- (ii) The Firm must submit the certificate that they have the facilities of the CTP plates processor /processing machine + computer with designing and planning set up for item No.1 of Annexure A.
- (iii) Only those firms (Pvt. Ltd. or Ltd.) or proprietorship firm can participate who have valid GST Registration Certificate/Tax Identification No. (TIN) issued from the Competent Authority. Copy of GST Registration Certificate should be attached with the tender (bid)
- (iv) PAN Card of the firm/proprietor & the copy of the same should be submitted with the tender.
- (v) Plates used for CTP should be of Technova Brand for which certificate from the bidder is required.
- (vi) Number of Years of experience of the bidders should be at least 2 years preceding 2018. Self Attested copies of supply/ purchase orders are necessary as supportive documents.
- (vii) Firms (Pvt. Ltd. or Ltd.) or proprietorship firm having last Two Financial Years Income Tax Returns : I.T.R.(s) filed on the Net Taxable Income equal or above Rs. 10 lacs. Copy of two Financial Year Income Tax Returns: I.T.R. (s) should be attached with the tender.
- (viii) Affidavit duly attested from Notary Public in case of proprietorship firm to the effect that the firm/person is neither black listed by any Government Department, nor any criminal case/complaint is registered or pending against the firm/person. (Annexure-B)

**NOTE:- ALL COPIES TO BE ATTACHED SHOULD BE SELF ATTESTED/CERTIFIED AND SCAN COPIES OF THE ABOVE DOCUMENTS SHOULD BE ATTACHED WITH THE BID AS PROOF.**

**Part II** The Bid i.e. Technical Bid as well as Financial Bid is to be submitted online on web portal <https://etenders.hry.nic.in>. However, the firms have option to submit the supporting documents as required to be supported along with Technical Bid either in online mode along with their Technical bids or in off-line mode in physical form by due date time. In case supporting documents are to be supplied off-line in physical form, then it should be so specified in their Technical Bids & the supporting documents must be deposited in the office of Controller, Printing & Stationery, Haryana before the due date/time of opening of Technical Bid.

**Remarks:-** Financial Bid will be opened only with the approval of Controller, Printing & Stationery Department, Haryana.

The Technical Bid will be opened on 19-08-19 at 11:00 Hrs by the Technical Committee in the presence of tenderer or their authorized representatives who may wish to attend.

**Financial Bids** of only those bidders/items will be opened who qualify on the basis of their Technical Bids. The date and time of Financial Bid opening would be decided later on.

The department shall announce/inform the tenderer whose Technical Bids are found valid for opening of the Financial Bid. The tenderers so informed or their authorized representative (s) may attend the meeting.

In case the date of opening of tender is declared holiday by the Government, tenders shall be opened on the next working day following the closed day at the scheduled time.

### 3. **SPECIFICATIONS**

**Item No. 1.** Rates for C.T.P Plate in the following sizes (with plate, per colour, per plates-**Plate should be of Technova Brand Long Run, Violet/Thermal**).

1. Size 770 X 925 X 0.28 MM
2. Size 467 X 620 X 0.28 MM
3. Size 484 X 620 X 0.28 MM
4. Size 557 X 720 X 0.28 MM
5. Size 590 X 800 X 0.28 MM
6. Size 522 X 640 X 0.28 MM

**Note:** Input material will be provided by the department in CD/Pen drive.

4. Rate should be FOR Chandigarh/Panchkula destination & shall also include packing & Forwarding charges all taxes including GST which should specifically be mentioned separately.

**Rates:**

The rates are to be quoted per No. in Rupees F.O.R. consignee at Chandigarh/ Panchkula, inclusive of all taxes etc. The breakup of the Rates will be indicated by the

tenderer in the following manner:-

Sr. No.	Description	Rs. Per unit
(i)	Basic Rate	
(ii)	GST @ _____	
(iii)	Any other Taxes/ Duties/Levies/Cess/IIIrd party inspection charges.	
	<b>Net Total+(i)+(ii)+(iii)</b>	

Note: A The Proof of payment of GST will also be submitted by the supplier along with their bill in the form of a certificate from concerned authority that GST @ of \_\_\_\_\_ % is payable against Controller, Printing & Stationery Department, Haryana Supply Order No. \_\_\_\_\_ placed in favour of M/s \_\_\_\_\_.

B The tenderer will give the complete postal address of the authority having jurisdiction over their works in respect of GST.

The tender submitted without said break-up of rates, and information Indicated above, shall not be considered.

C The tenderer will give the complete postal address of the authority having jurisdiction over their works in respect of GST. The tender submitted without said break-up of rates, and information indicated above shall not be considered and shall be rejected..

5. Rates per CTP plates are required.
6. Material for CTP Plates will be supplied by the Assistant Controller, Haryana Govt. Press, Sector-18, Chandigarh and Manager, Haryana Govt. Text Books Press, Sector-6, Panchkula. It will have to be collected by the firms from this office at their own cost during office hours. No extra time will be allowed on this account as per order which will be given by the Manager, Haryana Govt. Press, Sector-18, Chandigarh and Manager, Haryana Govt. Text Books Press, Sector-6, Panchkula.
7. The entire work assigned to a firm will have to be completed and supplied within the stipulated period as given in the specification (work order) failing which the firm will be liable to imposition of penalty as under:-
  - (a) For delay upto 2 days 5% of the value of the tender not complied with.
  - (b) For delay upto 4 days 10% of the value of the tender not complied with.
  - (c) For delay upto 6 days 15% of the value of the tender not complied with.
  - (d) For delay beyond 6 days 30% of the value of the tender not complied with.
8. If the job is returned by the firm unexecuted after accepting the same the security on account of CTP Plates deposited will be forfeited in full and unexecuted work will be got executed from some another firm on your risk & cost. If work of the firm found unsatisfactory then contract will be terminated without notice by the Controller, Printing & Stationery Department, Haryana and security of the firm will be forfeited.
9. The work allotted firm will have to deposit the security amount of Rs.10,000/- for each items in the shape of FDR only in favour of Controller, Printing & Stationery Department Haryana Chandigarh by designation.

10. If you are a successful tenderer, your earnest money will be returned as soon as the security deposit has been furnished. Earnest money of unsuccessful tenderers (unless forfeited under clause 11 below) will be returned immediately after rejection of their tenders.
11. The rates quoted in the tender shall not be subjected to any change due to fluctuation in prices till the finalization of tender in the financial year. If you do not deposit the security in accordance with clause 7 and 8 above, without prejudice to any other right which Government may have, your earnest money will be forfeited. The accepted rates of the successful tender(s) shall remain in force for the period 1<sup>st</sup> August, 2019 to 31<sup>st</sup> March, 2020 in terms of the contract.
12. The Controller, Printing & Stationery Department, Haryana reserves the right to grant extension in the delivery period on account of delay beyond the control of firm on merits of each case.
13. Urgent nature of work be executed at once without delay and after office time and late hours also.
14. Packing should be able to prevent damage or deterioration during transit. Damaged supplied shall not be accepted under any circumstances.
15. Any departure from these conditions will be liable to disqualify the tender, Conditional tenders will not be accepted.
16. In case the work allotted to the firm is not carried out by them, then it will be got done from other firm at the risk and cost of the defaulting firm. The firm is also liable to be BLACK LISTED. In the case of forfeiture of earnest money decision of the Controller, Printing & Stationery Department, Haryana, Chandigarh shall be final.
17. If any dispute arises from this agreement the same will be referable/referred for adjudication to Financial Commissioner & Principal Secretary to Government Haryana, Printing & Stationery Department, Chandigarh.
18. All disputes will be settled at Chandigarh.
19. The Controller, Printing & Stationery Department, Haryana, Chandigarh reserves the right to withdraw the work in part or in whole in case of any unforeseen circumstances if becomes necessary after placing the order.
20. The security will be released on receipt of the bill completed with all delivery vouchers and other documents.
21. Execution of job should be of standard quality, neat and accurate according to the specifications, where Controller, Printing & Stationery Department, Haryana, Chandigarh is satisfied that the execution of the job is not upto the standard, suitable deductions will be made or the entire job will be rejected, as the case may be at the cost of firm.
22. No bill will be entertained unless it is submitted in duplicate and is accompanied by acknowledged delivery receipts.
23. No. firm will sublet the work allotted to him to any other firm. Action as deemed fit will be taken against the defaulting firm.
24. In case of damage CTP plates are delivered by the firm, then the firm will provide new plates at their own cost.



25. (a) The bidders are required to quote the basic rates, the delivery/transportation costs/applicable taxes and duties, and the place of billing for the supply of stores clearly and separately.
- (b) The bidders are required to intimate the place of billing.
- (c) The Controller, Printing Stationery, Haryana reserves the right to allow purchase preference to the approved sources, including Central or Haryana State Public Sector Undertakings/Enterprises, provided that such approved source takes part in the bidding process and the quoted prices of the approved source is within 10% of the lowest acceptable price, other things being equal. However, such purchase preference would be available to the approved source only at the lowest acceptable price.
- (d) In case of evidence of cartel formation by the bidder(s), the EMD is liable to be forfeited along with other actions as are permissible to Government like filing complaints with the Competition Commission of India and/or other appropriate forums.
26. State Government Policy issued vide G.O. No. 2/2/2010-4IB-II dated 24-3-2015 will be applicable in respect of concessions to Haryana based MSMEs and KVIs. For claiming the relevant concession/s like tender for security or turn-over condition, the bidders are required to submit the documentary proof from Government authorities showing that they come under Haryana based MSME/KVI units as the case may be e.g. Entrepreneurs Memoranda in Haryana in bidder's name. This concession would be admissible only if the concerned Enterprises participate directly in the tender and not through any intermediaries i.e. their deals/agents & distributors.
27. Negotiation of rates will not be held.
28. Controller, Printing & Stationery Department, Haryana, Chandigarh reserves the right to accept/reject the lowest tender or all the tenders without assigning any reason.
29. The firm /firm works must be exist in Chandigarh/Panchkula/Mohali.

**“CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY, FURTHER CERTIFIED THAT I/WE WILL COMPLETE THE WORK TO BE ALLOTTED TO ME/US WITHIN THE STIPULATED PERIOD”.**

Signature of authorized person  
On behalf of the tenderer firm.

**ANNEXURE-A**

PANDSCTP2019

Tenders will be received online and the Technical/Financial bid will be opened in the office of **CONTROLLER, PRINTING & STATIONERY DEPARTMENT, HARYANA, SECTOR-18A, CHANDIGARH**. EMD is required as per schedule given below:-

**ITEM NO. 1**

<b>Sr.No.</b>	<b>Description</b>	<b>Earnest Money</b>
1.	Rates for C.T.P Plate in the following sizes (with plate, per colour, per plates- <b>Plate should be of Technova Brand Long Run, Violet/Thermal</b> ).  1. Size 770 X 925 X 0.28 MM  2. Size 467 X 620 X 0.28 MM  3. Size 484 X 620 X 0.28 MM  4. Size 557 X 720 X 0.28 MM  5. Size 590 X 800 X 0.28 MM  6. Size 522 X 640 X 0.28 MM	10,000/-

### Acceptance of tender

.....  
 .....  
 .....

1. The undersigned on behalf of the Governor of Haryana hereby accepts your tender, dated ..... for the supplies as detailed in the schedule below.
2. You are, therefore, required to remit the security deposit, amounting to Rupees ..... in within 15 days from this date, failing which your earnest money is liable to be forfeited and this acceptance will be cancelled without prejudice to any other right of the Government.

### Schedule

Sr. No. of Articles	Articles accepted	Rate in figures		Rate in words	Per	Remarks
		Rs.	P.			

Register No. of Contract

Station .....

Date .....

Controller of Printing & Stationery Department,  
Haryana, Chandigarh.

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ANNEXURE-B  
**AFFIDAVIT**

I,.....S/o.....  
.....resident of .....  
Police Station.....  
District..... Contractor/ Partner or sole proprietor  
(Strike out the word which is inapplicable) of firm contractor ..... do  
hereby declare on solemnly affirmation the individual/firm/companies not black-listed by the  
Union or State Government or any partner shareholder there of are not directly or indirectly  
connected with or has any subsisting interest in business of my firm.

Deponent .....

Dated

Address .....

I do hereby solemnly declare and affirm that the above declaration is true and correct  
to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Dated

Deponent .....