



GOVERNMENT OF HARYANA

**TENDER FORM/DOCUMENT
FOR THE SUPPLY OF STATIONERY ITEMS
FOR THE YEAR 2019-20**

DUE ON 26-08-2019 AT 10:00 Hrs.



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



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



eTENDER FORM

“FOR THE SUPPLY OF STATIONERY ITEMS”

PRINTING AND STATIONERY DEPARTMENT, HARYANA, CHANDIGARH
During the year 2019-20

Sr.No.	Particulars	Remarks
1.	Tender Notice No.	eTENDERPANDSSTATIONERY2019
2.	Last Date online Bid Preparation & Submission	upto 26-08-2019 at 10:00 Hrs.
3.	Manual submission of additional documents with samples wherever required	upto 26-08-2019 at 10:00 Hrs.
4.	Date & Time of Opening of Technical Bid/s	26-08-2019 at 11:00 Hrs.
5.	Date & Time of opening of Financial Bid/s	To be decided later on
6.	Tender Fee	
(i)	For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the “Haryana State Public Procurement Policy for MSME-2016” notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016	Nil
(ii)	For remaining bidders both from the Haryana and Non Haryana	Rs. 2000/-
7.	Earnest Money Required	
(i)	For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the “Haryana State Public Procurement Policy for MSME-2016” notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016	Nil
(ii)	Central or Haryana Public Sector Enterprises and “approved sources” as declared by the Industries Department, Haryana.	Nil
(iii)	For remaining bidders both from the Haryana and Non Haryana	1,00,000/-
8.	e-Service Fee	Rs. 1000 /-
9.	Rates to be kept valid for acceptance upto:	31-3-2020

DETAIL NOTICE INVITING TENDER

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):-

Sr. No	Description of work / Items	Total Project Cost	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Submission
1.	Purchase of Stationery Item	34,00,000/-	1,00,000/-	2,000/- (for all bidders except in the case of Haryana based MSEs and KVI Units) And Nil (for Hry based MSEs & KVI units) + Rs. 1,000/- (e-Service fee for all units)	29-07-19 at 17:00 Hrs.	26-08-19 at 10:00 Hrs.

Under this process, the 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

Sr. No.	Department Stage	Bidder's Stage	Start date	Expiry date and time
1		Tender Document Download and Bid Preparation/submission	29-07-2019 at 17:00 Hrs.	26-08-2019 at 10:00 Hrs.
2		Submission of manual documents alongwith samples wherever required	Up to 26-08-2019 At 10:00 Hrs.	
3	Technical Bid Opening		26-08-2019 At 11:00 Hrs.	
4	Financial Bid Opening		To be decided later on	

To

The Controller of Printing and Stationery, Haryana, Chandigarh.

1. I/We the undersigned, agree on acceptance of this tender in whole or in part, to supply to the Governor to Haryana (hereinafter referred to as the Government which expression shall include those duly authorised to act for him), in accordance with such acceptance, so many of the articles specified in the schedule attached here to, as the Controller of Printing & Stationery, Haryana may actually require during the period 1st April, 2019 to 31st March, 2020 (or to such date as this period may be extended by the authority making contract) subject to the condition and stipulations specified in this tender (including any Schedule and "Specifications and Conditions" contained therein or attached there to), in the "Acceptance" and in the "Instructions to Tenderers" (all of which constitute and are here after referred to as the "Contract").

I/We shall deliver the supplies at my/our expense in such quantities at such time, in such manner, to such persons and at such place (within the area covered by the contract, as specified in the Schedule) as the Controller of Printing and Stationery, Haryana may direct.

Further, in consideration of your agreeing to take from me/us and from no other contractor, the entire quantity of supplies which the officer or officers operating the contract may require within the period of the contract (other than such as Government may themselves supply, including articles obtained under the provisions of clause 7 thereof). I/We bind myself/ourselves not to revoke my/our tender during the aforementioned period.

2. I/We shall furnish, as a security deposit, within 15 days of issue of notice (P&S Form No. 10) of the acceptance of this tender (in whole or part) the sum specified therein and referred to in paragraph 6 of the "Instructions to Tenderers" (P&S Form No. 7). If I/we fail to furnish such security deposit within the time aforesaid, the earnest money be forthwith forfeited.
3. Any change in the constitution of my/our firm shall be notified forthwith by me/us in writing to the authority sanctioning the contract and such change shall not relieve any former members of the firm from any liability under the contract. No new Partners shall be accepted in to the firm by me/us in respect of this contract unless he/they agree(s) to abide by its terms and conditions deposit(s) with the Officer sanctioning the contract a written agreement to this effect. My/Our receipt of acknowledgement or that of any partners subsequently accepted as above shall bind me/all of us and will be sufficient discharge for any of the purposes of the contract.

4. The officer sanctioning the contract may authorise such officers as he may wish to operate the contract on his behalf and I/we and my/our agent will accept and carry out instructions given by such officers (or their representatives) in connection with the contract as if these were issued by the Officer sanctioning the contract.
5. All money or compensation payable by me/us to Government under the terms of the contract may be deducted from or relised by the sale of a sufficient part of my/our security deposit or from interest arising therefrom or from any sum which may be due or may become due to me/us by Government under this or any other account. In the event of my/our security deposit being reduced by reasons of any such deductions or sale, as aforesaid, or should the value of such receipts, or security deposited in value during the period that they be held as security deposit. I/We shall within 15 days from the date of my/our being called upon to do so, make goods in case of receipts or securities the amount required to complete the security deposit to the original value.
6.
 - (i) The officer to whom supplies are to be delivered (in the contract referred to as the officer operating the contract, which expression shall include his duly authorised representative) may reject the supplies in whole or in part , in his opinion, they are not in all respects in accordance with the contract.
 - (ii) I/We shall not charge or be paid for supplies rejected as above and such supplies shall be removed by me/us at once and at my/our own expense.
 - (iii) I/We shall neither claim nor be entitled to payment for any damage that rejected supplies may suffer from cutting, tearing or any other harm incidental to a full and proper examination and test of such supplies.
 - (iv) Government shall be under no liability whatever for rejected supplies and the same shall be at my/our risk. *If rejected supplies be not removed by me/us within fifteen days of rejection, the officer operating the contract shall be entitled to cause the same to be removed and to charge me/us with all expenses incurred in such removal or to leave them on Government premises and to charge me/us rent for place occupied the amount of such rent being settled, in case of dispute by the Officer sanctioning the contract, or to sell or otherwise dispose of the goods on my/our behalf and at my/our risk and to retain any money realised (after paying expenses of sale) towards any sum due from me/us.*

- (v) I/We undertake to pay any demurrage/wharfage that may occur due to late submission of Railway Receipt by me/us or by any of my/our agent(s), bank(s).
7. In the event of rejection of my/our supplies, as described in paragraph 6(i) above, or my/our failing, declining, neglecting or delaying, to comply with any demand or requisition or otherwise not executing the same in accordance with the terms of the contract, the Officer operating the contract shall be at liberty (without prejudice to any other remedy) the Government may have on account of such breach of non performance of the contract.
- (i) To purchase or to procure at my/our expense such supplies as may have been rejected or that I/we may have failed, declined, neglected or delayed to supply and any excess cost so incurred over the contract price (together with all incidental charges and expenses) incurred in purchasing or arranging for such supplies shall be recoverable from me/us on demand;

OR

- (ii) To forfeit my/our security deposit or such portion thereof as the Officer sanctioning the contract shall consider fit or adequate and where considered necessary to terminate the contract.
8. The officer sanctioning the contract may rescind this contract by notice to me/us in writing —
- (i) If I/we assign or sublet, my/our contract without his written approval or if I/we attempt to do so;
 - (ii) If I/we or any of my/our agents or servants shall,
 - (a) be guilty of fraud in respect of the contract or any other contract entered into by me/us with Government, or
 - (b) directly or indirectly give, promise or offer any bribe, gratuity, gift, loan perquisite reward or advantage pecuniary or otherwise to any officer or person in the employment of the Government in any way relating to such officer's or person's officer or employment;
 - (iii) If any such officer or person, mentioned in sub-paragraph (ii) (b) of this paragraph, becomes in any way directly or indirectly interested in the contract;
 - (iv) If I/we decline, neglect or delay to comply with any demand or requisition, or in any other way fail to perform or observe any condition of the contract;
 - (v) I/We or any of my/our partners become insolvent or apply for relief as an insolvent debtor or commence any insolvency proceedings or make any compositions with my/our creditors or attempt to do so, in the case of our being a registered company, any orders be duly made or any resolution be duly passed for the winding up of the company.

In case of such rescission my/our security deposit (or such portion thereof) as the officer sanctioning the contract shall consider fit or adequate shall stand forfeited and be absolutely at the disposal of Government without prejudice to any other remedy or action that the Government may have or take; If this contract be for supply at more than one station, its rescission under these conditions shall not be affected by the acceptance mean-while or subsequently, supplies, accepted or made at any station in ignorance of the rescission.

9. Not with standing anything hereinbefore contained and without prejudice thereto the Officer operating the contract may recover from me/us as compensation, such sums as he considers reasonable —
 - (i) If any goods entrusted to me/us under the contract be lost, damaged or depreciated, unless such loss, damage or depreciation be due to the act of God or enemies of the Republic of India.
 - (ii) If I/we fail to observe or perform any condition of the contract.
10. Decision as to recovery of money from me/us in respect of purchase or arrangement at my/our expense or of compensation by order of the officer operating the contract under paragraph 7 or 9 above and any order for rescission of the contract by the officer sanctioning the contract under paragraph 8 above shall be subject to an appeal if preferred in writing by me/us within fifteen days of issue of such decision or order to such officer's immediate superior whose decision will be accepted as final. In such appeal be not duly notified to the immediate superior within this period, the original decision or order in question shall be accepted as final.
11. No payment will be made in advance for any supplies under this contract.
12. On the supplies being accepted, I/we shall be entitled to be furnished with a certificate, from the proper officer of Government, to the effect that such supplies have become the property of Government for the purpose of enabling me/us to claim payment for such supplies.
13. If during the currency of the contract, the specification of any article or articles to be supplied there under be changed, I/we shall continue to supply the said article or articles in accordance with the new specification, at a rate to be mutually agreed to in writing at the time of such change, and in the default of such agreement, the contract, in so far as it relates to the said article or articles in respect of which no agreement has been arrived at, shall be rescinded but no such change shall affect the supply of any of the other articles under the contract or entitle me/us to any compensation.
14. I/We shall oblige my/our servants and agents to confirm to any reasonable instructions to ensure their punctuality in attendance or supplies cleanliness and respectful behavior that may be given by the officer sanctioning the contract or the officer operating the contract.
15. (i) I/We shall submit by the eighth day of each month to the Controller of Printing and Stationery, Haryana a bill in triplicate duly marked as Original/Duplicate/Triplicate (in English) for all supplies duly accepted during

the preceding months. These bills will be supported by the receipted vouchers given to me/us by receiving officers. The charges in all these bills shall always be entered at the same rates for each supply as are shown in all the scheduled of the contract and under such clause of the schedule as pertains to it and is specified by the officer operating the contract in the requisition of order;

- (ii) I/We shall be responsible for taking all possible steps to obtain receipted vouchers from receiving officers in time to ensure of correct submission of my/our bills with in the period specified above. In the event of failure to obtain receipted voucher in time, I/we will bring the matter to the notice of the officer operating the contract and I/we agree that in case of such delay, all and complete charges for all supplies accepted in any month shall be submitted complete and in proper order to the Controller of Printing and Stationery, Haryana before the end of the following month;
 - (iii) If any retrenchment be made in payment of any bill submitted by me/us other than in respect of an ordinary audit objection and except in respect of recoveries under paragraphs 7 and 9 above on which final decisions have already been given, such retrenchment shall be subject to an appeal, if preferred by me/us in writing within one month, to the officer sanctioning the contract, whose decision shall be accepted by me/us as final. If the retrenchment be withdrawn and submission of a fresh bill for the amount retrenched be sanctioned, I/we shall submit this bill to the Controller, Printing and Stationery, Haryana, with all necessary supporting vouchers, within fifteen days of such decision being given;
 - (iv) I/We shall not be entitled to charge or be paid for supplies broken, lost or damaged in transit through defective packing. I/We agree that the Controller of Printing and Stationery, Haryana will be the authority to determine whether or not the breakage, loss or damage was caused through my/our negligence and the certificate of the Controller of Printing and Stationery, Haryana or some other officer acting in this behalf shall be final and conclusive against me/us. Such rejected supplies shall be removed by me/us at my/our expenses.
 - (v) My/Our security deposit or any balance thereof remaining at the end of the contract shall not be returned to me/us till my/our accounts have been audited and untill I/we have executed the usual "No demand certificate" on judicial paper of Rs. 5/- only.
16. In the event of withdrawal or discontinuance of any article or articles and consequent cissing of or reduction in demand, I/we shall not being entitled to any compensation. The officer sanctioning the contract or the officer operating the contract will, however, make all reasonable endeavors to give warning of any impending complete withdrawal or of any reduction seriously affecting quantities likely to be required under the contract.
17. I/We acknowledge that I/we have made myself/ourselves fully acquainted with all the conditions and circumstances under which the supplies required under the contract will

have to be made or furnished and with all the terms, clauses, conditions, specifications and other details of the contract and I/we shall not plead ignorance of any of these as excuse in case of complaint against or of rejection of supplies tendered by me/us or with a view either to asking for enhancement of any rates agreed to in the contract or to evading any of my/our obligations under the contract.

- 18. If any question, difference or objection whatsoever shall arise in any way connected with or arising out of this instrument or the meaning of operation or any part thereof or the rights, duties or liabilities of either party, then save in so far as the decision of any such matter is herein before provided for and has been so decided every such matter including whether its decision has been otherwise provided for and or whether it has been finally decided accordingly, or whether the contract should be terminated or has been rightly terminated and as regards the right and obligation of the parties as the result of such termination shall be referred for arbitration to the Commissioner & Secretary to Government, Haryana, in the Printing and Stationery Department, and his decision shall be final and binding and where the matter involves a claim for or the payment or recovery or reduction of money only the amount, if any, awarded in such arbitration shall be recoverable in respect of the matter so referred.

Signature of the Controller,
 Printing and Stationery Department,
 Haryana, on behalf of the
 Governor of Haryana.

Signature of Supplier/
 Authorized Representative

Name
 Address
 Authority Letter No./
 I. Card No.

Witness :

Name
 Address

Dated, theday of2019
 Station Chandigarh

Witness :

Address
 Witness
 Name

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 purchase of Stationery Items as shown in the attached Annexure A for the year 2019-20. This is two bid (Technical and Financial Bid) tender. The Technical Bids would be opened on 26-08-2019 at 11:00 Hrs. The date and time of Financial Bid opening would be decided later on.

Part- I Technical Bid shall consist of following documents:-

- (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) At least 2 samples each stationery items bearing the manufacturer's mark and stamp of the tenderer shall accompany the Tender. Each sample should also bear the descriptions and the item number of the Schedule.
- (iii) Number of Years of experience of the suppliers should be at least 3 years preceding 2018-19 in stationery items supply. As supportive documents an attested copy of supply/purchase order from any Govt./Semi Govt. is necessary.
- (iv) Annual turn over of the Bidder should be 10-20 Lacs
- (v) In case the firm is authorized dealer/ distributor of any brand, certificate issued from the manufacturer is necessary.

NOTE:- SCAN COPIES OF THE ABOVE DOCUMENTS SHOULD BE ATTACHED WITH THE BID AS PROOF. THE SAMPLES OF STATIONERY ITEMS AS INDICATED IN POINT NO. (ii) OF PART-I SHOULD BE DEPOSITED/SUBMITTED PHYSICALLY UPTO 26-08-2019 AT 10:00 HRS.

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 26-08-2019 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. (i) The form of tender (P.&S. Form No. 6) is attached showing the conditions of supply and includes a schedules (P. & S. Form No. 8) on which you should fill in your rates in Rupees and Paisa in accordance with Indian Coinage (Amendment Act, 1955) **Both in words and figures**. Your rates should be F.O.R. Chandigarh and are to include patent right (if any) and all freight charges, postage, packing, cartage, duties, Taxes excluding Sales Tax, if any, which should be indicated in the remark's column of the (P.&S. Form No. 8) rates or imposition whatever leviable in respect of supplies, at the time of submission of tender. If however, thereby any introduction of new duties, taxes of charges by the Government of India or State Government on the finished goods tendered for after the date of submission of tender, these will be allowed in addition to the accepted rate and unless otherwise stated in the Schedule (P.&S. Form No.8) local firms will deliver all supplies at the premises of the Stationery Office, Govt. Press, Sector-6, Panchkula, Haryana between the hours of 9.00 A.M. and 1.30 P.M. on working days. Firms sending goods by Road Transport should arrange the delivery of the goods, at the premises of Stationery Office, Haryana. You should not quote fractions of a Paisa in quoting the rates. You are to sign and to mark the date in the Tender, the Schedule to and the "Specification and Conditions" attached to the Schedule (P.& S. Form No. 8). You should not make any alteration in or addition to any of the documents connected with the Tender.
 - (ii) It is not essential that you should tender for all the items shown in the Schedule.
4. You are to initial any erasure or alteration that may have been made in the form by you.
5. If you are a firm (i.e. if you have a partner or partners), each of you must sign and mark the date in the Tender, the Schedule, and the "Specifications and Conditions" attached to the Scheduled (P.& S. Form No. 8). If any partner be absent, these forms will be signed by his duly constituted attorney. If you (or any of your partners) be unable to write, you (or he) must make your (or his) mark instead and this mark must be attested and dated by some responsible person. Seals will not be accepted as signatures.

In cases where a partner of a firm dies before acceptance of the tender and surviving partner (or partners) and the legal representative of the deceased must renew the tender, the signature of one recognized agent on behalf of all partners of a firm can only be accepted if he holds a proper power of attorney signed by all these partners. This power of attorney along with his true copy must be submitted with the tender for

inspection. The original will be returned after the tenders have been opened. It must, in the case of a registered company, be executed in accordance with the Articles of Association of the company, and in the case of a partnership, be signed by all the partners of the Firm, and must be properly stamped. The stamp duty payable can be ascertained from the Officer of the Collector of the District where it is executed.

You should furnish affidavit in the form given at Annexure-1 that the individuals, firms/companies black-listed by the Union or the State Governments or any partner or share-holders thereof are not directly or indirectly connected with or have any subsisting interest in the business of your firm.

6. You are strictly prohibited from sending cheques, currency notes or cash, Disregarding of this warning will render your tender liable to rejection.

No Security deposit which you may have furnished in connection with a previous contract (or any other account) will be accepted as earnest money in any case.

7. You will be notified in writing, if you are a successful on (P. & S. Form No. 10) of acceptance of your tender is in whole or in part. Till then you have no right to assume, that your tender has been accepted in whole or in part, and if you disregard this warning and make any arrangement or incur any expenditure in anticipation of receipt of notice of acceptance, you will have no claim for compensation.

On issue of this notice of acceptance of the tender will become a contract in so far as the notification shows the whole or the part of the tender that has been accepted and you shall furnish the security deposit as specified therein within 15 days of the notification of acceptance of tender. The amount of this security deposit will be calculated in tens on the value of the estimated quantity of supplies to be made by you during the period of the contract for which your tender has been accepted and according to the rates tendered and accepted for the same.

8. **The security deposit shall be as per policy issue by State Government vide G.O. No. 2/2/2016-4IBII (2) dated 20-10-2016.**

The Security deposit to be furnished must be in one or other of the following forms:—

Call Deposit Receipt or FDR only pledged in favour of Controller, Printing and Stationery Department, Haryana, Chandigarh.

In all cases security must be pledged in favour of Controller of Printing & Stationery Department, Haryana, Chandigarh in such manner (to be decided by the officer sanctioning the contract) that the Government may realize the same without reference to you. You will be entitled to the interest earned unless the security depreciates while the contract is in force (in which case interest will be claimable by you) only from the time the depreciation is made good by you or unless your security deposit is forfeited under the terms contained in the Tenders (P.& S. Form No.6).

9. 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 10 below) will be returned immediately after rejection of their tenders.

10. 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 the tender is withdrawn, or 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 ending 31st March, 2020 in terms of the contract.
11. The approval or rejection of the tenders rests with the Controller, Printing and Stationery Department, Haryana who reserves himself the right of rejecting any tender or any item in a tender without assigning any cause. The lowest tender will not be necessarily accepted.
12. The quantities stated in the Schedule (P. & S. Form No. 8) as “approximate requirements” and only as a rough guide and no claim for compensation will be made or entertained in case these quantities be overdrawn or under drawn or undrawn. If need be, the quantity can be changed by 25 % of the total approximate requirement given in the tender at the accepted rates in the supply orders or in the subsequent order and the mill/firm will have to comply with accordingly.
13. Any further information required can be obtained on application on any working day between 9 A.M. to 1.30 P.M. from the office of the Controller, Printing and Stationery, Department Haryana, Chandigarh.
14. These “Instruction to the Tenderers” are to be signed by you and returned with your tender (P. & S. Form No. 6)
15. Payment of bills will be made through Government Treasury, Haryana at Chandigarh.
16. You will not enter into separate contracts with any other Government Office in the Haryana, within the period of the contract nor you will accept or execute any order or orders placed on you by it direct for supply on payment or otherwise unless authorized by the Controller, Printing and Stationery, Department, Haryana to do so.
17. No assistance for obtaining import license will be rendered by this Department.
18. No priority certificates or letters to Railway or other authorities will be given to you to facilitate the carrying out the contract except under exceptional circumstances, which must be explained by you in writing to be undersigned.

The giving of such assistance will in no way prejudice to Government right to enforce the terms of the contract in case of default.
19. (i) The time for and date of delivery or dispatch stipulated in a supply order shall be deemed to be essence of the contract and should the contractor fail to delivery or dispatch any consignment within the period prescribed for such delivery or dispatch stipulated in the supply order the delayed consignment shall be subject to 2 percent penalty per consignment per month or a part of the month recoverable on the value of the stores supplied provided that no penalty shall be

charged if the officer operating the contract accept the delayed supply by extending the delivery period after satisfying himself that the reasons advanced by the contractor on account of delayed supplies are considered as genuine or circumstances under which the supply has been delayed were beyond the control of the contractor. In case of non-payment of penalty by the contractor, recovery shall be made from his bills or amount of earnest money or security deposited with the Controller, Printing and Stationery Department, Haryana, Chandigarh.

- (ii) Replacement of rejected supplies on any account shall not be deemed "delivered or dispatched in time" within the meaning of this contract. In case of any rejected supplies are replaced by the contractor later it shall not be deemed as delivery of dispatch within the period stipulated in the supply order in respect of the original consignment and necessary penalty or otherwise as defined in section (i) above shall be leviable on such replaced consignment also.
- (iii) **No tender unless it is accompanied by the samples and earnest money will be considered.** If the Earnest money/Samples are not received before opening time and date tender shall be liable to be rejected and no subsequent calling request for the Earnest money/Samples will be make. Conditional tender will also not be considered.

20. Rates:

The rates are to be quoted per No. in Rupees F.O.R. consignee at Chandigarh, 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.	
(iv)	Input Tax Credit	
	Net Total+(i)+(ii)+(iii)- (iv)	

- 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.

21. (a) **The security deposit shall be as per policy issue by State Government vide G.O. No. 2/2/2016-4IBII(2) dated 20-10-2016.**

The security deposit of the successful tenders shall be as under:-

Sr.No.	Type of Firm/Enterprises	Value of Performance Security Deposit
1.	Haryana based firms:- (i) # Haryana Based Micro and Small Enterprises (MSEs) (ii) Haryana based other firms/enterprises	(i) @ 0.2% of the order value or estimate value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same) (ii) @ 2% of the order value or estimate value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)
2.	Other States/UTs based firms	@ 5% of the order value or estimate value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)

Haryana based MSEs will be eligible for performance security deposit @ 0.2 % who have filed Entrepreneurs Memorandum (Micro or Small Enterprises category) in the Industries Department Haryana and who participate directly in the tendered/quoted items and offering to supply the entire quoted quantity manufactured from their own Haryana based unit. Call Deposit Receipt or FDR only pledged in favour of Controller, Printing and Stationery Department, Haryana, Chandigarh.

- (b) 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.
- (c) The bidders are required to intimate the place of billing.
- (d) 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.

- (e) 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.
- 22. State Government Policy issued vide G.O. No. 2/2/2010-4IBII (1) dated 20-10-2016 will be applicable in respect of concessions to Haryana based MSEs and ME. For claiming the relevant concession/s like Tender Fee, EMD, Security or Turn-over condition, the bidders are required to submit the documentary proof from Government authorities showing that they come under Haryana based MSEs/ME 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.
- 23. Testing Charges will be borne by the Supplier.
- 24. All Supplies shall bear the “Govt. of Haryana 2019-20” impression.
- 25. No counter condition shall apply even if mentioned in the tender.
- 26. Negotiation will not be held.
- 27. Stationary items will be procured in two installments.
- 28. If stationery items is available cheaper online then state Govt. will be free to place order to buy from online seller”

Controller,
Printing and Stationery Department,
Haryana, Chandigarh.

All the above terms and conditions including those laid down in N.I.T. are accepted by me/us.

Signature(s) of Tenderer(s)
Address.....
.....

Witness:

Name

Address

Occupation

Station

Dated, the day of2019.

STATIONERY ARTICLES

.....
Item Nos.

Earnest money required

SCHEDULE -A

**112, 112A, 169, 170, 170B, 171, 172
 178, 196, 196A, 202, 207, 217, 217A
 219, 226, 242, 243, 257, 260, 298, 298A
 299, 299A, 381**

Rs. 1,00,000/-

.....
Period of contract

1st April, 2019 to 31st March, 2020

limits within which the contract will be in force

Haryana State

Important Note : I. While quoting rates for Stationery articles which are I.S.I. marked, the firms are requested to please mention it in the Remark's column positively.

II. The articles should confirm to ISI—specification quoted against the item below :—

SCHEDULE- A

Sr. No.	Item No.	Supplies required	Approximate requirement	Per
			Sample Required	
1.	112	Office Paste 150 gms./mls (Net Bottle completed with cap and brush) to be supplied securely packed in saw dust in boxes of one dozen each. Each bottle to be properly corked and sealed (viscosity to be specified). Each Bottle to bear an impression of "Govt. Hr." 2019-20. ISI standard No. 2257-1981 amended up to date	500 Dozen (2 Nos.)	Dozen
2.	112A	Glue Stick in 15 gms to be supplied in boxes of one dozen each. Each Stick to bear an impression of "Govt. Hr." 2019-20.	2400 Nos. (2 Nos.)	Each
3.	169	Coloured Set of 12 full sized pencils in a assorted coloured in a box Cedar wood casting to be packed in bundles of one dozen each and twelve such dozens to be supplied in a card board box. Each Pencil to bear an impression of "Govt. Hr." 2019-20 ISI specification No. 1375-1959 amended upto date	200 Set (2 Nos.)	Set

4.	170	<p>Highlighter to be supplied in 10 Nos. each packet of each colour.</p> <p>Green - 2000 Nos. Orange - 2000 Nos Yellow - 2000 Nos.</p> <p>Each Highlighter to bear an impression of “Govt. Hr.” 2019-20</p>	<p>6000 Nos.</p> <p>(3 Nos.)</p>	Each
5.	170B	<p>Colour Flag, Size 1” x 3” (25mm X 75mm), 50 sheet x 5 colour = 250 Sheet to be supplied in a Pkt.</p> <p>Each Packet to bear an impression of “Govt. Hr.” 2019-20</p>	<p>5000 Set</p> <p>(2 Set)</p>	Set
6.	171	<p>Black Lead Middling Pencil</p> <p>Cedar wood casting to be packed in bundles of one dozen each and twelve such dozens to be supplied in card board box.</p> <p>Each Pencil to bear an impression of “Govt. Hr.” 2019-20</p> <p>ISI specification No. 1375-1959 amended upto date</p>	<p>200 Gross</p> <p>(2 Nos.)</p>	Gross
7.	172	<p>Pencil Shorthand Superior</p> <p>Cedar wood casting to be packed in bundles of one dozen each and twelve such dozens to be supplied in card board box.</p> <p>Each Pencil to bear an impression of “Govt. Hr.” 2019-20</p> <p>ISI specification No. 1375-1959 amended upto date</p>	<p>100 Gross</p> <p>(2 Nos.)</p>	Gross
8.	178	<p>Pencil Drawing HB</p> <p>Cedar wood casting to be packed in bundles of one dozen each and twelve such dozens to be supplied in card board box.</p> <p>Each Pencil to bear an impression of “Govt. Hr.” 2019-20</p> <p>ISI specification No. 1375-1959 amended upto date</p>	<p>50 Gross</p> <p>(2 Nos.)</p>	Gross
9.	196	<p>Rubber Vulcanized to be supplied in boxes of one dozen each (Big Size)</p> <p>Each Rubber to bear an impression of “Govt. Hr.” 2019-20</p>	<p>100 Dozen</p> <p>(2 Nos.)</p>	Dozen

10.	196A	Rubber Vulcanized to be supplied in boxes of one dozen each (Small Size) Each Rubber to bear an impression of "Govt. Hr." 2019-20	300 Dozen (2 Nos.)	Dozen
11.	202	Paper Weight in fancy shaper transparent in cube size to be supplied in strong card-board boxes of dozen each.	100 Dozen (2 Nos.)	Dozen
12.	207	Magnetic Pin/Clip container diameter at base 5 cms and height 6 cms to be supplied in boxes of one dozen each. Each Pin Cushion to bear an impression of "Govt. Hr." 2019-20	200 Dozen (2 Nos.)	Dozen
13.	217	Docket Punch nickel plated each wrapped in oil paper to be supplied in each box. Each Machine to bear an impression of "Govt. Hr." 2019-20	300 Nos. (2 Nos.)	Nos.
14.	217 A	Double Punching Machine. Punching capacity 1.35mm. to be supplied in each box. Each Machine to bear an impression of "Govt. Hr." 2019-20	500 Nos. (2 Nos.)	Nos.
15.	219	Scissors 7.25 inch (185mm) long nickel plated (High Quality Stainless Steel with Plastic Handle for better Grip) and to be supplied in packets of one dozen each. Each Scissor to bear an impression of "Govt. Hr." 2019-20	300 Dozen (2 Nos.)	Dozen
16.	226	Colour Plastic Gem Clips, Size 28-30 mm, Qty 100 pcs in a box ISI Standard No. 5650-1970 amended up to date	50 Dozen (2 Pkt.)	Dozen
17.	242	File Laces White Cotton 76 cms. Long with Metal piercer of 2.5 cms at both ends.	20 Lac Nos. (100 Nos.)	1000 Nos.
18.	243	Tag Cotton 15 cms. Long with thin metal ends of 2.5 cms each.	20 Lac Nos. (100 Nos.)	1000 Nos.
19.	257	Cotton Tape White 1.25 cms wide to be packed in rolls of 50 mtr. Each ISI Standard No. 6117-1977 amended up to date	3 Lac Mtr. (i.e. 6000 Roll) (50 Mtr.)	50 Mtr. Roll

20.	260	Stamp Pad Superior for rubber stamps, size 115x65 mm. made of plastic body. 12 such pads to be supplied in a card board box. Each Stamp Pad to bear an impression of "Govt. Hr." 2019-20 ISI Standard No. 4747-1868 amended up to date	3000 Nos. (2 Nos.)	Nos.
21.	298	Stapling Machine No. 10 duly packed in card board box each.	4000 Nos. (2 Nos.)	Nos.
22.	298A	Stapling Machine No. 45 duly packed in card board box each.	2000 Nos. (2 Nos.)	Nos.
23.	299	Stappling Pins for Machine No. 10, packed in 12 dozen packets of 1000 pin in card board box.	2000 Dozen Pkt. (2 Nos.)	Dozen Pkt.
24.	299A	Stappling Pins for Machine No. 45, packed in 12 dozen packets of 1000 pin in card board box.	1000 Dozen Pkt. (2 Nos.)	Dozen Pkt.
25.	381	Binding Cloth, superior various pattern and colour 91.5/96.5cms wide in continuous rolls of 18 meter. (Colour required are Red and Blue)	1500 Mtr. (2 Mtr.)	Meter

SPECIFICATION AND CONDITIONS

1. (i) Reasonably sufficient samples must be sent of all items quoted for even when specifications of descriptions are laid down, except in case of standardized articles which can be understood even a part from the samples. In case of writing inks, office paste, etc. included in Part II Schedule hereto, at least 16 fluid ounces of each quality tendered for should be sent in order to indicate, the quality of units *etc.* that will be supplied in addition at least one full size sample of each quality of inks *etc.* should be forwarded in containers of the size specified against the particular items to indicate the quality of the contents as well as the quality and design of the containers in which such fluid will be supplied. All samples must be sent freight paid or delivered free to the Controller of Printing and Stationery, Haryana, Chandigarh. Each sample to bear a sealed label marked with the tender's name and address and reference to the item No. in the Schedule. No samples will be returned or paid for.
 - (ii) The Controller of Printing and Stationery, Haryana may by notice in writing, call upon the tenderers to supply, free of any charge, additional goods or materials to serve as samples, and upon such notice in writing the tenderer shall be bound to supply additional samples of goods or materials such additional samples being in all respects of the same quality or short as a sample first supplied.
 - (iii) The sample must conform to ISI-specifications given against each item. The quantity of sample should be equal to the quantity specified in the item in the tender.
2. All articles agreed to be supplied under this contract shall correspond exactly with the sealed samples of the same class or description of articles deposited by the contractor with the Controller of Printing and Stationery, Haryana on the submission of his tender.
3. (i) Ink fluid in jars or bottles shall be securely packed with saw dust in boxes of uniform size as indicated against the respective sizes. All other articles shall be delivered packed in the manner prescribed in the schedule.
 - (ii) Drawing paper shall be packed flat in strong boxes of suitable sizes. All other papers, envelopes and articles of stationery shall be packed in suitable boxes. Articles made of glass and other fragile articles should be packed with saw dust. All boxes containing breakable articles should be conspicuously marked "Glass with Care" or "Fragile" on the outside.
 - (iii) Binding material shall be packed in strong packing case.
 - (iv) In all cases, boxes containing paper, stationery, drawing and building material should be packed in such a manner that the contents are not liable to damage by exposure to train during transit.
 - (v) Articles damaged in transit will not be accepted or paid for. Such damaged articles will however be returned to the suppliers at their own expenses, if so desired.
4. Packing cases, containers, gunny packages *etc.*, which may be used for purposes of packing and which are delivered with stores will not be refunded.
5. (i) With every dispatch of goods or materials under the contract invoices in triplicate are to be sent by the supplier to the indenting officer.
 - (ii) Upon receipt of receipt of delivery of each consignment, the same will be inspected by the Controller of Printing and Stationery, Haryana or some other officer acting on his behalf, who will grant a receipt to the Contractor as above, in respect of the articles as may be approved and accepted and no articles shall be considered to be delivered in execution or part the contract until receipt shall have been given.
6. The Controller of Printing and Stationery, Haryana or any other Officer or person duly authorized in writing by him shall have power to inspect the stores during and after manufacture, collection dispatch transit or arrival and to reject the same or any part of portion, if he be not satisfied that the same is equal or according to the sample or specification, in weights, quality and number.
7. Stationery items should be of Good/High quality.
All the above conditions are accepted by me/us.

Signature of tenderer

Witness

Name

Address

Station

Dated, the..... day of 2019

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 one of the forms specified in paragraph 7 of the instructions to tenderers (P&S Form No. 8) 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.

ANNEXURE-I
AFFIDAVIT

I,.....S/o.....
..... resident of
Police Station..... District.....
Contractor/ Partner or sole proprietor (Strike out the word which is in applicable) 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