



GOVERNMENT OF HARYANA

**eTENDER FORM/DOCUMENT
FOR THE SUPPLY OF VARIOUS
KINDS OF PAPER (Wood/Bamboo Based Pulp)
FOR THE YEAR 2019-20**

DUE ON 22-10-2019 AT 11:00 Hrs.

मुद्रण तथा लेखन सामग्री



Printing & Stationery

**CONTROLLER
PRINTING & STATIONERY DEPARTMENT, HARYANA
SECTOR 18-A, MADHYA MARG, CHANDIGARH
Tel. No. 0172-2549694, 9466333026**



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



eTENDER FORM
“For the supply of various kinds of paper” as mentioned in Annexure “A”
During the year 2019-20

Sr. No.	Particulars	Remarks
1.	Tender Notice No.	eTENDERPANDSPAPERWOOD2019
2.	Online Bid Preparation & Submission	upto 22-10-2019 at 10:00 Hrs.
3.	Manual submission of additional documents with samples wherever required	upto 22-10-2019 at 10:00 Hrs.
4.	Date & Time of Opening of Technical Bid/s	22-10-2019 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. 5000/-
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	10,00,000/-
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 Pre-Qualification/Technical Bid (online Bid under PQQ/ 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 various type of Paper (Wood/Bamboo Based Pulp)	5,00,00,000/-	10,00,000/-	5,000/- (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)	12-09-2019 at 17:00 Hrs.	22-10-2019 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

Sr. No.	Department Stage	Bidder's Stage	Start date	Expiry date and time
1		Tender Document Download and Bid Preparation/submission	12-09-2019 at 17:00 Hrs.	22-10-2019 at 10:00 Hrs.
2		Submission of manual documents alongwith samples wherever required	Up to 22-10-2019 at 10:00 Hrs.	
3	Technical Bid Opening		22-10-2019 at 11:00 Hrs.	
4	Financial Bid Opening		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.

To,

The Controller of Printing & Stationery Department, 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 authorized to act for him), in accordance with such acceptance, the paper specified in the Annexure attached hereto, as the Controller of Printing & Stationery, Haryana may actually require during the period (or to such date as this period may be extended by the authority making contract) subject to the conditions and stipulations specified in this tender form (including any Schedule and "Specifications, Terms and Conditions" contained therein or attached thereto, all of which constitute and are hereafter referred to as the "Contract".
I/We shall deliver the supplies at my/our expense in such quantities at such times, in such manner, to such persons and at such places (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 material from me/us, I/We bind myself/ourselves not to revoke my/our tender during the afore-mentioned period.
2. I/We shall furnish, as a security deposit, within 15 days of issue of notice (Annexure-II) of the acceptance of this tender (in whole or part), the sum specified therein and referred to in paragraph 6 of the "Terms and Conditions". 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 Partner/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 authorize 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 realised by the sale of a sufficient part of my/our security deposit or from interest arising there from 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 good 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 if, 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 expense 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 realized (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 period (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 meanwhile 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 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 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. 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;

- (ii) 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;
 - (iii) 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 expense;
 - (iv) 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 until I/we have executed the usual "No demand certificate" on judicial paper of Rs. 3 only.
16. In the event of withdrawal or discontinuance of any article or articles and consequent cessing of or reduction in demand, I/we shall not be 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 hereinbefore 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 Financial Commissioner & Principal 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
(With Stamp)

Name

Address

Authority Letter No./
I. Card No.

Witness :
Name
Address

Witness :
Name
Address

Dated, the _____ day of _____ 2019

Station Chandigarh:-

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 various types of Papers (Wood/Bamboo Based Pulp) 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 22-10-2019 at 11:00 Hrs. The date 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) Authority Letter of the Principal Manufacturer Mill to the effect that the manufacturer-paper-mill shall supply the paper of the tendered quantity to the tenderer firm during the contract period.
- (iii) At least 10 sheets of A4 Size of each type of paper bearing the manufacturer's mark and stamp, seal and signatures(s) of the tenderer shall accompany the Tender. Each sample should also bear the descriptions and the item number of the Annexure
- (iv) Test reports of paper as per BIS Specifications along with Fiber Morphology Test from the concerned manufacturing paper mill.
- (v) Certificate that Auto Control System for Grammage exists in the premises of the paper manufacturing mill.
- (vi) Certificate that the rates quoted are not higher than those quoted in the DGS&D Govt. of India and in any other state.
- (vii) The Bidder must submit the Mill Excise Clearance Certificate to the effect that the production of paper is at least 30000 MT Paper per year.
- (viii) The Bidder must submit the attested copy of one executed order in each year for 2 years in the preceding years from any Govt./semi Govt. undertaking.

- (ix) Annual Turn Over of Wood/Bamboo Based Mill should be Rs. 15 Crore.
- (a) Annual Turn Over for past 3 years to be verified vide audited balance sheet.
 - (b) The company should be in profit for the last 3 years.
 - (c) The net worth of the company should be positive for the past 3 years.

NOTE:- SCAN COPIES OF THE ABOVE DOCUMENTS SHOULD BE ATTACHED WITH THE BID AS PROOF. THE SAMPLES OF PAPER AS INDICATED IN POINT NO. (iii) OF PART-I SHOULD BE DEPOSITED/SUBMITTED PHYSICALLY ON DATED 22-10-2019 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 22-10-2019 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 opening of the Financial Bids will 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. Paper should conform to the test of BIS Specifications along with Fiber Morphology Test as certified by the firm as given in Annexure-A or as per sample offered by the Mill/Firm and approved by the department.
4. You are to initial any erasure or alteration that may have been made in the tender 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 and the Schedule, attached. If any partner is absent, these forms will be signed by his duly constituted attorney. If you (or any of your partners) is 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 case 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/mill 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 an affidavit in the form given at Annexure-I that your firm/company has not been black-listed by the Union or any State Governments in the country.

6. No security deposit which you may have furnish in connection with a previous contract (or any other account) will be accepted as E.M. in any case.
7. You will be intimated in writing, if you are a successful tenderer and it will also be indicated therein whether 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. No claim for compensation would be entertained.

On the issue of acceptance of tender (Annexure-II) the tender will become a contract in so far as the acceptance shown 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 intimation of acceptance of tender. The amount of this security deposit will be calculated in tens of rupees 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.

9. If you are a successful tenderer, your earnest money will be released as soon as the security deposit has been furnished (unless it is to be used as part of the security deposit). Earnest money of unsuccessful tenderers (unless forfeited under clause 9 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 before this period or if you do not deposit the security in accordance with clause 6 and 7 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 Commissioner & Secretary to Government, Haryana, in the Printing and Stationery Department, Haryana who reserves with himself the right of rejecting any tender without assigning any cause. The lowest tender need not be necessarily accepted.
- 12.(a) The quantities stated in the Annexure A are “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.
 - (b) In case the supply of the paper made by the Mills/Firms is in excess or less upto 5% variation of the order placed, the same will be taken from or left with the Mill/Firm as the case may be.
 - (c) If there is a variation of 2 ½ % in the substance/weight either the upper side or lower side that will be acceptable. However, payment will be made on the basis of actual chargeable weight.
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, Haryana, Chandigarh or on Telephone No. 0172-2549694.
14. These terms and conditions are to be signed by you and be attached with your tender.
15. 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 authorised by the Controller, Printing and Stationery, Haryana to do so. The paper offered to the Department shall not be supplied to any other agency/press/undertaking etc.
16. No assistance for obtaining import license will be rendered by this Department.
17. 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, at the discretion of the Controller of Printing & Stationery Department, Haryana, Chandigarh.

The giving of such assistance will in no way prejudice to Government right to enforce the terms of the contract in case of default.
- 18.(i) Payment will be made on receipt of goods and laboratory test report according to BIS Specification along with Fiber Morphology Test. Tenderers should not quote their own mode of payment as their offer is liable to be ignored. Bank charges, if any will be borne by the supplier.

- (ii) Testing charges will be borne by the supplier.
 - (iii) The paper as supplied by the Mills/Firms shall be inspected visually/physically on receipt thereof, with regards to its finish and general and overall quality etc. by Controller of Printing & Stationery Department, Haryana or any other officers so authorized and draw the sample for laboratory test. However, the pulp and substance and other test of the paper so supplied shall be got checked from the laboratory according to the test of BIS Specification along with Fiber Morphology Test. But in case pulp and other tests substance are not conforming to the test of BIS Specifications along with Fiber Morphology Test as laid down and finish is not according to the sample, the paper is likely to be rejected if it is not considered worth useable or the useable paper will be accepted after imposing penalty as to be determined by Controller of Printing & Stationery, Haryana, Chandigarh. This office also reserve the right to use the paper if so required irrespective of the right to impose penalty and claim damages if the supply is found substandard and paper is considered worth useable. But in case paper is considered not worth useable such supply will be rejected and paper will be returned to the suppliers at their own cost.
 - (iv) In case the firm after supply the required paper will be tested from laboratory on an urgent basis they should be submit undertaking in the department.
 - (v) **Only Mills using wood and bamboo as pulp or their authorized representatives should quote their rates for the paper as mentioned in Annexure "A" of the Tender Form. Such Mills or their authorized representatives will submit a certificate of the manufacturing mill that they use only wood and bamboo as pulp in their mill.**
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 deliver 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 5 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 on the request of the firm/mill by extending the delivery period after satisfying himself that the reasons advanced by the contractor on account of delayed supplies are considered a 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.

20. Lot Number should invariably be given on the invoices against the supply if the material has been got manufactured periodically or at intervals.
21. Wastage found in the manufacturing for paper should be at supplier's risk. Such wastage should either be got destroyed or converted into raw material and no piece thereof is to be allowed to go out. Defective paper either be replaced by the supplier or the cost in lieu thereof will be recovered from them.
22. Tenderers will submit the samples of the paper alongwith a test reports as per respective BIS standards mentioned against each item. When the tenderer will supply the ordered quantity, it will be got tested again. However, the departmental technical committee has prerogative to check the samples of the paper submitted alongwith the tender by the prospective bidders irrespective of the test report submitted by them.
23. The Random samples drawn from the supplied paper will be sent for testing by the Controller, Printing & Stationery Department, Haryana in any laboratory/laboratories. This will be the sole discretion of the Controller.

If the test report of the paper is not satisfactory, it will be the prerogative of the Controller, Printing & Stationery Department, Haryana to get the same paper tested from two other laboratories of his choice and thus paper will be accepted or rejected on the basis of best of three reports so received.

Sample Draw after receiving Paper	Sent to Lab for Testing	Acceptance of Paper by Competent Authority	Payment
3-4 days	After draw sample with in week	After receiving satisfied Test Report Paper Accept with in 7-10 days	After Accept Paper/Audit with in 7 days sent the sanction for the payment in Account Branch

24. The tenderers should clearly certify in their tender that the rates quoted are not higher than those quoted in the DGS&D/GEM or any other State Government.
25. Any conditional tender or tenders made/otherwise than as instructed shall be liable to be rejected.
26. If any defect in the use of paper the firm will be responsible for its replacement.
27. No counter condition shall apply even if mentioned in the tender.

28. **Rates:**

The rates are to be quoted per No. in Rupees F.O.R. consignee at 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.	
(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.
30. (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.
31. Regarding negotiation of rates, policy issued by the State Government vide G.O. No. 2/2/2010-4-IB-II dated 18-6-2013 and G.O. No. 2/2/2010-4-IB-II dated 16-6-2014, G.O. No. 2/2/2010-4-IB-II dated 9-2-2015 will be applicable. The policy guidelines are available at <https://haryanaeprocurement.gov.in> on home page under section as Tender Form.”
32. 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.

- 33. Mills/their authorized representative will submit a certificate that their Mill have a Auto Control System for Grammage Control. (GSM Control)
- 34. The packing/wrappers of all items should have written (Haryana Govt. Supply 2019-20).
- 35. Paper will be procured in installments as per requirement of the department.

- Note :-**
- (1) Rates should be FOR Chandigarh/Panchkula destination & shall also include packing & forwarding charges all taxes including Sales Tax/CST and Excise duty which should specifically be mentioned separately.
 - (2) Quantity of paper will be accounted on the basis of actual weight of paper in sheet/Reels i.e. excluding weight of packing/wrapping materials etc.
 - (3) The quantity may vary to any extent subject to the actual requirement of particular item.

CONTROLLER OF PRINTING AND
STATIONERY DEPARTMENT ON BEHALF
OF GOVERNOR OF 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)
(With Stamp)

Address

.....

Tel. No.

Mobile No.

Website

E Mail Address

Witnesses :

Name :

Address :

Occupation :

Station :

Dated, the _____ **day of** _____ **2019.**

**CONTROLLER, PRINTING & STATIONERY DEPARTMENT, HARYANA,
CHANDIGARH
eTENDERPANDSPAPERWOOD2019**

Controller, Printing & Stationery Department, Haryana invites e-tenders for the purchase of various types of Paper for the year 2019-20.

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:-

EARNEST MONEY REQUIRED **RS. 10,00,000/-**

Period of contract *1st April, 2019 to 31st March, 2020*
limits within which the contract will be in force *HARYANA STATE*

ANNEXURE-A
(WOOD/BAMBOO BASED PULP)

Sr. No.	Name of Paper	Demand 2019-20
1.	Super Printing Paper 58.5x91cms/18.6kg/70 GSM as per BIS Specification No. 1848-2007 amended upto date along with Fiber Morphology Test and made of 100% Pulp of Wood/Bamboo. (Brightness 85%)	15 M.T.
2.	Super Printing Paper 58.5x91cms/26.6kg/100GSM as per BIS Specification No. 1848-2007 amended upto date along with Fiber Morphology Test and made of 100% Pulp of Wood/Bamboo. (Brightness 85%)	2 M.T.
3.	Art Paper 58.5x91cms/34.6kg/130 GSM as per BIS Specification No. 4658-1998 amended upto date along with Fiber Morphology Test and made of 100% Pulp of Wood/Bamboo.	15 M.T.
4.	Art Paper 51x76cms/25.2kg/130 GSM as per BIS Specification No. 4658-1998 amended upto date along with Fiber Morphology Test and made of 100% Pulp of Wood/Bamboo.	3 M.T.
5.	Art Card 58.5x91cms/55.9 Kg/210GSM as per BIS Specification No. 4658-1998 amended upto date (100% Pulp of Wood/Bamboo) (Sample Based)	2500 Sheet

6. (i)	<p>Photocopier Paper (A4) 210x297mm/2.33kg/75GSM as per BIS Specification No. 14490-1997 amended upto date along with Fiber Morphology Test and made of 100% Pulp of Wood/Bamboo Brightness of minimum 85% with a light Bluish tint</p>	350 M.T.
(ii)	<p>Photocopier Paper (A4) 210x297mm/2.33kg/75GSM as per BIS Specification No. 14490-1997 amended upto date along with Fiber Morphology Test and made of 100% Pulp of Wood/Bamboo. Brightness of minimum 85% with a light Bluish tint (Water Mark as per department design)</p>	
7. (i)	<p>Photocopier Paper (FS) 215x342mm/2.75kg/75GSM as per BIS Specification No. 14490-1997 amended upto date along with Fiber Morphology Test and made of 100% Pulp of Wood/Bamboo. Brightness of minimum 85% with a light Bluish tint</p>	300 M.T.
(ii)	<p>Photocopier Paper (FS) 215x342mm/2.75kg/75GSM as per BIS Specification No. 14490-1997 amended upto date along with Fiber Morphology Test and made of 100% Pulp of Wood/Bamboo. Brightness of minimum 85% with a light Bluish tint (Water Mark as per department design)</p>	

ANNEXURE – I

**AFFIDAVIT
(Duly Attested by the Notary)**

I S/o resident of
..... Police Station..... District
..... Contractor/Partner or sole proprietor/authority representative (Strike
out the word which is in applicable) of firm contractor M/s do
hereby declare on solemn affirmation that the deponent contracting firm has never been
black-listed by the Union or any State Governments in the country.

Deponent
(With Stamp of Firm)

Place :

Dated :

Address
Tel. No.
Mobile No.

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 nothing has been concealed.

Deponent
(With Stamp of Firm)

Place :

Dated :

Address
Tel. No.
Mobile No.

ANNEXURE - II
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. 7) 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.
