



**GOVERNMENT OF HARYANA**

**SHORT TERM eTENDER FORM/DOCUMENT  
SUPPLY OF  
Organiser Diary, Pocket Diary,  
Deluxe Diary, Ordinary Diary &  
Rimming of Wall Calendars  
FOR THE YEAR 2019**

**DUE ON 21-11-2018 AT 10:30 Hrs.**



**CONTROLLER  
PRINTING & STATIONERY DEPARTMENT, HARYANA  
SECTOR 18-A, MADHYA MARG, CHANDIGARH  
Tel. No. 0172-2549694, Helpline No. 9915946859, 8360045237**

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

P &amp; S Form No. 6



**SHORT TERM eTENDER FORM**  
**“Supply of Organiser Diary, Pocket Diary, Deluxe Diary,  
Ordinary Diary & Rimming of Wall Calendars**  
**For the year 2019**

Sr. No.	Particulars	Remarks
1.	Tender Notice No.	Short Term eTender/CP&S/hr/2019/Diary
2.	Online Bid Submission (Bidder Stage)	upto 21-11-2018 at 10:20 Hrs.
3.	Manual submission of additional documents	upto 21-11-2018 at 10:20 Hrs.
4.	Date & time of opening of Technical Bid/s	21-11-2018 at 10:30 Hrs.
5.	Date & Time of opening of Financial Bid/s	21-11-2018 at 11:30 Hrs.
6.	Tender Fee	Rs. 5000/-
7.	Earnest Money Required	As per Annexure-A ,B, C, D & E (Attached Earnest Money List)
8.	e-Service Fee	Rs. 1000 /-
9.	Rates to be kept valid for acceptance upto:	31-3-2019

**DETAIL NOTICE INVITING TENDER**

**Short Term e-Tender** is invited for purchase of below mentioned items in single stage two cover system i.e. Request for 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):-

Description of work & Quantity/ 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 Bid of EMD Submission	Expiry Date & Time of Bid Submission
<b><u>PURCHASE OF</u></b>						
1. Organiser Diary : 2000 No.	75,00,000/- (approx.)	As per Annexure-A, B, C, D & E (attached earnest money list)	5,000/- (for All Bidders)  + Rs. 1,000/- (e-Service fee for all units)	03-11-2018 at 14:00 Hrs.	19-11-2018	21-11-2018 at 10:20 Hrs.
2. Pocket Diary : 2,000 No.						
3. Deluxe Diary : 18,000 No.						
4. Ordinary Diary : 50,000 No.						
5. Rimming of Wall Calendars : 1,00,000 No.						

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. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or 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 PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts. The payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of (As per mentioned in earnest money list) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**
- The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before 19-11-2018; and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment**

**online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

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

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

#### **Key Dates**

<b>Sr. No.</b>	<b>Department Stage</b>	<b>Bidder's Stage</b>	<b>Start date</b>	<b>Expiry date and time</b>
1		Tender Document Download and Bid Preparation/submission	03-11-2018 at 14:00 Hrs.	21-11-2018 at 10:20 Hrs.
2		Submission of manual documents alongwith samples wherever required	Up to 21-11-2018 at 10:20 Hrs.	
3	<b>Technical Bid Opening</b>		21-11-2018 at 10:30 Hrs.	
4	<b>Financial Bid Opening</b>		21-11-2018 at 11:30 Hrs.	

#### **Important Note:-**

1. The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
3. Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
4. In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Thereafter financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or

through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

**Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

**INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM**

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

**1. Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

**2. Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

**2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

**2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3. Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

### **4 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

### **5 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>

### **6 Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

**7 Online Payment of Tender Document Fee, eService fee, EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

- i) **Online Payment of Tender Document Fee + e-Service fee:**  
The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee shall be made by bidders/ Vendors online directly through Internet Banking Accounts and eService Fee through Debit Cards & Internet Banking Accounts. The Payment for EMD shall be made online directly through RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.
- ii) **PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS :**  
Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online. **Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

**8. ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of etenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

**Office Timings of Help-desk support** for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month. All queries would require to be registered at our official email-[chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

**Important Note:-**

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.

- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

**Schedule for Training:**

<b><i>Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4<sup>th</sup> Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:</i></b>		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, <b>Faridabad</b> Contact no. 8743042801 / 9310335475	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp N.D Gupta Hospital, <b>Hisar</b> Contact: 9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, <b>Chandigarh -160020</b> <b>For Support- 1800-180-2097,</b> 0172-2582008-2009

For Support Call – 1800-180-2097

**Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4<sup>th</sup> Saturday), Sunday and National Holidays**

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.



## **GUIDELINE FOR ONLINE PAYMENTS IN E-TENDERING**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

### **A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

### **B) Net Banking**

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank

- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

### **C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- (i) Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- (ii) Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- (iii) Each challan shall therefore include the following details that will be pre-populated:
  - Beneficiary account no: (unique alphanumeric code for e-tendering)
  - Beneficiary IFSC Code:
  - Amount:
  - Beneficiary bank branch:
  - Beneficiary name:
- (iv) The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- (v) The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

- (vi) Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

#### **D) Over-the-Counter (OTC)**

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash(if amount is  $\leq$  ₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal displays the details of payment. Bidders clicks on “print challan” and prints the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e- Procurement portal prior to accepting the payment
- (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e- Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

Sr no.	Scenario	Do's / Don't's
1	In the event of making Payment through NEFT/RTGS	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:               <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> </li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:               <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-                   <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li> </ol> </li> <li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li> </ul>

2	<b>In the event of making Payment through OTC</b>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are:  Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; Amount: As mentioned on the challan It is specific for every tender/transaction  Beneficiary name: As per the challan  Bidder has to make only single payment against a challan as per the amount mentioned on the challan</li> <li>• Bidder must do the payment before tender validity gets expired</li> <li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• If the bidding amount is greater than Rs 49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li> <li>• It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> </ul>
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**INSTRUCTION TO TENDERERS**

1. a) Tender documents can be downloaded online from the Portal: <https://haryanaeprocurement.gov.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. For obtaining Digital Certificate, the Bidders should follow Point No. 2 under “instructions to bidder on Electronic Tendering System”.
2. Short Term e-tenders are hereby invited in two bid system (Technical & Financial Bid) for the purchase of Organiser Diary, Pocket Diary, Deluxe Diary, Ordinary Diary & Rimming of Wall Calendars as shown in the attached ANNEXURE-A, B, C, D & E for the year 2019. This is two bid (Technical and Financial Bid) tender. The Technical Bids would be opened on 21-11-2018 at 10:30 Hrs. and the Financial Bids would be opened on same day at 11:30 Hrs.

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

- (i) The Bidders shall have to pay for the Tender documents, EMD Fees & eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
- (ii) For Item No. 1, 2, 3, 4 & 5 only the firm must submit the certificate that they have one sheet fed offset printing machine (two colour) or if they are a distributor/dealership firm they must submit the certificate that they have 3 year experience of supply of diaries.  
For the Item No. 5 the firm submit the certificate that they have six rimming machines in his unit is also required.
- (iii) The firm must attach the photocopy regarding registration of firm for item no. 1 to 4. This is not necessary for item no. 5 (Iron Patti)
- (iv) The firm must attach the photocopy of PAN CARD.
- (v) Samples should be submitted Physically.
- (vi) A certificate regarding paper of which mill will be used must be enclosed.
- (vii) Number of Years of experience of the suppliers should be at least 3 years preceding 2018. Attested copy of supply/purchase orders are necessary as supportive documents.
- (viii) Annual Turnover should be above 10 Lac for Item No. 1, 2, 3, & 4 and for Item No. 5 it should be above 5 Lac. The firm should attach photocopy regarding turn over duly attested by Chartered Accountant.

**NOTE:- SCAN COPIES OF THE ABOVE DOCUMENTS SHOULD BE ATTACHED WITH THE BID AS PROOF. THE SAMPLES OF ORGANISER DIARY, DELUXE DIARY, POCKET DIARY, ORDINARY DIARY AND IRON PATTI AS INDICATED IN POINT NO. (V) OF PART-I SHOULD BE**

**DEPOSITED/SUBMITTED PHYSICALLY ON DATED  
UPTO 21-11-2018 AT 10:20 HRS.**

**Part II** The Bid i.e. Technical Bid as well as Financial Bid is to be submitted online on web portal <https://haryanaeprocurement.gov.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 21-11-2018 at 10:30 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 Financial Bids would be opened on 21-11-2018 at 11:30 Hrs.

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

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

**3. SPECIFICATIONS OF ORGANIZER DIARY, DELUXE DIARY, POCKET DIARY, ORDINARY DAIRY & RIMMING OF WALL CALENDARS.**

**1. ORGANISER DIARY SPECIFICATION**

- (a) Supply of 2,000 Nos. Organiser Diary : Organiser Diary Cover made of Imported leatherette (Green Blue Shade) with 1.5 mm Kappa Board, both side foam (4mm high density) alongwith 4 pocket for visiting cards and 1 pocket visiting card alongwith transparent sheet and two jacket for cheque book etc. Organiser Diary Cover with Golden Lock and Metal Pen good quality (Organiser Diary Colour, Lock and Pen Colour as per sample with Name Printing)

Note:- Rates of Organiser should be quoted both With Pen and Without Pen.

200 multicolour paper flag size 1.25cms x 4.50 cms (8 bunch i.e. one bunch 25 flag) pasted on plastic sheet and inserted Steel Clip.

In back side of the cover One Jacket for one Slip Pad. Slip Pad size is 13" x 8¼" (Number of Page of Slip Pad 20 leaves 40 pages with lining one side with perforating. Paper will be used 70 GSM good quality paper and cover of slip pad paper will be used Art Card 210 GSM. Matter for Cover of Slip Pad will be printed in single colour as per department design.

**Organiser Diary is required with Steel Clip, Pen Loop and Pen**

Open Size 9¼"x14¾" (approx.) and Finish Size 6.5"x9¼" (approx.)

1. There is approximately 200 Pages (100 Leaves) in Multicolour Colours on Good Quality Paper 70 GSM (Only 8 pages multicolour inputs will be provided by the department).
2. Additional 10 Pages in Multicolour on Art Card 210 GSM (Inputs will be provided by the department) in the Organiser. Detail of which is as under:-

Organiser Page Size : 5.3"x8.5"

- (a) Logo of Haryana Government to be Embossed on cover of the diary in Golden Colour.
- (b) Another logo provided by the department to be Embossed on inside of Organiser cover in Golden leaf.
- (c) All Organiser Diary would be neatly packed in transparent cover with printed box separately. Input of printing material for box will be provided by the department.
- (d) Selection will be based on sample.
- (e) (i) Name of the dignitaries will be printed by the tenderer with laser engraving on metal sheet as per sample, which will be pasted with high density glue.

(ii) Name of dignitaries will also be printed on each pen.

The list of dignitaries name will be provided by the Department.

*Note:-*

**Organiser Diary Design, Stitching, Fabrications, Steel Clip, Pocket design, Lock, Pen, Multicolour Paper Flag and Name Plate should be as per sample (which can be seen in the office of Controller, Printing & Stationery Department, Haryana, OP Branch, Sector-6, Panchkula)**

## **2. DELUXE DIARIES SPECIFICATIONS**

- (a) Supply of 18,000 Nos. of Deluxe Diaries Cover made of superior quality 130 GSM Art Paper with Matt Velvet Laminated (**Blue Colour**) with Kappa Board 1.5 mm and page marker ribbon in Blue Colour.
- (b) Cover making and Diary pasting both to be done with high resin adhesive and hard case binding should be in section sewing of inner pages including one jacket cut.
- (c) The size of the paper should be 21.7 cm x 13.6 cm and the size of the finished diary should 22.5 cm x 14.4 cm, 70 GSM Paper of Good Quality.
- (d) The Total leaves of the Diary would be 178 leaves (70 GSM) with end paper in two colour (All Saturday and Sunday will be printed on single page). Additional 12 Leaves (130 GSM Art Paper) and except three leaves (70 GSM) will be printed in multicolour. Only 16 leaves (32 pages) + 12 leaves (24 pages) inputs will be provided by the department.



- (e) Logo of Haryana Government to be printed by scodixsense printing process on cover of the diary in Golden Colour.
- (f) All Diaries would be neatly packed in transparent cover separately and then in cartons each of about 20-30 pcs.
- (g) Selection will be based on sample.

### 3. **POCKET DIARIES SPECIFICATIONS**

- (a) Supply of 2000 Nos. of Pocket Diaries. Cover made of superior quality leatherette grained (**Black Colour**) with Kappa Board 1.5 mm, page marker ribbon and elastic lock. Corner of the Cover and Inner pages will be in round shape (as per sample).  
TOTAL PAGES 170 with end paper. On one pages three dated will be printed and back of the pages lining will be printed. Last 10 pages will be perforated 2 places with gap of 5 cms. (As per Sample)
- (b) Logo of Haryana Government to be Embossed on cover of the diary in Golden Colour.
- (c) The open size of the diary should 7" x 6.5" & finish size of diary 3.5"x6.5".
- (d) Paper should be used Natural Shade of 70 GSM Good Quality.
- (e) Selection will be based on sample.
- (f) Name of the officer`s will be printed on front of the diary.

### 4. **ORDINARY DIARIES SPECIFICATIONS**

- (a) Supply of 50,000 Nos. of Ordinary Diaries. Cover printed in Navy Blue colour. Haryana Government Logo will be printed with matt laminated/UV and pasted on Hard Board 3mm and page marker ribbon (as per sample).
- (b) Cover making and Diary pasting both to be done with high resin adhesive and hard case binding should be in section sewing of inner pages.
- (c) The size of the inner diary should be 4<sup>3</sup>/<sub>4</sub>" x 7<sup>1</sup>/<sub>2</sub>" and the size of the finished diary should be 5" x 7<sup>3</sup>/<sub>4</sub>". Inner pages of 60 GSM Paper of Good Quality.
- (d) The Total leaves of the Diary would be 186 leaves with end paper and No. of pages would be 372 in single colour including 16 leaves/32 pages regarding information of the State.
- (e) Selection will be based on sample.
- (f) Testing charges of paper will be borne by the firm.

**NOTE:-**

The quality of diaries supplied should be excellent and there should not be any defect. The paper of the diaries, if need be, can be got tested from any laboratory. In such case lab/testing charges will be borne by the supplier/printer. In case any quantity of Diaries is not found acceptable, then such entire defective lot will be cancelled and no payment of the rejected supply will be made. However, the firm shall be directed to replace the rejected lot with the supply of due quality within prescribed time. And, in case, the Firm fails to replace the rejected lot with the supply of due quality, such quantum of the job shall be entrusted to any other Firm at the risk and cost of the defaulter Firm, whose Security Deposit for the said job will be forfeited in addition to effecting the proceedings for the remaining recovery from any payment lying with any office of the government. Testing charges of paper will be borne by the firm.

**5. RIMMING OF WALL CALENDAR SPECIFICATIONS**

- (a) Wall Calendars of 1,00,000 Nos. with 10 gauge iron patti in 22 inches length (Blue colour) will be used in rimming on both side ends.
4. The number of diaries, calendars may vary as per actual requirement. Old E.M./Security if any, lying with the department shall not be entertained. Tender received without earnest money will summarily be rejected.
  5. The sample of the above item may be seen in the office of the O.P Branch, Printing & Stationery Department Haryana, Sector-6, Panchkula during office hours on any working day before quoting the rates.
  6. The supply of diaries is to be made to the Manager, Publication Branch (Store), Govt. Text Book Press, Plot No. C-1 & 2, Sector-6, Panchkula, Haryana.  
The firms to whom work is allotted will have to supply 10% of the total ordered quantity diaries on/before dated 25-12-2018 and balance supply of the ordered quantity of diaries will be supplied 10% per day i.e. full supply must be completed in 10 days, failing which penalty of one percent per day will be levied on the balance quantity amount scheduled for the day.  
In case the work allotted to the firm is not carried out by them, then it will be got done from other firm at the risk and cost of the defaulting firm apart from forfeiting the EMD. The firm is also liable to be BLACK LISTED. In the case of forfeiture of earnest money decision of the Controller, Printing & Stationery Department, Haryana, Chandigarh shall be final.
  7. The Controller, Printing & Stationery Department, Haryana, Chandigarh reserves the right to withdraw the work in part or in whole in case of any unforeseen circumstances if becomes necessary after placing the order.
  8. The earnest money will be released on receipt of the bill completed with all delivery vouchers and other documents.
  9. If the job is returned by the firm unexecuted after accepting the same, earnest money will be forfeited and job will be got executed at firm`s risk and cost from some other firm.
  10. Execution of job should be of standard quality, neat and accurate according to the specifications, where Controller, Printing & Stationery Department, Haryana, Chandigarh is satisfied that the execution of the job is not upto the standard,

suitable deductions will be made or the entire job will be rejected, as the case may be at the cost of firm.

11. Diaries for the year-2019 as per specifications in office premises situated in Chandigarh/Panchkula freight paid. In case goods are sent by road transport the actual date on which these are received in this office will be taken as the date of delivery.
12. No bill will be entertained unless it is submitted in duplicate and is accompanied by acknowledged delivery receipts.
13. Any departure from these conditions will be liable to disqualify the tender. Conditional tender will not be accepted.
14. No firm will sublet the work allotted to him to any other firm. Action as deemed fit will be taken against the defaulting firm if found subletting.
15. Controller, Printing & Stationery Department, Haryana, Chandigarh reserves the right to accept/reject the lowest tender or any one or all the tenders without assigning any reasons.
16. All disputes will be settled at Chandigarh.
17. Negotiation of Rates will not be held.
18. Tenders should be accompanied with the following certificate.
19. Rate should be FOR Panchkula Store destination & shall also include packing & Forwarding charges all taxes including GST which should specifically be mentioned separately.

**Rates:**

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

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

**Note:**

- A The Proof of payment of GST will also be submitted by the supplier along with their bill in the form of a certificate from concerned authority that GST @ of \_\_\_\_\_ % is payable against Controller, Printing & Stationery Department, Haryana Supply Order No. \_\_\_\_\_ placed in favour of M/s \_\_\_\_\_.
- B The tenderer will give the complete postal address of the authority having jurisdiction over their works in respect of GST.  
The tender submitted without said break-up of rates, and information Indicated above, shall not be considered.

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

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

Signature of authorized person  
On behalf of the tenderer firm.

**Short Term e-tender/CP&S/hr/2019/Diary  
Controller, Printing & Stationery Department, Haryana, Chandigarh**

Controller, Printing & Stationery Department, Haryana invites e-tenders for the purchase of Organizer Diary, Pocket Diary, Deluxe Diary, Ordinary Diary & Rimming of Wall Calendar for the year 2019.

Tenders will be received online and the Technical/Financial bid will be opened in the Office of Controller, Printing and Stationery Department Haryana, Chandigarh EMD is required as per schedule given below:-

**ANNEXURE-A**

**ITEM NO. 1**

Sr. No.	Item Description	Total Quantity	Earnest Money (in Rs.)
1.	(i) Organiser Diary with pen	2,000 Nos.	50,000/-
	(ii) Organiser Diary without pen		

**ANNEXURE-B**

**ITEM NO. 2**

Sr. No.	Item Description	Total Quantity	Earnest Money (in Rs.)
2.	Pocket Diary	2,000 Nos.	10,000/-

**ANNEXURE-C**

**ITEM NO. 3**

Sr. No.	Item Description	Total Quantity	Earnest Money (in Rs.)
3.	Deluxe Diary	18,000 Nos.	40,000/-

**ANNEXURE-D**

**ITEM NO. 4**

Sr. No.	Item Description	Total Quantity	Earnest Money (in Rs.)
4.	Ordinary Diary	50,000 Nos.	50,000/-

**ANNEXURE-E**

**ITEM NO. 5**

Sr. No.	Item Description	Total Quantity	Earnest Money (in Rs.)
5.	Rimming of Wall Calendars	1,00,000 Nos.	15,000/-

**Acceptance of tender**

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

1. The undersigned on behalf of the Governor of Haryana hereby accepts your tender, dated ..... for the supplies as detailed in the schedule below.
2. You are, therefore, required to remit the security deposit, amounting to Rupees ..... in 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.

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ANNEXURE-I  
**AFFIDAVIT**

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

Deponent .....

Dated

Address .....

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

Dated

Deponent .....

**SAMPLE PROFORMA OF PRICE BID**  
**PRICE BID FILL ONLINE**

Sr. No.	Description	Quantity	Basic Rate per unit	GST	Any other Taxes/ Duties/Levies/Cess/IIIrd party inspection charges.	Net Total 4+5+6 = 7
1	2	3	4	5	6	7
1.	(i) Organiser Diary with pen	2000 Nos.				
	(ii) Organiser Diary without pen					
2.	Pocket Diary	2000 Nos.				
3.	Deluxe Diary	18000 Nos.				
4.	Ordinary Diary	50000 Nos.				
5.	Rimming of Wall Calendar	1 Lac Nos.				