LIMITED TENDER ENQUIRY

The Director of Stationery and Printing, Puducherry invites sealed tenders for the supply of following machine.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity required</th>
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<tbody>
<tr>
<td>PERFECT BINDER MACHINE WITH SIX CLAMPS</td>
<td>1 No.</td>
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</table>

2. The Tender Schedule containing detailed specifications of the above item with terms and conditions of the tender can be downloaded from the official website of “http://styandptg.puducherry.gov.in” The tender schedule can also be obtained in person from this office on all working days during office hours on payment of ₹156/- (Rupees one hundred and fifty six only) inclusive of VAT in cash or by demand draft drawn in favour of the Senior Accounts Officer, Directorate of Stationery and Printing, Thattanchavady, Puducherry – 605 009 payable at Puducherry. Tender Schedule can also be obtained by post on payment of ₹186/- (Rupees one hundred and eighty six only) by Demand Draft drawn in favour of the Senior Accounts Officer, Directorate of Stationery and Printing, Puducherry along with a requisition letter. This Directorate however is not responsible for any delay in receipt of tender documents by post.

3. The duly filled in tender schedule placed in two separate covers superscribed as:

1. “Tender for supply of PERFECT BINDER MACHINE WITH SIX CLAMPS – Technical Bid”

2. “Tender for supply of PERFECT BINDER MACHINE WITH SIX CLAMPS – Financial Bid”

will be received by this Directorate upto 03.00 P.M. on 22/08/2012. Tender received after due date and time will not be entertained under any circumstances.

(M. KRISHNAMOORTHY)
DIRECTOR
TENDER SCHEDULE FOR SUPPLY OF PERFECT BINDER MACHINE WITH SIX CLAMPS

Following are the terms & conditions for supply of “PERFECT BINDER MACHINE WITH SIX CLAMPS” in the Government Branch Press, Mettupalayam, Puducherry.

TERMS AND CONDITIONS

1.1 Sealed tender offering rate for the items specified in the annexure – I enclosed with the Tender Schedule are to be submitted to the Director of Stationery & Printing, Puducherry with the validity of the rates for a period of one year. Tenders received in unsealed cover/envelopes will be rejected. Tenders are to be submitted in two parts viz. (a) Technical Bid and (b) Financial Bid.

1.2 Technical Bid:
The Tenderer has to furnish the complete specifications and technical details of the machinery to be supplied in Annexure II. The Technical literature/Pamphlets of the machinery, name and experience of the manufacturers, list of parties to whom such machinery have been supplied etc., and other related information have to be given in this cover. On the top of the cover it should be clearly marked as “Tender for the supply of “PERFECT BINDER MACHINE WITH SIX CLAMPS” and also the cover should be marked as “Technical bid” and properly sealed. The Technical details of the machinery with rate indicated thereon will summarily be rejected and the corresponding financial tenders will not be considered.

1.3 Financial Bid
In this cover, the price of the machinery has to be quoted in the prescribed form – Annexure III attached to this Tender Form and the same has to be submitted by clearly marking on the top of the cover as “Tender for the supply of PERFECT BINDER MACHINE WITH SIX CLAMPS” and also the cover should be marked as “Financial Bid” and properly sealed.

NOTE: Price should be quoted for all the items, which is referred as basic or optional in the specification. Further if the tenderer offers additional features over and above the specifications, the price for those items should also be clearly quoted in the price bid, so as to avoid any ambiguity in deciding the offer.
1.4 Tender with validity for a lesser period than the period mentioned in sub-clause (1.1) above will be rejected. Tender having no mention of period of validity will be deemed to be valid for the period mentioned in sub-clause (1.1) above.

1.5 The details of rate should be given as in the Annexure-III enclosed to verify the correctness whether the tenderer has furnished the appropriate EMD of ₹50,000/- (Rupees fifty thousand only) along with the cost of Tender Schedule.

2. The quantity of stores indicated in the schedule is only tentative and approximate. The Director of Stationery and Printing has the right to increase or decrease the quantity.

PRICES
3.1 The tenderer shall quote the rates / prices per unit specified in the tender schedule. The rate is to be quoted clearly both in figures and in words.

3.2 The prices should be inclusive of all charges towards VAT, excise duties, charges for packing, freight, transport, insurance, unloading, loading, etc., and delivery FOR Puducherry.

EARNEST MONEY DEPOSIT:
4.1 Such of those tenderers who submit tenders downloaded from Web-site shall pay ₹156/- (Rupees one hundred and fifty six only) inclusive of VAT by Demand Draft towards the cost of the Tender Schedule in addition to the Earnest Money Deposit of ₹50,000/- (Rupees fifty thousand only) in the form of demand draft drawn in favour of, “The Senior Accounts Officer, Directorate of Stationery and Printing, Puducherry” payable at “Puducherry”. Separate Demand drafts should be drawn for EMD and cost of tender schedule. The crossed Demand Draft should be enclosed only in the cover superscribed as “Technical Bid”. The tenders without payment of cost of tenders will be rejected.

4.2 No cheque will be accepted for Earnest Money Deposit payable. Similarly no fixed deposit or short deposit etc. will be accepted for Earnest Money Deposit. Also no request for adjustment of previous year's outstanding money of Earnest Money Deposit/Security Deposit or any other dues payable by the Directorate of Stationery and Printing to the firms will be accepted for Earnest Money Deposit.
4.3 No interest will be paid on the Earnest Money Deposit.

4.4 The tender submitted without Earnest Money Deposit will be summarily rejected.

4.5 Earnest Money Deposit of unsuccessful tenderer will be refunded within 10 days after the opening of the Financial Bid.

AGREEMENT:

5.1 The successful tenderer shall be required to execute an agreement stipulating all the conditions mentioned herein within 7 days from the date of communication of the approval of rate by the Director of Stationery and Printing, after furnishing the required amount of Security Deposit.

5.2 Failure to sign the agreement within the period specified in sub clause (5.1) above shall amount to withdrawal of the approval of rates and will lead to forfeiture of amount of Earnest Money Deposit paid in respect of that particular item. The Director of Stationery and Printing is free to take further necessary action for entering into agreement with other tenderers and the excess amount that the Director of Stationery and Printing has to incur in effecting supply of such stores will be recovered from the defaulting tenderer.

SECURITY DEPOSIT:

6.1 Before signing the agreement of contract to supply the tenderer shall remit Security Deposit equal to 5% (inclusive of EMD) of the value of items to be supplied. Security Deposit shall be furnished in the form of demand draft drawn in favour of “The Senior Accounts Officer, Directorate of Stationery and Printing, Puducherry” payable at “Puducherry” or by furnishing Bank Guarantee in the specified proforma. Earnest Money Deposit made will be refunded to the contractor/firm, which entered into agreement after having paid adequate amount of Security Deposit. On the specific request of the contractor the Earnest Money Deposit paid will be adjusted against Security Deposit which fall short of the adequate amount.

6.2 No interest shall be payable on Security Deposit.
6.3 The Security Deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

PENALTY:

7. Upon signing the agreement of the contract of supply with Director of Stationery and Printing, the contractor shall supply those items for which the contract is signed. Supply of materials with substandard quality will be summarily rejected. In the event of failure to execute the contract, the Earnest Money Deposited by the contractor will be forfeited and the name of the contractor will be black listed for future supplies to this Directorate.

DELIVERY SCHEDULE:

8. The materials should be delivered to the stores section, immediately on the receipt of supply order.

9.1 The Director of Stationery and Printing is vested with power to cancel or revoke the contract without assigning any reason therefore if the contractor fails to effect the supply in conformity with the contracted terms and conditions.

9.2 In case of non supply or failure to supply as per the terms and conditions by the contractor, the Director of Stationery and Printing shall be entitled to appoint new contractor to effect supply and the excess amount that the Director of Stationery and Printing has to incur shall be recovered from such defaulting contractor.

9.3 The Director of Stationery and Printing has the right to recover all or any dues from the contractor by exercising the provisions of the Puducherry Revenue Recovery Act 1970.

9.4 Any dispute under or arising out of the agreement executed for supply of stores shall be referred to the Secretary to Government in-charge of the Directorate of Stationery and Printing, the sole arbitrator under the provisions of Arbitration and Conciliation Act, 1996.
TERMS OF PAYMENT:

10.1 No advance will be paid for effecting the supply.

10.2 The tenderer shall produce the Bill in triplicate along with an advance stamped receipt for the amount immediately after the execution of the supply order in full or in part for arranging payment.

GENERAL:

11.1 The tenderer should furnish the following along with their tenders:

a. Period of standing and financial soundness in the trade with proof.

b. Copy of certificates, supplies to the other Government Departments / reputed private or public organizations.

c. Copies of current registration certificate and exemption orders from payment of Earnest Money Deposit/Security Deposit (This is applicable to small scale industries registered with the Government of Puducherry and with the National Small Industries Corporation / D.G.S. & D).

d. Copy of current Income Tax clearance certificate from the Income Tax Authority. **Permanent Account Number of Income Tax should be quoted in the offer without fail.**

e. Copy of current Sales Tax clearance certificate from the Competent Authority.

11.2 If the cost of the machine exceeds ₹25.00 lakhs the tenderers need not submit their tenders.

11.3 A declaration as given below in token of acceptance of all the terms and conditions of tender shall be furnished by the participating tenderers. Otherwise the tender will be rejected.

DECLARATION

"I/We .............................................................. the undersigned here solemnly declare that the terms and conditions of tender schedule for supply of "**PERFECT BINDER MACHINE WITH SIX CLAMPS** are accepted and that in the event of selection of my/our rates, the agreement in the prescribed proforma will be executed".

SIGNATURE
12. The Director of Stationery and Printing reserves the right to reject any or all the tenders without assigning any reason therefore.

13. The decision of the Director of Stationery and Printing in all matters relating to this tender shall be final and conclusive.

**Due date and time:**

14.1 The tenders should be submitted in two parts viz.
   a) **Technical bid** consisting of all technical details along with commercial terms and conditions. Bid Security (Earnest Money Deposit) and
   b) **Financial bid** indicating item wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed in separate covers duly superscribed as “**Financial Bid for supply of PERFECT BINDER MACHINE WITH SIX CLAMPS** and **Technical Bid for supply of PERFECT BINDER MACHINE WITH SIX CLAMPS**” and both these sealed covers shall be put in a bigger cover and should be sealed and superscribed as “**Tender for PERFECT BINDER MACHINE WITH SIX CLAMPS** ” addressed to “The Director of Stationery and Printing, Government Central Press Complex, Thattanchavady, Puducherry-605 009” should reach the Office of the Director of Stationery and Printing, Thattanchavady, Puducherry - 9 on or before **22.08.2012 at 3.00 p.m.** Tenders received in covers without superscription as mentioned above will not be considered.

14.2 Tenders received after the due date and time will be summarily rejected.

**Opening of Tenders:**

15.1 Technical Bids will be opened at **4.00 p.m. on 22.08.2012** by the Director of Stationery and Printing in his chamber in the presence of the Members of the Committee constituted for the purpose and the tenderers or their authorised representatives who may be present.

15.2 If the tender opening day happens to be a holiday, the tenders will be opened at the same time on the next working day.

DIRECTOR
DIRECTORATE OF STATIONERY
AND PRINTING PUDUCHERRY
ANNEXURE – I
PERFECT BINDER MACHINE WITH SIX CLAMPS

SPECIFICATION:

1. Maximum Book size : 440 mm x 230 mm
2. Minimum Book size : 135 mm x 100 mm
3. Spine thickness : 3 to 50 mm
4. Maximum speed : 2000 cycles per hour and variable speed of operation

SALIENT FEATURES REQUIRED

1. Cover feeding with cam system.
2. Calibrated Head and tail end cut off to avoid adhesive squeeze out
3. Mechanical Speed 2500 with programme logic control.
4. Safety sensor.
5. Continuous flow of clamps to the feed-in station with “No book – No cover” system.
6. Automatic cover feeding online creasing attachment.
7. Three Roller gluing system with reverse spinner.

DIRECTOR
ANNEXURE – II
TECHNICAL BID

1. Name of the Machine
2. Detailed specification
3. Technical details
4. Literature / pamphlets of the Machine
5. Name and experience of the Manufacturers
6. List of parties to whom such Machinery has been supplied
7. Other References
8. Other related information
9. Special features of the Machine

Signature of the Tenderer
From

To

The Director,
Directorate of Stationery and Printing,
Puducherry

We are pleased to quote our competitive rate for the supply of the -----------------------------­­
----------------------------------- (Name of the machinery / accessory).

1. Full specification : :
2. Quantity offered : :
3. Manufacturer’s Name : :
4. Make / Brand / Name : :
5. Basic Rate : :
6. Discount offered : :
7. Nett rate after deduction of discount : :
8. Excise duty : :
9. Sales Tax : :
10. Net Rate inclusive of all Taxes : :
11. Packing & Forwarding Charges : :
12. Freight & Octroi : :
13. Insurance : :
14. Nett landed price : :
15. Delivery Period : :
16. Validity : :
17. Payment Terms : :
18. Erection Charges : :
19. Guarantee : :
20. Training facilities offered :

Signature of the Tenderer

Details of EMD payable for the supply of Printing Machineries

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of the items quoted</th>
<th>Quantity to be supplied</th>
<th>Rate per unit</th>
<th>Total value of the item (3 x 4)</th>
<th>Value of EMD paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
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<tr>
<td>(Total)</td>
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Signature of the Tenderer

Name and address of the Tenderer with firm’s seal: