Government of Punjab

Department of Elections

(SCO No.29-30, Sector: 17-E, Chandigarh)
☎ 0172-2704779, 2704701, 27248749 🖷 0172-2707970

Tender Document

No. ACT-03 of 2016-2017

For

Supply of Photostat Papers
for the Punjab Vidhan Sabha Elections 2017

Name of the Bidder	
Address	
Contact numbers of Bidder	
Last Date of submission of Tender	24.11.2016 at 12.00 Noon
Date of opening of Tender	24.11.2016 at 03.00 PM
Venue for submission/Opening of Tender	**Office of the** **Chief Electoral Officer, Punjab** SCO No. 29-30, Sector: 17-E, Chandigarh

Cost of Tender Document

Rs. 1000/- by cash/Demand Draft in favour of Deputy Chief Electoral Officer, Punjab, payable at Chandigarh.
(No cheque will be entertained)

OFFICE OF THE CHIEF ELECTORAL OFFICER, PUNJAB
SCO NO.29-30, SECTOR 17-E, CHANDIGARH.

TENDER NOTICE

For the Supply of Photostat Papers for the Punjab Vidhan Sabha Elections 2017

Sealed Tenders are invited from the Manufactures or their Authorized Dealers for supply of Photostat Papers (Legal Size 3000 Reams and A4 size 7000 Reams) total 10,000 Reams for the use in Punjab Vidhan Sabha Elections 2017 to the this office **on or before 17.12.2016**. The **TENDER DOCUMENT** comprises of detailed terms and conditions of the Tender can be purchased from the office of the Chief Electoral Officer by depositing a sum of Rs 1000/- in cash or demand draft in favour of Deputy Chief Electoral Officer, Punjab payable at Chandigarh. These Documents can also be downloaded from the official web site of this department at **www.ceopunjab.nic.in**. In that case, a demand draft of Rs. 1000/- in favour of Deputy Chief Electoral Officer, Punjab along with earnest money amounting to Rs. 1.00 lakh (Rs. One Lakh only) in the shape of Demand Draft in favour Chief Electoral Officer, and Punjab is to be deposited along with the Tender.

Tenders should reach in the office of the Chief Electoral Officer, Punjab (CEO), SCO No. 29-30, Sector: 17-E, Chandigarh by 24.11.2016 up to 12.00 Noon and will be opened in the office of CEO on the same day at 3.00 PM in the presence of Bidders, who wish to be present. The CEO reserves the right to reject all or any of the Tender(s) received, and to annul the Tendering process without assigning any reason. The CEO also reserves the right of negotiations with L-1, if considered necessary.

Additional Chief Electoral Officer,
Punjab

OFFICE OF THE CHIEF ELECTORAL OFFICER, PUNJAB, CHANDIGARH

TENDER DOCUMENT

No.:ACT- 03 of 2016-2017

TERMS AND CONDITIONS FOR THE SUPPLY OF PHOTOSTAT PAPERS FOR PUNJAB VIDHAN SABHA ELECTIONS 2017

(Refer: TENDER NOTICE published in newspapers dated 11th November, 2016)

Sealed Tenders are invited from the Manufactures or their Authorized Dealers for the supply Photostat Papers (Legal Size 3000 Reams and A4 Size 7000 Reams) for the purpose of Punjab Vidhan Sabha Elections 2017 through a Tender notice published in the National and Regional newspapers.

The Quality of Photostat Papers offered must be as per relevant IS specifications, amended upto date. The quality of supplied stock of Photostat Reams shall be liable to be got inspected/tested by the Committee or Laboratory as decided by the Competent Authority. And, if at any level any stock received is not found upto the mark, the supplies so received shall be rejected. However, if the supplies received comprises minute deviation then it may be accepted after imposing penalty as deemed fit by the Competent Authority. In such a case decision of the Chief Electoral Officer, Punjab, Chandigarh.

The Bidder must submit a big Envelope containing separate envelopes for Technical Bids/Financial Bids for each type as above, as applicable.

The Bidder will quote rates in INR (Words & Figures) in the prescribed form attached as Annexure 'B' (Financial Bid) for Photostat Papers mentioned in Annexure "A" to this Document. The details terms & conditions for filing the Bid are as under:-

1. The Bidder should have an Average Annual Turnover of Rs. 1.00 Crores in the last three financial years. In this regard, an original certificate from a Chartered Accountant should be attached with the Tender clearly stating the year-wise turnover.

2. Tender Document can be purchased from the office of the Chief Electoral Officer, Punjab, SCO 29-30, Sector 17-E, Chandigarh on payment of Rs. 1000/- in cash or demand draft in the name of Deputy Chief Electoral Officer, Punjab payable at Chandigarh which will be non-refundable. These Documents can also be downloaded from the official website of this Department at www.ceopunjab.nic.in in which case a demand draft of Rs. 1000/- has to be deposited along with the Tender as Tender fee.

3. The Tender is non-transferable and it will be valid only for the year 2016-2017.

4. The Bidder(s) for the items mentioned in Annexure "A" shall submit one Ream Consisting 500 sheets in Original Mill Packed Condition in Legal & A4 size must accompany with the Technical Bid. Each paper sample must bear quality of the offered stock, stamped and signature of the Bidder. The test report of Photostat papers from Government Lab must accompany with the Technical Bid with certification that Paper is according to IS Standards (14490) with latest amendment.

5. The Bidder should supply Grade-A quality paper. The recycled paper will not be accepted.

6. The Tenderer will be liable to supply all the Photostat Paper, as per supply order issued, on or before **17.12.2016** to this office as mentioned in Annexure 'A'. In the event of failure of supplies within the stipulated period of supply, the difference of excess of cost thus incurred on alternative arrangements will be recovered from the Bidder in a suitable manner, and may be deducted from his pending bills, earnest money or security deposits whichever is available with office.

7. The defected/rejected/sub-standard supplies will be replaced by the Bidder within 7 days at his cost and risk, in case of failure, Department will be entitled to make risk purchases without any further reference to Bidder.

8. No advance payment will be made to Bidder/Supplier.

9. No conditional Tender will be considered.

10. The Tender will be automatically rejected if submitted incomplete or informally.

11. The Financial Bid of only those Tenderer(s) will be opened who qualify technically and comply with the main Terms and Conditions.

12. The Tender of the Bidder who have been black listed due to any reason by Central Government or any State Government will not be entertained. A self declaration on the non-judicial paper of required value will be given by the Bidder that he/she or his/her company/firm has not been blacklisted by any of the Central Government/ State Government. The Tender of such Bidder will be rejected as and when it comes into the notice of the Department. And, in case of time loss to the Department owning to representation of wrong information by such a Bidder, the loss occurred shall be recoverable from any pending/releasable payment, earnest money and security deposits etc. of such Tenderer(s) as deemed fit by the Competent Authority.

13. No Tender will be accepted without Earnest Money. The earnest money of Rs. 1.00 lakh (Rs. One Lakh only) will have to be submitted

by the Bidder in the form of demand draft in favour of the Chief Electoral Officer, Punjab payable at Chandigarh along with Technical Bid.

14. The selected Tenderer will have to deposit 10% of the total amount as security deposit in the shape of Fixed Deposit Receipt (FDR) with validity date 31.03.2017 in favour of Chief Electoral Officer, Punjab, Chandigarh within 7 working days of date of issue of Letter of Indent (LOI). The validity date of security deposit can also be extended if required by this Department.

15. No additional interest will be payable on the earnest money and security deposit of the Firm. All efforts shall be made to make the payments at the earliest possible to the successful supplier(s), however, in case of any delay in payment(s), no any interest, whatsoever, shall be payable to the Tenderer(s) under this contract.

16. The Tenderer must provide photo copy of company/firm's PAN/TAN no. and Bank Account Number including IFSC code along with its branch address in the Tender Document itself.

17. The rates are to be quoted in INR in figures as well as in words in financial bid forms (Annexure 'B'). In the case of an ambiguity in figures, the amount written in words will be treated as final. All the cuttings/over writings should be attested by the Bidder. The rates quoted should be FOR destination.

18. The Tenders will be addressed to the Additional Chief Electoral Officer, Punjab, Chandigarh. Last date for receiving the filled/complete Tenders will be **24.11.2016 at 12.00 noon**, which will be opened on the same day at 3.00 PM in the office of the Chief Electoral Officer, Punjab, SCO No. 29-30, Sector:17-E, Chandigarh, in the presence of Tenderer (s) or their authorized representative, who wish to be present. The sealed cover Tender must be super scribed with the following words "**TENDER FOR SUPPLY OF PHOTOSTAT PAPERS FOR PUNJAB VIDHAN SABHA ELECTIONS 2017**" and under this having two envelopes. Envelope 'A' (Technical Bid) will contain all the Documents except Annexure 'B' (Financial Bid). The Annexure 'B' containing Financial Bid form only will be placed in Envelope 'B' and these two envelopes will further be placed in another sealed cover as elucidated above. Only those Bidders' Envelope "B" (Financial Bid) will be opened who as per Envelope 'A' (Technical Bid) are otherwise found eligible.

19. The 90% payment will be made after getting 100% supplies and inspection report of the Committee constituted for verifying the supplies as per order & specification and 10% payment will be made within 30 days in case no defected/rejected/sub-standard supplies is reported by the Committee.

20. All the payments will be made online, Bidder has to submit the full details of Company's bank account with Bank name, address, IFS Code, supported by cancelled cheque.

21. The payment of bills will be made after deducting the Tax at source and other statutory taxes as applicable under the Central and State Government Acts/Rules.

22. **PENALITY:-** All the supplies should reach in the office of Chief Electoral Officer, Punjab, Chandigarh on or before **17.12.2016**, in case of failure, 2% penalty per consignment per month or part of month will be charges from the supplier.

23. In case of any dispute the Tenderer will be bound by the decision of the Chief Electoral Officer Punjab, Sole Arbitrator, and further dispute if any will be settled in the Civil Court, having jurisdiction at Chandigarh.

24. The Bidder must sign all the pages of this Tender Document and return the same with the Tender to be submitted so as to confirm that he agrees to all the terms and conditions of the Document;

25. In case the Bidder requires any clarification; he may contact Sh. Sukhdev Lal, Deputy Chief Electoral Officer, Punjab on telephone no. 0172-2728749; 2704701 & on mobile no. 97791-15407.

26. Chief Electoral Officer, Punjab reserves the right to reject all or any of the Tender(s) received, and to annul the Tendering process without assigning any reason. CEO also reserves the right of negotiations with L-1, if considered necessary.

Additional Chief Electoral Officer,
Punjab

ANNEXURE 'A'

Punjab Vidhan Sabha Elections 2017
(List of Photostat Papers)

S. No.	Items	Qty	Sample	Specifications
1.	Photostat Ream (A-4 Size)	7000 Reams	One Ream consisting 500 sheets in Original Mill Packed Condition.	A Grade PhotoStat paper of A4 size of 80 GSM weight as per relevant IS No. 14490 as amended upto date. (Recycled paper will not be acceptable)
2.	Photostat Ream (Legal Size)	3000 Reams	One Ream consisting 500 sheets in Original Mill Packed Condition.	A Grade PhotoStat paper of Legal size of 80 GSM weight as per relevant IS No. 14490 as amended upto date. (Recycled paper will not be acceptable)

TECHNICAL BID

(To be submitted in Envelope-"A")

Sr. No	Particulars	Particulars to be filled by the Bidder
1.	Name of the firm and Registration No:	
2.	Correspondence Address	
3.	Telephone/Mobile No. with STD code/Email ID wherever applicable	
4.	Registered office location (Please enclose of municipal certificate/electricity bill/telephone bill in the name of company or any other Government proof)	
5.	PAN/TAN details	
6.	Bank Account No. and name of the Bank Branch	
7.	Number and date of receipt vide which Tender form was purchased. (Attach copy of receipt)	
8.	Bank Draft No. and Date for Rs. 1000/- towards Tender fee in case downloaded from official website	
9.	Proof of annual turnover duly certified by chartered Accountant firm for 2013-14, 2014-15 and 2015-16	
10.	EMD of Rs. 1.00 Lakh details (DD No., dated and name of the issuing bank)	
12	Attach self declaration on Rs. 5/- stamp paper by the Bidder that he or his firm has not been black listed by any Central/ State Government.	

13	Experience (attached proof), as well as Documentary evidence if any, in support of handling single contract worth Rs. 50 lakhs & above during the last 3 years.	
14	Test report of Photostat Paper from Government Lab attached (Yes/No)	
15	Authorization letter from Principal Manufacturers attached (Yes/No)	

Signature of the Tenderer/ Bidder with Stamp

ANNEXURE "B"

FINANCIAL BID FOR ENVELOPES

(To be submitted in Envelope-"B")

Sr. No.	Name of Item	Qty.	Unit (of item) per)	Make/Brand offered by Bidder	Rate per unit in Rupees inclusive of all taxes FOR destination (In figures & Words)
1.	2.	3.	5.	6.	7.
1.	Photo Stat Ream (A-4 Size) A Grade PhotoStat paper of A4 size of 80 GSM weight as per relevant IS No. 14490 as amended upto date. (Recycled paper will not be acceptable)	7000 Reams	Ream		
2.	Photo Stat Ream (Legal Size) A Grade PhotoStat paper of Legal size of 80 GSM weight as per relevant IS No. 14490 as amended upto date. (Recycled paper will not be acceptable)	3000 Reams	Ream		

Signature of the Tenderer/ Bidder along with Stamp

Speed Post/e-mail/FAX

dPqr mu`K cox APsr, pMjwb

OFFICE OF THE
CHIEF ELECTORAL OFFICER, PUNJAB

SCO No.29-30, Sector: 17-E, Chandigarh
☎ 0172-2704779, 2704701, 2724037 🖷 0172-2707970
Email:- ***ceo_punjab@eci.gov.in, jtceo_punjab@eci.gov.in***

To

M/s _____,
_____,
_____
Contact No.
E-mail id:

No.Elec-2016/ACT-
Dated 2016

Subject: Purchase order for supply of Photostat Papers for the use in Punjab Vidhan Sabha Elections 2017.

Please refer to your Bid Ref. no.: _____ dated _____ and _____ on the subject cited above.

This office has received your security amounting to Rs. _____ in the shape of Fixed Deposit Receipt (FDR) no._____ dated_____ issued by (Name of Bank & Address) in favour of Chief Electoral Officer, Punjab, Chandigarh vide your letter dated _____.

We are pleased to inform that you are the lowest Bidder for the supply of Stationery items mentioned in Annexure "A" of Tender Document at Sr. no.(s)_____have been approved as L1. Accordingly, the supply order is hereby placed on you with following terms & conditions:-

1. You are requested to supply following Stationery items in following quantity as per the specification of the Tender Document:-

   a) _____

   b) _____

2. All the material should reach in this office of on or before **17.12.2016**, in case of failure, 2% penalty per consignment per month or part of month will be charges from the supplier.

3. **Mode of Payment :-** The Bill/Invoice will be raised in the name of Chief Electoral Officer, Punjab, SCO No. 29-30, Sector 17-E, Chandigarh. As agreed, 90% payment will be made after getting 100% supplies and inspection report of the Committee constituted for verifying the supplies as per order and specification and 10% payment will be made with 30 days in case no defected/rejected/sub-standard supplies is reported by the Committee.

4. The defected/rejected supplies will be replaced by you within 7 days at his cost and risk.

5. The payment of bills will be made after deducting the Tax at source and other statutory taxes as applicable under the Central and State Government Acts/Rules.

6. In case of any dispute you will be bound by the decision of the Chief Electoral Officer, Punjab, Chandigarh and further dispute if any will be settled in the Civil Court, having jurisdiction at Chandigarh;

7. The Fixed Receipt (FDR) maturity date can be extended, if required;

8. No interest on earnest money and security deposit will be paid.

9. The conditions mentioned in Tender Document will be applicable mutatis mutandis.

Addl. Chief Electoral Officer,
Punjab