

COST OF TENDER: Rs. 1000/- By Hand
Rs. 1100/- By Post

National Institute of Electronics and Information Technology (NIELIT) Chandigarh
(An Autonomous Scientific Society of Department of Electronics & Information Technology,
Ministry of Communications & Information Technology, Govt. of India,
C-134, PUNCOM Building, Industrial Area, Phase 8, Sector-72, Mohali-160071

TENDER NO. NIELIT/CH/PUR-127/01/2015

Estimated Cost : Rs.78 Lakhs
LAST DATE OF SUBMISSION : 6.4.2015 by 3.00 p.m.
OPENING OF TENDER (TECHNICAL BID) : 6.4.2015 at 3.30 p.m.

Tender documents containing terms and conditions and specifications for supply of Computer Stationery

Tender Documents are not transferable and cost of bidding document is not refundable under any circumstances. In case the tender document is downloaded from the Web-site, the tenderer shall have to deposit the cost of tender of Rs.1000/- separately in the form of demand draft in favor of the Director, NIELIT Chandigarh, payable at Chandigarh.

Tenders are invited for empanelment of vendors for supply of Computer Stationery items as mentioned below under heading "Description of Items" for one year on behalf of Director, NIELIT, Chandigarh, from manufacturers capable of supplying large quantities of good quality computer stationery NIELIT Chandigarh at above premises, Rohtak, Jind, Kurukshetra, Yamuna Nagar and Jhajjar in Haryana.

Rates quoted should be F.O.R. Store Rooms at above locations inclusive of all charges on account of packing, forwarding, sales tax/VAT, Octroi and any other taxes/levies applicable and also charges for stacking the supplies in our store rooms.

NOTE : RATES QUOTED SHOULD BE PER PACK OF COMPUTER STATIONERY ONLY

I. DESCRIPTION OF ITEMS WITH APPROX. REQUIRMENT & SPECIFICATIONS

Quantities of computer stationery, detailed specifications and terms and conditions for the supply are as under:-

S.no.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Quantity Required (Each pack of 1000 Sheets)
1	38.1 x 30.48 cms blank continuous stationery, single part, pure white paper	Single part 132 Col	57 GSM	1850
2	25.4 x 30.48 cms blank continuous stationery, single part, pure white paper	Single part 80 Col	57 GSM	230

S.no.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Quantity Required (Each pack of 1000 Sheets)
3	38.1 x 30.48 cms blank continuous stationery, Two part, pure white paper (Two pages with one Carbon paper)	Two part 132 Col	60 GSM	225
4	38.1 x 30.48 cms blank continuous stationery, Three Part, pure white paper (Three pages with two carbon papers)	Three Part 132 Col.	57 GSM	50
5	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of UHBVN on pure white paper in English (4 colours with logo on front side and single colour on back side) Blue	UHBVN Bills 80 Col	70 GSM	4200
6	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of UHBVN on pure white paper in English (4 colours with logo on front side and single colour on back side) Red	UHBVN Bills 80 Col	70 GSM	1920
7	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of UHBVN on pure white paper in Hindi (4 colours with logo on front side and single colour on back side) Blue	UHBVN Bills 80 Col	70 GSM	1920
8	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of UHBVN on pure white paper in Hindi (4 colours with logo on front side and single colour on back side) Red	UHBVN Bills 80 Col	70 GSM	480
9	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of DHBVN on pure white paper in English (4 colours with logo on front side and single colour on back side) Blue	DHBVN Bills 80 Col	70 GSM	1200
10	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of DHBVN on pure white paper English (4 colours with logo on front side and single colour on back side) Red	DHBVN Bills 80 Col	70 GSM	1200

S.no.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Quantity Required (Each pack of 1000 Sheets)
11	38.1x30.48 cms pre-printed continuous stationery, single part, on pure white paper for bill ledger on behalf of UHBVN (One side printing in Red colour)	UHBVN Ledger 132 Col	57 GSM	1400
12	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper, four slips in each form with perforation for UHBVN Consumer Receipts for Energy bills payment(one side printing in Red colour)	UHBVN Consumer Receipt 80 Col	60 GSM	1000
13	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper, for Meter Blanks on behalf of UHBVN (one side printing in Red colour)	UHBVN Meter Blank 80 Col	70 GSM	250
14	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for bills on behalf of U.T Electricity with perforation (Front side printing in 2 Colour (Pink and black) and Single colour text (black) on back side)	UT Combined Bills 132 Col	70 GSM	1300
15	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for bill ledger on behalf of U.T Electricity Deptt. (One side printing in Red colour)	UT Electricity Ledger 132 Col	57GSM	130
16	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for TDCO on behalf of U.T Electricity Deptt. (One side printing in Red colour)	UT Electricity TDCO 132 Col	57GSM	30
17	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blank on behalf of U.T Electricity Deptt. (One side printing in Red colour)	UT Electricity Meter Blanks 132 Col	60 GSM	70

S.no.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Quantity Required (Each pack of 1000 Sheets)
18	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for bill ledger of U.T Water Billing of Public Health (One side printing in Brown Colour)	UT Water Ledger 132 Col	57 GSM	150
19	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper in Brown colour for Meter Blanks of U.T Water Billing of Public Health (One side printing in Brown Colour)	UT Water Meter Blanks 132 Col	60 GSM	36
20	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for SP/MS Bills on behalf of U.T Electricity (Front side printing in 2 Colour (Green and Black) and Single colour text (Green) on back side)	UT Electricity SP/MS Bills 132 Col	60 GSM	25
21	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for SP/MS Bill ledger on behalf of U.T Electricity (Front side printing in single Colour (Green))	UT Electricity SP/MS Ledger 132 Col	60 GSM	7
22	38.1 x 30.48 cms pre-printed continuous stationery, single part, pure white paper for SP/MS Meter Blank (Single side green color text)	UT SP/MS Meter Blank 132 Col	60 GSM	7
23	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for AP/BS/PL Bills on behalf of U.T Electricity (Front side printing in two Colours (Sky blue & black) and Single colour text (Black) on back side)	UT AP/BS/PL Bills 132 Col	60 GSM	12

S.no.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Quantity Required (Each pack of 1000 Sheets)
24	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for AP/BS/PL Bills Ledger on behalf of U.T Electricity Deptt. (One side printing in Sky Blue Colour)	UT AP/BS/PL Ledger 132 Col	60 GSM	5
25	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper for AP/BS/PL Meter Blank on behalf of U.T Electricity (One side printing in Sky Blue Colour)	UT AP/BS/PL Meter Blank 80 Col	70 GSM	1
26	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for LS Bills on behalf of U.T Electricity (Front side printing in single Colour (Red) and Single colour text (Red) on back side)	UT LS Bills 132 Col	60 GSM	1
27	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for LS Bills Ledger on behalf of U.T Electricity Deptt. (One side printing in Red Colour)	UT LS Ledger 132 Col	60 GSM	1
28	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper for LS Meter Blank on behalf of U.T Electricity (One side printing in Red Colours)	UT LS Meter Blank 132 Col	70 GSM	1
29	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Water Bills with perforation (both side printing in Sky Blue Colour)	Mohali Water Bills 132 Col	60 GSM	75
30	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Water Ledger (One side printing in Sky Blue Colour)	Mohali Water ledger 132 Col	57GSM	40
31	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper for Mohali Water meter blank(one side printing in Sky Blue colour)	Mohali Water Meter blank 80 Col	70 GSM	5

S.no.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Quantity Required (Each pack of 1000 Sheets)
32	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper three slips in each form with perforation for Mohali Water Consumer Receipts for Energy Bills payment (One side printing in Sky Blue colour)	Mohali Water Consumer Receipt 80 col.	60 GSM	25
33	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Rural Water Bills (Front side printing in 2 Colour (Royal Blue and Light Grey) and Single Royal blue colour in back side)	Rural Water Bills 132 col	60 GSM	700
34	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Notice on behalf of Mohali Water with perforation (Both side printing in sky blue colour)	Mohali Water Notice 132 col	70 GSM	6
35	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for proforma of Property Tax Demand Bills on behalf of Muncipal Corporation Chandigarh (Front side printing in light Yellow Colour and Black colour on back side)	UT Property Tax Demand bill 132 Col	70 GSM	26

NOTE:

- i) TENDERERS MUST QUOTE RATE FOR EACH OF ALL THE ABOVE ITEMS. IN CASE THE TENDER SUBMITTED DOES NOT CONTAIN ALL ITEMS, IT WILL BE SUMMARILY REJECTED.
- ii) TENDERERS MUST GIVE GROSS WEIGHT OF ONE PACK OF 1000 SHEETS, 750 SHEETS (REF. ITEM NO.4) ON 57/60/70/80 GSM PAPER AS APPLICABLE AND ALLOWABLE TOLERANCE AS PER RELEVANT ISI SPECIFICATION IS : 12766/1997 (REAFFIRMED 2008) OR EQUIVALENT. MAXIMUM ALLOWABLE TOLERANCE WILL BE 4 %. TENDERS BEYOND THIS LIMIT WILL NOT BE ACCEPTABLE.

- iii) TENDERERS CAN EXAMINE THE SAMPLES OF STATIONERY MENTIONED ABOVE IN THE OFFICE OF, NIELIT CHANDIGARH ON ANY WORKING DAY, BEFORE SUBMITTING THEIR TENDER.
- iv) THE DIRECTOR, NIELIT CHANDIGARH RESERVES THE RIGHT TO REJECT ANY TENDER WITHOUT ASSIGNING ANY REASON.

II. SPECIFICATIONS

- i) The size of the paper to be supplied has been indicated above. The colour of printing in case of pre-printed stationery can be changed from time to time.
- ii) The paper to be supplied should conform to the ISI specifications No. IS:12766/1997(Reaffirmed 2008) and pure white (except where mentioned otherwise). It should be either **Ballarpur Industries Ltd., Tamil Nadu News Print & Papers Ltd., Century Paper Mills Ltd or Seshasayee Paper and Board Ltd.** The vendor will enclose two samples of each thickness with GSM written on it & duly signed by authorized signatory and super scribed with the words "**Sample against TENDER No. NIELIT/CH/PUR-127/01/2015** " failing which the tender will be summarily rejected. The paper supplied during the contract period should strictly be according to specifications mentioned in this Tender Document and the sample(s) so approved. Samples will be approved for the Name of Mill and its appearance etc. The carbon paper to be used in Two Part and Three Part stationery shall meet the following requirements:-

Carbon paper quality: (for use with two part and three parts computer paper)

- a) Base Paper shall be of type A as per ISI specifications IS:9055/79 (reaffirmed 2003) with Amdt No. 1.
 - b) The base paper shall be coated on one side with suitable carbon ink necessary to give the required manifold characteristics. The coating shall be smooth, uniform and free from smudginess and tendency to separate as flakes when used.
 - c) Mass of coating shall be 4 – 6 gm/m².
 - d) Manifold characteristics (minimum number of legible carbon copies) 3 for all 57 and 60 GSM paper as applicable. This test is applicable to carbonless computer stationery also.
- iii) Uniform quality of stationery will have to be maintained throughout the period of contract.
 - iv) Three part stationery is to be supplied on 57 GSM pure white paper purchased from aforesaid Paper Mills.
 - v) All the stationery is required for use on high speed printers (1200/1400/1800/2000 lines per minute) of NIELIT Chandigarh and its Sub Centres. . The paper should run smoothly on them without getting damaged and without damaging the printers.
 - vi) Stationery should be completely free from paper pieces of round punches made for sprockets and the punched holes should be free from fibres etc.

- vii) Perforation should be of proper intensity so that the paper does not tear off automatically during printing and simultaneously it should be possible to tear it off easily when desired. Carbon paper should not get separated automatically during handling.
- viii) Printing should be clear, sharp and without smudges. The complete lot of stationery supplied in a consignment will be rejected if found to be of unacceptable quality and the decision of the Director, NIELIT Chandigarh, in this regard will be final.
- ix) Unless otherwise specified each form would bear name and logo of NIELIT Chandigarh, on left top corner. Each form in a pack would be numbered. Numbering on every type of stationery will be done in chronological order continuously from 00001 to 01000 and so on. Alternately numbering may commence from any digit and will end after 1000 numbers so as to ensure that each pack contains 1000 sheets. The name of the supplying firm would be printed in very small font on the right hand side of the form. A sample should be got approved by the Supplier from NIELIT Chandigarh well in advance.
- x) NIELIT Chandigarh, may require some stationery without name and logo of NIELIT Chandigarh and also that of the manufacturer. However, such requirement would be specifically indicated on supply order.
- xi) It will be the responsibility of the supplier to get the art work for pre-preprinted stationery approved within 15 days from receipt of instructions from the officer authorised by NIELIT Chandigarh, for the same in one or more visits through special messenger only. **The submission of art work through courier/post will not be entertained.** In urgent cases, art work will be got approved on priority basis and stationery shall be supplied within the stipulated period. The approved art work may require some changes or modifications from time to time and the vendor shall be liable to incorporate the changes and to ensure its accuracy before printing the stationery.

The time taken for more than one day for approval of art work would add to the 15 days' period allowed to the supplier as above. However, no extra time will be allowed for rectification of errors in art work due to fault of the supplier.

Penalty would be levied as per penalty clause, if the supply of stationery is delayed due to extra time taken by the supplier for approval of the art work.

Negative and positive of the art work and zinc/polymer plates got prepared by the vendor(s) shall become property of NIELIT Chandigarh. The Centre will be free to use the same for getting the printing done from any other source(s).

- xii) The colour of paper/printing would also be got approved. Colour of printing can be changed at any time while placing subsequent repeat orders. Printing should be clear, sharp and without smudges.
- xiii) Each pack should indicate, on the cover, the type of stationery it contains, serial number and month of supply.
- xiv) The Supplier shall submit the details regarding the manufacturer's name, paper used and the lot Nos. along with invoice of every supply failing which payment will not be released.

- xv) UHBVN/DHBVN bill stationery may have one or more than one type of advertisement. Some of the bill stationery may have one advertisement and remaining may have the others. Advertisement on the bills can be changed any time after 2 months. Supplier will be intimated accordingly in time.

III. WEIGHT PER PACK SPECIFICATIONS

The weight per pack of computer stationery should be as under with tolerance of +- 4%

1.	Single Part, 57 GSM, 1000 sheets	38.1 x 30.48	6.584 kg
2.	Single Part, 60 GSM, 1000 sheets	38.1 x 30.48	6.931 kg
3.	Single Part, 70 GSM, 1000 sheets	38.1 x 30.48	8.086 kg
4.	Single Part, 80 GSM, 1000 sheets	38.1 x 30.48	9.242 kg
5.	Single Part, 57 GSM, 1000 sheets	25.4 x 30.48	4.378 kg
6.	Single Part, 60 GSM, 1000 sheets	25.4 x 30.48	4.609 kg
7.	Single Part, 70 GSM, 1000 sheets	25.4 x 30.48	5.377 kg
8.	Single Part, 80 GSM, 1000 sheets	25.4 x 30.48	6.145 kg
9.	Two Part, 60 GSM, 500 set of forms	38.1 x 30.48	8.144 kg
10.	Two Part, 60 GSM, 500 set of forms	25.4 x 30.48	5.415 kg
11.	Three Part, 57 GSM, 250 set of forms	38.1x30.48	6.152 kg

IV. SUBMISSION OF TENDER

The tenderer will be required to submit bids in a large size envelope containing TWO SEPARATE ENVELOPES, ONE ENVELOPE WILL CONTAIN TECHNICAL BID AS PER ANNEXURE I, EARNEST MONEY DEPOSIT, SAMPLES OF PAPER/PRINTING, LIST OF MAJOR USERS SERVED, TURNOVER IN LAST THREE YEARS, AS SPECIFIED IN THE RELEVANT CLAUSES, WHEREAS THE SECOND ENVELOPE WILL CONTAIN COMMERCIAL BID AS PER ANNEXURE II SHOWING RATES ETC. Both the envelopes should be sealed and superscribed in bold letters:-

“TECHNICAL BID FOR SUPPLY OF COMPUTER STATIONERY”
“COMMERCIAL BID FOR SUPPLY OF COMPUTER STATIONERY”

Tenderer is required to sign each page of this tender document. EMD, sample of papers and all other documents considered necessary for technical evaluation should be attached with the Technical Bid(Annexure I). Copy of the tender document including Annexure I duly signed and stamped, must be attached with the technical bid in lieu of acceptance of the terms and conditions.

Commercial bid (Annexure II) duly signed and stamped on each page by the tenderer should be submitted in sealed cover.

Tenderer should note that if the date of tender opening (or date upto which offer will remain open) is declared a closed holiday by the Govt., the tender shall be opened on the next working day. Further in such case offer shall also remain open for acceptance till the next working day.

V. EVALUATION OF BIDS

Tender duly complete in all respects and accompanied with earnest money of Rs.1,60,000/- in the shape of bank draft in favour of the Director, NIELIT Chandigarh, should reach this Centre by **3.00 p.m. on 6.4.2015**. Technical Bids will be opened at **3.30 p.m. on the same day** in the presence of the tenderers or their representatives who may wish to be present at the time of opening of the technical bids and financial bids will be opened after evaluating the technical bids for which date will be fixed separately. Any further details required by the tenderers can be obtained after prior appointment with Ms. Kiran Bala, Joint Director (Admn.) (Tel. 0172-2236468).

VI. EVALUATION OF TENDER

1. First the envelope containing technical bid shall be opened and eligibility of the tenderers will be evaluated according to the pre qualification criteria given in Annexure-I.
2. A team of technical officers from Purchaser will visit the tendering firm's work of qualified tenderers and assess their capacity to print and supply all the items.
3. In case NIELIT Chandigarh, is satisfied that the tenderer is capable of supplying quality computer stationery as per our requirement, then the second envelope containing commercial bid will be opened.
4. COMMERCIAL BID of the technically short-listed qualified tenderers shall be opened by the Purchase Committee for which separate date will be fixed.
5. Ranking of tenderers (L-1, L-2.....) will be done on the basis of weighted average of all items for quantities mentioned with Description of each item as per Annexure II(Commercial Bid).
6. Item wise L-1 rate will also be evaluated.
7. Tenderers in the order of their ranking will be offered to accept the item wise L-1 rates for all items and if the tenderer accept the same, the same will be empanelled for supply of stationery.
8. Maximum of three vendors will be empanelled.
9. Supply orders of 40%, 35%, 25% of total value of stationery will be placed to the L-1, L-2 and L-3 tenderers respectively, if they agree to supply all the items on item wise L-1 rate. If two tenderers are finally empanelled supply order will be placed in the ratio of 55% and 45%.

VII. VALIDITY OF TENDER

The tender should be valid for 120 days for acceptance, from the date of opening of tenders.

VIII. EARNEST MONEY

- i) Irrespective of any relaxation/exemption to a Small Scale Industry by any Government department or otherwise, each tender must be accompanied by earnest money of **Rs.1, 60,000/-** (Rupees one lac Sixty Thousand Only) paid through bank draft drawn in favour of Director, NIELIT Chandigarh, payable at Chandigarh.

In case the payment is expressly due from NIELIT Chandigarh, the tenderer will be required to obtain a certificate from this Centre that amount of **Rs. 1,60,000/-** has been adjusted towards Earnest Money Deposit. The Tenderer will be required to attach the certificate with the Technical Bid.

- ii) In case of withdrawal/modification of an offer within the validity period, the Earnest Money shall be forfeited.
- iii) Tenders received without earnest money or after the specified date and time shall be rejected. Earnest money in respect of unsuccessful vendors will be refunded on finalisation of the contract whereas in case of successful vendors, the amount will be converted into security deposit. The tenderer shall be required to deposit the balance amount of security deposit within the specified period as Clause-(XIX).

IX. QUANTITIES – VARIATIONS etc.

The quantities indicated above are with tolerance mentioned in Note (ii) of Clause I. The total quantity of stationery shall be distributed as per Clause VI. The vendor shall be required to supply the quantities according to our requirements within the specified period failing which the security deposited by the vendor shall be forfeited.

The supply would be arranged by the supplier strictly as per schedule given by the Centre from time to time. All the items mentioned in the supply order will have to be supplied together as per schedule given by the purchaser. Unless all the items are supplied as per supply order, part items/quantities will not be accepted and penalties of delay, disturbance and risk purchase etc. will be imposed on entire lot.

X. DELIVERY SCHEDULE PACKING AND MARKING INSTRUCTIONS

On execution of contract agreement as mentioned in para XXII below, the vendor will be given delivery schedule from time to time for making supplies keeping in view our requirements and the vendor will have to make the supplies accordingly. The supply will be arranged by the vendor according to priority schedule given by the Centre from time to time. Normally, delivery period of 25 days will be given to the vendor you for execution of the supply order.

Unless specified otherwise each consignment should be securely and properly packed and every precaution taken to avoid loss or damage during transit. Each package should be clearly marked to indicate description and quantity of Stores, name and address of consignee, gross weight of the package, supply order No. and date. Unless all the items are supplied as per supply order, part items/quantities will not be accepted and penalties of delay, disturbance and risk purchase etc. will be imposed on entire lot.

XI. PENALTY

a) For late delivery:

The supplier will be liable to pay penalty @ 1/2% (half percent) per day on entire lot of supply order to be supplied together subject to a maximum of 5% or the actual loss, if any, whichever is higher, as a result of delay/undelivered stationery. In case the stationery is not supplied within 15 days after the specified period, Director, NIELIT Chandigarh, will have the right to purchase stationery from any other source at the risk and cost of the supplier and 10% penalty (5% for disturbance and 5% for delay) will also be payable by the defaulting supplier in addition to the difference in actual cost of stationery.

b) If computer stationery supplied is not as per specifications, the penalty may be imposed at the following rates:-

- i) The stationery supplied will be checked by weighing as per ISI norms.
- ii) Computer stationery with plus/minus 4% tolerance limit relating to weight as per ISI norms may be accepted without penalty.
- iii) Penalty will be imposed in case of less weight after tolerance limit as under:-

Quantum of Less weight	If weight of less than or equal to 50% sample test checked is less	If weight of more than 50 % sample test checked is less
More than 4% or equal to 5%	8% on proportionate basis of supplied lot	8% on entire lot
More than 5% or equal to 6%	12% on proportionate basis of supplied lot	12% on entire lot
More than 6% or equal to 7.5%	20% on proportionate basis of supplied lot	20% on entire lot
More than 7.5%	If accepted, 30% on proportionate basis of supplied lot (normally supply will be rejected)	30% on entire lot, if accepted. However, normally supply will be rejected

iv) In addition to above, the penalty would be imposed if computer stationery supplied carries one or more of the following defects:-

- a) At the rate of 2% on entire lot if printing is not clear, sharp, smudged and not as per the approved sample.
- b) At the rate of 2% on entire lot if alignment of sprockets is not proper or perforation is not of proper intensity.
- c) At the rate of 2% on entire lot if Packs carry pieces of round punches, joints, omission of logo, name of mill not properly indicated or dust in the packs.
- d) At the rate of 2% on entire lot if Stationery supplied is not as per approved art work

Maximum penalty to be imposed for the above defects shall not exceed 5% on the entire lot.

- v) If defect is such due to which computer stationery does not run properly on the Printers, or cannot be used due to administrative reasons, entire lot will summarily be rejected.

XII. INSPECTION

- i) The stationery supplied in each consignment will be subject to inspection as per Clause II under heading “SPECIFICATIONS” by a Committee constituted by Director,

NIELIT Chandigarh. A sample of 10%, subject to minimum of 5 packs of each type of stationery may be checked by the Committee in each lot of delivery.

- ii) In case the stationery supplied is found to be under weight and/or the quality of printing is not found satisfactory, and /or not as per specifications in Clause II above and/or parameters defined elsewhere in this tender, Director , NIELIT Chandigarh will reject the entire lot.
- iii) Stationery supplied may also be got tested from a laboratory by sending sample from any of the lot(s) supplied by the supplier. In case the stationery does not conform to the following specifications, and specifications in Clause II above and elsewhere in this tender the entire lot will be rejected. The test charges shall be borne by the supplier and shall be remitted in advance to the lab irrespective of result of test.

Weight - Specified Grammage (57/60/70/80 GSM) with Plus Minus 4 percent variation
(Test as prescribed in specification No. 6 of IS 1060 (Part I): 1966)

Tensile Index - Minimum CD 1700
(MD 2500)
(Test as prescribed in specification No. 12.4 of IS 1060 (Part I) : 1966)

Brightness - Minimum 70
(Test as prescribed in specification No. 13 of IS 1060 (Part 2) : 1960)

At both the sides of computer paper, on the width side, there shall be uniformed punched feed holes, free from fibres and lauers. The diameter of these holes shall be 4 +/- 0.05 mm at a distance of 12.5 +/- 0.05 mm from each side. The hole center from the edge of the paper shall be 6.5 +/- 0.05 mm.

XIII GUARANTEE AND QUALITY OF THE STATIONERY

The period of guarantee/warranty shall be 12 months from date of receipt of the computer stationery.

Director, NIELIT Chandigarh, will have the right to reject the stationery of unacceptable quality. Director, NIELIT Chandigarh, may also impose such penalty as defined in Clause XI for supply of poor/unsatisfactory quality of stationery or defect in printing even if the same is accepted for use by this Centre. The decision of Director, NIELIT Chandigarh, in this regard will be final.

The rejected pre-printed stationery would be lifted by the supplier within one month after the date of letter of rejection issued by NIELIT Chandigarh, after getting the same defaced to the satisfaction of NIELIT Chandigarh before lifting. If the supplier does not lift the rejected material after defacing it within stipulated period, NIELIT Chandigarh, would be at liberty to get the stationery suitably defaced at the cost of supplier and dispose of the same as per discretion NIELIT Chandigarh. Otherwise NIELIT Chandigarh, may claim the storage charges at the rate of Rs.2/- per pack per month or part thereof for the rejected stationery not lifted within the stipulated period.

XIV. RISK PURCHASE

If the supplier fails to make supplies even within fifteen days after the specified delivery period, NIELIT Chandigarh would be within its rights to obtain supplies of the quantities ordered from other sources/ suppliers at the then prevailing market rates without floating any formal enquiry at the cost and risk of the supplier. In such event, the defaulting supplier would also be liable to pay 10% penalty (5% for disturbance and 5% for delay) over and above the cost of stationery. Similar purchases would be made in the case of supplies of stationery which is rejected on account of poor quality at the risk and cost of the supplier. Each empanelled vendor would be required to provide one plate after getting the art work approved of the urgently required item as specified, for the use of this Centre as and when necessitated.

XV. TERMINATION OF THE CONTRACT

If the supplier is found to have defaulted in making supplies in full or part on more than one occasion or has delayed supplies on more than one occasion, or has tried to supply stationery of a quality not acceptable to Director, NIELIT Chandigarh, more than once, it will be open to NIELIT Chandigarh, after serving a show cause notice of 15 days of its intention to do so, to terminate the contract and to make purchases at risk and cost of the supplier. The security deposit will be forfeited and no further dealings with such a firm would be had by this Centre. The firm may also be black listed.

XVI. DURATION OF THE CONTRACT

The contract shall be for the period of one year from the date of placement of rate contract and rate contract may be extended to maximum of three months by Director, NIELIT Chandigarh. Supply order can be placed upto the last date of rate contract with delivery period mentioned in the individual supply order. The rates offered and once accepted by both the parties, will be valid for one year and during the subsistence of the contract. The rate contract will be firm. The contract shall be irrevocable by the vendor and the vendor shall be required to maintain regular supplies throughout the period of contract according to the schedule of supply given to the vendor.

XVII. TERMS OF PAYMENT

Subject to any deduction, as covered by the terms and conditions of the contract, 95 percent amount of the bill for each consignment (except in the case of last consignment) would be paid within 4 to 6 weeks of the receipt of the consignment, conforming to the terms and conditions of the order. The remaining 5 percent amount of the bill will be released after receipt of the next consignment of stationery from the vendor.

Payment will be made by "**A/c Payee cheque**" only. Payment can be arranged by bank draft if the supplier agrees to bear the bank charges.

XVIII. ARBITRATION

If a disputes arises out of or in connection with the tender, or in respect of any defined legal relationship associated therewith or derived there from, and has not been settled

amicably, any party can refer that dispute for arbitration under the Arbitration and Conciliation Act, 1996 as per ICADR guidelines/rules on the subject matter. The Authority to appoint the arbitrators(s) shall be the International Centre for Alternative Dispute Resolution. The International Centre for Alternative Dispute Resolution will provide administrative services in accordance with the guidelines/rules. The place of arbitration proceeding shall be New Delhi.

In all matters and disputes arising hereunder, the appropriate courts at Chandigarh and Mohali under the jurisdiction of the High Court of Punjab and Haryana at Chandigarh shall have the jurisdiction to entertain and try them.

XIX. SECURITY DEPOSIT

The successful tenderer (s) will be required to deposit Rs.2,40,000/- (Rupees two lacs forty Thousand only) by way of bank draft drawn in favour of Director , NIELIT Chandigarh, payable at Chandigarh within ten days of issue of first supply order failing which the earnest money deposited of Rs.1,60,000.00 will stand forfeited. This amount alongwith the earnest money deposit totaling Rs.4,00,000.00 will be kept as security deposit for faithful execution of the contract. In the event of default on the part of the contractor in the faithful execution of the contract, the security deposit shall be forfeited in full or part thereof. On successful completion of the contract the amount of security deposit will be released after three months from the date of expiry of the contract.

XX. PRICE VARIATION

The prices of various items will remain firm during the period of contract and no price variation will be applicable.

XXI. FORCE MAJURE

During the pendency of the contract, if the performance in whole/part by either party or obligation there under is prevented/ delayed by cause arising out of any war hostilities, civil commotion, acts of the public, enemy sabotage, fire, floods, explosion/epidemics or embargo, act of civil/military authorities or any other causes beyond their reasonable control, neither of the party shall be made liable for loss or damage due to delay or failure to perform the contract during the currency of force majeure conditions provided that the happening is notified in writing (with documentary proof) within 30 days from the date of occurrence. The work shall be resumed under the contract as soon as practicable after happening (event) ceases to exist.

XXII. EXECUTION OF AGREEMENT

The supplier who is awarded the contract for supply would be required to execute, within a period of ten days of issue of letter awarding the contract, a contract agreement on non-judicial paper valuing Rs.100/- alongwith Security Deposit of Rs.4 lakhs as per clause XIX failing which the contract will be terminated and the earnest money deposited by the tenderer will be forfeited.

XXIII. EXPERIENCE

Only those tenderers should quote the rates who are manufacturers of computer stationery as required in this tender and are supplying good quality computer stationery to Public Sector Undertaking/Private Enterprises for the last three years. Certificate from clients for last three years as on 1.2.2015 should be enclosed with Technical Bid of the tender. In case any tenderer is not having such experience for last three years as on 1.2.2015, their tender will be rejected.

Tenders from tenderers/firms who are blacklisted or with whom business dealings are banned or suspended by any Govt. Department will not be entertained and their tender will be rejected. An Affidavit on Rs.10/- Non-Judicial Stamp Paper to this effect should be furnished with Technical bid duly signed by owner or authorized signatory of the tenderer and duly Notarized by Notary Public.

XXIV. GENERAL INFORMATION

The tenderers should supply the following information alongwith the technical bid failing which the tender may be rejected.

- i. Composition of the firm alongwith names of its Directors, partners or proprietor, as the case may be.
- ii. Experience and standing in the market and per day capacity and number of working shifts.
- iii. The vendor should have facility for 4 (four) colours printing of the bills.
- iv. List of major clients to whom supplies were made during the last three years (alongwith quantities supplied).
- v. Average turn over of the last 3 (three) years duly certified by Chartered Accountant (Copy of balance sheet and IT return also to be attached). Average Financial Turnover should be atleast 30% of estimate cost.
- vi. Customer's certificate of satisfaction regarding supply of computer stationery.
- vii. Tenders should not be sublet the whole or part of the work to any contractor/party.
- viii. Copies of all statutory Licences and documents like valid PAN, VAT/CST should be enclosed.
- ix. Non relationship certificate with any officials of NIELIT(on firm's letter head).
- x. Tenderers should put their endorsement (Signature and seal) on each of the tender documents including all enclosures as tokens of perusal.
- xi. Contentions arising out of issues not mentioned in this tender will be resolved as per GFR, CVC, Ministry of Finance, Govt. of India and NIELIT Guidelines.
- xii. Affidavit for Non-black listing from vendor.
- xiii. Proof of registration of firm should be enclosed.

Information is also to be filled in Annexure I to be attached with the Technical Bid.

XXV. Incomplete tenders may be rejected by Director, NIELIT Chandigarh.

XXVI. Director, NIELIT Chandigarh, reserves the right to reject any tender without assigning any reasons.

XXVII. Director, NIELIT Chandigarh, reserves the right to modify any of the terms and conditions of the contract without assigning any reason.

XXVIII. The vendor must agree to supply all the items. Those who offer only selected items will not be considered.

Dated: _____

Signatures _____

(Name with full postal address)

Tel. No. Off:

Seal:

TECHNICAL BID

Annexure I

Technical bid of the tender for procurement of computer stationery

Tender No. NIELIT/CH/PUR-127/01/2015

To be submitted on 6.4.2015 at 3.00 p.m.

1. NAME OF THE TENDERER : _____
2. EARNEST MONEY DEPOSIT : _____
Name of Bank and Branch : _____
Bank Draft No and date : _____
Amount of bank draft : _____
3. PAPER OFFERED : _____
(NAME OF THE MILLS)
4. GRAMMAGE OF PAPER TO BE : _____
SUPPLIED IN GSM FOR DIFFERENT ITEMS.
(GSM OF PAPER)
5. SPECIFICATIONS OF CORBON PAPER : _____
TO BE SUPPLIED
6. (a) Details of Plant and Machinery : _____
Available for manufacturing of item under
Tender alongwith their details.
(b) Specifications of 4 colours printing : _____
Machine.

Note: Tenderer should have plant machinery for complete processing of items under tender from converting Mill Paper to final printing, packing and supply of computer stationery.

7.

Sr. No.	Details of Items	Dimensions in cms.	Weight
1.	Single Part, 57 GSM, 1000 sheets	38.1 x 30.48	
2.	Single Part, 60 GSM, 1000 sheets	38.1 x 30.48	
3.	Single Part, 70 GSM, 1000 sheets	38.1 x 30.48	
4.	Single Part, 80 GSM, 1000 sheets	38.1 x 30.48	
5.	Single Part, 57 GSM, 1000 sheets	25.4 x 30.48	
6.	Single Part, 60 GSM, 1000 sheets	25.4 x 30.48	
7.	Single Part, 70 GSM, 1000 sheets	25.4 x 30.48	
8.	Single Part, 80 GSM, 1000 sheets	25.4 x 30.48	

9.	Two Part, 60 GSM, 500 set of forms	38.1 x 30.48	
10.	Two Part, 60 GSM, 500 set if forms	25.4 x 30.48	
11.	Three Part, 57 GSM, 250 set of forms	38.1x30.48	

8. TOLERANCE LIMIT WHETHER AS : _____
PER PRESENT TENDER SPECIFICATIONS
(Y/N). ANY DEVIATION FROM TENDER
SPECIFICATION SHOULD BE BROUGHT
OUT CLEARLY.
9. DETAILS OF USERS FOR LAST THREE : _____
YEARS AS ON 1.2.2015 AND CERTIFICATES
FROM THE CUSTOMERS CONFIRMING
SATISFACTORY PERFORMANCE.
10. Average turn over of the last 3 : _____
(three) years duly certified by
Chartered Accountant (Copy of
balance sheet and IT return also
to be attached). Average
Financial Turnover should be
atleast 30% of estimate cost.
11. Certificates from Clients : _____
For supplying Computer
Stationery for last 3 years(Y/N)
12. AFFIDAVIT FOR NON-BLOCK LISTING : _____
AND SUSPENSION/BANNING OF BUSINESS
DEALING AS PER CLAUSE XXIII OF TENDER.
13. Non relationship certificate with any officials of: _____
NIELIT (on firm's letter head)
14. Copies of all statutory Licences and : _____
documents like PAN//VAT/CST
15. Proof of Registration of firm should be : _____
enclosed.
16. ANY OTHER IMPORTANT INFORMATION: _____

Authorized Signatory
And seal of the Tenderer

Annexure II

**COMMERCIAL BID FOR ITEMS UNDER CLAUSE I OF THE TENER FOR PROCUEMENT OF COMPURTER STATIONERY
TENDER NO.NIELIT/CH/PUE-127/01/2015
TO BE SUBMITTED ON DATE 6.4.2015 AT 3.00P.M.**

S.No.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Requirement (Packs) (A)	Rate in Rs. per pack (B)	Total value (A * B)
1	38.1 x 30.48 cms blank continuous stationery, single part, pure white paper	Single part 132 Col	57 GSM	1850		
2	25.4 x 30.48 cms blank continuous stationery, single part, pure white paper	Single part 80 Col	57 GSM	230		
3	38.1 x 30.48 cms blank continuous stationery, Two part, pure white paper (Two pages with one Carbon paper)	Two part 132 Col	60 GSM	225		
4	38.1 x 30.48 cms blank continuous stationery, Three Part, pure white paper (Three pages with two carbon papers)	Three Part 132 Col.	57 GSM	50		
5	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of UHBVN on pure white paper in English (4 colours with logo on front side and single colour on back side) Blue	UHBVN Bills 80 Col	70 GSM	4200		

S.No.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Requirement (Packs) (A)	Rate in Rs. per pack (B)	Total value (A * B)
6	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of UHBVN on pure white paper in English (4 colours with logo on front side and single colour on back side) Red	UHBVN Bills 80 Col	70 GSM	1920		
7	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of UHBVN on pure white paper in Hindi (4 colours with logo on front side and single colour on back side) Blue	UHBVN Bills 80 Col	70 GSM	1920		
8	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of UHBVN on pure white paper in Hindi (4 colours with logo on front side and single colour on back side) Red	UHBVN Bills 80 Col	70 GSM	480		
9	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of DHBVN on pure white paper in English (4 colours with logo on front side and single colour on back side) Blue	DHBVN Bills 80 Col	70 GSM	1200		
10	25.4 x 30.48 cms pre-printed continuous stationery, single part, for bills on behalf of DHBVN on pure white paper English (4 colours with logo on front side and single colour on back side) Red	DHBVN Bills 80 Col	70 GSM	1200		

S.No.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Requirement (Packs) (A)	Rate in Rs. per pack (B)	Total value (A * B)
11	38.1x30.48 cms pre-printed continuous stationery, single part, on pure white paper for bill ledger on behalf of UHBVN (One side printing in Red colour)	UHBVN Ledger 132 Col	57 GSM	1400		
12	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper, four slips in each form with perforation for UHBVN Consumer Receipts for Energy bills payment(one side printing in Red colour)	UHBVN Consumer Receipt 80 Col	60 GSM	1000		
13	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper, for Meter Blanks on behalf of UHBVN (one side printing in Red colour)	UHBVN Meter Blank 80 Col	70 GSM	250		
14	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for bills on behalf of U.T Electricity with perforation (Front side printing in 2 Colour (Pink and black) and Single colour text (black) on back side)	UT Combined Bills 132 Col	70 GSM	1300		
15	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for bill ledger on behalf of U.T Electricity Deptt. (One side printing in Red colour)	UT Electricity Ledger 132 Col	57GSM	130		

S.No.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Requirement (Packs) (A)	Rate in Rs. per pack (B)	Total value (A * B)
16	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for TDCO on behalf of U.T Electricity Deptt. (One side printing in Red colour)	UT Electricity TDCO 132 Col	57GSM	30		
17	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blank on behalf of U.T Electricity Deptt. (One side printing in Red colour)	UT Electricity Meter Blanks 132 Col	60 GSM	70		
18	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for bill ledger of U.T Water Billing of Public Health (One side printing in Brown Colour)	UT Water Ledger 132 Col	57 GSM	150		
19	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper in Brown colour for Meter Blanks of U.T Water Billing of Public Health (One side printing in Brown Colour)	UT Water Meter Blanks 132 Col	60 GSM	36		
20	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for SP/MS Bills on behalf of U.T Electricity (Front side printing in 2 Colour (Green and Black) and Single colour text (Green) on back side)	UT Electricity SP/MS Bills 132 Col	60 GSM	25		

S.No.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Requirement (Packs) (A)	Rate in Rs. per pack (B)	Total value (A * B)
21	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for SP/MS Bill ledger on behalf of U.T Electricity (Front side printing in single Colour (Green))	UT Electricity SP/MS Ledger 132 Col	60 GSM	7		
22	38.1 x 30.48 cms pre-printed continuous stationery, single part, pure white paper for SP/MS Meter Blank (Single side green color text)	UT SP/MS Meter Blank 132 Col	60 GSM	7		
23	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for AP/BS/PL Bills on behalf of U.T Electricity (Front side printing in two Colours (Sky blue and black) and Single colour text (Black) on back side)	UT AP/BS/PL Bills 132 Col	60 GSM	12		
24	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for AP/BS/PL Bills Ledger on behalf of U.T Electricity Deptt. (One side printing in Sky Blue Colour)	UT AP/BS/PL Ledger 132 Col	60 GSM	5		

S.No.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Requirement (Packs) (A)	Rate in Rs. per pack (B)	Total value (A * B)
25	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper for AP/BS/PL Meter Blank on behalf of U.T Electricity (One side printing in Sky Blue Colour)	UT AP/BS/PL Meter Blank 80 Col	70 GSM	1		
26	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for LS Bills on behalf of U.T Electricity (Front side printing in single Colour (Red) and Single colour text (Red) on back side)	UT LS Bills 132 Col	60 GSM	1		
27	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for LS Bills Ledger on behalf of U.T Electricity Deptt. (One side printing in Red Colour)	UT LS Ledger 132 Col	60 GSM	1		
28	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper for LS Meter Blank on behalf of U.T Electricity (One side printing in Red Colours)	UT LS Meter Blank 132 Col	70 GSM	1		
29	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Water Bills with perforation (both side printing in Sky Blue Colour)	Mohali Water Bills 132 Col	60 GSM	75		

S.No.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Requirement (Packs) (A)	Rate in Rs. per pack (B)	Total value (A * B)
30	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Water Ledger (One side printing in Sky Blue Colour)	Mohali Water ledger 132 Col	57GSM	40		
31	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper for Mohali Water meter blank(one side printing in Sky Blue colour)	Mohali Water Meter blank 80 Col	70 GSM	5		
32	25.4 x 30.48 cms pre-printed continuous stationery, single part on pure white paper three slips in each form with perforation for Mohali Water Consumer Receipts for Energy Bills payment (One side printing in Sky Blue colour)	Mohali Water Consumer Receipt 80 col.	60 GSM	25		
33	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Rural Water Bills (Front side printing in 2 Colours (Royal Blue and Light Grey) and Single Royal blue colour in back side)	Rural Water Bills 132 col	60 GSM	700		
34	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Notice on behalf of Mohali Water with perforation (Both side printing in sky blue colour)	Mohali Water Notice 132 col	70 GSM	6		

S.No.	Description of Items with specifications	Title	Gram mage of Paper	Estimated Annual Requirement (Packs) (A)	Rate in Rs. per pack (B)	Total value (A * B)
35	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for proforma of Property Tax Demand Bills on behalf of Muncipal Corporation Chandigarh (Front side printing in light Yellow Colour and Black colour on back side)	UT Property Tax Demand bill 132 Col	70 GSM	26		
	TOTAL VALUE (in RS.)					

Authorised Signatory

And seal of the Tenderer