PUNJAB STATE WAREHOUSING CORPORATION

SCO 74 – 75, BANK SQUARE, SECTOR 17–B, CHANDIGARH – 160017 | ☎ 0172 – 5197880, 5197884, 5197890,
Fax: 0172 – 2705855 | www.pswc.in

INVITATION OF E-TENDER AND INSTRUCTIONS TO TENDERERS FOR SUPPLY OF STATIONERY/COMPUTER STATIONERY AND PRINTED STATIONERY ITEMS FOR THE YEAR 2021-22.

(Non Transferable)

Price/ Cost of e-tender Document	:	Rs.1000/- (Rupees One Thousand only) (Non-refundable)
Date of Commencement of Availability of e-tender Documents	:	30-03-2021
Last Date and Time of Availability of e-tender Documents	:	09-04-2021 upto 02.00 PM
Last Date and Time for Receipt of e-tenders	:	09-04-2021 upto 02.00 PM
Opening of e-tenders	:	09-04-2021, 03.30 PM

e-tender Form Serial Number	:	Tender/Storage/Stationery/2021-22
Name of Tenderer	:	M/s _____
		_____
		_____

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From:

The Managing Director,
Punjab State Warehousing Corporation,
SCO 74-75, Bank Square, Sector 17-B,
Chandigarh – 160017

To

M/s _____

_____

_____

SUB: E-TENDER FOR SUPPLY OF STATIONERY/COMPUTER STATIONERY & PRINTED STATIONERY.

Sir(s),

1. Punjab State Warehousing Corporation (hereinafter referred to as the PSWC), invites e-Tender for the Supply of Stationery/ Computer Stationery and Printed Stationery Items for the Year 2021-22.

2. INFORMATION TO BE PROVIDED BY THE TENDERERS:

a) Each tenderer should furnish relevant information in full, precise and accurate form as required. Incomplete e-tender(s) with inadequate information shall not be considered for processing.

b) Complete e-tender Document with each page duly signed by authorized representative/s along with the proof of authorization along with **Annexure I and Annexure II** be submitted.

3. EARNEST MONEY DEPOSIT/SECURITY DEPOSIT:

Each e-tender must be accompanied with Earnest Money Deposit (EMD) amounting Rs.50,000/- (Rupees Fifty Thousand only) for the Supply of Stationery/ Computer Stationery and Printed Stationery Items for the F.Y. 2021-22 which is to be paid Online through RTGS/NEFT.

The 'e-tender bid' without the requisite Earnest Money and prescribed cost of e-tender form shall be summarily rejected.

The EMD of the successful Bidder(s) shall be converted into the Security Deposit and the same shall be refunded without any interest after successful supply of the Material. The EMD of the unsuccessful Bidder(s) shall be refunded without any interest.

4. TENDER PROCEDURES

A. ISSUE OF e-TENDERS –

- The e-tender forms (Non Transferable) containing details for the Supply of Stationery/ Computer Stationery and Printed Stationery Items for the F.Y. 2021-22 and other terms, conditions, Earnest Money Deposits and stipulations are available on website **https://eproc.punjab.gov.in** upto **1200 Hours IST** till **09.04.2021**.
- Those who download the e-tender document and submit the same by uploading on the website **https://eproc.punjab.gov.in** shall have to pay **Rs.1000/- [One Thousand only]** (non-refundable) online towards cost of e-tender form at time of submission of e-tenders without which the tender offer shall not be considered as valid.
- For participation, the tenderer(s) shall have to get themselves registered with **https://eproc.punjab.gov.in** and get the User ID and Password to submit their bid offers online after logging in to their accounts accordingly. For participation in the e-tendering process, Class III Digital Signature (DSC) is mandatory.

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B. SUBMISSION OF DNIT:

- The last date and time of submission of the e-tenders shall be **09.04.2021** till 1400 Hours IST. The tenderer(s) are at liberty to be present at the time of opening of the e-tender(s).
- The e-tender(s) shall remain valid for 60 days from the date of opening.
- It is at the discretion of the Managing Director or his authorized Officer In-charge to accept the lowest or suitable tender/reject any or all the e-tender/s without assigning any reason(s) thereof.
- The e-tender(s) accompanied with prescribed Earnest Money Deposit and with the prescribed cost of e-tender form shall be submitted by uploading on the website **https://eproc.punjab.gov.in** upto **1400 Hours IST** on **09.04.2021**.
- The e-tender(s) shall be opened at **1530 Hours IST on 09.04.2021** at Head Office, Chandigarh in the presence of tenderer(s) or their representatives who may wish to be present.
- **e-tender** must contain the following documents that shall be the criteria for tender qualification:

  i) Annexure–I:-

  - Part 1 Terms and Conditions & Part 2 – BID Sheet (Financial Quote) duly signed for Supply of Stationery Items/ Computer Stationery Items.

  ii) Annexure – II:-

  - Part 1 Terms and Conditions and Part 2 A of BID Sheet (Financial Quote) duly signed for Supply of **Flapper, File Board and File Cover.**
- The Managing Director reserves the right to reject all or any of the tender(s), without assigning any reason/s thereof.

DGM(S)
Punjab State Warehousing Corporation
SCO 74-75, Bank Square, Sector 17-B
Chandigarh – 160017

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From:

M/s _____

_____

_____

To

The Managing Director,
Punjab State Warehousing Corporation,
Chandigarh.

Sub: Tender for the supply of stationery/computer stationery and printed stationery items for the year 2021-2022.

Sir,

Kindly refer to your advertisements appeared in various newspapers on _____.

I/We, hereby submit our competitive rates for the supply of stationery/ computer stationery and printed stationery items for the year 2021-2022.

We shall abide by all other terms and conditions and specifications laid down in the tender form supplied to us.

The e-payment of Rs.1000/- (Rupees One Thousand only) towards the Cost of e-Tender Form in the account of Punjab State Warehousing Corporation has been made.

The e-payment of Rs.50,000/- (Rupees Fifty Thousand only) towards the Earnest Money Deposit (EMD) in the account of Punjab State Warehousing Corporation has been made.

We shall abide by the time limit of supplies, as prescribed by PSWC in the e-tender document.

Authorized Signatory
With office stamp of the firm.

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Annexure – I

Part 1

TERMS AND CONDITIONS

SUPPLY OF STATIONERY ITEMS/ COMPUTER STATIONERY ITEMS

1. Rates should be inclusive of GST & all taxes, FOR.

2. The entire supply shall be completed within 30 days from the issue of **Supply Order** and inspection shall be conducted in the PSWC Head office at Chandigarh.

3. The inspection of the material shall also be carried out while taking delivery.

4. The Supply Order shall be awarded to the; Item Wise; Lowest Bidder(s).

5. In case of more than one bidders quoting the same rates for items specified which ought to be the lowest (L-1), the Supply Order shall be awarded pro-rata. The decision of PSWC in this regard shall be final & binding.

6. In case of late supply penalty @2% per week, equivalent to the cost of balance supply, or part thereof shall be imposed.

7. In case of non-supply or late supply of material, the corporation reserves the right to forfeit the security deposit.

8. PSWC reserves the right to accept or reject any/all tenders without assigning any reason what so ever.

9. The quantity of material in the tender document is provisional which can be increased or decreased by the Corporation without any notice and without assigning any reason.

10. In case material is found; not as per specifications/approved samples or defective; the same shall be rejected straightway and no appeal thereof shall be entertained.

11. In case of any dispute between the supplier and PSWC, the case will be referred to Managing Director of PSWC for appointing Arbitrator as per Arbitration and Conciliation Act, 1996, as amended from time to time.

12. In case of any dispute, the legal jurisdiction shall be only at Chandigarh.

Authorized Signatory,
With office stamp of the firm

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Annexure – I

Part 2 – BID Sheet (Financial Quote)

- Rate Quote for Supply of Stationery Items/ Computer Stationery Items

SN	Specification of articles	Approximate requirement	Rate per Item (in figures) Rupees and Paisa	Rate per Item (in words) Rupees and Paisa
1.	Stapler pin (Kangaro) No-10	200 Pkt.		
2.	Note Book (Neelgagan) No.66 80 leaves with ruling.	100 Nos.		
3.	Stapler machine (Kangaro) No.HD-10D	20 Nos.		
4.	Envelope of size 11'' X 5'' of Usha brand packed in card board boxes of 250 envelopes	4,000 Nos.		
5.	Pencil lead (Natraj)	100 Nos.		
6.	Uniball Pen Blue	50 Nos.		
7.	Dak pad (Neelgagan)	20 Nos.		
8.	Prompts slip colored (Oddy) Three color	100 Pkt.		
9.	Plastic folder L Shape Legal size (Both side trance print)	500 Nos.		
10.	Plastic folder L Shape A/4 size (Both side trance print)	300 Nos.		
11.	Pen Montex	250 Nos.		
12.	Fluid Pen (Faber Castell) 7ml	50 Nos.		
13.	Brother Toner T.N.2365	10 Nos.		
14.	HP LaserJet Toner CF230A/30A	5 Nos.		
15.	Photostat Paper J K COPIER (R) (A-4) Net size 21X29.7cm, 75GSM 2.30kg. per ream to be supplied in ream. Each ream to contain 500 sheets.	700 Ream		
16.	Photostat Paper J K COPIER (R) (F/S) Net size 21.5X34.5cm, 75 GMS, 2.80 kg. per ream to be supplied in ream. Each ream to contain 500 sheets.	500 Ream		

- **GST NUMBER of the Firm .....**

Authorized Signatory,
With office stamp of the firm

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Annexure-II

PART – 1

TERMS AND CONDITIONS

Supply of Flappers, File Boards and File Covers

1. Rates shall be inclusive of GST & all taxes, FOR.
2. The **Supply Order shall be awarded to the Item Wise Lowest Bidder(s)**.
3. The entire supply shall be completed within 30 days from issue of the supply order(s) and **inspection of the material shall be conducted by the inspection team at the premises of firm, well before printing the material is undertaken**.
4. Name of supplier/year of supply shall be printed on the entire material to be supplied/printed.
5. The delivery of material shall be made at PSWC **Head Office Chandigarh/ District Office, PSWC, Ludhiana** which shall be further specified in the Supply Order.
6. The proofs of the composed material shall be got approved, before printing work is undertaken.
7. In case of late supply penalty @2% per week, equivalent to the cost of balance supply, or part thereof shall be imposed.
8. In case of non-supply/late supply of material, the Corporation reserves the right to forfeit the security deposit.
9. PSWC reserves the right to accept or reject any/all tenders without assigning any reason thereof.
10. The quantity given for printing and supply of material in the tender document is provisional which may be increased or decreased by the Corporation without assigning any reason.
11. In case material is found; not as per specifications/approved samples or defective; the same shall be rejected straightway and no appeal thereof shall be entertained.
12. In case of any dispute between the supplier and PSWC, the case will be referred to Managing Director of PSWC for appointing Arbitrator as per Arbitration and Conciliation Act, 1996, as amended from time to time.
13. In case of any dispute, the legal jurisdiction shall be only at Chandigarh.

Authorized Signatory,
With office stamp of the firm

PUNJAB STATE WAREHOUSING CORPORATION

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Annexure-II

Part 2 – BID Sheet (Financial Quote)

A. Rate Quote for Printing/ Supply of Flying Cover, Flapper, File Board and File Cover:

S. No.	Size of Pads	Printing	Making gum pads	Net size	Approximate Quantity	Rates (in figure) Rupees and Paisa	Rates (in Words) Rupees and Paisa
1.	Flapper (as per samples)	One side printing	Flapper in size 9.5 X 63 cms with printed Logo of PSWC on top. Binding cloth (red) to be mounted on thick paper with thick tags 1 X 88 cms The tag to be pasted in the middle with thick paper 20 cms long. As per sample.	size 9.5 X 63 cms	2,500 Nos.		
2.	File board (as per samples)	One side printing	File board size 35 X 25 cms weight 24 oz as per sample.	size 35 X 25 cms	1,000 Nos.		
3.	File cover (as per samples)	One side printing	File covers of card sheet wt 24 kg both side glazed center doubled, printed on the top, size 24 X 35 cms to be provided with 55 cms long laces of green colour and both sides of this sheet to be firmly fixed with staples. As per sample.	size 24 X 35 cms	8,000 Nos.		

- **GST Number of the Firm …….**

Authorized Signatory,
With office stamp of the firm.

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e-tender for Supply of Stationery Items for 2021-22

PSWC invites online e-tenders for the supply of computer/printed stationery and other stationery items on https://eproc.punjab.gov.in.

Cost of e-tender form: Rs.1000/- (to be submitted online)
Last date of submission of online e-tenders: 09.04.2021 (2:00 pm)
Date of opening of e-tenders: 09.04.2021 (3:30 pm)

The prospective tenderers may browse through the websites - https://eproc.punjab.gov.in **&** www.pswc.in regularly as all notifications/ amendments/corrigenda if any, shall be hosted on these websites only.

Managing Director