

**TENDER FORM No:** \_\_\_\_\_

**Name of the Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date of Issue:** \_\_\_\_\_

**Receipt No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**DETAILED TENDER DOCUMENTS**

**Supply of Paper**

**Directorate of Education**

**Porvorim-Goa**

**PH 2416023, 2416033, 2416116 Fax.2416136**

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**GOVERNMENT OF GOA  
DIRECTORATE OF EDUCATION  
PORVORIM – GOA.**

**TENDER NOTICE**

**(E-TENDERING MODE ONLY)**

**No.DE/Accts/Circ/Stat/2014-15/2182**

**Date:23.09.2014**

The Directorate of Education, herein-after referred to as DOE on behalf of Government of Goa invites e-Tender as follows:

<b>Sr.No.</b>	<b>Stationery Item</b>	<b>Quantity</b>	<b>Earnest Money</b>	<b>Cost of Tender documents</b>	<b>Tender Processing Fee</b>
<b>1.</b>	Xerox/ Copier papers FS	3500 reams	Rs.25,000/-	Rs.1500/-	Rs.1500/-
<b>2.</b>	Xerox/Copier papers A4	3500 reams	Rs.25,000/-	Rs.1500/-	Rs.1500/-
<b>3.</b>	Ruled papers	2500 reams	Rs.25,000/-	Rs.1500/-	Rs.1500/-

1. Last date for online request of application is on 09.10.2014 upto 11.30 a.m.
2. Last date for online submission of duly filled Tender documents is on 10.10.2014 upto 10.00 a.m.
3. The Technical Bid will be opened online on 10.10.2014 at 11.30 a.m. in the office of Director of Education.
4. The Financial Bid opening date will be communicated later.

**The dates mentioned above shall be treated as the next working day if any of the dates falls on holiday.**

**REQUEST OF TENDER FORMS:**

Eligible Supplier i.e. who meet the above minimum qualification criteria may request for the tender documents through the website [www.tenderwizard.com/GOA](http://www.tenderwizard.com/GOA) on the following payments:

1. Cost of Tender documents by way of Demand Draft drawn on National Bank in favour of **Directorate of Education, Govt. of Goa, Alto Porvorim, Bardez, Goa.**
2. Tender Processing Fee by way of a Demand Draft drawn on Nationalized/ Scheduled Bank in favour of **Infotech Corporation of Goa Ltd., payable at Panaji-Goa.**

The Demand Drafts should be scanned and uploaded on the website and also submitted in physical form in a Sealed and Superscribed envelope **to Directorate of Education, Govt. of Goa, Alto Porvorim, Bardez, Goa,** by last date of request for application i.e. on 09.10.2014 by 11.30 a.m.

**Director of Education  
Directorate of Education  
Porvorim-Goa**

**Government of Goa  
Directorate of Education  
Porvorim – Goa**

**TENDER / CATALOGUE DETAILS**

1	Tender Notice	No.DE/Accts/Pur.Stat/14-15 /2182 dated 23/09/2014
2	Last date for online request for e tender documents	09/10/2014 upto 11.30 a.m.
3	Last date for online submission of duly filled e tender documents	10/10/2014 upto 10.00 a.m.
4	Date and time of opening tender SINGLE bid	10/10/2014 at 11.30 a.m.
5	Venue of opening tender	Directorate of Education, Porvorim-Goa
6.	Address of Correspondence	Director, Directorate of Education, Porvorim-Goa
7	Cost of tender document	Rs.1500/- per set is to be paid in Cash/Demand Draft/Deposit at Call Receipt drawn on Nationalized Bank payable at Panaji, in favour of Director, Directorate of Education, Porvorim. The request without payment of tender cost will be summarily rejected.

**( G.P. Bhat )  
Director  
Directorate of Education**

**GOVERNMENT OF GOA  
DIRECTORATE OF EDUCATION  
PORVORIM – GOA.**

**Tender No: DE/Accts/Circ/Stat/2014-15/**

**TERMS AND CONDITIONS FOR THE SUPPLY OF STATIONERY ITEMS**

- 1 The E-tender FOR **THE SUPPLY OF STATIONERY ITEMS** will be accepted upto 10.00 a.m. on 10/10/2014 as advertised in the tender notice. The tenders received after the due date and time will not be entertained.
- 2 The tenders will be opened online on 10/10/2014 at 11.30 a.m. in the presence of such of the Tenderers or their duly authorized representatives as may be present, in the office of the Director of Education, Porvorim- Goa.
- 3 An Earnest Money Deposit of Rs. 25,000/- each in the form of Deposit at call Receipt/ Demand Draft drawn on State Bank of India or any Schedule /Nationalized Bank in favor of the Director of Education payable at Panaji is required to be deposited in this office. The same should be valid for a period of six months.
- 4 Tenders which are not accompanied with Earnest Money Deposit will not be considered.
- 5 The successful tenderers will have to deposit an amount equivalent to 10% of the total value of order placed as Security Deposit, which will be refunded only after effecting the supply of material in full, to the entire satisfaction of Director of Education, Porvorim and strictly as per the terms of supply order.
- 6 (i) The rates quoted should be exclusive of taxes if any.  
(ii) The Sales Tax and other Taxes and duties chargeable if any should be clearly shown separately, failing which, no claim thereof will be considered, subsequently.
- 7 The rates should remain valid for a period upto March 2015.
- 8 Since the quantity of material to be supplied is large and the same is required urgently by the department, the tender could be awarded in suitable lots to different tenderers at the one commonly accepted rate, in case the lowest tenderer is not in a position to adhere to the delivery time schedule, at the discretion of the Director of Education, Porvorim – Goa.
- 9 The material shall have to be delivered in good packings of convenient sizes.  
The material damaged in transit or the open delivery shall not be accepted.  
The damaged material, if found any, shall have to be replaced by the Tenderer at his own cost within 15 days from the date of receipt of intimation thereof, failing which the cost of damaged material shall be deducted from the Tenderer's bill. The Tenderer shall make his own arrangement to lift the rejected material from the godown with 15 days, after which no claim shall be entertained to lift the same. In no case the Government will make arrangement to send back the rejected material to the Tenderer.
- 10 The supplied material if does not conform to the respective specifications in the supply Order and to the samples approved by Government shall be rejected. Similarly if it is not of fresh stock, shall also be rejected. Therefore, the Tenderer may submit some of the samples of the material from the actual stock that will be dispatched by him and get it

approved from the Director, Directorate of Education so as to avoid its rejection after completing the supply. The decision of the Director, Directorate of Education, Porvorim, whether the stores delivered conform or not to the respective specifications/samples, shall be final.

- 11 In case the Tenderer fails to deliver the ordered stores within the prescribed time limit, the Director, Directorate of Education, Porvorim reserves the right to cancel the relevant supply order and forfeit the Security Deposit of the Tender in favour of Government. Similarly, he reserves the right to short-close the supply order in case of part supply after imposing penalty thereon at 1% of the total cost of stores remained to be supplied for each day of delay after the due date, up to maximum limit of his security deposit or such an amount shorter than his security deposit as the Director, Directorate of Education, may decide and the Tenderer is bound to pay the same to the Government as liquidated damages within the specified time limit failing which his security deposit in full shall be forfeited to the Government without further reference. In case the Tenderer needs an extension to the delivery period indicated in the supply order, he may apply for the same in writing within the specified delivery period. If reasonable grounds are shown for need of extension of delivery period, the Director, Directorate of Education may grant the same up to a suitable period in writing and without such written authority from the Director, Director of Education, the Tendered shall not be entitled to claim exemption from the liquidated damages payable by him under this clause. The decision of the Director, Directorate of Education shall be final in this matter.
- 12 The Tenderer shall effect the supply of the stores as per Schedule given by the Director of Education and arrange delivery of the same duly packed within a period of 30 days from the date of issue of supply order, without any additional charges for supply and to stack in the Directorate of Education at Porvorim-Goa, keeping the rates, of the stores (Paper) mentioned in the said schedule valid upto March 2015. The Tenderer shall also effect the supply of additional stores on receipt of the order at the same rate, if any placed by the Director, Directorate of Education, Porvorim, during the validity of the rates within the delivery period as stipulated above.
- 13 If the delay in supply of stores is long and not feasible then the supply order issued to him shall be terminated without any notice being given.
- 14 In case the supplier commits breach of any of the terms and conditions of these presents, then without prejudice to any other remedies open to the Government, the full amount of the security deposit shall be forfeited into the Govt. Treasury.
- 15 The payment of the stores delivered shall be made after its inspection by the Technical Committee of the Directorate of Education and only if the supply is found satisfactory as per the requirement for which pre-receipted bill shall have to be submitted by the Tenderer. No part payment shall be made i.e. no payment shall be made until the Tenderer completes the supply of the total item ordered.
- 16 Any dispute or difference whatsoever arising between the parties out of or relating to the conclusion meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration and award made in pursuance thereof shall be binding on the parties.
- 17 Any dispute under this Agreement shall be subject to the jurisdiction of courts at Panaji.
- 18 The Technical Bid Envelope shall contain.
  - (a) Technical bid in Annexure III supported with all the relevant documents.
  - (b) Acceptance of terms and Conditions

- (c) Scanned copy of EMD, Tender cost and E-Tender Processing Fee
- (d) Income tax returns of current year.
- (e) Balance sheet of last three years.
- (f) CST/VAT clearance certificate.

The documents mentioned above shall be scanned and uploaded to the e-tendering web site as a part of technical bid alongwith.

- a. Cost of tender documents
- b. EMD
- c. E-Tender Processing Fee

### **Signing of Tender**

The tenderer should use the appropriate Digital signature certificate while participating in the e-tender.

### **E.M.D.**

19. **E.M.D. of Rs.25000/-** in the form of Demand Draft/drawn on any Nationalized Bank payable at Panaji, drawn in favour of Director of Education, Porvorim  
Under e-tendering system entire Financial Bids will get opened. However, bids will be considered only of those items which meet the technical qualification criteria.

### **Penalty**

- 20 If Tenderer fails to sign the agreement and deposit the security amount the E.M.D. amount will be forfeited in favour of the Government . In case Tenderer fails to supply the paper within the stipulated time. i.e. within 30 days on issue of supply order then he shall be liable to pay a fine of **1% per day** of the cost, or order which will be recovered from the Security Deposit.

### **Mode of Submission**

- 21 Through Electronic Mode only in the website [www.etender.goa.gov.in](http://www.etender.goa.gov.in).
- 22 The Technical bid will be opened on 10/10/2014 at 11.30 a.m. in the presence of the Tenderers or their authorized representatives present, if any. The tender opening also can be viewed online by log in to the E-Tender site at the time of opening of the bid.

### **Agreement**

- 23 The successful tenderer shall have to execute an Agreement with the Government towards the supply of paper, within 15 days from the date of issue of intimation for acceptance of his tender.

### **Security**

- 24 The successful Tenderer shall have to furnish security deposit equivalent to 10% of the value of the order by way of Deposit-at-call receipt or Bank Guarantee valid till March 2015 (with six months claim lodging period) drawn in favour of the Director, Directorate of Education, Porvorim. The security deposit of the Tenderer shall be released after satisfactory completion of supply order. In case of any breach of the terms and conditions of this contract and the supply is not duly completed with the specified time limit, then the security deposit shall be forfeited to Government towards liquidated damages and compensations for the said breach.

### **Mode of payment**

- 25 (i) The payment shall be made after satisfactory supply of papers, approved by the Technical Committee and on receipt of pre-receipted bills in triplicate.  
(ii) No advance payment or negotiation of documents through Bank will be accepted. Goods will not be insured by the Government. However, the supplier may do so at his own cost if desired.
- 26 The Tender fee is not refundable and the tender form is not transferable.
- 27 The Tenderer/dealer should be registered with the Goa Sales Tax Department of CST and enclose a copy of registration certificate, as the case, may be, alongwith the tender documents.
- 28 The tenderer should give his full name and address and in case of firms, companies or partnership firms, the name of the Directors and partners, as the case may be should be given.
- 29 Tenderer who do not agree to the above terms and conditions need not submit the tender.
- 30 **Tender for technical Bid” must be accompanied with the sample of paper alongwith specifications/test Report** offered to be supplied with indication thereof the name of the manufacturing Mill, duly signed on it by the Tenderer with his official stamp. Samples should be furnished at actual GSM and size in the tender. **The rates should not be indicated on the samples.** Samples in small pieces or of poor quality and faded in colour are liable to be rejected

**Sd/-**  
**( G. P. Bhat )**  
Director of Education  
Directorate of Education  
Porvorim-Goa.

**I AGREE WITH THE ABOVE TERMS AND CONDITIONS**

**Signature of the Tenderer**

**Date:**



## **LIST OF DOCUMENTS**

1. Technical bid in Annexure III supported with all the relevant documents.
2. Acceptance of terms and Conditions
3. Scanned copy of EMD, Tender cost and E-Tender Processing Fee
4. Income tax returns of current year.
5. Balance sheet of last three years.
6. CST/VAT clearance certificate.
7. Envelops containing samples separately.

**Samples of papers in size duly signed and sealed by firm/establishment shall be submitted offline alongwith the original DDs (tender cost, EMD, and tender processing fee) at the office of the Director, Directorate of Education, Porvorim, Goa.**

**ANNEXURE-I**

<b>Sr.No.</b>	<b>Description/Name</b>	<b>Unit</b>	<b>Quantity</b>
1.	Xerox/copier papers for computer – Full scape (FS) 75 GSM – per ream 500 sheets (company brand)	Reams	3500
2.	Xerox/copier papers for computer – 21 x 29.7 cms. (A4) 75 GSM – per ream 500 sheets (company brand)	Reams	3500
3.	Ruled paper reams / cream wove super white – 500 sheets in a ream, Size 34 x 43 cms. 59 GSM.	Reams	2500

**ANNEXURE - II**

**BIDDING SCHEDULE (FINANCIAL BID)**

Name of the Tenderer:

Address:

**FOR SUPPLY OF STATIONERY**

<b>Sr. No.</b>	<b>Description of Items</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
1	Xerox / copier papers for computer-full scape (FS) 75 GSM – per ream 500 sheets	Ream	3500		
2.	Xerox / copier papers computer -21 x 19.7 cms. (A4) 75 GSM – per ream 500 sheets	Ream	3500		
3.	Ruled papers reams/ cream wove super white – 500 sheets in a ream – size 34 x 43 cms. 59 GSM	Ream	2500		

**Note:** Sample of papers to be supplied separately to the office of Directorate of Education, Porvorim on the day of opening of Technical bid.

Date:

Place:

Signature of the Tenderer

ANNEXURE- III

**Technical Bid**

Sr.No.	Eligibility conditions	Replies
1	Name of the Manufacturers/authorized dealers	
2	Private Partnership/Proprietorship/Govt. organisation	
3	Address with phone No. and Fax, e-mail	
4	Whether Manufacturers/agencies or their authorized dealer ( proof of documents to be attached)	
5	Attached attested Xerox copies of 5 supply orders of such paper supplied in last two years and list of organization to whom such papers have been supplied is to be enclosed.	
6	Make/brand of the paper/papers	
7	Attested copies of Income Tax returns and Vat/CST clearance certificate are to be enclosed	
8	Proof of turnover for last financial year may be submitted	
9	The manufacturing company/authorized dealer should also submit banking paper with their foreign principals if any	
10	Acceptance of terms and conditions and copy of the receipt of purchase of tender documents or if tender downloaded from the internet, tender document cost of Rs. 1500/-	Name of the Bank _____ D.D.No. _____ Date: _____

**Signature of the Tenderer**