



PUNJAB SCHOOL EDUCATION BOARD

Phase VIII, Sahibzada Ajit Singh. Nagar– Punjab

Pin Code – 160062

**E-TENDER DOCUMENT
for
PURCHASE OF PAPER FOR ACADEMIC YEAR
2018-19
Price Rs. 10,000/-**

**Fax No. 0172-5227128
Telephone No. 0172-5227184
5227397**

PUNJAB SCHOOL EDUCATION BOARD,

S.A.S. NAGAR.

Phone No. 0172-5227126 and Fax No. 0172-5227128

E-Tender Notice No.1/ Paper cell/ 2018-19

E- tenders are hereby invited in two Bid system (Technical & Commercial Bid) for the purchase of Maplitho Printing Paper.

The Tender Document can be downloaded from the web site (<http://eproc.punjab.gov.in>). Tender processing fees should be paid through on-line i.e, through Debit card/ Credit card/IPG.

Details, terms & condition and Quantity are given in tender form, which can be downloaded from above mentioned website.

Purchase of the following items:-

Sr. No	Name of Items	Standard	Production Capacity/GST cleared capacity (01-04-2017 to 31-03-2018)	i) Estimated cost ii) Earnest Money iii) Processing Fee iv)Tender Form Cost	i) Date of Upload of Tender document. ii) Last date & Time of Download of Tender document. iii) Last Date & Time of Submission of Tender iv) Date & Time of opening of Technical Bid. v) Date & Time of opening of Financial Bid.
1	Maplitho Printing Paper without water mark (for Printing of school text books etc.) Quantity:- 750 M.T. 75 Gsm	Sealed tenders are invited from the manufacturing Mills for supply of maplitho printing paper without water mark BIS: 1848/2007 (As Amended from Time to Time) in Sheets/reels and as per general technical requirements and firm shall have complete in house testing facilities as per governing is specification.	Production Capacity 20,000 M.T. & GST cleared capacity 10,000 M.T	i) Rs 4 Crore (Approx). ii) a) Rs 5 Lac. b) 100% On-line. iii) Processing fee as mention on website. iv) Rs 10,000/-	i) 27.6.2018 ii) 06.07.2018 (10:30 A.M) iii) 06.07.2018 (01:00 P.M) iv) 06.07.2018 (03:00 P.M) v) Intimate later on.

For participating in the above e-tendering process, the Bidder shall have to get themselves registered with <http://eproc.punjab.gov.in> and get user ID, Password. Class-3 Digital Signature is mandatory to participate in the e-tendering process. Corrigendum if any will be issued on website only. For any clarification/ difficulty regarding e-tendering process flow, please contact us on 0172-2791326, 2791226.

Secretary,
Punjab School Education Board,

TERMS AND CONDITIONS.

1. Sealed tenders are invited from the manufacturing Mills for supply of **Maplitho Printing Paper Without water mark** as per B.I.S. 1848:2007 (As amended time to time) as per general technical requirements and firm shall have complete in house testing facilities as per governing is specification.

B.I.S Parameters:- Grammage (GSM), Ph Value, Brightness, Opacity, Tensile Index MD, Tensile Index CD, One Minute Cobb (TS), One Minute Cobb (WS), Tear Index (CD), Tear Index (MD), Double Fold (CD), Double Fold (MD), Smoothness (TS), Smoothness (WS), Wax Pick, Mechanical Pulp.

2. Tenders which are not submitted in prescribed form supplied by the Board, incomplete/vary any of the conditions listed in the Tender documents will be rejected out-rightly.
3. All the columns of the Tender Form shall be properly and exhaustively filled in. **The rates shall be written in both in figures and words.**
- 4.(a) (i) Rates should be quoted per M.T. inclusive of all taxes, (existing taxes or any new taxes introduced by the state or the central Govt during the period of Agreement) freight, entry tax, G.S.T octroi, carriage, packing, loading/unloading etc i.e. F.O.R. Board's Godown at S.A.S. Nagar (Punjab). The delivery/stacking should be to the satisfaction of the Board authorities. Any risk upto the point of delivery shall be of the Supplier.
(ii) The rates quoted shall be valid for a period of 45 days from the opening of the Tender.
(b) Every Tender should be accompanied with at least 12 specimen sheets of A-3 size for each type of paper quoted by the Mill for the sizes and specifications required in the Tender indicating the name of the Mill, capacity, quality, size and weight.
(c) The specimen sheets referred to in para (b) above will be got tested from the laboratory and the testing fee to be paid in this respect will be borne by the concerned Mill.
(d) The Special Paper Purchase Committee constituted by the Board may negotiate the rates with the lowest valid Tenderer to arrive at the reasonable market rate in the interest of the Board.
(e) Every Tender should be accompanied with earnest money of Rs. 5 Lac for Printing paper without water mark **100% of EMD should be remitted through e-Banking/e-Payment** in the account of the Secretary, Punjab School Education Board, S.A.S. Nagar (Punjab). Tender without earnest money will be rejected.
(f) Earnest money of unsuccessful Tender shall be released after approval of the competent authority within 7 days. Earnest money of successful Tenderer

shall be retained by the Board till the requisite security money is deposited with the Board by the Mill.

5. In case of acceptance of a Tender, the Tenderer shall have to enter into an Agreement on non-judicial paper with the Board within 5 days from the date of issue of intimation regarding acceptance of his/her Tender. If the Tenderer fails/refuses to sign the Agreement, his/her earnest money shall stand forfeited.
- 6.(a) Order for Maplitho Printing Paper will be placed in suitable installments and sizes as per requirement of the Board.
- (b) Supply period for each installment upto 500 M.T. order shall be valid for 10 days from the date of receipt of order. However, Chairman may extend additional time upto 10 days for the total supply order to the Mill situated outside of the Punjab State. However Delay not more than 10 days can be allowed for each installment for which a penalty of 3% up to 10 days shall be imposed.
- (c) If the Tenderer fails to complete the supply within prescribed, time- limit, the order shall be cancelled and security shall stand forfeited.
- (d) The successful Tenderer will have to deposit a security equal to 10% of the estimated cost of material, provided that if order is placed in smaller lots, the Supplier will be required to deposit 10% security of the approximate value of that lot, in the account of the Secretary, Punjab School Education Board, S.A.S. Nagar (Punjab), Bank Details are given below. If the subsequent order is placed in bigger lot i.e. 750 M.T., the Supplier can give Bank Guarantee as security money for the additional 250 M.T. order. After the acceptance of previous lot of paper, the security received against that lot will be treated for the next lot. The earnest money can be adjusted towards the security on the written request of the Supplier.
**Bank Details:-Bank A/c No-07971100008001,
Name of Acc holder- Secretary, Punjab School Education Board,
IFSC CODE-PSIb0000797, Through RTGS**
- (e) If the Tenderer refuses/fails to deposit security within five days after receiving intimation for depositing security, his/her earnest money shall stand forfeited.
- (f) If the Tenderer fails/refuses to supply the paper after securing firm order from the Board, the paper will be purchased at the risk and cost of the Tenderer and the loss suffered by the Board as a result thereof shall be liable to be recovered from any pending amount or any earnest money/security lying with the Board of the Tenderer or by any other Legal process. In addition, the security furnished by the Tenderer shall stand forfeited. Before initiating such action, a 7 days 'Notice of Purchase at Risk and cost' will be issued to the Tenderer by the Secretary of the Board.
- 7.(a) Packing of Maplitho Printing Paper should be as per B.I.S. instructions and the Tenderer shall mark the following particulars on the packing:-
 - (i) Description and substance in GSM of the Maplitho Printing Paper (without Water Mark).

- (ii) Size of Paper.
 - (iii) Lot No.
 - (iv) Net weight/Gross weight.
 - (v) Name of the Mill with recognized Trade Mark.
- (b) The Tenderer shall have to indicate gross weight as well as net weight of Maplitho Printing Paper on each reel.
- 8.(a) Supply will be accepted only if it is found according to specifications and as per Terms and Conditions laid down, failing which the order shall stand cancelled and security forfeited. The Supplier shall have to lift the rejected supply at his/her own cost within three days and convert the rejected supply into pulp in the presence of the officers of the Board deputed for this purpose. In case the firm fails to lift rejected supply within given three days, penalty @ 0.5% of the cost of rejected lot shall be imposed per day and this penalty amount shall be deductible from any due amount of the Firm.
- (b) If the paper is found to be not in accordance with the prescribed specifications due to minor variation, as may be pointed out by the Visual Inspection Committee, to be constituted by the Chairman of the Board, the Chairman may at his/her discretion accept the supply of such paper, keeping in view the defects noticed provided that the paper is otherwise suitable for printing and other purpose for which it has been procured. Afterwards, the defects pointed out by the Visual Inspection Committee will be placed along with laboratory test report before the Special Paper Purchase Committee for imposing penalty and making recovery as it may deem proper.
9. (a) The Board will make 95% payment of Maplitho Printing Paper on submission of bill after completion of the supply of concerned lot and its acceptance by the Chairman, provided circumstances do not warrant otherwise and balance 05% payment will be made after the receipt of satisfactory laboratory test report. If according to the laboratory test report, the paper is not found as per B.I.S specifications, the Special Paper Purchase Committee will impose penalties and make recovery of the loss from the Mill on the basis of Visual Inspection Report/Laboratory Test Report of the paper as it may deem fit.
- (b) The paper shall be tested as per relevant I.S.I. Specifications. i.e. B.I.S: 1848:2007 (As amended time to time) for Maplitho Paper as Mentioned above in Clause-1.
 - (c) After the purchase of the paper, the sample of the paper shall be got tested by the Board. The testing fee of laboratory tests and other such expenses shall be borne by the Supplier.
 - (d) The expenses on account of laboratory tests shall be paid by the Mill in cash otherwise such an amount will be deducted from the bill of the Supplier. Laboratory test of samples taken from every lot of supply will be got done.
 - (e) Payment of Reel Paper will be made only according to net weight of Maplitho Printing Paper.

- (f) R.R./G.R. shall not be presented through Bank by the Tenderer.
- (g) Income Tax/T.D.S., if applicable, will be deducted at source from the payable amount of the Bill.
10. Conditional Tender or tender not accompanied by earnest money and samples etc. will not be entertained.
11. The Special Paper Purchase Committee/Board Authorities reserves the right to reject any sealed/opened eligible Tender including Commercial Bidder/s in view of Quantity/Quality/Price or any other reason/s.
12. The Tenders shall be opened at two stages:-
- (i). Technical Bid
- (ii). Commercial Bid.
- (a) The Technical Bids and Commercial Bids must be submitted on-line.
- (b) The Technical Bids shall be opened first and after scrutiny of the same the Commercial Bids of only those Tenderers shall be considered who qualify the laid Technical specifications as under:-
- (i) Attested copies of the certificates issued by the concerned departments in support of:
- Annual Production Capacity of minimum 20,000 M.T. and Clearance Capacity during previous financial year, which should be 10,000 M.T. minimum for Maplitho Printing Paper;
- (ii) Earnest money of Rs. 5 Lac for Printing paper without water mark **100% of EMD may be remitted through e-Banking/e-Payment for Maplitho Printing Paper** in the account of the Secretary, Punjab School Education Board, S.A.S. Nagar (Punjab).
- (iii) Terms and Conditions duly signed on each and every page downloaded from e-tendering.
- (iv) 12 specimen sheets in A-3 size of each type of paper must be submitted/deposited in a sealed envelope duly super scribbling the name of the mill in the office of Chairman at the time of opening of Technical Bid.
- (v) An undertaking by way of an Affidavit to the effect that the Mill is not black- listed by the State of Punjab, other States and Govt. of India.

(vi) An undertaking by way of an Affidavit to the effect that the Mill will neither appoint any commission agent or mediator for supply of paper nor give commission to anyone.

(c) The Commercial bids shall be submitted on-line.

13. **Quantity :**

Maplitho Printing Paper without Water Mark in 75 Gsm:- **750 M.T.**

Quantity of Maplitho Printing Paper can be overdrawn or underdrawn upto 30% depending upon requirement of paper worked out from time to time as may be decided by the Chairman.

14. Should the Tendered be hindered in the making of supply due to unavoidable circumstances viz fire, break-down in electricity, strike, other natural calamities or the like which are beyond the control of the tendered, he may apply to the Chairman of the Board within the period of supply duly supported by valid proof.
15. In case of any dispute arising out of the Agreement, the Chairman, Punjab School Education Board, can appoint an Arbitrator. The decision of Arbitrator shall be final and binding on both the parties.
16. In all matters relating to above conditions, the decision, clarification or interpretation of the Special Paper Purchase Committee shall be final which will be set out in accordance with the agreement with the approval of the Chairman, Punjab School Education Board.
17. In case of any dispute between the Board and the Supplier that is not settled by way of arbitration, the jurisdiction of Court/s of Law shall be S.A.S. Nagar (Punjab).

NOTE :-

1. TENDERS RECEIVED LATE OR WITHOUT EARNEST MONEY AND SAMPLES ETC.SHALL STAND REJECTED.
2. THE TENDERER WILL SUBMIT ONLINE THE TENDER FORM ALONGWITH TERMS AND CONDITIONS DULY SIGNED ON EACH PAGE.
3. THE TENDER FEES OF RS 10,000/- SHALL BE SUBMITTED ONLINE IN THE ACCOUNT OF SECRETARY PUNJAB SCHOOL EDUCATION BOARD, S.A.S. NAGAR.

Sahibzada Ajit Singh Nagar (Punjab).
Dated: 27.06.2018

Secretary,
Punjab School Education Board,
Sahibzada Ajit Singh.Nagar(Punjab).

CONDITIONS:

1. Interested Bidders can purchase the Tender documents online from website
2. Earnest money shall be deposit through **100% of EMD may be remitted through e-Banking/e-Payment** for Maplitho Printing Paper in the form of e-mode/online in the account of the Secretary, Punjab School Education Board, S.A.S. Nagar (Punjab)
3. Tender Form fee Rs 10,000/- shall be strictly paid online in account of the Secretary, Punjab School Education Board, S.A.S. Nagar (Punjab).
4. Tender Processing Fee to INDIAN TELEPHONIC INDUSTRY (ITI) shall be strictly paid through online mode (**IPG/ Net Banking**). Other mode of payment will not be considered.
5. Bidders/ Bidder, who wish to submit online Tenders can access Tender Documents on the website, fill it and submit the completed Tender Document into Electronic Tender on the website itself. Bidders / Bidder shall attach scanned copies of all the documents..
6. The Commercial Bid of only those Tenderers shall be opened whose Technical Bid is found to be in order and in accordance with the prescribed Terms and Conditions and complete in all respects.
7. Corrigendum / Addendum / Corrections, if any will be published on the website only.
8. If the date of opening of Tenders happens to be a holiday then the Tenders will be opened on the next working day at the same time.
9. The Tenders shall be valid upto 45 days from date of opening of Tenders.
10. Tenders should have a valid GST Regd. No./TIN No.
11. The Special Paper Purchase Committee of **Punjab School Education Board** reserves the right to accept/reject any or all Tenders without assigning any reasons.

Secretary,
Punjab School Education Board
Sahibzada Ajit Singh. Nagar (Punjab).

PUNJAB SCHOOL EDUCATION BOARD

E-TENDER PROFORMA FOR PURCHASE OF MAPLITHO PRINTING PAPER WITHOUT WATER MARK FOR THE ACADEMIC YEAR 2018-2019 FOR TEXT BOOKS. SPECIFICATIONS

White Maplitho Printing Paper as per No. B.I.S. 1848:2007 (As amended time to time).

The tentative sizes are as under:-

Sr. No.	Size	Quantity	Grammage
1.	71X102 Cms.Sheets	As per requirement of the office.	75 GSM.
2.	58X84 Cms. Sheets	-do-	75 GSM.
3.	84 Cm. Reel	-do-	75 GSM.
4.	71 Cm. Reel	-do-	75 GSM.

The Paper should be of uniform formation, even shaded, free from fluff, specks, blemishes and pin holes in the size and quantity as mentioned above.

1.	Name of the Mill	
2.	Rate per M.T., F.O.R. Board's Godown at S.A.S.Nagar:_____.	(i) 71X102 Cms. And 58X84 Cms. Sheets 75 Gsm. Mentioned in Commercial Bid shall be submitted online (ii) 71 Cms. & 84 Cms. Reels 75 Gsm. Mentioned in Commercial Bid shall be submitted online
3.	Whether any discount will be allowed or not.	
4.	Particulars of the earnest money for White Maplitho Printing Paper.	For online submission:- (i)Amount:_____ (ii)Bank:_____ (iii) Date_____ (iv) Transaction No._____.
5.	Whether supply period is acceptable as per terms.	
6.	GST Registration no.	
7.	Firms E-Mail ID.	
8.	ITR Financial year 2015-16, 2016-17 and 2017-18.	
9.	Remarks, if any	

Authorised Signatory
(Seal)