

**DETAILED TENDER DOCUMENTS**

**FOR**

**SUPPLY OF PAPER**

**Department of Printing and Stationery**

**Government Printing Press**

**Panaji –Goa**

**PH 0832 - 2426441, 2226528, 2426491, Fax.2436837**

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GOVERNMENT OF GOA  
DEPARTMENT OF PRINTING AND STATIONERY  
PANAJI-GOA

No. 7/35/2022-GPS/

Dated: 13/06 /2022

**TENDER NOTICE**  
**(E-Tendering mode only)**

The Director, Printing & Stationery, Government Printing Press, Panaji invites on behalf of the Governor of Goa online Tenders under Two Bids system for supply of paper required for Government Printing Press till March, 2023. The detailed tender form can also be downloaded from the website <https://eprocure.goa.gov.in>

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Sr. No.	Type of tender	EMD	Cost of Tender	Tender Processing Fee
1.	Tender for Supply of Printing Papers	Rs. 2,50,000/-	Rs. 3,000/-	Rs. 1,500/-

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**Tender Schedule:**

1. The last date of online submission of tender is **07.07.2022 upto 3.00 p.m.**
2. The date and time of opening of online tender relating to **Technical Bid** is **08.07.2022 at 3.00 p.m.**
3. **Mode of Payment towards Tender Document Fee(TDF), eTender Processing Fee(TPF) & Earnest Money Deposit(EMD) to be paid online through e-Payment mode via :**
  - i. **National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS). / Tenderer requires download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank.**
  - ii. **Net Banking: Payment can be made through the Internet Banking of Any Bank.**

Note: Any Payments made through NEFT/RTGS should be made at least **TWO BANK WORKING DAYS** in advance before and due date and upload the scanned copy of challans in the e-Tender website as a token of payment.
4. The Director (P & S) reserves the right to accept or to reject any or all the tenders Without assigning any reasons thereof.

Sd/-  
Rajendra D. Mirajkar  
Director  
Printing and Stationery

**Government of Goa**  
**Department of Printing and Stationery**  
**Panaji - Goa**

**TENDER/CATALOGUE DETAILS**

1	<i>Tender Notice</i>	No. 7/35/2022-GPS/
2	<i>Date of issue of tender document:</i>	13.06.2022
3	<i>Last date of on-line submission of Tender</i>	07.07.2022 upto 3.00 p.m.
4	<i>Date and time of opening of Technical Bid</i>	08.07.2022 at 3.00 p.m.
5	<i>Venue of opening tender :</i>	Govt. Printing Press, Panaji - Goa
6	<i>Address for correspondence</i>	Department of Printing & Stationery, Mahatma Gandhi Road, Near Azad Maidan, Panaji – Goa-403 001
7	<i>Cost of tender document of</i>	Rs.3000/-per set.

Sd/-  
Rajendra D. Mirajkar  
Director  
Printing and Stationery

**Government of Goa**  
**Printing and Stationery Department**  
**Panaji – Goa**

**TERMS AND CONDITIONS**

Sealed tenders are invited by the Director, Printing and Stationery, Panaji-Goa duly superscribed “**Supply of Paper**” as indicated in the ‘Annexure I’ enclosed and as per the terms and conditions specified below. The last date for the receipt of the tender is **07.07 .2022** and shall be opened before the tenderers on **08.07.2022 at 3.00 p.m.**

**GENERAL TERMS AND CONDITIONS:**

1. Tender documents are not transferable.
2. The tenderer should use the valid Class III Digital Signature Certificate with signing and encryption components in order to participate in E-tender.
3. The Director, Printing and Stationery has the right to reject all or any of the tenders, without assigning any reasons there of.
4. The decision of the Director shall be final and binding on all matters relating to the meaning and interpretation of terms and conditions.
5. Conditional and incomplete tenders shall not be considered and shall be rejected.
6. Only English text will be governing this tender. Tender documents should be filled- in English language only and information be provided accordingly.
7. The rates quoted shall be valid for at least three months from the date of opening of the tender.
8. Overwriting or scribbling if any, on the tender form should be initialled by the tenderer failing which tender is liable to be rejected. Amount quoted on the tender shall be written in figures and words.
9. **Tender Cost:**  
The cost of tender documents is **Rs. 3000/- Mode of Payment: e-Payment Only.**
10. There shall be a separate e- Tender Processing Fee of **Rs. 1500/- Mode of Payment : e-Payment Only.**

**11. Last Date:**

The last date for submission of Tender documents duly filled-in and for submission to this office and also for submission online on the website shall be upto 07.07.2022 and the Technical bid shall be opened on 08.07.2022 at 3.00 p.m. in the office of the Director, Printing and Stationery on the said date itself. The event of opening of tender can be viewed online by the Tenderer/Bidders by logging into e-tender site.

- 12.** The tender form duly filled in all respects in respect of Technical Bid and Financial Bid should be submitted on-line to the Department.
- 13.** The evaluation of the tender shall be done in two parts viz. 1) Technical Bid/Qualifying bid and 2) Financial bid. The packet containing the technical bid will be opened first and only if the tenderer qualifies in the technical bid, then the Financial bid shall be opened on-line and considered for final evaluation.
- 14. Tender for Technical Bid must be accompanied with only one sample of each Paper alongwith specifications/ Test Report offered to be supplied with the name and address of the manufacturing mill duly stamped and signed on it by the Tenderer and the said paper should be of superior quality i.e. primarily from wood Bamboo pulp for items such as, Maplitho paper. A single sample of each of material to be supplied indicated in Annexure – I should be furnished separately in the requisite size and of requisite GSM. No rates be quoted on the samples which shall make the tenderer disqualify from the Tender process. The Pulpboards should be of MF(Micro Finish) quality**
- 15.** The ordered material shall have to be delivered in the Government Printing Press within a period of 20 days from the date of receipt of the supply order. Necessary arrangement for unloading and to stack the stores in godown should be made by the Tenderer after inspection by the Technical Committee at his own cost, failing which the delivery shall not be accepted. The Tenderer shall also effect the supply of additional paper on receipt of the order, if any placed by the Director, Printing and Stationery during the validity of the quoted rates with the same terms and conditions governing the tender.
- 16.** The material shall have to be delivered in good packing of convenient sizes. The material damaged in transit or packages opened shall not be accepted. The damaged material, if found any, shall have to be replaced by the Tenderer at his own cost within fifteen 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 immediately. The Department shall not be responsible for the damaged stock received.

17. The supplied material if do not conform to the respective specifications as per the supply Order and to the samples approved by Department shall be rejected. The supply of ordered material should confirm to the samples approved by the Departmental Committee. The decision of the Director, Printing & Stationery, Panaji, whether the stores delivered conform or not to the respective specifications/ samples, shall be final.
18. In case the Tenderer fails to deliver the ordered material within the prescribed time limit, the Director, Printing and Stationery reserves the right to cancel the relevant supply order and forfeit the security Deposit of the Tenderer in favor of Government. Similarly, he reserves the right to short-close the supply order in case of part supply after imposing penalty thereon at one per cent 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, Printing and Stationery 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.
19. 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 in favour of the Government.
20. The payment for supply of material ordered and supplied shall be made after its inspection by the technical committee of the Government Printing Press if the supply is found to be satisfactory as per the requirements for which pre-receipted bill in triplicate shall have to be submitted by the Tenderer. No advance payment shall be effected and no payment shall be made unless the ordered material is supplied with.
21. Any dispute under this Agreement shall be subject to the jurisdiction of courts at Panaji.-Goa
22. The Technical Bid shall contain the following documents and shall be earmarked as Envelope "A".  
Details of Documents to be furnished:-

- (1) **Scanned copy of EMD, Tender cost and E-Tender Processing Fee.**
- (2) **Income tax returns of last financial year self attested.**
- (3) **Audited Copies of Balance sheet and Profit and loss Account of last three financial years self attested.**
- (4) **Samples of paper of superior quality i.e. from Wood Bamboo Pulp duly signed and sealed by Manufacturer alongwith specifications and test report. The Test Report should be attached with the samples of paper.**
- (5) **Self Attested scanned copies of Supply Orders showing Yearly turnover of Rs. 10 lakhs and above for last two financial years and also the attested scanned of invoices raised on buyers for supplies effected should be enclosed.**
- (6) **Self Attested scanned of GST Registration certificates.**
- (7) **The tenderer has to compulsorily submit the Application Reference Number (ARN) generated on GST common portal along with the copy of latest returns filed which was due as per GST Law.**

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

**23. Signing of Tender:**

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

- 24.** Details of papers/material to be supplied alongwith their specification is given in Annexure ‘I’

**25. E.M.D:**

**E.M.D. of Rs. 2.50 lakhs** shall be furnished alongwith the technical bid made through online e-payment mode under e-tendering system. However, bids will be considered only of those items which meet the technical qualification criteria. Financial Bid opening process can be viewed by the tenderers on-line on the stipulated date and time.

**26. Mode of Submission:**

The tender shall be submitted through Electronic Mode only on the website <https://eprocure.goa.gov.in>.

**27. Opening of Technical and Financial bid:**

The Technical bid along with the Tender document in Envelope 'A' shall be opened on 08.07.2022 at 03.00 p.m. in the presence of the Tenderers or their authorized representatives present, if any. The Financial Bid shall be opened on **15.07.2022 at 3.00 p.m.** of the qualified tenderers of the technical bid.

**28. Agreement:**

The successful Tenderer shall have to execute an Agreement with the Department towards the supply of paper, within ten days from the date of issue of placing of the order. If Tenderer fails to sign the agreement then, the Security amount deposited by way of E.M.D. amount shall be forfeited in favour of the Government.

**29. Security Deposit:**

The successful Tenderer shall have to furnish security deposit equivalent to 10% of the value of the order by way of Demand Draft or Bank Guarantee drawn on any Nationalized Bank valid till March, 2023 drawn in favour of the Director, Printing & Stationery, Panaji. 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 if the supply is not duly completed within the specified time limit, then the security deposit shall be forfeited.

**30. Mode of payment**

The payment shall be made after satisfactory supply of papers, approved by the Technical committee of this Printing Press.

**It is for information of Tendering firm that no representation/ correspondence shall be accepted after opening of Financial Bids.**

Sd/-  
**(Rajendra D. Mirajkar )**  
**Director**  
**Printing and Stationery**

## **DOCUMENTS TO BE SUBMITTED ALONGWITH THE TENDER**

- (i) Technical Bid
- (ii) Financial Bid
- (iii) Details of Paper to be supplied
- (iv) Declaration
- (v) Cost of Tender documents – Rs.3000/- through e-payment mode via NEFT/RTGS/ net banking with pre-printed challans available on e-tendering website.
- (vi) EMD – Rs. 2.50 lakhs through e-payment mode via NEFT/RTGS/ /net banking with pre-printed challans available on e-tendering website.
- (vii) E-Tender Processing fee – Rs. 1,500/- through e-payment mode via NEFT/RTGS/ net banking with pre-printed challans available on e-tendering website.
- (viii) Self Attested copies of Income tax returns of last financial year.
- (ix) Self Attested Copies of Audited Balance sheet and Profit and Loss Account of last three financial years.
- (x) Self Attested Xerox copies of Supply Orders showing Yearly turnover of Rs. 10 lakhs and above for last two financial years and also the attested scanned copies of invoices raised on buyers for supplies affected should be Enclosed.
- (xi) Self Attested copies of GST Registration certificates.
- (xii) Only One Sample of each of paper in A-3 size duly signed and sealed by Manufacturer /Firm alongwith test report be furnished.
- (xiii) The tenderer has to compulsorily submit the Application Reference Number (ARN) generated on GST common portal along with the copy of latest returns filed which was due as per GST

**Annexure-I**

**GOVERNMENT OF GOA**  
**DEPARTMENT OF PRINTING & STATIONERY**  
**PANJIM-GOA.**

**DETAILS OF PAPER TO BE SUPPLIED**

<b>Sr. No.</b>	<b>Description of paper</b>	<b>Accounting Unit</b>	<b>Quantity</b>
1.	Ledger Azurelaid Paper size 69 x 85 cms, 100 GSM.	Ream of 500 sheets	1000 Reams
2.	Blue Pulpboard size 56 x 71 cms, 220 GSM	Packet of 144 sheets	300 packets
3.	Green Pulpboard size 56 x 71 cms, 220 GSM	Packet of 144 sheets	200 Packets
4.	Yellow Pulpboard size 56 x 71 cms, 220 GSM	Packet of 144 sheets	500 packets
5.	Pink Pulpboard size 56 x 71 cms, 220 GSM	Packet of 144 sheets	200 Packets
6.	White Pulpboard size 56 x 71 cms, 220 GSM	Packet of 144 sheets	500 packets
7.	Imported Art Card size 56 x 71 cms, 300 GSM	Packet of 100 sheets	500 packets
8.	Maplitho paper size 67 x 94 cms, 70 GSM	Ream of 500 sheets	5000 reams
9.	Ivory Card size 56 x 71 cms, 220 GSM	Packet of 100 sheets	200 packets
10.	Brown Kraft paper size 112 x 73.5 cms.	Ream of 500 sheets	200 reams
11.	Strawboard 1 Pound		2000 sheets
12.	Strawboard		2000 sheets
13.	Maplitho paper size 67 x 04 90 GSM	Ream of 500 sheets	200 reams

**TECHNICAL BID**

<b>Sr. No.</b>	<b>Eligibility conditions</b>	<b>Details</b>
<b>1.</b>	<b>Name of Manufacturer/authorized dealers</b>	
<b>2.</b>	<b>Private partnership/Proprietorship/Govt. of India Organization</b>	
<b>3.</b>	<b>Address with phone No. and fax, e-mail</b>	
<b>4.</b>	<b>Whether Manufacturers/agencies or their authorized dealers (proof of documents to be attached)</b>	
<b>5.</b>	<b>Enclosed attested scanned copies of Supply Orders of such papers supplied in last two years to various buyers.</b>	
<b>6.</b>	<b>Make/brand of the paper/papers</b>	
<b>7.</b>	<b>Attested copies of Income Tax Returns and GST Registration certificates are to be enclosed</b>	
<b>8.</b>	<b>Proof of turn over for last three financial year may be submitted</b>	
<b>9.</b>	<b>The manufacturing company/authorized dealer should furnish details of their Bank Accounts.</b>	
<b>10.</b>	<b>The tenderer has to compulsorily submit the Application Reference Number (ARN) generated on GST common portal along with the copy of latest returns filed which was due as per GST Law.</b>	

## FINANCIAL BID

Rates shall be quoted for each type of papers to be supplied.

Sr. No.	Details of papers to be supplied	Quantity	Rates quoted	
			In figures	In words
1				
2				
3				
4				
5				

Annexure-III

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**Signature of Tenderer**

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**(Name and address of the Proprietor firm/agency)**

### **Declaration**

**I/We hereby \_\_\_\_\_ agree and abide by all the terms and conditions mentioned in the tender notice no.7/35/2022-GPS/ dated \_\_\_\_\_ and also further hereby agree to supply all the papers as per the rates quoted in the financial bid, if the tender is awarded.**

**Signature of the Tenderer**

**Place:- Panaji – Goa**

**Dated**

**(This declaration letter should be printed on the Letter head of the Tenderer and be submitted alongwith the scanned copy with the technical bid).**