

# **TENDER FOR PURCHASE OF PAPER**



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**THE HARYANA STATE COOPERATIVE DEVELOPMENT FEDERATION L.T.D.**

Bays No. 49-52, Sector-2, Panchkula, Haryana, Ph. 0172-2560340, E-mail: [harcofed@ymail.com](mailto:harcofed@ymail.com)

Ref. No. HARCOFED/Est/2022/ 419

Dated: 17-05-2022

**Notice Inviting E-tender:-**

Harcopress, Chandigarh invites bids through e Procurement system for supply Printing Paper in accordance with the technical specifications mentioned in this document for a period of one year from the date of award.

**1. Introduction**

Harcopress, Chandigarh invites bids through e Procurement system for supply Printing Paper in accordance with the technical specifications mentioned in this document.

Sr. No.	Item	Particulars
1.	<b>Scope of work</b>	Harcopress, Chandigarh invites bids through e Procurement system for supply Printing Paper in accordance with the technical specifications mentioned in this document.
2.	TenderNo.	HARCOFED/Est/2022/419
3.	Approx. tender value.	Approx. 35.00 Lakh
4.	EMD to be deposited by the bidder	EMD 2% for Agency ,firm and 1% for registered coop. societies of tender value. Emd will be accept through online mode <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>
5.	Tender Document fee and e-service fee (Rs.) (Online)	Rs. 2000 tender fee + Rs. 1000 online fee + 18 % @ GST. Payment will be accept through online mode. <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>
6.	Security	Security in the shape of bank guarantee @ 5% of annual tender value will be accept through online mode by the successful bidder within 15 days of issuance of letter of award.
7.	Start & End date and time of online bid preparation and bid submission	20/05/2022 from 10:00 AM to 13/06/2022 up-to 05:00 PM
8.	Date and time of opening of online technical bid	15/06/2022 from 11:30 AM
9.	Place of Opening of Tender	The Haryana State Cooperative Development Federation Ltd. ,Bays no 49-52, Sector-2 Panchkula, Haryana.

The RFP document available on the e-Procurement website (<https://etenders.hry.nic.in/>) and may be downloaded free of cost by the interested bidders

  
Manoj Kumar  
Managing Director  
HARCOFED, Panchkula

## **1. Eligibility Criteria**

The following criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria. The bids received without the documentary evidence will be rejected outright. Incomplete bids or bids deviating from minimum eligibility criteria defined below will be treated as unresponsive and shall not be considered eligible for further evaluation.

<b>SR. No.</b>	<b>Criteria</b>	<b>Supporting documents to be submitted</b>
<b>1.</b>	The bidder should be a Company/Partnership firm/ proprietorship firm registered in Tricity (panchkula, chandigarh, Mohali) as per appropriate laws with their registered office for the last 5 years.	Certificate of Incorporation / Registration, Partnership Deed
<b>2.</b>	Must have GST number	Copy of GST registration
<b>3.</b>	Bidder must have at least 5 years experience to supply similar material to Govt. departments /Boards/ Corporations	Purchase orders of similar items during last 5 years must be attached.
<b>4.</b>	Should not be blacklisted by the Central/State Government/Boards/corporations and Public sector	As per Annexure –A signed by competent authority

## **2. Security Deposit**

**3.1 Earnest Money :-** Emd will be accepted through online mode, <https://etenders.hry.nic.in>.

## **4. Scope of Work :**

The selected eligible bidder has to supply the material as per requirement of the office on the basis of supply order issued as per demand. However, Harcopress, Chandigarh at its discretion may increase or decrease the quantities required at any time during the contract period. Contract bid may be extended.

- a. The participating bidder shall provide sufficient samples free of cost for each tendered item as per the specifications/brand/make as per list of items mentioned in the tender document.
- b. All aspects of the safe delivery shall be the exclusive responsibility of the supplier.

## **5. Delivery :**

5.1 The selected bidder has to deliver the supplies within 5 days from the date of issue of purchase orders/award of contract.

- 5.2 The selected bidder shall deliver the supplies in Harcopress, Chandigarh as per requirement.
- 5.3 Office is not bound to place order with the lowest tenderer in full or for full quantity against any item with one firm. Selection will be made for the firms which would be best suitable according to the requirement of this office.
- 5.4 Failing to supply the order, the firm shall be held liable for breach of contract and the Harcofed shall have the right to get the work done from somewhere else at firm's risk and costs and the supplier shall be liable to pay to Harcofed additional expenditure incurred on getting the work done from somewhere else where.
- 5.5 The payment will be released after receipt of the complete supply strictly according to the specifications of the supply order and after inspection, checking and counting of the goods. The goods will be inspected on receipt at destination (i.e. Haryana cooperative Press, plot No. 165-66, Industrial Area, Phase-1, Chandigarh). Material which is found in damaged condition or which is found to be not according to the prescribed specifications shall have to be lifted back from destination at the risk and cost of the firm. The goods so lifted back and replaced by the tenderer within 3 days from

the date of lifting them. The party should immediately lift the goods within 24 hours otherwise goods will be kept outside in open entirely at the risk and cost of tenderer. In case goods are not replaced then the same will be purchased from the other source at the risk and cost of tenderer of the goods.

5.6 No. advance will be given for the supply of goods.

## **6. Contents of Bid :**

The prospective bidders are required to submit their bids online through e-Tendering system of (<https://etenders.hry.nic.in/>). Hard copies of the same in two separate envelopes as under :-

Pre-Qualification (Any Bidder failed to comply with the following conditions may be treated as rejected straightway no further correspondence may be entertained) :

1. Emd will be accept through online mode <https://etenders.hry.nic.in>.
2. Copy of GST certificate.
3. The tender of the bidder who have been black listed by a State Government due to any reason will not be entertained. A self-declaration on stamp paper of Rs.20/- will be given by the bidder (format as per Annexure "A") that he or his company/firm has not been blacklisted by any of the State Government/Central Government/Board/Corporation duly signed by authorized signatory i.e (Notary/Judicial Magistrate). The tender/supply order of any such bidder will be rejected, even if it comes into the notice of the Department at later stage and EMD/Security deposit will be forfeited on this account.

### **Note :**

1. The bidders have to produce the original documents as & when asked for by the purchaser. The failure of the bidder to furnish the said original documents will entail summarily rejection of its bid.
2. The purchaser will not be responsible for any delay in online submission of the bids due to any reason whatsoever.
3. Corrigendum/Addendum to this bid, if any, will be uploaded on the website <https://etenders.hry.nic.in/>. No separate communication will be sent to any bidder. This may be noted by the bidder on its own.
4. The purchaser reserves the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage. The bidder shall liable to be debarred for future bidding in Harcopress for a period of 2 years.
5. For any technical issues related to electronic tendering portal, Bidders may contact Mr Dinesh 8360139933,Programmer, Harcofed

## **7. Evaluation Process**

1. Eligibility criteria and technical bids of only those bidders will be evaluated, whose valid EMD instruments are found to be in order. Bid received without EMD will be summarily rejected.
2. Samples must bearing complete description of the tendered items. Samples be submitted by hand on or before specified date & time. The list of submitted samples must be attached along with the technical bid.
3. A duly constituted Committee will first select bidders on the basis of eligibility criteria defined for this tender. The bids conforming to the eligibility criterion only will be considered for further evaluation. If there is any lack of clarity in the submitted eligibility documents. Committee may ask concerned bidder to prove their eligibility.

4. The Committee shall evaluate the responses to the tender and all supporting documents/documentary evidence. Further, in case of samples the final purchase decision may be made as per the evaluation of samples received against each item. The Committee may evaluate the sample on the basis of quality and as per the need of office. Moreover in case committee may consider all the received samples if physical evaluation of samples is not feasible or not required. Inability to submit requisite supporting documents/documentary evidence may lead to rejection.
5. The Committee may ask for meetings with the Bidders any time during the evaluation process to seek clarifications on their bids.
6. The Committee reserves the right to reject any or all bids on the basis of any deviations. The decision of the Managing Director in the evaluation of responses to the tender shall be final.
7. Conditional bids would be liable for rejection.
8. Upon verification evaluation/assessment, if in case of any information furnished by the bidder is found to be false/incorrect, their bid shall be summarily rejected and no further correspondence on the same shall be entertained.
9. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s).
10. The Committee will shortlist the Technical bids on the basis of the minimum eligibility criteria. The samples of only those short listed bidders will be considered and further checked and selected by the Committee.
11. Committee constituted by the Department is fully empowered to check the specimen samples of material. Selection of samples would be strictly on the basis of quality of material. The approval/rejection of all the samples are subject to the evaluation/final outcome of the technical committee. The decision of the committee will be final and will be binding upon all the participant bidders.

## **8. Financial Evaluation :**

8.1 The financial bids of only technically qualified bidders will be opened on the prescribed date.

- a. Financial bid (item wise) of only those bidders would be considered for award of the contract. Whose samples would be found as per requirement/specifications by the Committee.
- b. Quoting incredibly low value of items with a view to subverting the tender process shall be rejected straightway and EMD of such vendors will be forfeited.

## **9. Instructions to Bidders**

### **9.1 Submission of Bids :**

Online bids shall be received by the purchaser before the time and date specified in the schedule of the bid notice. The purchaser may, at its discretion, extend this deadline for submission of offers by issuing corrigendum.

### **9.2 Method of Submission of Bids**

The two bids system shall be followed. Pre-qualification, Technical and commercial offers shall be submitted online on eProcurement system(<https://etenders.hry.nic.in/>). The bidders shall submit their bids online in electronic format only and with digital signatures for participation in the e-tendering process.

### **9.3 Late offers**

Late submission will not be entertained and will not be permitted by the eProcurement system after due date & time.

#### **9.4 Cost of Bidding & currency**

The offer must be given in Indian Rupees only. The price will remain fixed for the period of the work completion and no changes for any reason what so ever will be allowed. The bidder shall bear all costs associated with the preparation and submission of its bid.

#### **9.5 Erasures or Alternations and Signing of Tenders Offers**

The bid shall be signed by the bidder or a person or persons duly authorized. The person signing the bid shall initial all pages of the offer, except for un-amended printed literature.

The bid should contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in that case such corrections shall be initialed by the person signing the offer.

#### **9.6 Fixed Price**

The commercial offer shall be on a fixed price basis. All the applicable taxes and levies (all direct and indirect taxes including local duties, levies etc.) shall be clearly specified by the Bidder in the financial bid perform.

#### **9.7 Offer Validity Period**

The Tender is nontransferable and the offer must be valid for minimum 365 days from the date of submission of bids. However once the offer is accepted by the purchase committee the contract will remain in force up to awarded date of tender .The selected firm is bound to supply the approved item on quoted rates till the contract period. However the requirement mentioned in this tender is present requirement, whereas up to the time the rates remains in force if any additional requirement arise, the Harcopress may purchase the item with same specifications as per requirement. Therefore, the firm is bound to supply the same irrespective of the requirement mentioned in this tender.

#### **9.8 Clarifications of Offers**

To assist in the scrutiny, evaluation and comparison of offers, the purchaser may, at its discretion, ask some or all the bidders for clarifications of their offers on any of the points mentioned therein and the same may be sent through email, facsimile. Etc. However, in such cases, original copy of the technical clarifications shall be sent to the Purchaser through courier or in person.

#### **9.9 Amendment of the Document**

- a) At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether on its own initiative or in response to the request for clarification by the prospective bidder, modify the RFP document.
- b) Any amendments would be intimated to all the prospective bidders by issuing corrigendum on e procurement web portal.
- c) In order to allow prospective bidders reasonable time to take into the consideration the amendments while preparing the bids, the purchaser at its discretion may extend the deadline for the submission of bids.

#### **9.12 Language of Bid**

The bid, as well as all correspondence and documents relating to the offer exchanged by the bidder and the purchaser, shall be in English language only. Supporting documents and

printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation in English language and in such a case, for purpose of interpretation of the bid, the translation shall govern.

**10. General Conditions :**

- a) Bidders must be single entity only. Consortium shall not be allowed in any case.
- b) Bidders are required to fully understand the work and ascertain the requirements before submitting the bid.
- c) The award of the work will be communicated in writing at the address provided by the organization. Any change of the address of the organization should therefore, be promptly notified in writing to the Purchaser.
- d) The scope of work shall include supply, delivery at site, unloading any other services associated with the delivery of the equipment and materials.
- e) Failure on the contract's part to comply with any of the conditions above may result in forfeiture of EMD/ balance payment to vendor and shall result in termination of the contract.
- f) Payment shall be made as per the actual quantity executed and quantities mentioned in the RFP can be increased or decreased at the sole discretion of the purchaser.
- g) Nothing extra shall be paid against the price quoted due to escalation of prices/ cost or loss or damages caused by rain, flood war epidemic, strike or any other natural calamity.
- h) Any dispute in connection with this contract shall be subject to the territorial jurisdiction of the Local Courts at Chandigarh.
- i) The quantity shown in the schedule are tentative and can be increased or decreased to any extent during the contract period.

Force Majeure : A party shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to the acts of God, strike or labor disputes, embargoes, Government orders or any other force Majeure event.

### List of items

List Of Items				
Sr. No.	Item		Rate per kg/ metre/ Piece/Ream	GST %
1.	Maplitho Paper	Satia		
		Century		
		ABC		
		Ruchira		
		Trident		
2.	Ledger Paper	Satia		
		Ballarpur		
		ABC		
		Ruchira		
		JK		
3.	Color paper	Satia		
		Shreyans		
		ABC		
		Ruchira		
4.	Bond Paper	JK		
		Ballarpur		
5.	Card sheet	Satia		
		Ruchira		
		Seshasayee		
		Star		
6.	Super Printing Paper	Ballarpur		
		JK		
		International Paper		
5.	Straw Board 16 to 40 oz			
6.	Binding cloth			



<b>7.</b>	<b>File board with flapper</b>			
<b>8.</b>	<b>Flapper with 1 meter thread</b>			
<b>9.</b>	<b>A4 size paper 70gsm</b>	<b>Trident</b>		
		<b>century</b>		
		<b>JK Easy</b>		
<b>10.</b>	<b>A4 size paper 75 gsm</b>	<b>Trident spectra</b>		
		<b>Century</b>		
		<b>JK Copier</b>		
<b>11.</b>	<b>A4 size paper 80 gsm</b>	<b>Trident</b>		
		<b>Century</b>		
		<b>JK</b>		
<b>12.</b>	<b>legal size paper 70gsm</b>	<b>Trident</b>		
		<b>century</b>		
		<b>JK Easy</b>		
<b>13.</b>	<b>legal size paper 75gsm</b>	<b>Trident</b>		
		<b>Century</b>		
		<b>JK Copier</b>		
<b>14.</b>	<b>legal size paper 80gsm</b>	<b>Trident</b>		
		<b>Century</b>		
		<b>JK</b>		
<b>15.</b>	<b>A3 size paper 70gsm</b>	<b>Trident</b>		
		<b>Century</b>		
		<b>JK Easy</b>		
<b>16.</b>	<b>A3 size paper 75gsm</b>	<b>Trident</b>		
		<b>century</b>		
		<b>JK Copier</b>		
<b>17.</b>	<b>A3 size paper 80gsm</b>	<b>Trident</b>		
		<b>Century</b>		
		<b>JK</b>		
<b>18.</b>	<b>Envelope 11*5</b>	<b>Taj Mahal</b>		

		<b>Swaran Mahal</b>			
<b>19.</b>	<b>Envelopes 9*4</b>	<b>Taj Mahal</b>			
		<b>Swaran Mahal</b>			
<b>20.</b>	<b>Laminated yellow envelopes12*16</b>				
<b>21.</b>	<b>Laminated yellow envelopes12*16</b>				
<b>22.</b>	<b>Laminated yellow envelopes 10*12</b>				
<b>23.</b>	<b>Laminated yellow envelopes11*5</b>				
<b>24.</b>	<b>Laminated yellow envelopes9*4</b>				
<b>25.</b>	<b>File cover simple 6 eyelet</b>				
<b>26.</b>	<b>File cover simple 2 eyelet</b>				
<b>27.</b>					
<b>28.</b>					
<b>29.</b>					

**Annexure-A**

(To be executed on stamp paper) worth Rs.20/-

I \_\_\_\_\_ son of \_\_\_\_\_ Caste \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ Police Station \_\_\_\_\_

Distt. \_\_\_\_\_ Contractor/Partner or Sole Proprietor (Strike out word which is not applicable) of Firm of Contractor \_\_\_\_\_ do hereby declare on solemn affirmation that the individual/ companies is not black-listed by the Union or the State Government or any partner or shareholder thereof and are not directly or indirectly connected with or has any subsisting interest in business of my/our firm.

In case the information is found to be incorrect or false, an appropriate action may be taken against me by the authorities. I shall also be liable to indemnify the Harcofed in case any claim arises out of information given by me.

Deponent \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

**Verification:-**

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent \_\_\_\_\_