

**DETAILED TENDER DOCUMENTS FOR  
SUPPLY OF STATIONERY ON ANNUAL RATE  
CONTRACT BASIS**

**Department of Printing and Stationery  
Government Printing Press  
Panaji –Goa  
PH 0832 - 2426441, 2226528, 2426491, Fax.2436837**

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**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 Stationery on Annual Rate Contract basis**” to the Departments/Offices of the Government of Goa at door delivery of the indenting Departments till December, 2024. Requirement will be as per the order placed from time to time. 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
	Tender for Supply of Printing Papers	Rs. 2,50,000/-	Rs. 3,000/-	Rs. 3,000/-

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**Tender Schedule:**

1. The last date of online submission of tender is **29.09.2022 upto 3.00 p.m.**
2. The date and time of opening of online tender relating to **Technical Bid** is **30.09.2022 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.**

The Director (P & S) reserves the right to accept or to reject any or all the tenders Without assigning any reasons thereof.

(Prasad Volvoikar )  
Director  
Printing and Stationery

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

**TENDER/CATALOGUE DETAILS**

1	<i>Tender Notice</i>	No. 7/31/2022-GPS/442
2	<i>Date of issue of tender document:</i>	08.09.2022
3	<i>Last date of on-line submission of Tender</i>	29.09.2022 upto 3.00 p.m.
4	<i>Date and time of opening of <b>Technical Bid</b></i>	30.09.2022 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.

(Prasad Volvoikar )  
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 Stationery on Annual Rate Contract basis**” 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 **29.09.2022** and shall be opened before the tenderers on **30.09.2022 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. 3000/- **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 29.09.2022 and the Technical bid shall be opened on 30.09.2022 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. **No rates be quoted on the samples which shall make the tenderer disqualify from the Tender process. The samples shall be submitted physically in the tender box on or before due date and time and delay due to postal or courier will not be considered.**
15. **The Rates quoted shall be valid upto December, 2023.** The rates should be quoted F.O.R. at the respective offices.

16. There will be no fixed quantity of the items to be supplied in a year. Requirement shall be as per the orders placed from time to time by the Indenting Departments/Offices of the Govt. of Goa during the contractual period.

**16.** The ordered material shall have to be delivered in good packing at the door delivery of the concerned Indenting Department/Office in the various parts of Goa within a period of 15 days from the date of receipt of the Supply Order. Necessary arrangements for unloading and to stack the stores in godown should be made by the Agency at his own cost, failing which the delivery shall not be accepted.

**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. If the delay of supply stores is long and feasible then the supply order issued to him shall be terminated.

**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 favour 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. 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, Printing and Stationery may grant the same up to a suitable period in writing and without such written authority from the Director, Printing & Stationery, and the Tenderer shall not be entitled to claim exemption from the liquidated

damages payable by him under this clause. The decision of the Director, Printing and Stationery shall be final.

**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 in Technical bid:-

- (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) 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.**
- (5) Self Attested scanned of GST Registration certificates.**
- (6) 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.
- 7) Technical Bid in Annexure II supported with all the relevant documents.
  - 8) Acceptance of Terms and Conditions
  - 09) Tenderers should be manufacturer or their Authorised dealers
  - 10) They must have supplied similar stationery in last two years costing Rs. 10.00 lakhs per annum (Attested Xerox copies of supply orders to be enclosed)
  - 11) List of organization to whom such stationery has been supplied is to be enclosed.

**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 on Annual Rate Contract basis 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 30.09.2022 at 03.00 p.m. in the presence of the Tenderers or their authorized representatives present, if any. The Financial

bid will be opened in respect of the bidders qualifying the technical bid.

**28. Agreement:**

The successful Tenderer shall have to execute an Agreement with the Department towards the supply of stationery on A.R.C., 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 December, 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 stationery items, 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.**

**(Prasad Volvoikar )  
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 STATIONERY ON ANNUAL RATE CONTRACT BASIS**

<b>Sr. No.</b>	<b>Description of paper</b>	<b>Accounting Unit</b>	<b>Quantity</b>
1.	Ledger paper Legal size 75 GSM	Packet of 500 sheets	
2.	Copier paper (A4) 75 GSM size 21 X 29.7 cms	Packet of 500 sheets	
3.	Copier paper Legal size (Fullscap) 75 GSM	Packet of 500 sheets	
4.	Copier paper for computers (A3) size 42 x 29.7 cms, 75 GSM	Packet of 500 sheets	
5.	Computer Stationery size 10 x 12 x I (60 GSM)	Packet of 500 sheets	
6.	Computer Stationery size 10 x 12 x II (60 GSM)	Packet of 500 sheets	
7.	Computer Stationery size 10 x 12 x III (60 GSM)	Packet of 500 sheets	
8.	Books Ruled (96 pages) 20 x 32 cms 60 GSM		
9.	Books Ruled (192 pages) 20 x 32 cms 60 GSM		
10.	Books Ruled (288 pages) 20 x 32 cms 60 GSM		
11.	Books Ruled (384 pages) 20 x 32 cms 60 GSM		
12.	Calculator 12 digit		
13.	Box File		

<b>14.</b>	Writing pads (Spiral) size 14.8 x 12 cms (Top & side open) , inner pages 60 GSM, Top cover Pulpboard 220 GSM, Back cover Strawboard 1 pound	Pad of 100 sheets	
<b>15.</b>	Eraser for ink and Pencils 2"		
<b>16.</b>	Gum Stick		
<b>17.</b>	Correcting Ink pen		
<b>18.</b>	Ink Violet for Rubber stamps		
<b>19.</b>	Pads inked for Rubber stamps		
<b>20.</b>	Duster wooden /Plastic		
<b>21.</b>	Paper clips GEM Type Metal 32 mm, 41 mm and 51 mm		
<b>22.</b>	Pencil Lead Ordinary 7"		
<b>23.</b>	Pins 26 mm		
<b>24.</b>	Punching Machine 8 cms (Big)		
<b>25.</b>	Scissors 8"		
<b>26.</b>	Stenographer Diary		
<b>27.</b>	Paper Shreeder Machine		
<b>28.</b>	Candles 7"		
<b>29.</b>	Drawing Pins Brass 1.9 cms.		
<b>30.</b>	Bodkins		
<b>31.</b>	Sealing wax Red		

32.	Stapler No. 10		
33.	Stapler No. 24/6		
34.	Staple Pins No. 10		
35.	Staple Pins No. 24/6		
36.	Permanent Marker Big & Small)		
37.	White Board Marker		
38.	Tag size 17.5 cms. bundle of 1000 tags Tags (Lace) White bundle of 144 tags		
39.	White Board Marker		
40.	Pin Box Plastic 3.5 x 2 cms. 26 mm		
41.	Tape White 6.5 mm		
42.	Pen Stand		
43.	Pen Drives 16 GB , 32 GB,64 GB		
44.	Cartridge for Printers <b>HP 55-A, 53-A, 87-A, 12-A, 88-A, 78-A, 79-A, 28-A, 05-A,20/78-A</b>		
45.	Toner Cartridge Canon 328, 326, 337, 925, 77-A, 230-A, 18-A,303, FX(, 912, 052, 319		
46.	Post it Pad 3mm 3 colour		
47.	Post it Pad 2 x 3 single colour		
48.	Post it pad (Bigger size)		
49.	Paper Clips Plastic coated (U pins)		

<b>50.</b>	L Folder		
<b>51.</b>	Button Folder		
<b>52.</b>	Ball Pens		
<b>53.</b>	Ruler Plastic		
<b>54.</b>	Envelopes brown 6 x 4" 90 GSM	Packet of 50	
<b>55.</b>	Envelopes brown 9 x 4" 90 gsm	Packet of 50	
<b>56.</b>	Envelopes brown 11 x 5" 90 GSM	Packet of 50	
<b>57.</b>	Envelopes Brown A4 90 GSM	Packet of 50	
<b>58.</b>	Envelopes white 9 x 4" 70 gsm	Packet of 50	
<b>59.</b>	CD with cover		
<b>60.</b>	CD Rewritable with cover		
<b>61.</b>	DVD with cover		
<b>62.</b>	Sharpener		
<b>63.</b>	Acrylic Desk Stand		
<b>64.</b>	Pen Cell battery		
<b>65.</b>	Cello tapes 1"		
<b>66.</b>	Cello tapes 2"		
<b>67.</b>	Cello tapes small		
<b>68.</b>	Brown tape 2"		

<b>69.</b>	Single Hole Punch		
<b>70.</b>	Cutter Big		
<b>71.</b>	Rubber bands pkt.		
<b>72.</b>	Top Open folder plastic		
<b>73.</b>	Spring file		
<b>74.</b>	Tape Dispencer		
<b>75.</b>	Box File with Steel Clip		



**Annexure -II**

**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>	

10.	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.	
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### **Annexure-III**

#### **FINANCIAL BID**

<b>Sr. No.</b>	<b>Details of stationery to be supplied on A.R.C.</b>	<b>Rates quoted</b>	
		<b>In figures</b>	<b>In words</b>
1			
2			
3			
4			

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

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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.7/31/2022-GPS/     dated and also further hereby agree to supply all the Stationery in Annexure-III 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).**