

M.P.STATE OPEN SCHOOL
SHIVAJI NAGAR BHOPAL



TENDER DOCUMENT

Technical-cum-Commercial bid

**M.P.STATE OPEN SCHOOL
SHIVAJI NAGAR BHOPAL**

TENDER FROM

No-----Exam-----2011

Bhopal,Dated -----

TENDER DOCUMENT

Technical-cum-Commercial bid

JOB: -

To Prepare Self –Adhesive craft paper hollow sticker, with blank (White) silicon paper back for M.P.Rajya Open Schools various examinations.

ELIGIBILITY: -

Firms fulfilling the following eligibility Parameters will only be entertained.

- 01.** At least 02 years experience of manufacturing such type of sticker for any Board/.State Open School, of the Country during last five years.
- 02.** Average annual turnover for last three years must be above Rs.10 Lakhs.
- 03.** Firm shall submit attested copies of all documents, certificates, service tax no etc as desired and mentioned in Annex-1
- 04.** Last date and time for submitting the tender are 12.08.2011 at 03.00 P.M.

M.P.Open School, Bhopal invites **tender** for the procurement of self adhesive craft paper (60+G.S.M.) hollow sticker, with blank (white) silicon paper black from genuine producers in double sealed envelope addressed to the **Director M.P.Open School**, Bhopal for manufacturing the **hollow craft sticker** .A draft agreement which is enclosed here with, is an inseparable part of this **tender**.

Tender document is available on M.P.Open School, Bhopal website **w.w.w.mpsos.nic.in** One can obtain this from the M.P.Open School, Bhopal office also during office hours on all working days from 28.07.11 onwards at the cost of Rs.500/- Completed tender document along with the authentic proof of eligibility conditions and earnest money of **Rs.25000/- (Rs. Twenty five Thousand only)** in the form of a crossed demand draft may be submitted between **11:00AM and 5:00PM** on all working days or up to 03.00 PM on 12.08.2011 at **M.P.Open School, Bhopal office** . Technical bid would be opened at 04.00 PM on 12.08.2011 at **M.P.Open School, Bhopal office** . In case the tender document is downloaded from the M.P.Open School, Bhopal's website **w.w.w.mpsos.nic.in** draft **Rs.500/-** in favour of Director M.P.Open School payable at Bhopal to be enclosed.

DETAIL INFORMATION OF THE JOB

01. Self adhesive Craft paper (60+G.S.M.) hollow craft sticker with blank (white) silicon paper black, printed in single colour in size 10.0 cms.x7.0 cm with 0.5cm glue on all 4 edges of craft and keeping balance portion unglued.

02. Sticker will be in bunch of 400 Nos .in a set of 4 stickers at a time keeping half cut or perforation between each sticker i. e. craft paper will be have horizontal as well as vertical cut or perforation as per specimen as enclosed, to separate them later.

03. **REQUIREMENT :- APPROXIMATELY (13 LAKHS)**

04. The agreement will have to be executed by the successful tenderers which is being enclosed here with and is an inseparable part of this tender .This draft agreement contains the total volume of work, nature of work, technical specification of work, terms and conditions and time schedule for the performance of the work. The Tender should go through the terms and conditions contained there in the draft agreement, before submission of the tender. It would also be deemed that the tenderer offering the rates have gone through the terms and condition contained in draft agreement before submission of the tender It would also be deemed that the tenderer has accepted in total the terms and conditions contained in the agreement.

05. **MODE OF SUBMISSION OF THE TENDER:-**

Tenders are to be submitted in of two covers, envelope-A, titled as “**THE TECHNICAL BID**” and envelope-B, titled as “**THE COMMERCIAL BID** ”

Envelope-A:- “TECHNICAL BID” must contain the following:-

01. **Earnest money deposit:- Rs.25000/- (Rs. Twenty five Thousand only)**in the from of a crossed demand draft drawn on any scheduled bank payable at Bhopal to the **Director M.P.Open School, Bhopal** personal cheque /Bank guarantees and similar financial instrument will not be accepted.

02. **ANNEX-1:-** Details of the company/firm, the available hardware, assets value of sticker manufacturing unit, Certificate of registration of the company/firm(issued by a competent authority) along with proof of yearly turnover of the last three financial years and at least three printed specimens produced by your industrial unit, for other organization Universities or M.P.State Open School,Bhopal should also be submitted .Sample must be signed under their office seal on each page. Preference will be given to parties having such experience Relevant authentication of Chartered account are necessary for financial details.

Envelope-B:- “COMMERCIAL BID” must contain the following:-

01. Rates to be quoted for per 1000 (Thousand) sticker for the pack of 100 sheets and each sheet is having 4 stickers strictly as per the specifications given in Annex-II and inclusive of the charges for the transportation all states taxes, central taxes excise or octroi or any local taxes, secure packing and forwarding charges, for **M.P.Open School, Bhopal office Bhopal**. Commercial bids of the technically successful firms would be opened on 12.08.2011 at 5:00PM at **M.P.Open School, Bhopal Office**.

IMPORTANT NOTE:-

Firms participating in the tender must note the two fold procedure of the tender in which commercial bid will be opened by the M.P.Open School, Bhopal until and unless the firm is found technically and financially qualified for the job. Firm qualifying the technical bid would be communicated the date and time appropriately for opening of the commercial bids at **M.P.Open School, office Bhopal.**

06. RATES:-

Rates shall be quoted in Annex “II” for per thousand stickers inclusive of all material and manufacturing cost, taxes, packing and forwarding charges F.O.R. Bhopal.

07. PACKAGING:-

Packing is to be done in cardboard Packets M.P.State Open School, Bhopal packets before packing in bigger boxes duly secured from water and outside moisture by plastic lining.

08. ARTWORK AND SUPPLY:-

The Firm will have to get approved the artwork personally from **M.P.Open School, office Bhopal.** Within twenty one days from the date of receipt of work order, Whereas final supply (printed stationary) as specified in the order shall reach this office on or before the date communicated to firm by the **M.P.Open School, Bhopal.** Firm shall inform the **M.P.Open School Bhopal** about work progress or **M.P.Open School, Bhopal** official may visit firm premises to inspect the status of work. Successful tenderers have to arrange delivery as above with their own messengers through Rail or Road transport, which ever is deemed safer and as the party feels proper .The undersigned will have full rights to impose penalty/cancel purchase order if supply is not as per **M.P.Open School, Bhopal** specification. A penalty @ Rs.2000/-per day for delay shall imposed. However Director **M.P.Open School Bhopal** shall have full rights to take a decision regarding penalty on the basis of Merits & Demerits of the case.

09. EARNEST MONEY:-

Tender must be accompanied with a Bank Draft worth Rs.**25000** /-(**Rs. Twenty five Thousand only**) of any scheduled Bank to wards the Earnest money payable to the **Director M.P.Open School Bhopal.** refundable to unsuccessful bidders but would be forfeited for the firms if M.P.Open School Bhopal found any information submitted false on the basis of site inspection Tenders will be rejected forth with if not accompanied with earnest money(Bank Draft of required amount).Cheques will not be accepted for this purpose the Bank Draft should be kept in Envelop-A enclose with Annex-1.

10. SECURITY DEPOSIT:-

Successful tenderer is required to deposit requisite **security** amount of 10% of the total amount of order in the from of Demand draft/Bank grantee in the name of Director M.P.Open School Bhopal. and should be valid for the period of one year within 21 days LOI. Purchase order will be issued only after getting the same. The security amount will be refunded after full/final payment and On verification of satisfactory work on being failure to furnish security amount in the stipulated time the earnest money amount will be forfeited by **M.P.Open School Bhopal.**

11. AGREEMENT:-

The successful tenders will have to execute an agreement (The draft is enclosed here with) on Non judicial stamp paper of Rs.100/- with in twenty one-days from the date of work order. The job shall be entrusted to the party only after execution of the agreement approved by the **M.P.Open School Bhopal**.

12. VALIDITY OF THE RATES:-

The Rates quoted shall be valid for acceptance for 180 days from the last date of receipt of the tenders.

13. LAST DATE OF TENDER:-

Your tender should reach this office on or before 12.08.2011 up to 3:00P.M. positively, along with specimen produced by your industrial unit .The Envelop-A would be opened on date 12.08.2011 at 04:00 P.M. before the tenderes who may like to be present at the time at their own cost

14. PAYMENT:-

Please note that 80% payment will be made within 120 days after receiving the specific material as per specification at **M.P.Open School Bhopal**. office in desired time and way Balance20% will be paid after the verification of material within 90days M.P.Open School Bhopal will pay no bank commission or postal charges and other expenses .Do not forget to mention your sales Tax (TAN for out of state firm) number and PAN number.

15. “M.P.Open School Bhopal reserve the right to inspect any tendering firm at any time during working hours as and when required”

16. Tenderer should furnish process flow chart with showing machine and manpower’s to be used to manufacture the required quantity of **Hollow Craft Sticker**.

17. Decision of the Chairman of **M.P.Open School Bhopal** in all matters shall be final and binding on both the parties.

18. ARBITRATION:-

In case any dispute arise between the firm and the **M.P.Open School Bhopal** whether in respect of delay in execution of the job by the firm or the quality of the work done or required to be done, on demand and payment of part or whole of the work or breach of any of the terms of these presents or in respect of deduction to be made or extra payment to be recovered for work improperly done or not executed or in respect of work got done through another firm for default or breach or non completion of work agreed to be done under the particulars and for assessment of the value thereof and or fixation of liabilities for the same between firm thereof or in respect of any act or omission arising out of the performance or non performance or obligation or duties pursuant to these present the said dispute shall be referred to the arbitration of the chairman of **M.P.Open School Bhopal** as sole arbitrator and the provisions of the Indian arbitration Act 1996 shall apply .The decision so given by the chairman of **M.P.Open School Bhopal** as a sole arbitrator shall be final and binding upon the parties and shall be subject to the exclusive jurisdiction of the courts at Bhopal.

AGREEMENT

This agreement is made this dayof.....at Bhopal between the MP state open school, Bhopal acting through its Director of the one part and M/s..... of the Other part.

Where as the M.P. state open school wants to purchase the following stationery for the year 2011-12

(1) NAME OF THE STATIONERY

self adhesive craft paper (60+GSM) **Hollow Craft Sticker** with blank (white) silicon paper back printed in single colour in size of 10.0cm x7.0cm with 0.5 cm glue on all 4 edges of craft and keeping balance portion unglued.

(i) Sticker will be in bunch of 400 no's in a set of 4 stickers at a time keeping – half cut between each sticker i.e. craft paper will have horizontal as well as vertical cut to separate them later. And where as the (name of party)..... Has placed its offer vide there letter no.datedfor supply of above stationery.

NOW THEREFORE THIS DEED HAS AGREEMENT WITNESSES AND IS HEREBY AGREED THE TERM AND CONDITIONS AS FOLLOWS:-

2. SECURITY DEPOSIT:-

(name of party).....agrees that they shall furnish a security deposit to the tune of Rs./(Rs./-) in the form of Demand draft/Bank guarantee valid for the period of one year for the same amount of equal to 10%of the approximate total cost of the network assigned, in favour of **Director M.P.Open School Bhopal** within Twenty one days of LOI. Only thereafter purchase order will be issued and this agreement signed immediately. No interest shall be paid on this amount of security deposit. The amount of the security deposit will be refunded as soon as the **M.P.State Open School,Bhopal** is satisfied that the job has been satisfactorily completed.

3. SPECIFICATION OF THE WORK:-

..... AGREES TO PREPARE AND DELIVER THE STATIONERY ACCORDING TO THE SPECIFICATION AS WRITTEN BELOW:-

Name of stationery	Size of form	Quantity	Rate
Self- Adhesive craft paper (60+Gsm) hollow craft sticker with blank (white)silicon Paper back, printed in single black colour.	10.0cms x 7.0cms With 0.5 cm glue on all 4 edges of craft Hollow inside.		

Sticker will be in bunch of 400 no's in set of 4 Sticker a time keeping half cut or perforation between each sticker i.e. only craft paper will be cut.

4. VALIDITY OF RATES:-

.....agrees that the rate quoted as.....are valid for 180 days from the last date of receipt of the tender of the year 2011-2012.

5. **ARTWORK AND DELIVERY:-**

Agrees that the party must get approved the artwork from the **M.P. State Open School, Bhopal** personally within twenty one days from the date of receipt of purchase order. Firm shall inform the **M.P.State Open School,Bhopal** about work progress or **M.P.State Open School,Bhopal** official may visit firm's premises to inspect the status of work. Successful tenders have to arrange delivery as above with their own messengers through rail or road transport, which ever is deemed safer and purchase order if supply is not as per **State Open School** specification. A penalty @Rs 2,000 per day shall be imposed for delay in supply after the last expiry of date specified in work order allotted to the firm for every day of delay may be imposed. Sole arbitrator shall be final and binding upon the parties and shall be subject to the exclusive jurisdiction of the courts at Bhopal. The undersigned reserves the right to divide or cut and distribute the whole order to different firm/industrial unit and to accept the lowest or any quotation and to reject any or all of them without assigning any cause or reason thereof .Decision of the Director M.P.Open School Bhopal shall be final and binding upon all the parties in all respects.

Director
M.P.Open School Bhopal

PACKING:-

Name of party..... agrees that packing will be done in card board packets before packing in bigger boxes duly secured from waters outside moisture by plastic lining.

PENALTY:-

The party agreed that: **Chairman M.P.Open School** has full Rights to impose or waive penalty on the basis of the delay, the bed performance of the work and nature of mistakes if committed by the party according to the merits and demerits of the facts.

ARBIRATION:-

In case any dispute arise between the firm and the **M.P.Open School Bhopal** whether in respect of delay in execution of the job by the firm or the Quality of the work done or required to be done on demand and payment of part or whole of the work or breach of any of the terms of these presents or in respect of deduction to be made or extra payment to be recovered for work improperly done or not executed or in respect of work got done through another firm for default or breach or non completion of work agreed to be done under the particulars and for assessment of the value there of and or fixation of liabilities for the same between firm thereof or in respect of any act or omission arising out of the performance or non performance or obligation or duties pursuant to these present the said dispute shall be referred to the arbitration of the chairman of M .P.Open School Bhopal as sole arbitrator the provisions of the Indian arbitration Act 1996 shall apply .The decision so given by the chairman of M .P. State Open School Bhopal as a sole arbitrator shall be final and binding upon the parties and shall be subject to the exclusive jurisdiction of the courts at Bhopal.

Witness.....

Signature.....

01.....

Name.....

Seal

Signature of stationery supplying authority

Witness.....

Signature.....

02.....

Name.....

Seal

**Director
M.P.Open School Bhopal**

TO BE KEPT ENVELOPE-A TITLED AS “TECHNICAL BID”

TO,

Director
M.P.Open School Bhopal
M.P.

Sub:- Tender for the supply of Self Adhesive craft paper hollow craft sticker with blank (white) Silicon paper back.

Ref:- Your office tender no..... Data/2010/ date.....

With reference to your tender cited above we hereby accept all the terms & conditions mentioned there in and offer our rates in Annex “II” for the give specification size of hollow stickerwith silicon paper back. We shall supply the stationery within schedule period. Samples duly signed and stamped with their weight age are also enclosed.

The rates quoted are inclusive of all taxes, packing forwarding etc. As Mentioned in the tender form and F.O.R. Bhopal. A demand draft of **Rs. 25000/- Rs. Twenty Five Thousand only** toward earnest money having Sr. NO.----- Date----- purchase from bank----- is enclosed here with. We also agree to submit the security amount equal to ten percent of total amount of order placed with us whenever required.

Encl:- Annex “I”

Details of the firms are given in the attached sheet as required.

**Signature and
Seal of the Firm**

ANNEX-1

DETAILS OF THE TENDERER

(TO BE KEPT IN ENVELOPE-A TITLED AS “TECHNICAL BID”)

(01) NAME OF THE COMPNY/ FIRM WITH ADDRESS

(A) TYPE OF THE FIRM (PROPRITORSHIP/PARTNERSHIP) LIMITED COMPANY

(B) DATE OF REGISTRATION WITH REGISTRAR OF FIRM/INCORPORATION BY REGISTRAR OF COMPANIES

(C) REGISTRATION/ INCORPORATION NO :

(D) NAME & ADDRESS OF THE PARTNER EXECUTIVE DIRECTORS WITH PHONE AND FAX NUMBER ,NAME, ADDRESS AND TELEPHONE NO OF THE OFFICER SHALL BE MADE REGARDING THIS TENDER.....

E-MAIL ADDRESS :

WEB SITE ADDRESS :

AVERAGE TURNOVER OF LAST THREE YERS 2007-08,2008-09,2009-10

(E) DETAILS OF EARNEST MONEY DEPOSITED (BANK DRAFT)

(G) TAN NO.

(I) PAN NO.

(02) EXPERIENCE OF JOBS BEING DONE OF SAME NATURE FOR ANY BOARD /STATE OPEN SCHOOL/UNIVERSITY.FUNISH DETAILS.....

NAME OF THE BORD STATE OPEN SCHOOL /UNIVERSITY	NO OF STUDENTS	YEAR

(03) ESSENTIAL DETAILS TO BE ENCLOSED IN THE FROM OF DULY ATTESTED PHOTOCOPIES

- (I) CERTIFICATES FROM THE CLIENTS.....
- (II) EXPERIENCE OF PRINTING JOB OF GOVT.OR PRIVATE SECTOR.
- (III) FACILITIES FOR CHECKING & QUALILY CONTROL ROUTINES
- (IV) AVALABILITY OF CRAFT PARER (60 +G.S.M.)
- (V) SECURITY AND SAFETY IN MANUFACTURING UNIT

SIGNATURE
SEAL OF MANUFACTURER/FIRM

DATE.....

ANNEX-II

To be kept in Envelope-B, titled as "COMMERCIAL BID"

NAME OF STATIONERY:- Self adhesive craft paper (60+ G.S.M.) Hollow sticker with blank (White) silicon paper back, printed in single colour.

SPECIFICATION OF STICKER TO BE SUPPLIED:- 10.00 CMS X7.0 CMS with 0.5 Cm. glue on all 4 edges of craft paper keeping balance portion unglued.

RATE PER THOUSAND STICKER INCLUSIVE OF ALL TAXES

In Words-----

In figure-----

CERTIFICATE

Certified that full contents of the tender document have been thoroughly studied and understood by us before quoting above mentioned unit rate. We shall not claim/charge any other amount by way of taxes charges, expenses, etc, the unit rate quote by us above is inclusive of everything.

**Station:-
Date**

**Signature of M.D.
Or
Authorise person
Name & Designation
With Office seal**

**OFFICE OF THE M.P. STATE OPEN SCHOOL
Shivaji nagar Bhopal 462011**

Tender Form

No/Exam/2011/.....

Bhopal Dated.....

Tender Document

Technical –cum-commercial bid

Job:- To prepare self adhesive craft

Eligibility:-.....

Last date and time for submitting the tender is at 3:00P.M.