



U.P. STATE AIDS CONTROL SOCIETY

4th floor, A-Block, PICUP Bhawan, Vibhudi Khand,

Gomti Nagar, Lucknow-226010. Phone : 0522-2720360

Fax : 0522-2721135 Website : www.upsacs.nic.in

TENDER NO: 09/UP/SACS/Str. & Comp. Con's/2015-16

DATED : 06/11/2015

TENDER NOTICE

U.P. State AIDS Control Society invites tenders from registered, reputed and experienced agencies for the supply of printed stationery & computer consumables. Bidders will be awarded work order on rate contract basis for period of one year. The complete and sealed tender should reach the society offices by 15.30 hours on 27.11.2015. The tender will be opened on the same day or on the next working day (in case of holiday) at 16.00 hours at this office in the presence of absence representatives of the firms.

The complete details of requirement and the terms & conditions are given in the tender document which can be obtained from society office at above address by interested agencies / firms on all working days from 9.30 to 18.00 hours upto 26.11.2015 in cash (not refundable) payment of Rs. 250/- (Two hundred Fifty only).

The tender form can also be downloaded from our website www.upsacs.nic.in. In this case tender cost Rs.250/- (Two hundred Fifty only) is to be paid in form of account payee D.D. in favour of U.P. State AIDS Control Society, payable at Lucknow. Pre-bid Meeting will be held on 15.11.2015 at 16.00 hours in Society.

The Project Director reserves the right to quash / reject all or any of the tender / complete tender process or to split up the contract without assigning any reason thereof.

PROJECT DIRECTOR

Be
6/11/15
AD.



Uttar Pradesh State AIDS Control Society
4th Floor, 'A', Block, PICUP Bhawan, Gomti Nagar, Lucknow - 226 010
Phone: 0522 - 2720360 Fax: 0522 - 2721135
Website: www.upsacs.nic.in

Non-Transferable

Tender No.05/UPSACS/ STA. & COMP. CONSU./2015-16

Dated: 06.11.2015

Tender Document Cost: Rs. 250/- (Rupees Tow Hundred Fifty only)
(Non Re-fundable)

Tender Document

For

ANNUAL RATE CONTRACT FOR SUPPLY OF:

**PRINTED STATIONERY
&
COMPUTER CONSUMABLES**



Uttar Pradesh State AIDS Control Society
4th Floor, 'A', Block, PICUP Bhawan, Gomti Nagar, Lucknow - 226 010
Phone: 0522 - 2720360 Fax: 0522 - 2721135
E-mail: uttarpradeshsacs@gmail.com Website: <http://upsacs.nic.in>

Sealed Tender/s are invited for supply of printed stationery and computer consumables on annual contract basis

Table-1

Date of commencement of download of tender documents from UPSACS Website www.upsacs.nic.in or can collect from UPSACS Office	:	From 07.11.2015 to 26.11.2015 Office working time:09.30 AM to 6.00 PM
Last date of Submission of Tender at UPSACS Office	:	On or before 03.30 PM on dated 27.11.2015
Time and date of opening of tender	:	The tender document shall be opened on 27.11.2015 at 04:00 PM. The tenderer may be present or may send his/her representative for the same.
Tender Document Fee	:	Rs.250/- (non-refundable) <ul style="list-style-type: none">• If tender document is downloaded from UPSACS website www.upsacs.nic.in, Tender fees will be paid in the way of DD in favour of "Project Director, Uttar Pradesh State AIDS Control Society, Lucknow".• In Cash if it is collected from the reception counter of UPSACS Office.
Earnest Money Deposit [EMD] (Refundable)	:	For individual Category, EMD would be:- Category-I : Printed Stationery – EMD Rs. 10,000/- Category-II : Computer Consumables – EMD Rs. 29,000/- For the entire two categories / whole package, EMD would be: Rs. 39,000/- (Through DD Only) in favour of "Project Director, Uttar Pradesh State AIDS Control Society, Lucknow"
Pre-Bid Meeting	:	Date : 16.11.2015 Timing – 04:00 After Noon Venue - Conference Hall, Uttar Pradesh State AIDS Control Society, 4th Floor, A-Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow, Uttar Pradesh
Place of Opening of Tenders	:	Conference Hall, Uttar Pradesh State AIDS Control Society, 4th Floor, A-Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow, Uttar Pradesh
Address for Communication	:	The Project Director, Uttar Pradesh State AIDS Control Society, 4th Floor, A-Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow Uttar Pradesh PIN Code – 226010 Phone – 0522 – 2720360 Fax – 0522-2721135 Website – www.upsacs.nic.in



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Uttar Pradesh State AIDS Control Society
4th Floor, 'A', Block, PICUP Bhawan, Gomti Nagar, Lucknow - 226 010
Phone: 0522 - 2720360 Fax: 0522 - 2721135
E-mail: uttarpradeshsacs@gmail.com Website: <http://upsacs.nic.in>

Tender No. UPSACS/ STA. & COMP. CONSU./2015-16/05

Dated: 06.11.2015

Subject: Invitation of Sealed Tender in Two Bid System for Annual Rate Contract (ARC) for the supply of printed stationery and computer consumables.

Uttar Pradesh State AIDS Control Society (UPSACS) is a registered society in the State of Uttar Pradesh for implementation of National AIDS Control Programme.

Sealed TENDERS in Two Bid System are invited for Supply of printed stationery and computer consumables on annual contract basis as per quality standards and specifications mentioned against **each item** in the list attached as **Financial Bid Format (Annexure- 3 & 4)**.

General Terms & Condition

- 1) The tenderer should submit following :-
 - a) **Tender Document Fee** :- Rs. 250/- (As indicated in Table-1)
 - b) **Earnest Money Deposit [E.M.D.]** :-
For individual Category, EMD would be:-
 - Category-I : Printed Stationery – EMD Rs. 10,000/-
 - Category-II : Computer Consumables – EMD Rs. 29,000/-For the entire three categories / whole package, EMD would be:
 - Rs. 39,000/-
 - c) **Technical Bid (Annexure-1)**
 - d) **Financial Bid (Annexure- 3 & 4).**

The above documents will be submitted in two separate envelopes i.e.

- 1) Technical Bid must include Document Fee, EMD, Supporting Documents as indicated in Annexure-1 and
- 2) Financial Bid.

The Technical bid and the Financial bid should be sealed by the bidders in separate covers duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

2) Tender Document Fee: -

- Payment of tender document fee (non-refundable) of Rs. 250/- should be made by Account Payee DD only in favour of “Project Director, Uttar Pradesh State AIDS Control Society, payable at Lucknow” drawn at any schedule commercial bank / nationalized bank; if the tender document is downloaded from UPSACS website. It should be kept in a separate envelope having label of “Document Fee”.
- Payment as tender document fee (non-refundable) of Rs. 250/- should be made by Cash at the reception counter of UPSACS, if the tender document is collected from UPSACS Office.

3) Earnest Money Deposit:-

- Earnest Money Deposit (EMD) should be submitted along with the Tender in document.
- EMD must be in the form of Account Payee DD (Demand Draft) in favour of “The Project Director, Uttar Pradesh State AIDS Control Society payable at Lucknow” drawn at any

schedule commercial bank / nationalized bank. EMD should be valid for 90 days beyond due date for submission of Tender.

- Non-payment of EMD will make the tender invalid.
- The tenderer cannot withdraw after Tendering; the EMD will be forfeited if tenderer denies entering into agreement for supply of goods after tendering process.
- EMD of unsuccessful bidders would be returned to them at the earliest after expiry of the financial bid validity and latest on or before 30 days after the award of contract.
- **EMD will be returned to the awarded party on receipt of the performance security deposit.**
- Not furnishing of required documents will liable to make tender invalid.

4) **Supporting documents:-**

Bidder must attach the supporting documents mentioned in **checklist as given in Annexure-1 and Technical Evaluation sheet**. Bidders must enclose the samples of particular printing material (mentioning the GSM) as indicated in Financial Bid.

5) **Eligibility for Technical Bid:**

- Agency/organization must have sufficient technical manpower to carry out the designing, processing, printing and supply of printed stationery and computer consumables in Uttar Pradesh. Committee nominated by UPSACS will evaluate the same.
- Agency/organization must have annual turnover as per following :-
 - Bidding for all two categories / whole package (Printed Stationery & Computer Consumables)
 - Annual turnover of Rs. 45 Lakh.
 - Bidding for separate / individual category
 - Annual turnover of Rs. 15 Lakh for Printed Stationery, &
 - Annual turnover of Rs. 30 Lakh for Computer consumables

The above said turnover must be in each of the last three financial years. Bidders must enclose CA certified statement / Balance Sheet of last 3 financial years.

- Agency/Organization must have three years previous experience of similar work in Govt./Semi-Govt./International Organizations. Bidders must enclosed details of major clients.
- Bidder must enclose sample of particular papers for printing material as indicated in the Financial Bid (**Annexure- 3 & 4**). Bidder must mention the GSM of each of the printing sample.
- The bidding firm/agency has not been blacklisted/deregistered or barred by any Govt. department/Institution Uttar Pradesh at present. The bidding firm has to Declaration certificate duly signed by authorized signatory.

Note: Agency/Organization should have to provide the certificates/supporting documents duly signed by authorized signatory.

6) **Financial Bid:-**

Financial Bids of only those firms shall be opened whosoever is found technically qualified. Bidders must quote their most competitive price for **every line item in the financial bid (Annexure- 3 & 4)**.

7) **Late Bids:** Late Bids (i.e. bids received after the specified date and time for receipt of bids) shall not be considered.

8) In the event of the last date specified for receipt and opening of the proposal being declared as a holiday for UPSACS, the due date for submission and opening of proposals will be the next working day followed by the declared holiday and at the appointed time.

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- 9) Bidders are advised to visit UPSACS website www.upsacs.nic.in regularly as any changes /corrigendum/update/date extension etc. in tender schedule or tender document will be displayed on website only.
 - 10) Any tender that does not conform to the instructions/ terms / conditions is liable to be rejected without any reference.
 - 11) Tenders received through e-mail, Fax etc. shall not be considered /accepted under any circumstances. Tenders submitted in the prescribed format given in this Tender Enquiry will only be considered.
 - 12) Notwithstanding the above, The Project Director, Uttar Pradesh State AIDS Control Society, reserves the right to accept or reject any quotation and to cancel the tendering process and reject all tender at any time prior to the award of the contract.
 - 13) No conditional offer in the tender will be accepted.
 - 14) **Validity of Quoted price:** 90 days from the Bid submission date.
 - 15) **Bid Price:**
 - a) Rate is to be quoted as per specification and estimated quantity mentioned in the tender against **each of the item mentioned in the Annexure- 3 & 4**. The rate shall be quoted in figures as well as in words.
 - b) Prices will be fixed and inclusive of taxes and statutory duties applicable, packing, forwarding, freight, insurance and other charges as applicable. **Taxes mentioned separately will not be considered.**
 - c) The rates quoted by the bidder shall be fixed and firm till the completion of the contract period and shall not be subject to any adjustment or increase on any account.
 - d) Financial Bid (**Annexure- 3 & 4**) should be submitted on the letterhead of the bidder in the format provided with this letter (**Financial Bid**). It should be duly sealed and signed and sealed by the authorized signatory of the bidding firm.
 - e) Tenderers should furnish samples of the item along with rates as asked for. Samples submitted after tender opening time shall not be accepted.
 - f) Selected Firm/Agency should deliver the items at site at free of cost.
 - g) The UPSACS will not be bound to accept the lowest quotation and Rate contract can be placed on any other supplier whose samples/items are found superior or as per the requirements of UPSACS. The decision of the UPSACS shall be final in this regard.
 - h) Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and considered for evaluation.
 - i) In case of any overwriting / cutting in quoted rate it must be signed and stamped by the authorized signatory, failing which may lead to cancellation of the bid.

16) Award of contract

- Contract shall be awarded to the firm(s) offering with reference to the lowest prices quoted for L1 basis on whole package.
- UPSACS will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price as per item list.
- Notwithstanding the above, UPSACS reserves the right to seek previous work orders, references etc. and to accept or reject any tender and to cancel the process and reject all tenders at any time prior to award of contract.
- The tenderer(s) whose rate is accepted will be notified for the award of contract by the UPSACS prior to expiration of the tender validity period. The terms and conditions stipulated

in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this tender Enquiry.

- UPSACS reserve the right to conclude parallel rate contracts with number of suppliers and place orders on any or such firms that may be the most economical to it or suitable to its requirements.

17) Acceptance of Tender:

- a. Security deposit:
 - The security deposit for an amount of 7% of the contract value should be submitted within one week of issue of work order date.
 - The security deposit should be in form of Bank Guarantee in favour of The Project Director, Uttar Pradesh State AIDS Control Society, payable at Lucknow. The performance security should be valid for 60 days beyond the date of completion of all contractual obligations of the supplier.
- b. Within a week, on Rs.100/- non-judicial stamp paper signed by the authorized representative of the firm/company, mentioning his/her name, age, father's/husband's name, residential address, relation with firm in token of full and unconditional acceptance of the UPSACS Work Order, failing which the Earnest Money will be forfeited.
- c. If the successful bidder does not provide the security deposit and Notarised affidavit, the EMD may be forfeited.

18) UPSACS reserves the right to cancel the Work Order and forfeit the security deposit in whole or any part thereof and shall be entitled to revise the Order wholly or in part by a written notice to the supplier, if:-

- a. the Supplier fails to comply with the terms of the order including specifications and other requirements;
- b. the Supplier becomes bankrupt or goes into liquidation;
- c. the Supplier fails to deliver the goods in time and/or does not replace the rejected material promptly.
- d. if the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing or in executing the Contract. For the purpose of this clause:
 - "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in Contract execution.
 - "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial and non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
- e. if the Supplier fails to perform any other obligation(s) under the Contract.

19) Force Majeure Clause

- (a) The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- (b) For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable.
- (c) Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (d) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not

prevented by the Force Majeure event. In the event of Force Majeure, the bidder shall advise UPSACS by a registered letter duly certified by local Chamber of Commerce or statutory authorities the beginning and end of the above causes of delay within seven (7) days of occurrence and cessation of such Forced Majeure conditions.

(e) For delays arising out of Forced Majeure, the bidder shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Forced Majeure and neither UPSACS nor the bidder shall be liable to pay any extra costs.

20) UPSACS reserves the right to cancel item/items or revise the quantity prior to the issue of the work order.

21) If BID is accepted, UPSACS will issue a Purchase Order for supply of Printed Stationery/Computer Consumables on As and When Required Basis after the Annual Rate Contract.

22) Specification and makes mentioned on the financial bid format should be strictly followed and bidders are requested to quote their rates for different specified types of brand/ makes mentioned on the format against each item separately. Any deviation from makes and specifications shall summarily be rejected for which no payment shall be made and the supplier shall be required to lift the rejected material within three days from the date of delivery and reporting of the rejected material at their own cost and risk.

23) If the Successful bidder fails to supply goods in the specified time limit, the order issued is liable to be cancelled and Earnest Money and Security Money may be liable to be forfeited. The Project Director, however, may accept the delay with the following penalty clause:

a. If due to delay in supply, an alternate arrangement is made by the Society, the extra expenditure incurred, if any, by the Society shall be recovered from the bill of the supplier.

24) Liquidated damages at the rate of ½% per week of delay subject to maximum of 10% computed on the value of supplies/works. Penalty may be waived off in case of delay from UPSACS side or on the submission of appropriate reason. However, in the above case, decision regarding acceptability of material at stores will be of Project Director and binding on firm/supplier.

25) The supply of printed material must strictly conform to the standards specified. However, at the sole discretion of UPSACS, if GSM of supplied material is less than 1% of standard GSM, a deduction of 1% of applicable material cost and if more than 1% & less than 5% of standard GSM, deduction of 5% of applicable material cost along with deduction of testing charges may be made. GSM deficiency of more than 5% will not be acceptable. However, in all above cases, decision regarding acceptability of material will be of Project Director and be final and binding on firm/supplier.

26) **Delivery :**

- UPSACS will provide Printing Schedule / Delivery Schedule item-wise along-with Work Orders after rate contract.
- Purchaser has to get the proof (Printing material) approved by UPSACS within 5 days from issue of tender acceptance letter.
- Delivery must be within 15 days after completion of approval of proof.
- Delivery of all materials will be at the Store of UPSACS in Lucknow.
- FOR (Freight on Road) for Door delivery will be borne by the supplier.

27) **Packing:** Packing instruction will be provided at the time of issuing the Work Order.

28) **Artwork:** UPSACS will provide designs/format of design/sample of design in whatever format (soft/hard) (.cdr/.psd/.jpg/.eps/.pdf/.doc) available with it. The printer shall convert it into suitable version/format and print after necessary approval from UPSACS.

29) **Payment:**

- Payment shall be released after supply of full quantity against work order issued in satisfactory condition as per the specification, size, quantity, quality and designs approved by UPSACS and as per the packing instructions.
- **The goods will be returned at your cost in case of substandard quality and not conforming to the provided specifications & payment will also not be done.**
- TDS & other taxes will be deducted as per existing rules/ law.

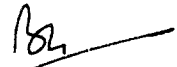
30) **Quantity:** Estimated quantity of items required is mentioned in the Description of Items: Financial Forms, however it should be clearly noted that UPSACS shall place the order only as per the actual requirements from time to time.

31) The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.

32) **Period of Contract:** Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order. However contract may be renewed for further period upon mutual consent of both the parties on existing terms and conditions. It will be entirely at the discretion of The Project Director, UPSACS to extend it or not.

33) In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Project Director, UPSACS and his decision shall be binding to both the parties.

34) For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Lucknow only.



(B.K. Mishra)

Joint Director, Procurement

Financial Bid

Annexure-3

Format of Printed Stationery for the year 2015-16

Sl No	Particular	Unit	Qty. to be procured	Rate per Item in ₹ (Inclusive of all taxes)	Total Amount in ₹ (Inclusive of all taxes)
A	B	C	D	E	F
1	Notesheet (Pad) (Printed)-Legal size, 100Leafs, 80gsm, White paper	Pad.	250		
2	File Cover (printed): size 15"x22" card sheet 400 GSM, Printing-as per sample provided by UPSACS	-----	-----	-----	-----
	White Colour	Nos.	100		
	Grey Colour	Nos.	300		
	Dark blue colour	Nos.	250		
	Green Colour	Nos.	100		
	Yellow colour	Nos.	150		
	Pink colour	Nos.	100		
	Dark Red colour	Nos.	500		
3	Envelopes: As per sample provided by UPSACS	-----	-----	-----	-----
	Brown (22cm x10cm), Alongwith society address & slogan (Provided by society)	Nos.	25000		
	Brown (27cmx12cm), Alongwith society address & slogan (Provided by society)	Nos.	5000		
	Small Window white (22cmx10cm) Alongwith society address & slogan (Provided by society)	Nos.	6000		
	Window white (27cmx12cm) Alongwith society address & slogan (Provided by society)	Nos.	5000		
	Commercial White Taj Mahal plan box (15cmx8.8cm) Alongwith society address & slogan (Provided by society)	Nos.	4000		
4	Society Pad/Letter Head (Printed): (A-4-size paper-Executive, 80 GSM Printing As per Sample provided by UPSACS)	-----	-----	-----	-----
	Letter head Hindi	Each pkt of 100	300		
	Letter head English	Each pkt of 100	150		
5	DO Pad (Printed): size-A4, D.O. Paper	-----	-----	-----	-----
	PD (Hindi)	Each pkt of 100	50		
	PD (English)	Each pkt of 100	30		
	APD (Hindi)	Each pkt of 100	40		
	APD (English)	Each pkt of 100	20		
6	Dak Dispatch Register-(20.5X33cm apporx, 320 pages)/File Movement Register. As per socieity sample	Nos.	10		
Total					

Total In Words (RS.):

1. Tender should submit their financial offer as per above format only.
2. The rates quoted should be inclusive of all taxes.
3. Letter, envelopes to be printed in Hindi & English as per society specimen. Specimen can be seen of pre-bid meeting.

Signature of the Supplier:

Name of the Supplier:

Address:

Phone No:

Financial Bid**Annexure-4****Format of Cartridges/Toners etc. for the year 2015-16**

Sl No	Particular	Unit	Qty. to be procured	Rate per Item in ₹ (Inclusive of all taxes)	Total Amount in ₹ (Inclusive of all taxes)
A	B	C	D	E	F
1	Cartridge Q2612A	Nos.	150		
2	Toner (88A) for HP P1007	Nos.	50		
3.	Cartridge 418 Black for Cannon MF8350 Laser printer	Nos.	10		
4	Cartridge 418 Cyan for Cannon MF8350 Laser printer	Nos.	10		
5	Cartridge 418 Magenta for Cannon MF8350 Laser printer	Nos.	10		
6	Cartridge 418 Yellow for Cannon MF8350 Laser printer	Nos.	10		
7	Canon Cartridge 328	Nos.	12		
8	Cartridge Laserject CC88A	Nos.	4		
9	Toner NPG-51 for photocopier Machine Canon IR 2525	Nos.	25		
Total					

Total In Words (Rs.).....

1. Tender should submit their financial offer as per above format only.
2. The rates quoted should be inclusive of all taxes.

Signature of the Supplier:.....

Name of the Supplier:.....

Address:.....

Phone No:.....