

Schedule of Requirements (SOR) for procurement of Xeroxing, Spiral Binding, Pinning the Sets

1. **Size and Specifications of paper required :-**
 - a. A-4 Size Maplitho 70 GSM
 - b. Fulscap Maplitho 70 GSM

- c. Binding (Spiral) – Front Cover
Transparent Sheet–150 micron
 - 1) Rigid Plastic Material
 - 2) Blue/Brown/Ash Colour
 - 3) 150 Micron

2. **Period :-** The contract will be valid for one year from the date of awarding of contract.

3. **Services to be provided by the tender:-**
 1. The selected tenders will have to visit or send their messengers as and when called for minimum twice a day or depending of nature of work.
 2. The tenderer should have capacity at least 5,000 paper Xeroxing.
 3. The tenderer should promptly respond to call from this office.

4. **Payment :-**
Payment will be made on monthly basis for the work done satisfactorily.

5. Last date for submission of tenders will be till 16 hrs. on 08/ 12/2009 which will be opened in MPSP's office at 16.30 hrs. on the same day in the presence of tenderers or their representatives who would remain present.

6. State Project Director reserves the right to cancel any or all the tenders without assigning any reason therefor.

**State Project Director
M.P.S.P., Mumbai.**

GENERAL INSTRUCTIONS

1. Tenderers should submit Tenders in one envelope giving all details as below :
 - A. Technical and Institutional information of the vendor such as :
 - a. Draft in respect of Earnest Money Deposit (EMD) in favour of Maharashtra Prathamik Shikshan Parishad, Mumbai drawn on any scheduled bank
 - b. List of installed machinery (If Applicable).
 - c. Details regarding past performance.
 - d. Details regarding participation in any Tender Enquiry from this Organisation in the past. (If Applicable)
 - e. Valid Sales Tax clearance certificate (STCC - For Last Financial Year) or latest available.
 - f. Valid Solvency certificate (for this specific tender) or Latest Audited Balance Sheet (For Last Financial Year).

Tender Form `A` in the prescribed format is to be completed and documents pertaining to the above attached and submitted in a sealed / closed envelope marked as envelope No. 1 (Technical Tender)

This set should be marked as **“Technical Tender”**.

- B. The second set should contain only completed Tender Form B in the prescribed format and Vendors Terms and Conditions and submitted in a sealed / closed envelope marked as envelope No. 2 (Commercial Tender)

This set should be marked as **“Commercial Tender”**.

Both the above sets should be put and sealed / closed separately and put in a single cover envelope while submitting to the purchaser.

Tender not submitted as per the above prescribed manner will be treated as invalid.

- C. Envelope No. 1 (Technical Tender) will be opened first, on the date and time of opening of tender and verified whether all the documents required are enclosed. If not, envelope No. 2 will not be opened and the tender will be treated as non-responsive and hence will not be taken into consideration of further evaluation.

2. The Tender should be submitted in sealed cover addressed to the State Project Director, Maharashtra Prathamik Shikshan Parishad, Jawahar Balbhavan, Mumbai - 400 004.
3. Name and full address of the tenderer should be written on the cover envelope.
4. The cover envelope should also bear the Tender number, the last date and time of submission of Tender and the date and time of opening of the Tender.
5. The Tender is likely to be ignored in case above details are not furnished in the sealed tender.
6. The Purchaser is not responsible if a tender submitted is inadvertantly opened earlier than the stipulated time due to the required details not being furnished on the cover envelope, and the tender being subsequently rejected.
7. All documents attached should be attested by tenderer.
8. The Tenderer or his representative may attend the tender opening at the prescribed time if he so desires.

CONDITIONS OF TECHNICAL TENDER (FORM `A')

1. The tenderer should pay Earnest Money Deposit given in tender by Demand Draft drawn in favour of Maharashtra Prathanik Shikshan Parishad only on any scheduled bank. The Earnet Money Deposit will be forfeited if the tenderer fails to complete the contract according to terms of tender of terms of the Purchase Order, if accepted. Tenders submitted without Earnest Money will not be accepted / considered. No preference to any bidder or class of bidder, either for EMD or for other Terms and conditions, will be entitled. This will apply to Public Sector under takings, Cooperative Societies, Small Scale Industries and such other categories who will be treated on the same footing as other bidders.
2. Unsuccessful tenderers' Earnest Money Deposit (EMD) will be discharged / returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser (MPSP).
3. The successful tenderers' Earnest Money Deposit (EMD) will be discharged / returned as promptly as possible after the payment of required amount of Security Deposit to the Purchaser (MPSP).
4. An attested copy of valid S.T./ and or C.S.T. registration certificate alongwith Sales Tax clearance certificate or letter from Sales Tax Dept. (As per Clause `f` of General Instructions) should be enclosed with the Tender Form `A`.
5. Validity of the offer should be mentioned in Tender Form `A`. Tenders with less than 90 (Ninety) days validity may not be considered. The Purchaser's decision in this regard will be final.
6. No rates or prices should be quoted in the Tender Form `A`.

I have carefully read the above instructions and the conditions enclosed with the Tender Form and I hereby agree to abide with these instructions.

**Signature of Tenderer
with Official Rubber Stamp**

STATE PROJECT DIRECTOR,
MAHARASHTRA PRATHAMIK SHIKSHAN PARISHAD,
MUMBAI - 400 004.

TENDER FORM `A` (Technical Tender)

Original Tender Form (to be returned to the State Project Director, Maharashtra Prathamik Shikshan Parishad, Mumbai-400 004.)

1. Schedule to Tender No. :
2. Last date for submission of : Upto 16.00 hours
Tender in Form `A` and `B` On 08/12/2009
3. Date of Opening of Tender : At 16.30 hours
in Form `A` On 08/12/2009
4. Tender shall remain valid till :
5. Documents attached :
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.

**Signature of the Tenderer
with Official Rubber Stamp.**

**STATE PROJECT DIRECTOR,
MAHARASHTRA PRATHAMIK SHIKSHAN PARISHAD,
MUMBAI-400 004.**

TENDER FORM 'B' (Commercial) (For Xeroxing, Spiral Binding etc.)

Original Tender Form to be returned to the State Project Director, Maharashtra Prathamik Shikshan Parishad, Mumbai-400 004.

Schedule to Tender No. : PS _____

Last date of submission of Tender : **Upto 16.00 hours, On 08/12/2009**

Date of Opening of Tender Form 'B' : **At 16.30 hours, On 08/12/2009**

Tender shall remain valid till : _____

All Inclusive Rates for Xeroxing, Spiral Binding.

No.	Item	Per Page Rate for Xeroxing & Typing work on Computer & Per Copy Rate for Binding (Inclusive of all taxes and incidental charges.) (Rs.)	
		A-4 Size	Fulscap size
1	Xeroxing on Maplitho - 70 GSM Paper <ul style="list-style-type: none"> • One Side • Both Sides Off set Xeroxing on Maplitho - 70 GSM Paper (Min.100 Copies) <ul style="list-style-type: none"> • One Side • Both Sides 		
2	Spiral Binding including cost of Cover Pages as per specifications given in letter inviting quotations. <ul style="list-style-type: none"> • Upto 100 sheets. • 101 to 200 sheets. • 201 sheets and above. 		
3	Binding with pinning at 2 or 3 locations and pasting with brown or any other colour tape along left side as per instructions <ul style="list-style-type: none"> • Upto 100 sheets • 101 to 200 sheets • 201 sheets and above. 		
4.	Colour Xeroxing <ul style="list-style-type: none"> • One side • Both sides 		

**Signature of the Tenderer
with Official Rubber Stamp**

TERMS AND CONDITIONS OF TENDER FORM `B`

1. The rates / prices should be quoted for free delivery at office of the State Project Director, Maharashtra Prathamik Shikshan Parishad, Jawahar Balbhavan, Mumbai - 400 004 or other locations if specified.
2. The tenderer should quote all inclusive price (inclusive of all taxes and incidental charges).
3. Rates should be quoted both in words and figures. Dimensions and Units of quantities in quotations should be stated in metric units only.
4. In no case any revision or negotiation in price is admissible. Clarification may be sought and obtained but no charge in substance or price is permissible.
5. The supply is required within the period as specified in the Schedule of Requirements (SOR).
6. The above quantity is subject to 25% (+) or (-) variation at the discretion of the Purchaser.
7. The tender having bid validity less than 90 days is likely to be rejected. The prices should be firm during validity period and no price escalation will be entertained. However Purchaser reserves the right to accept a bid with lower validity period subject to consent of the bidder to extend the validity period and Purchaser decision in this regard will be final.
8. The State Project Director, Maharashtra Prathamik Shikshan Parishad, does not pledge himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender (within the limit of $\pm 25\%$) or portion of the quantity offered against any item (within the limit of $\pm 25\%$) and the Tenderer shall supply the same at the rate quoted. Tenderer is at liberty to quote for the whole or any portion of the quantity of any item (if so permitted by the Purchaser) or state that the rate quoted shall apply if the entire quantity of any such item is taken from him. The Purchaser shall specify in the 'Schedule of Requirements' if Tenderer is strictly required to quote for the entire tender.

9. More than one offer from one tenderer and also conditional offers other than the specified conditions may not be considered and if offered, such tenders are liable to be treated as invalid. However Purchaser's decision in this regard will be final.
10. Goods should be despatched at carrier's risk failing which they should be properly covered by transit insurance. However, the supplier will be responsible until entire goods contracted arrive in good condition at the destination. The supplier will have to supply the goods exactly as per the Purchase Order specifications and will be responsible to replace any defective supply at his risk and cost.
11. **Payment** : Payment will be made within 30 days from the receipt of acceptable material and bill by the consignee. Within this period, the Purchaser will carry out necessary physical inspection and payment will be made if found acceptable.
12. Successful tender will be required to pay a sum equal to 5 (five) percent of the value of the contract as Security Deposit vide Demand Draft or Banker's Cheque in favour of Maharashtra Prathamik Shikshan Parishad payable at Mumbai and enter into the agreement for the due performance of the contract. No preference to any bidder or calls of bidders, either for Security Deposit or for other Terms & Conditions, will be entitled. This will apply to Public Sector undertakings, Cooperative Societies and such other categories who will be treated on the same footing as other bidders. In the event of the order being placed against any of the tenderers, and the tenderer fails to supply any stores according to the terms and conditions of order or fails to replace any good rejected by the State Project Director, MPSP, Jawahar Balbhavan, Mumbai-400 004 or by the authorised representative of the State Project Director within such time as may be stipulated, the State Project Director, Mumbai, shall be entitled to purchase such good from any other source and at such price as the State Project Director, MPSP, Mumbai shall in his sole direction think fit, and if action as stipulated above is taken :
 - A. The offer of the defaulting Contractor / Supplier will not be considered.
 - B. The defaulting Contractor / Supplier will be penalised to the extent of the difference in the rate or 10% of the value of the earlier orders whichever is higher.
13. In the case of non-delivery and / or delayed delivery against order placed, State Project Director, MPSP, Mumbai, reserves the right to impose such penalty in his sole discretion as he thinks fit. This may include forfeiture of the Security Deposit and recovery (with interest) of any amount that may have already been paid.

14. I. As soon as it is apparent that contract date of delivery of goods cannot be adhered to the Contractor / Supplier shall send an application to the State Project Director, MPSP, Mumbai, stating the position.

II. Without prejudice to foregoing rights, if such failure to deliver in proper time as aforesaid has arisen from any cause which is found reasonable for an extension of time, he may be allowed such additional time as the State Project Director, MPSP, Mumbai, considers to be justified by the circumstances of the case.

III. Provided that any failure or delay on the part of subcontractor / subsupplier, through their employment shall not be admitted as reasonable for any extension of time or for exempting the contractor from the liability from any loss or damage.
15. When “samples” are specifically called under this tender enquiry, samples should be sent alongwith the tender failing which the tender is likely to be out of consideration for evaluation by Maharashtra Prathamik Shikshan Parishad, Mumbai.
16. The right to ignore any tender which fails to comply with the above instructions is reserved.
17. If there is rate contract with DGS&D, New Delhi / State Govt. a copy thereof should be submitted. If there is no rate contract note should be made accordingly.
18. Dates quoted in the tender form are subject to change to next working day if any holiday / holidays are abruptly declared by the Government.
19. If the tender is a commercial component authorisation from the concerned manufacturer for whom he has quoted would be required to be furnished along with tender documents. This will be specifically mentioned in the ‘Schedule of Requirements’ by the Purchaser.
20. In case of every offer, whether indigeneous or foreign, the name of the manufacturer together with its brand and places of manufacturing should be indicated in the submitted tender.

21. In case the terms and conditions of tender and schedule of Requirements (SOR) differ, the SOR shall supersede.
22. The Maharashtra Prathamik Shikshan Parishad reserves the right to procure the tendered quantity from more than one tenderer.

I quote my rates / prices for the tendered quantity after having read the above conditions stipulated in Tender Form `A` and `B` and I agree to abide with these instructions.

**Signature of the Tenderer
with Official Rubber Stamp**