



सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ़ इंडिया

(इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार)

Webel STP II Building, 2nd Floor,

DN - 53, Sector- V, Salt Lake, Kolkata-700091.

kolkata.stpi.in

एसटीपीआई कोलकाता में मुद्रण और स्टेशनरी सामग्री आपूर्ति के लिए एजेंसी को पैनलीकरण के लिए सीमित निविदा

सन्दर्भ संख्या - STPI/KOL/ADM/GENA/F&F/2022-2023/4

दिनांक - 22.09.2023

एसटीपीआई कोलकाता में मुद्रण और स्टेशनरी सामग्री आपूर्ति के लिए एजेंसी को पैनलीकरण के लिए दो बोली सीमित निविदा नीचे दिए गए विवरण के अनुसार आमंत्रित किया जाता है।

ऑनलाइन निविदा जमा करने की अंतिम तिथि 29.09.2023 अपराह्न 03:00PM बजे तक है और तकनीकी बोलियां खोली जाएंगी तिथि 29.09.2023 अपराह्न 03:30PM बजे खोला जायेगा।

वित्तीय बोली खोलने की सही तारीख और समय बाद में ऑनलाइन माध्यम से सूचित किया जाएगा।

मनजीत नायक
निदेशक
एसटीपीआई-कोलकाता



LIMITED TENDER FOR “EMPANELMENT OF AGENCY FOR PRINTING & SUPPLY OF OFFICE STATIONERIES AT STPI KOLKATA”

Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/4, Date: 22.09.2023



SOFTWARE TECHNOLOGY PARKS OF INDIA

(Ministry of Communication & IT, Govt. of India)

WEBEL STP-II Building, 2nd Floor, Block – DN,

Plot-53, Sector-V, Salt Lake, Kolkata – 700091, W.B.

kolkata.stpi.in

LIMITED TENDER FOR “EMPANELMENT OF AGENCY FOR PRINTING & SUPPLY OF OFFICE STATIONERIES AT STPI KOLKATA”

Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/4, Date: 22.09.2023

Software Technology Parks of India, Kolkata, an Autonomous Society under Ministry of Electronics & Information Technology, Govt. of India invites Online Limited Tender under Two-Bid system from experienced vendor for printing and supply of stationeries at STPI- Kolkata.

The tender documents can be downloaded from websites <http://eprocure.gov.in/eprocure/app> OR kolkata.stpi.in.

The last date of Online submission of bids is **29.09.2023 up to 03:00PM**. The Technical Bid shall be opened on **29.09.2023 up to 03:30PM**. The exact date and time of Financial Bid opening will be intimated later through online.

The foremost requirement of participation in E-Tender is to have a digital signature. Instruction to the Bidders to upload the bids online is also enclosed as Annexure –III.

**Manjit Nayak
Director
STPI-Kolkata**

CONTENTS OF TENDER

SL. NO.	CONTENT	PAGE NO.
1.	BASIC DETAILS	4
2.	GENERAL TERMS AND CONDITIONS	5-9
3.	CONTRACTUAL TERMS & CONDITIONS	10
4.	ELIGIBILITY CONDITIONS	11
5.	SCOPE OF WORK	11
6.	DETAILS OF BIDDER (Annexure-I)	12
7.	EMD FORWARDING LETTER (Annexure- II)	13
8.	INSTRUCTIONS FOR ONLINE BID SUBMISSION (Annexure- III)	14-15
9.	SPECIMEN FORMAT FOR FINANCIAL BID (BOQ) (Annexure- IV)	16
10.	DESCRIPTION OF ITEMS (Annexure- V)	17
11.	BANK GURRANTEE FORMAT , (Annexure – VI)	18 - 19

BASIC DETAILS

Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/4, Date: 22.09.2023		
1	MODE OF TENDERING:	Limited Tender (ONLINE) on URL https://eprocure.gov.in/eprocure/app in Two-Bid System as follows: <ul style="list-style-type: none"> • Technical Bid. • Financial Bid.
2.	Address	The Director Software Technology Parks of India, Webel STP-II Building, 2 nd Floor, Block-DN, Plot- 53, Sector-V, Saltlake, Kolkata-700091, West Bengal.
4.	Earnest Money Deposit (EMD):	Rs. 2,500 /- (Rupees Two Thousand Five Hundred only) in the form of NEFT only in favor of “ Software Technology Parks of India ” payable at Kolkata.
5.	Performance Security (Bank Guarantee)	Rs. 5000/-.
6.	Date of Publishing of Tender:	22.09.2023.
7.	Last Date & Time for Online submission of Bid:	29.09.2023 on or before 03:00PM
8.	Date & Time for opening of Technical Bid:	29.09.2023, 03:30PM
9.	Date & Time for opening of Financial Bid:	Shall be conveyed later only to Technically Successful bidder(s) through Online.
10.	Validity of Bid:	90 days from the last date of online bid submission.
11.	Bank Account Details of STPI-Kolkata for NEFT	Name of the Bank: Bank of India. Address: Plot No.: Y6, Block – EP, Sector – V, Saltlake, Kolkata – 700 091, W.B. Account No.: 407110110005847. IFSC Code: BKID0004071. MICR Code: 700013101. Account Type: Savings.

GENERAL TERMS & CONDITIONS

1. Bids must be submitted Online through <http://eprocure.gov.in/eprocure/app> only. Offline bids will not be entertained for the tenders published in e-procurement platform.

The Technical Bids must consist of the following:

- 1.1. Scan copy of each page of this bid document (must be signed and stamped by authorized signatory of bidder).
- 1.2. Scan copy of Filled details of the bidder in **Annexure- I**.
- 1.3. Scan copy of NEFT payment copy towards Earnest Money Deposit (EMD).
- 1.4. Scan copies of all the supporting documents as mentioned in Eligibility Conditions in this tender document.
- 1.5. If exemption is claimed from payment of EMD, a copy of Government orders (i.e) DGS&D /NSIC/ MSME Act 2006/Startups as recognized by Department of Industry Policy & Promotion (DIPP)/ certificate allowing such exemption to the firm must be uploaded with authorized signature & company stamp.

The Financial Bids shall consist of the following:

- 1.6. **BOQ.xls** as provided.
2. Each page of the Tender Document and its Annexures has to be authenticated with Digital Signature certificate and enclosed.
3. Copy of Registration Certificate issued by NSIC, Govt. of India Enterprise/DGS&D, MSME units registered with District Industries Centre/ Department of Commerce and Industries, Government of West Bengal or with respective State Governments in respect of those who are seeking exemption for payment of Earnest Money Deposit (Bid Security).
4. All the documents in support of Eligibility Conditions are to be uploaded along with Technical Bid. The Bidders are advised in their own interest to upload the scanned copies of the desired papers/documents with their bids, failing which their bids may be declared non responsive.
5. **Submission of Bids:**
 - 5.1. Bidder should take into account any corrigendum published on the tender document before uploading their bids.
 - 5.2. Bidder should get ready the bid documents in advance to be uploaded as indicated in the tender document/ schedule and generally, they can be in .PDF formats. Bid documents may be scanned after signing with seal by authorized person, with 100 dpi with black and white option.
 - 5.3. The bidder has to digitally sign and upload the required bid owing responsibility for their correctness/ authenticating documents one by one as indicated in the tender document.
 - 5.4. Bidder has to select the payment option as “**online**” to pay the EMD as applicable and entire details of the instrument.
 - 5.5. Bidder should prepare the EMD as per the instructions specified in this tender document. The details of the NEFT paid by the bidder must tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
 - 5.6. The bidder shall authenticate the bid with his Digital Signature Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by Digital Certificate of the bidder, will not be accepted on the E-Procurement platform.
 - 5.7. A standard BOQ format in **Annexure - IV** has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download

- the BOQ file, open it and complete the blue colored (Unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 5.8. The server time (which is displayed on the bidder’s dash board) will be considered as the standard time for referencing the dead line for submission of the bids by the bidders, opening of the bids etc. The bidder should follow this time during the bid submission.
 - 5.9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date and time of the submission of the bid with all other relevant details.
 - 5.10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

6. Signing of Tender

Signature should be done electronically as per e-procurement system. Individual signing the tender with digital signature certificate or other documents connected with contract must specify whether he signs as:

- (a) A ‘sole proprietor’ of the concern or constituted attorney of such sole proprietor: In case of constituted attorney a copy of the power attorney authorization should be enclosed.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company. If signed by an authorized officer/ any of the director, board resolution copy to this effect duly authenticated by all the Directors of the company should be enclosed.

N.B

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by the partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such person and if on enquiry, it appears that the persons so signing had no authority to do so, the Director, West Bengal may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

This tender must be signed digitally in all pages. Disregard of these instructions, or if the tender is anyway incomplete, such tender is liable to be ignored.

7. Technical Bid:

- 7.1. All documents relating to technical bids should be uploaded accordingly (refer eligibility conditions of Tender document).
- 7.2. All documents of technical bid should be submitted electronically in **.PDF** format.
- 7.3. The bidder shall be required to furnish a declaration in “ONLINE” stating that the soft copies uploaded by them are genuine. Any incorrectness deviation noticed will be viewed seriously apart from cancelling the work duly forfeiting the EMD and the firm will also be blacklisted.
- 7.4. The bidder has to keep track of any changes by viewing addendum/ corrigendum issued by the Tender inviting authority on time to time basis on e-procurement platform. The Department will not be responsible for any claims/ problem arising out of this.

8. Financial Bid:

- 8.1. The Department shall carry out the Technical evaluation solely based on the uploaded

Signature & Seal of Bidder



certificates/

documents in the e-procurement system and open the price bids of responsive bidders.

- 8.2. The Financial Bid should be submitted in BOQ file (BOQ.xls) given in CPP Portal. The bidder has to digitally sign and upload the required financial bid document.
- 8.3. The Financial Bids of the bidder short-listed after evaluation of technical bids will be opened on a specified date and time to be intimated to the respective bidder. A duly constituted Tender Evaluation Committee (TEC) will evaluate both Technical Bids and the Financial Bids.

9. Opening of tender:

The technical bids will be opened at the time & date as specified in the tender document. The bidder can also witness bid opening from their respective locations by logging in through their login ID, password at the designated time of bid opening.

10. STPI may extend the last date of submission of Bid or opening date of Bid as it may deem required for any administrative reasons.
11. Bidders are advised to visit the site and see for themselves the locations for which the services are required to be provided.
12. STPI further reserves the right to split the order among more than one bidder if considered necessary.
13. The Bid documents are non-transferable.
14. In the event of violation of any terms and conditions given above, it would be construed, as a breach of contract and STPI will be entitled to terminate the contract/ empanelment without any compensation.
15. The rate quoted by the bidder shall be valid for a period of one year and no increase in rate shall be allowed during the period of contract and may be renewed further for a period of two years, one year at a time, deciding upon satisfactory services on same price, terms & conditions of the existing contract.

16. BID EVALUATION CRITERIA:

The evaluation of the tenders will be made first on the basis of Technical Evaluation and then on the basis of price quoted in BOQ as per Annexure - IV. The Financial Bid (BOQ) of technically qualified bidder/s will be opened on the date and time which will be intimated later through Online. It must be kept in view that no decision will be given by the Tender Evaluation Committee or any inference drawn during the meeting of the committee by the bidders or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in contractual terms & conditions of this tender document.

STPI - Kolkata will prepare a list of firms based on the compliance to Terms and Conditions of the bid. The Bids, which do not conform to the Bid conditions and Bids from firms without adequate capabilities as per Bid requirements shall be straight away rejected. All eligible Bids will be considered for further evaluation. The decision of the competent authority shall be final in this regard.

- 16.1. Eligibility of the bidders will be evaluated for the fulfillment of the Bidder's Eligibility Criteria, supporting documents submitted as per **Annexure-I and Eligibility criteria**.
- 16.2. Failing to meet the requirements, the bidder shall be rejected.
- 16.3. Financial Bids as per BOQ of only technically eligible bidders shall be opened subsequently at a date and time to be declared later through online.
- 16.4. The Bidder, whose Financial offer as per the price schedule in BOQ is determined to be the lowest bidder after evaluation will be considered for the award of contract.

17. AMENDMENT OF BID DOCUMENTS:

- 17.1. At any time prior to the last date for submission of Bids, STPI may, for any reason, modify the Bid document. Such modification will be published through notice in our website

kolkata.stpi.in and CPP Portal **http://eprocure.gov.in**

- 17.2. The bidders shall have no right to amend the bid after submitting the same to STPI unless otherwise asked to do so by STPI.

18. LANGUAGE OF BID:

The Bid prepared by the bidder, as well as all correspondence and documents relating to the Bid exchanged between bidder and STPI shall be written (preferably computer/type written) either in Hindi or English Language. Only English numerical number shall be used in the Bid.

19. All the bid documents must be free from correction and erasures. Correction, if any, in the bid document must be duly attested by the authorized signatory of the Bidding Party.

20. ACCEPTANCE OF BID AND WITHDRAWALS:

20.1. CONDITIONAL BIDS WILL NOT BE ACCEPTED AND WILL BE REJECTED OUTRIGHT.

20.2. If any of the conditions of Bid are not fulfilled, such Bid/Bids will be summarily rejected outright and objections raised in this regard will not be entertained.

20.3. The right of final acceptance of the Bid is entirely vested with the Director, West Bengal who reserves the right to accept or reject any of the Bids in full or in part without assigning any reason whatsoever. There is no obligation on the part of STPI to communicate with rejected bidders.

20.4. After acceptance of the Bid by STPI, the bidder shall have no right to withdraw their Bid, or claim higher price.

20.5. STPI reserves the right to choose, accept or reject any or all requests / offers, in full or part, at any

stage, reduces or increases the quantity without assigning any reasons therefore. The quantity / number shown in the document are indicative.

20.6. The Bid acceptance authority may also reject all the Bidders for reasons such as change in scope of work, new technologies, lack of anticipated financial resources, court orders, accidents or natural calamities and other unforeseen circumstances.

20.7. Bidders with incomplete information are liable for rejection.

20.8. In case any deviation is found in the Bid document submitted by the bidder from the content mentioned in our published document then the Bid shall be liable to be rejected at any stage. The bidder has to indemnify STPI for loss occurred due to such alteration in the terms and conditions of Bid document.

21. EARNEST MONEY DEPOSIT

The Bidder shall deposit EMD of required amount by **NEFT** only in favor of “**Software Technology Parks of India**” payable at Kolkata. Bids submitted without the Earnest Money is liable for rejection. The scanned copies of NEFT payment receipt towards EMD must be uploaded along with EMD forwarding letter (**Annexure- II**) on or before last date and time of online bid submission.

21.1. The EMD of unsuccessful bidders shall be refunded within 30 days after award of contract.

21.2. Firms registered under NSIC/DGS&D/MSME act 2006, with current validity, are exempted from furnishing EMD.

21.3. The EMD of successful bidder shall be refunded after deposit of Performance Security Deposit or shall be adjusted with the Performance Security Deposit on request of the vendor.

21.4. The tenders without EMD will be summarily rejected. If exemption is claimed from payment of EMD, a copy of Government orders (i.e) DGS&D /NSIC/ MSME Act 2006/ certificate allowing such exemption to the firm must be uploaded.

21.5. The EMD may be forfeited if a bidder withdraws his bid during the period of validity specified by the bidder on the Bid document.

21.6. The EMD of successful bidder may be forfeited if the agency fails to deposit the performance security deposit on time or doesn't start the work as specified in the scope of work within the stipulated time mentioned clearly in the bid document after receiving the WO.



22. Performance Security Deposit:

The successful bidder shall deposit Rs. 5000/- in the shape of **Bank Guarantee** as Performance Security Deposit within **15 days** of receiving the order. Performance Bank Guarantee from any of the commercial banks drawn in favour of "**Software Technology Parks of India**" payable at **Kolkata. The Performance Bank Guarantee should remain valid for a period of 03 months beyond the date of completion of all contractual obligations of the bidder/s or contractor/s.**

The Performance Security will be discharged by the Purchaser and returned to the bidder/s not later than 60 days following the date of completion of the Supplier's performance related obligations, under the Contract. In this regard, a request letter has to submit by the bidder to this office.

No interest shall be paid to the amount retained by STPI as Performance Security Deposit.

23. Blacklisting:

Company/Firm blacklisted by Govt./PSU/Corporate organization are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of STPI, the STPI shall have right to reject the bid and forfeit the EMD or terminate the contract, as the case may be, without any compensation to the bidder.

24. Arbitration:

All disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the purchase order/work order or the breach thereof shall be settled by reference to arbitration by Director, West Bengal. The award made in pursuance thereof shall be binding on both parties. The venue of arbitration shall be Kolkata.

25. Payment Terms:

Payment will be released within 15 days after successful job completion against the submission of tax invoice after verification by concerned staff of STPI center. **The payment will not be released by this office until the submission of the Performance Security Deposit by the vendor.**

CONTRACTUAL TERMS & CONDITIONS

1. The quality of work executed by the contractor shall be professional and to the satisfaction of Director, West Bengal.
2. STPI-Kolkata will provide the sample of text and format to be printed along with each and every work order.
3. If works executed by the contractor is found sub-standard then the contractor is liable to take back the entire rejected supply and re-execute the work at its own cost.
4. Delivery of printing stationeries shall be made within 07 working days of receiving the work/ purchase order.
5. The contractor shall comply with all the provisions as required under the appropriate acts of Government and also statutory requirements as applicable.
6. Charges include cost of materials, stationeries, printing cost etc. in complete.
7. The rate quoted by the contractor/ the rate at which order has been placed shall be final and no increase in rate shall be allowed during the period of contract. Rate quoted shall be valid for one year of contract.
8. All the listed items & its quantity in Annexure – V are tentative which may be required throughout the year. However, the order will be placed to supplier as per the requirement of STPI for the specific items & its quantity time to time which may not be a single order.
9. The Security Deposit must be submitted by the L1 bidder within the **15 days from the date of issue of Work Order in the form of Bank Guarantee from a nationalized bank in favour of “Software Technology Parks of India” payable at Kolkata. The Bank Guarantee shall be valid upto 03 months beyond the date of expiry of the contract.** The format and dates shall be provided by STPI Kolkata. In the event of renewal of contract after one year, the agency shall have to submit extended performance guarantee.
10. In case the performance of the agency is not found satisfactory during the period of contract or the agency fails to abide by any clause of the contract or disagree to continue the service/ supply in the mid of the contract then the Performance Security Deposit can be forfeited by STPI.
11. Tax as applicable will be deducted from the bills payable.
12. Payment will be made within 15 days on production of related invoice & service report after completion of 100% work satisfactorily and other terms & conditions as per Work Order.
13. STPI may terminate the empanelment of the contractor/vendor, if the contractor/vendor fails to execute ordered works on time or regularly executes sub-standard works.
14. The Contract/ empanelment can be terminated at any time by giving Two-month notice by the Agency and one-month notice by or on behalf of Director, West Bengal.
15. STPI reserves the right to terminate the empanelment of the contractor/vendor by giving one-month notice without assigning any reasons.
16. The contractor shall be legally liable and responsible for and contravention of any legal requirements and consequent liability in connection to the work assigned to the contractor by STPI.
17. The service contract/ empanelment may be extended further for a period of Two years i.e. one year at a time, subject to there is no change in commercial and technical terms & conditions or price and subject to satisfaction and approval from competent authority.
18. Any dispute arises shall be settled within the Jurisdiction of KOLKATA only.



SCOPE OF WORK

1. Printing and Supply of office stationeries at STPI-Kolkata for the period of one year as and when required/ ordered basis (details attached in Annexure - V).

ELIGIBILITY CONDITIONS

1. Bidder should have necessary registration certificate/certificate (upload the copy).
2. The bidder shall be Proprietary/Partnership Firm, Company registered under Companies Act, legally constituted Corporate Body empanelled / registered who possess the required licenses (upload the copy).
3. Bidder should enclose copy of PAN, GST etc. (upload the copy).
4. Bidder should upload copy of undertaking on letter-head if not applicable for GST duly specifying reason thereof (upload the copy).
5. **The bidder have to sign, stamp and upload the each page of this Bid Document, Annexures, copies of relevant supporting documents for eligibility before final uploading.**
6. Agency should be a reputed stationery Printing firm having at least **03years experience** in printing works (copy of Work Order must be uploaded).
7. The bidder must have fully functional office at KOLKATA (must be uploaded copy of proof).

Note: The supporting documents as mentioned in Eligibility Conditions must be uploaded as proof.



Annexure-I

DETAILS OF BIDDER

1. Name of the Bidder :

2. Name of the Prop. / Directors :

a).

b).

3. Address :

4. Contact No. :

5. E-Mail :

6. Registration No. :

7. PAN Card No. :

8. GST registration No. :

Signature of the Bidder



Annexure-II

EMD FORWARDING LETTER

To
The Director (West Bengal),
Software Technology Parks of India
Webel STP-II Building, 2nd Floor, Block-DN,
Plot-53, Sec-V, Saltlake, Kolkata - 700091.

From
(Name & Address of the Bidder)

Sub: Earnest Money Deposit for NIT no.: STPI/KOL/ADM/GENA/F&F/2022-2023/4, Date: 22.09.2023

Dear Sir,

We, M/s _____, having read and examined in detail the bid documents and amendments for “EMPANELMENT OF AGENCY FOR PRINTING & SUPPLY OF OFFICE STATIONERIES AT STPI - KOLKATA”.

We, M/s. _____ hereby inform that:

1. EMD of Rs. _____ (Rupees.....) has been transferred through NEFT.

- a. Transaction Details: _____
- b. Amount: _____
- c. Dated: _____

We, M/s. _____ having read and understand the Clause no.21 under General Terms & Conditions towards forfeit of EMD.

Vendor details (for EMD return purpose):

- a. Name of the company : _____
- b. Name of Bank : _____
- c. Account Number : _____
- d. Branch Name : _____
- e. Branch Address : _____
- f. IFSC code : _____

Yours Sincerely, Signature & Seal of bidder

Annexure-III

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll” on the CPP Portal. Enrolment is free of Charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted.



- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "online" to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The details of NEFT submitted by the bidder, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the blue colored (Unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



LIMITED TENDER FOR "EMPANELMENT OF AGENCY FOR PRINTING & SUPPLY OF OFFICE STATIONERIES AT STPI KOLKATA"
Tender Ref. No.: STPI/KOL/ADM/GENA/F&F/2022-2023/4, Date: 22.09.2023

Annexure - IV

Specimen Format for Financial Bid (BOQ)

Validate Print Help

Item Rate BoQ

Tender Inviting Authority: Director, STPI - Kolkata

Name of Work: "EMPANELMENT OF AGENCY FOR PRINTING & SUPPLY OF OFFICE STATIONERIES AT STPI KOLKATA"

Tender No: STPI/KOL/ADM/GENA/F&F/2022-2023/4, Date: 22.09.2023

Name of the Bidder/
Bidding Firm /
Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Approx./ Tentative total requirement throughout the year	Units	Quoted Currency in INR / Other Currency	BASIC RATE per "Unit" of item, In Figures To be entered by the Bidder in Rs. P	GST value applicable on item, as per Govt. of India Rules in percentage (%)	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words	
1.01	Cobra File with printing of Logo & Bilingual address (Multi color) Per File	100	Nos	INR			0.00	0.00	INR Zero Only	
1.02	Arch File with printing of Logo & Bilingual address (Multi color) Per File	100	Nos	INR			0.00	0.00	INR Zero Only	
1.03	4 side Folded File with printing of Logo & Bilingual address (Multi color) Per File	20	Nos	INR			0.00	0.00	INR Zero Only	
1.04	Writing Pads Top spiral binding (30 Pages each) Per Pad with printing of logo and text	100	Nos	INR			0.00	0.00	INR Zero Only	
1.05	Gate pass(3+1 white, Yellow, Pink and Green)color leafs with serial no. binded in book) Per Pad of 50 sets	50	Nos	INR			0.00	0.00	INR Zero Only	
1.06	A6 Size Visitor Slip Per Pad of 50 (Bilingual)	30	Nos	INR			0.00	0.00	INR Zero Only	
1.07	Visiting Cards (Double Sided, Bilingual) Digitally printed Per Box of 100	20	Nos	INR			0.00	0.00	INR Zero Only	
1.08	Letter head, A4 size, 100 GSM Bond Paper pack of 100 (Bilingual, Multi color)	50	Nos	INR			0.00	0.00	INR Zero Only	
1.09	White Envelope 4.5" x 11.14"inch printed with logo and bilingual address/text Per Box of 100	40	Nos	INR			0.00	0.00	INR Zero Only	
1.10	9.14 x 13.14 inch Size Yellow Water Proof Envelope printed with logo and bilingual address /text Per Box of 100	5	Nos	INR			0.00	0.00	INR Zero Only	
1.11	12 x 10 inch Size Brown Water Proof Envelope printed with logo and bilingual address /text Per Box of 100	5	Nos	INR			0.00	0.00	INR Zero Only	
1.12	16 x 11 inch Size Brown Water Proof Envelope printed with logo and bilingual address /text Per Box of 100	5	Nos	INR			0.00	0.00	INR Zero Only	
1.13	L-Shape (Transparent) Plastic Folder with Logo & address Per Piece	50	Nos	INR			0.00	0.00	INR Zero Only	
1.14	Channel (Transparent) Plastic Folder with Logo & address Per Piece	50	Nos	INR			0.00	0.00	INR Zero Only	
1.15	Button (Transparent) Plastic Folder with Logo & address Per Piece	50	Nos	INR			0.00	0.00	INR Zero Only	
1.16	A4 Size Green Sheet printed with bilingual text Pack of 100	30	Nos	INR			0.00	0.00	INR Zero Only	
1.17	Lunch Allowances Form (Bilingual) Pack of 100 pages	5	Nos	INR			0.00	0.00	INR Zero Only	
1.18	Leave Application form (Bilingual) Pack of 100 pages	2	Nos	INR			0.00	0.00	INR Zero Only	
1.19	Local Conveyance Slip (All perforation with serial number) Pack of 100 pages	20	Nos	INR			0.00	0.00	INR Zero Only	
1.20	Money Receipt Pack of 100 pages	5	Nos	INR			0.00	0.00	INR Zero Only	
1.21	Employee ID Card	33	Nos	INR			0.00	0.00	INR Zero Only	
1.22	A3 size certificate (Multi Colored)	20	Nos	INR			0.00	0.00	INR Zero Only	
1.23	A4 size leaflet (Both Side) (Multi Colored)	200	Nos	INR			0.00	0.00	INR Zero Only	
1.24	A5 size invitation card with envelope (Multi Colored)	200	Nos	INR			0.00	0.00	INR Zero Only	
Total in Figures							0.00	0.00	INR Zero Only	
Quoted Rate in Words							INR Zero Only			

Note: Bidder have to fill up Blue colored boxes only. The above format only for reference. The original BOQ.xls file have to download & after fill up it have to upload to the web site. The same BOQ.xls file has to be validate with Digital Signature.

Annexure - V

Sl. No.	Description of Items	Approx. Total Requirement throughout the year
1	Cobra File with printing of Logo & Bilingual address (Multi color) Per File	100
2	Arch File with printing of Logo & Bilingual address (Multi color) Per File	100
3	4 side Folded File with printing of Logo & Bilingual address (Multi color) Per File	20
4	Writing Pads Top spiral binding (30 Pages each) Per Pad with printing of logo and text	100
5	Gate pass(3+1 white, Yellow, Pink and Green)color leafs with serial no. binded in book) Per Pad of 50 sets	50
6	A6 Size Visitor Slip Per Pad of 50 (Bilingual)	30
7	Visiting Cards (Double Sided, Bilingual) Digitally printed Per Box of 100	20
8	Letter head, A4 size, 100 GSM Bond Paper pack of 100 (Bilingual, Multi color)	50
9	White Envelope 4.5” x 11.14”inch printed with logo and bilingual address/text Per Box of 100	40
10	9.14 x 13.14 inch Size Yellow Water Proof Envelope printed with logo and bilingual address /text Per Box of 100	05
11	12 x 10 inch Size Brown Water Proof Envelope printed with logo and bilingual address /text Per Box of 100	05
12	16 x 11 inch Size Brown Water Proof Envelope printed with logo and bilingual address /text Per Box of 100	05
13	L-Shape (Transparent) Plastic Folder with Logo & address Per Piece	50
14	Channel (Transparent) Plastic Folder with Logo & address Per Piece	50
15	Button (Transparent) Plastic Folder with Logo & address Per Piece	50
16	A4 Size Green Sheet printed with bilingual text Pack of 100	30
17	Lunch Allowances Form (Bilingual) Pack of 100 pages	05
18	Leave Application form (Bilingual) Pack of 100 pages	02
19	Local Conveyance Slip (All perforation with serial number) Pack of 100 pages	20
20	Money Receipt Pack of 100 pages	05
21	Employee ID Card	33
22	A3 size certificate (Multi Colored)	20
23	A4 size leaflet (Both Side) (Multi Colored)	200
24	A5 size invitation card with envelope (Multi Colored)	200

Specimen sample of printing stationeries is available at STPI-Kolkata office. Bidders/ Agencies are required to verify the samples to see the paper quality, size, printing style etc. before quoting price.

Quantity given above is indicative based on average usage throughout the year and may increase/reduce as per requirement. Specific quantity required will be given in each and every work order time to time.



Annexure - VI

BANK GUARANTEE FORMAT (PERFORMANCE SECURITY)

To
Software Technology Parks of India
Kolkata

In consideration of.....(hereinafter called the “BUYER”) having placed an order with M/s.....(hereinafter called the “SELLER”) vide order No.(herein after called the “CONTRACT” which expression shall include all amendments, modifications and or variations thereto, as mutually agreed upon between the buyer and the seller) for “EMPANELMENT OF AGENCY FOR PRINTING & SUPPLY OF OFFICE STATIONERIES AT STPI – KOLKATA” (vide **NIT No. STPI/KOL/ADM/GENA/F&F/2022-2023/4, Date: 22.09.2023**) and pursuant to order terms and the seller being agreed to furnish the Buyer a Bank Guarantee of Rs. 5000/- (Rupees Five Thousand only) for fulfilment of contractual obligations as specified in the said contract.

We,(hereinafter referred to as the “BANK”) do hereby agree to pay without any demur to the Buyer on first demand an amount not exceeding Rs.....(Rupees) against any loss or damage caused to or suffered or would be caused to or suffered by the Buyer by reason of non-fulfilment of the performance guarantees by the Seller .

We,..... the Bank further agree that if the seller fails to fulfil the performance mentioned above we undertake to indemnify and keep the buyer indemnified against any loss, damage or expenses incurred by the Buyer.

We..... the Bank further agree that the buyer shall be sole judge whether the said seller has committed any breach or breaches of any of the terms and conditions and the extent of loss, damage, cost charges and expenses suffered or incurred or would be suffered or incurred by the Buyer on account thereof.

Any demand so made on the Bank shall be conclusive as regards the amount due and payable by the bank under the Guarantee.

We,..... the Bank further agree that the Guarantee herein contained shall remain in force and continue to have full effect until the performance guarantee and guarantee tests under clauses of the said contract are carried out, but not beyond

Wethe Bank further agree with the Buyer that the Buyer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extent time of performance by the said Seller from time to time and to forebear or enforce any of terms and conditions relating to the said contract and we shall not be relived from our liability by reason of any such variation or extension being granted to the said Seller or for any forbearance , act or omission on the part of the Buyer or any indulgence by the Buyer to the said Seller or by any such matters or things whatsoever which under the law relating to sureties would but for the provision have effect of so relieving us.

Signature & Seal of Bidder



We.....the Bank further undertake not to revoke this guarantee during its currency except with the previous consent in writing from the Buyer.

Notwithstanding anything hereinbefore contained, our liability under this guarantee is restricted to Rs.(Rupees.....on ly).

Our Guarantee shall remain in force till Unless an action to enforce a claim under this guarantee is filed against us within the aforesaid date, all rights under the said guarantee shall be forfeited and we shall be relived and discharged from all liabilities there under, immediately after its validity has expired, this document is to be returned.

Dated this..... of..... in the year of

Authorized Signatory