

**Tender for Printing of Multi Colour Pamphlet  
A4 Size (300 GSM) Glossy Paper  
(Single Page both side Printing)**

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Haryana State Technical Education Society (HSTES), Panchkula invites sealed bid for printing of Multi Colour Pamphlet A4 Size (300 GSM) Glossy Paper (Single Page both Side Printing). The firm will have to deposit Rs.10,000/- (Rs.Ten Thousand Only) as Earnest Money and Security Deposit (Refundable) for this work. The detailed information regarding terms & conditions and scope of work alongwith the proforma to be filled by the firm for submission to HSTES can be seen on the website of HSTES: [www.hstes.org.in](http://www.hstes.org.in).

**The bid along with the duly filled proforma should reach to the Joint Director, HSTES, Bays 7-12, Sector- 4, Panchkula upto 12<sup>th</sup> March, 2018 by 5.00 p.m.** Any bid with incomplete information, which does not meet the above criteria, or received after the closing date, will be rejected straightway.

**Joint Director,  
HSTES, Panchkula**

**TENDER FOR PRINTING OF MULTI COLOR PAMPHLET A4 SIZE (300 GSM) GLOSSY PAPER (SINGLE PAGE BOTH SIDE PRITING):**

The office of Haryana State Technical Education Society (HSTES), Panchkula is located in Panchkula and does not have any sub office anywhere in India.

**Terms & Conditions:**

1. **The bid along with the duly filled proforma should reach to the Joint Director, HSTES, Bays 7-12, Sector- 4, Panchkula upto 12<sup>th</sup> March, 2018 by 5.00 p.m. Tender will be opened on 13.03.2018 at 11.00 A.M.**
2. **The Quantity of Pamphlet to be printed i.e. MULTI COLOR PAMPHLET A4 SIZE (300 GSM) GLOSSY PAPER (SINGLE PAGE BOTH SIDE PRITING) is One Lakh. However, the quantity of the Pamphlet can be reduced/increased subject to availability of funds for this work.**
3. **The firm is required to submit Rs.10,000/- towards Earnest Money and Security Deposit (Refundable) through demand draft. If the intended bidder fails to pay Earnest Money and Security Deposit, the bid of the Firm shall not be considered for this work. The Earnest Money and Security Deposit of the successful bidder will be refunded after successful completion of the work.**
4. The rates should be quoted inclusive of F.O.R destination.
5. No extra charges for packing, forwarding and insurance etc. will be paid.
6. In case, failure to replace the accepted and rejected/material from suppliers, the loss undergone by the Haryana State Technical Education Society (HSTES), Panchkula will be recovered from the suppliers' security deposit/Earnest Money or payment of any bill(s) to the extent required.
7. Right to accept or reject without assign any reasons any or all tenders in part or whole is reserved with the tender inviting authority and its decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final & binding to all.
8. No separate agreement will be required to be signed by the successful tenderer for the purpose of the contract for supply, rates tendered of the offered in response to concerned tender shall be considered as acceptance of the above terms & conditions for supply for all legal purposes.
9. **The supply shall be made from fresh stock. The delivery of the material shall be made within one week positively after the issue of work order.**
10. **The firm should supply the sample along-with the bid.**
11. If any defect/defects observed or the material found unsuitable, then the same will be replaced by the supplier/agency free of cost.
12. At any time, prior to the date of submission of bid, Haryana State Technical Education Society (HSTES), Panchkula may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.
13. **The turnover of the firm should not be less than Rs.5.00 lacs for the last two financial years.** The proof of balance sheet duly signed by the Chartered Accountant may be enclosed.

14. Bid may be given inclusive of packing, forwarding, freight, insurance and other charges as applicable.
15. **The HSTES reserves the right to get the material tested randomly from the authorized lab. If any deficiencies are noticed in the material i.e. paper quality/printing quality / delay in the execution of work by the firm, then the proportionate reduction and penalty of 20% of the work order will be levied by the Society on the supplier which will be deducted from the bill.**
16. The supplier shall warrant that Pamphlet to be supplied shall be in full conformity with specifications. In case the Pamphlet is not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement. Haryana State Technical Education Society (HSTES), Panchkula will not be responsible for any loss occurred for this to the firm.
17. If delivery is not made in given time and Haryana State Technical Education Society (HSTES), Panchkula is required to make printing from outside at higher rates, the loss sustained will be deducted from the bill.
18. The Haryana State Technical Education Society (HSTES), Panchkula may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.
19. No sub-contracting is permissible and Conditional bid will not be accepted
20. Sample of Pamphlet to be printed may be seen in the office of Haryana State Technical Education Society, Bays No.7-12, Sector-4, Panchkula.
21. **The payment will be released by the HSTES after the receipt of material and verification from authorized lab, if any. No advance payment will be released by HSTES for this work. Further, final payment will be released after deduction of the TDS as per income tax norms.**
22. The offer should be in two covers, one super-scribed as "Pre-qualification/Technical bid" (**Part-A**) and the second super-scribed as "Financial Bid (**Part-'B'**)". These sealed covers shall be put in an envelope which shall also be sealed and super-scribed with the words "Pre-qualification/Technical Bid and Financial Bid".
23. The financial bid will only be opened after ascertaining that the firm is eligible on the basis of Technical Bid in Part 'A'. The rates to be quoted for this work may be given in the Financial Bid in Part-'B'.
24. The firm should furnish declaration to the effect that all the terms & conditions are acceptable to them and shall comply with them strictly.
25. Any bid with incomplete information which does not meet the above criteria, or received after the closing date will be rejected straightway.

**Scope of Work:**

1. Printing of Multi Colour Pamphlet A4 Size (300 GSM) Glossy Paper (Single Page both Side Printing).
2. The quantity of Pamphlet to be printed is One Lakh. The quantity of the Pamphlet can be reduced/increased subject to availability of funds for this work.
3. The delivery of the material shall be made within one week positively after the issue of work order.

**PROFORMA FOR TECHNICAL BID FOR PRINTING OF MULTI COLOR PAMPHLET  
A4 SIZE (300 GSM) GLOSSY PAPER (SINGLE PAGE BOTH SIDE PRITING):****PART- A**

<b>Status of the Firm Partnership Sole Proprietorship:</b>		
(a)	Name of the firm (in Capital Letters)	
(b)	Address of the Firm (with e-mail Address)	
(c)	Date of constitution of the firm	
(d)	Telephone/Mobile Number	
(e)	Fax No	
(f)	PAN Number of the Firm	
(g)	GST Number	
(h)	TIN Number Certificate	
(i)	Enclose copy of Cancelled Cheque of the Bidder Firm(Yes/No)	
(j)	Demand Draft Number (for depositing Earnest Money & Security Deposit (Refundable) amounting to Rs.10,000/-)	
2.	Turnover of Firm for the last two financial years which should be more than Rs.5.00 each year  (Copies of Balance Sheets duly signed by the Chartered Accountant of last two years of the firm may be attached )	

Place :

Dated:

Signature of Proprietor/Sole Partner  
(Seal of the firm)

**UNDERTAKING:**

I / We the sole proprietor / partners of Firm \_\_\_\_\_  
do hereby jointly and solemnly verify and declare:-

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is not found correct or false or there had been suppression of material information, the firm would stand disqualified;
- (ii) that the firm proprietor or partners have not been black listed from any Government; &
- (iii) that the firm accepts all the terms & conditions and scope of work attached with the application and shall comply with them strictly.

Place :

Date :

Encls.: \_\_\_\_\_ Pages

Signature of Proprietor/Sole Partner  
(Seal of the firm)

**DOCUMENTS TO BE ATTACHED WITH THE BID:**

<b>S. No.</b>	<b>Documents to be uploaded by the bidder</b>	<b>Bidder's Response (Yes/No)</b>
1	Registration Proof with Address	
2	PAN Number	
3	TIN Number	
4	GST Number	
5	Submission of Earned Money and Security Deposit amounting to Rs.10,000/- through Demand Draft	
6	Copy of cancelled Cheque of Bidder Firm	
7	Copies of Balance Sheets duly signed by the Chartered Accountant of last two financial years of the firm may be attached	

Place :

Date :

Signature of Proprietor/Sole Partner  
(Seal of the firm)



**PART-B**  
**PROFORMA FOR FINANCIAL BID**

- 1 Name of the Firm :
- 2 Address of the Firm : \_\_\_\_\_
- 3 Telephone No. : \_\_\_\_\_  
\_\_\_\_\_
- 4 E-mail ID alternate e-mail ID : \_\_\_\_\_
- 5 Fax Number : \_\_\_\_\_
- 6 Mobile No. and alternate Mobile No. : \_\_\_\_\_
- 7 Rate inclusive of packing, forwarding, freight, insurance, F.O.R. destination and other charges as applicable (Please specify GST percentage separately) : \_\_\_\_\_

Place:

Date:

Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal: