

**Garhwal Mandal Vikas Nigam Ltd.  
74/1 Rajpur Road, Dehra Dun**



**TENDER REF: TENDER FOR SUPPLY & PRINTING OF  
OFFICE STATIONARY**

**TENDER DOCUMENT**

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**Cost of Tender form Rs. 1180.00**  
**(Non refundable)**  
**(One thousand one hundred eighty only) (Inclusive of GST)**

***Garhwal Mandal Vikas Nigam Ltd.***

*74/1 Rajpur Road, Dehra Dun*

**CIN- U31101UR1976SGC004259**

**GST NO. 05AACCG6021E3Z5**

**TENDER DOCUMENT**

Tenders are invited from the Authorised Printers for supply & Printing of office stationary for various sections of GMVN Ltd.

**1) PROCEDURE FOR TENDER**

E-Tendering procedure will be followed as per the guidelines of Uttarakhand Government E tendering procedure. Two bid system of E-Tendering will be followed. (Technical Bid and Financial Bid)

- i) The parties willing to participate in the Bid will have to apply through the Electronic Tendering Procedure (E-Tendering) as per the guidelines issued by Uttarakhand State Government.
- ii) The Bidder forms can be downloaded from the web site- "www.uktenders.gov.in" and "gmvnl.in"
- iii) No Tender will be accepted other than E-Tendering Procedure mentioned above.
- iv) For more information Helpline can be contacted as mentioned below.

- Authorised and Concerned person for further enquiries: Mr RAMESH SHAH, STORE KEEPER. HO: 0135-2746817, Mob.: 9997003716
- Uttarakhand e-Procurement Help Line No. : 0135-3041594
- 24x7 Help Desk - Toll Free No. : 0120-4200462
- New Toll Free No. : 0120-4001002 for Support Help Desk is now available 24x7. Users may contact this number to clarify e-Bidder's doubts. The queries will be answered in English/ Hindi only.

**(a) Technical Bid**

The first part shall comprise the offer letter in the prescribed format (Annexure-1), the Earnest Money Deposit (EMD) and the pre-qualification and Technical criteria compliance statement with details.

One set of the Technical bid documents should be submitted physically to the officer as mentioned in this document and one set to be scanned and uploaded on the E-tendering Portal.

Please note that financial bid / BOQ is not to be submitted physically.

## **(b) Financial Bid**

The second part shall be the Financial bid specifying the price offer in the prescribed format. (BOQ) Excel spread sheet as per (Annexure -2 Financial bid form,BOQ Printing) Please note that this is an E-tendering System and the comparative chart is automated by the system. So please do not leave any necessary column blank (0.00), else the system will reject the Financial Bid. Do not forget to write the name of the applying firm at the specified place required for the same, otherwise there are chances that the system may reject the bid, in such case the bids rejected by the system will not be acceptable and shall be rejected.

GMVN will open the pre-qualification and technical proposals and evaluate them as per criterion mentioned in this document. The 'Financial Bid (BOQ)' shall not be opened until the evaluation of the pre-qualification and technical evaluation is complete.

After evaluation of pre-qualification and technical proposals, the commercial proposals of only those bidders, who qualify in pre-qualification and technical evaluation, will be opened.

## **2) SELECTION PROCEDURE**

1. The firm qualifying in the technical bid will be approved for second phase.
2. In the second phase, the Financial bid (BOQ) will be opened for the parties qualifying in the technical bid.

## **3) CRITICAL DATES**

Sl.	Particulars	Date	Time
1-	Tender Publishing Date	19-09-2022	15:00 hrs
2-	Start date of downloading the tender form	19-09-2022	15:30 hrs
3-	Pre bid meeting	23-09-2022	11:00 hrs
4-	Start date of bid uploading	24-09-2022	11:00 hrs
5-	Last date to submit online bid	10-10-2022	15:00 hrs
6-	Date of opening the Tender - after	10-10-2022	15:30 hrs

## **4) SPECIAL MENTIONS**

1. Address for submission of Technical bid and other physical documents.  
To,  
The General Manager (Administration)  
Garhwal Mandal Vikas Nigam Ltd.  
74/1 Rajpur Road, Dehra Dun.  
Uttarakhand. 248001.

**5) VALIDITY OF BID:**

12 months from the date of Signing of the Agreement between successful bidder/ authorized dealer & Officer appointed by the Managing Director, GMVN Ltd.

**6) EXTENSION OF DELIVERY TIME:**

Delivery of Printing may be extended up to one year or as per the discretion of the management of G.M.V.N. Ltd.

**7) DELIVERY DESTINATION (F.O.R.)**

The goods shall be delivered to Garhwal Mandal Vikas Nigam's Head Office 74/1 Rajpur Road, Dehradun.

Cost of transportation loading-unloading, octroi, all taxes shall be borne by the supplier. GMVN shall not pay anything extra other than the amount mentioned in the financial bid.

**8) DELIVERY SCHEDULE**

Printed Stationery - 15 days from the date of supply order

**9) ESTIMATED VALUE OF BID FOR ALL ITEMS –**

**Rs 5,66,000/- (Rupees Five Lac Sixty six thousand only)**

**10) E- TENDER FEE, EMD (EARNEST MONEY), SECURITY**

**A- Tender Fee**

a) Rs. 1000 + 18% GST = 1180/-(non refundable)

(One thousand one hundred eighty only) inclusive of taxes.

**b) Tender fee will only be accepted in the form of**

i. Demand Draft, in favour of General Manager(Adm), Garhwal Mandal Vikas Nigam Ltd., payable at Dehra Dun.

ii. Cash payment at Head Office, Garhwal Mandal Vikas Nigam Ltd., 74/1, Rajpur Road, Dehra Dun.

iii. Wire transfer through Bank in the account mentioned below

iv. E-invoice generated by GMVN Ltd. on Demand of the bidder.

c) Proof of Tender fee payment is to be attached with the technical bid.

**B- Earnest money**

Earnest Money is Refundable/Adjustable and has to be submitted physically before the opening of tenders as mentioned in this document. A scanned copy of EMD to be uploaded along with the technical bid.

**a. The EMD can be submitted in the form of**

i. FDR or TDR in the name of General Manager(Adm) GMVN Ltd, a/c of (bidder's name)

b. EMD will only be accepted in the form mentioned above.

c. EMD is to be submitted to the concerned officer as mentioned in this document. Scanned copy of the EMD should be uploaded along with the Technical bid on the website - **www.uktenders.gov.in**

d. No interest shall be allowed on this deposit. Earnest money will be forfeited if:

- i. The successful Bidder fails to deposit the required security as prescribed.
- ii. Tender is withdrawn by the bidder within the period of its validity period as mentioned in this document.

e. Earnest money deposited by the unsuccessful Bidder will be refunded without interest thereon after signing of the agreement between successful bidder and GMVN Ltd. or if the bidding process is cancelled by GMVN Ltd. EMD is given in the form of FDR the original documents will be released to bidder either personally or will be send to the registered office as mentioned in the Bid document or will be given to the Authorised person duly Authorised by the bidder.

f. Any Bid not accompanied by the Bid EMD shall be rejected by GMVN Ltd. as non responsive.

g. The amount of EMD is as per the table mentioned below.

S.No.	ITEMS	EARNEST MONEY(in RS.)
A.	Printing	25,000.00

In case the bidder, bids for more than one group of items as mentioned in the table above, he has to give separate EMD for each group as mentioned above.

Bank detail for Wire transfer/NEFT etc. for Bid document fee are as below:

- i) Name of the Bank : UNION BANK OF INDIA
- ii) Account Type : Saving, A/c No. 306802010014124
- iii) IFS code. : UBIN0530689
- iv) Beneficiary name: Managing Director, Garhwal Mandal Vikas Nigam Ltd.
- v) Branch : Main Branch Astle Hall, Dehradun.

Note: Bid EMD Should be deposited in Appropriate Amount as mentioned in this document.

## **11) QUALIFICATION OF BIDDERS**

- a. In case of authorised distributors of the manufacturer the bidders must have the authority letter of manufacturing firm for the bidding in the current year.
- b. Manufacturing firm/ authorised distributor/Dealer must enclose certified document of C.S.T./TIN/ GST IN Registration /PAN No.
- c. The bidder should not have been black listed in the past 5 year by any State/Central Govt. Department. The bidder must give an affidavit for the same.

## **12) DOCUMENTS COMPRISING THE BIDDERS' PROPOSAL** *(Technical BID)*

(Scanned copies to be uploaded on the website and physical copies to be submitted to the concerned person as mentioned in this document before time on the tender opening date. The Technical bid prepared by the Bidder shall comprise of the following components (The following documents are required to be scanned and uploaded on the E-Tendering Website "uktenders.gov.in" and the bidder will have to deposit the Hard copy of all these documents physically before time on due date.

- a. Copy of id proof(Aadhar card/voter id/any other govt.document)should be enclosed
- b. Technical Bid Submission letter in prescribed **format (Annexure 1 )**
- c. Copy of proof of Cost of Tender document as mentioned in this document or the copy of tender cost deposit receipt. (Draft)
- d. Earnest Money Deposit as in prescribed format as mentioned in this document.
- e. Duly signed and stamped copy of Tender document with all amendments/ corrigendum/ addendum to be submitted physically as an undertaking that the bidder has read all the terms and conditions carefully and accepts them.
- f. All the documents should be numbered and stapled/bound, loose papers & unnumbered documents will not be accepted.
- g. Technical specification of Printing and Stationery matching with the sample. Sample to be given for each item applied.
- h. Detailed List of samples provided. Model number for every item is to be mentioned in the list.

## **13) FINANCIAL BID – (BOQ)**

The Financial Bid is to be uploaded in the prescribed format (Annexure-2 Financial bid form-BOQ) on Spreadsheet (Excel) **(Financial bid should not be submitted physically it should only be uploaded on the E-tendering Web site)**

## **14) COST OF BIDDING**

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. GMVN will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

15) **RIGHT TO ACCEPT OR REJECT ANY OR ALL**

- a. Notwithstanding anything contained in this document, GMVN reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.
- b. GMVN reserves the right to reject any Bid and appropriate the Bid Security if:
  - i. At any time, a material misrepresentation is made or uncovered, or
  - ii. The Bidder does not provide, within the time specified by GMVN, the supplemental information sought by GMVN for evaluation of the Bid.

16) **PREPARATION AND SUBMISSION OF BIDS**

- a. **Format and Signing of Bid-** The Bidder shall provide all the information sought under this document. GMVN will evaluate only those Bids that are received in the required formats and complete in all respects. The Bid shall be signed by the authorised signatory of the Bidder who shall also initial each page. The bidder should avoid alterations/corrections/ additions etc but in case of emergency all the alterations, omissions, additions or any other amendments made to the Bid shall be counter attested by the person(s) signing the Bid. Else the bid shall be rejected.
- b. Scanning, uploading of online bids and Sealing/ Marking of Bids to be deposited in physical form
  - a. The Bidder shall upload the scanned copies of Technical Bid in (PDF Format) online in the format specified in this document, along with all supporting enclosures scanned and uploaded on the Web site and a Hard copy to be submitted in physical format to be deposited officer mentioned in this document, before the last date of submitting the Online tender.
  - b. The bidder has to submit a hard copy of **Technical bid** (which is as uploaded on the E-Tendering website) in sealed separately envelope and mark the envelope as **“TECHNIAL BID”**. The entire document should be signed and stamped with official seal.
  - c. All copies of the documents accompanying the Bid, as specified above, shall be placed in hard binding and the pages shall be numbered serially. Each page thereof shall be initialed in blue ink by the authorised signatory.
  - d. The following documents accompanying the Bid shall be placed in a separate envelope and marked as **“Security of the Bid”**. The documents shall include:
    - i- Bid E.M.D. in form of D.D.



- ii- Power of Attorney for signing of Bid in the prescribed format
- iii- Tender fee if Tender document downloaded from the website in the form as mentioned in this document.
- iv- Copy of fee receipt/ transaction ID if tender document purchased from the office of GMVN Ltd. or wire transfer through Bank.

If the envelopes are not sealed and marked as instructed above, GMVN assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

17) **BID DUE DATE**

GMVN may, in its sole discretion, extend the Bid Due Date by issuing corrigendum/ Addendum uniformly for all Bidders. On the website where the tender document has been published.

18) **MODIFICATION/ SUSTITUTION/WITHDRAWAL OF BID**

The Bidder cannot modify the bid, in case the bidder wants to change the bid he can withdraw and submit it again, prior to Bid Due Date. No Bid shall be withdrawn by the Bidder on or after the Bid Due Date.

19) **REJECTION OF BIDS**

GMVN reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever. It is not obligatory for GMVN to accept any Bid or to give any reasons for their decision. GMVN reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.

20) **VALIDITY OF BIDS**

The validity period of the bid shall be 90 days of bidding. The validity of Bids may be extended beyond the period as mentioned in this document by mutual consent of the respective Bidders and GMVN

21) **CORRESPONDENCE WITH THE BIDDER**

GMVN shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

22) **EVALUATION OF BIDS**

- a. Opening and Evaluation of Bids
  - i. The bid opening committee constituted by Managing Director GMVN shall open the Bids at scheduled time and date as mentioned in this document at the head office of GMVN Ltd. in the presence of the Bidders who choose to attend on prior notice.

- ii. Bid Evaluation Committee constituted by Managing Director GMVN will subsequently examine and evaluate the Bids in accordance with the provisions set out in this document.
  - iii. To facilitate evaluation of Bids, GMVN may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid.
- b. Selection of Bidder  
The successful bidder shall be selected as per Uttarakhand Procurement rules and E-procurement rules issued by the Government of Uttarakhand.
- c. Contacts during bid evaluation  
Bids shall be deemed to be under consideration immediately after these are opened and until such time GMVN makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, GMVN and or their employees/ representatives on matters related to the Bids under consideration.
- d. Negotiation  
Ordinarily no negotiation shall be done, however in exceptional case where price negotiation is necessary due to some unavoidable circumstances, the same shall be resorted to with the lowest evaluated responsive bidder.
- e. Price Reasonability  
GMVN reserves right to ask bidders for justification of offered prices to judge price reasonability.

## 23) **PERFORMANCE SECURITY**

Successful bidder has to deposit Performance Security @ 5% of the order value to be submitted before the issuance of work order else the bid will be rejected and no work order shall be issued. Performance Security can be paid in the Form of Fixed Deposit Receipt/Bank Guarantee in favour of General Manager(Adm), GMVN Ltd., payable at Dehradun. EMD of successful bidder can be retained as part of Performance Security; balance security is required to be submitted accordingly as per U.K. Procurement Rule. Performance security should be irrevocable.

- a) Bank detail for Wire transfer/NEFT etc. for Bid document fee/EMD/Security are as below
- i. Name of the Bank : UNION BANK OF INDIA
  - ii. Account Type : Saving, A/c No. 306802010014124
  - iii. IFS code. : UBIN0530689
  - iv. Beneficiary name: Managing Director, Garhwal Mandal Vikas Nigam Ltd.
  - v. Branch: Main Branch Astle Hall, Dehradun.

24) **RESOLUTION OF DISPUTES/ ARBITRATION**

If any dispute arises in reference to any word, meaning, terms and conditions, or to the right and liabilities of the parties to the agreement or for any type of payment, or any dispute what so ever arising out of this agreement will be referred to the Sole Arbitrator, appointed by the Managing Director and whose Order/Award will be full and final and shall be binding upon both the parties. In such reference the Rules and Regulations framed as per the provisions contained in Arbitration and Conciliation Act, 1996 will be effective and applicable and the place of Arbitration shall be at Dehradun.

25) **PENALTIES**

- a. If the successful bidder fails to execute the agreement and complete the work/supply within the time as agreed in the Tender, the EMD/ Security amount is liable for forfeiture.
- b. If the firm fails/delay in supply of items as per the order within delivery schedule given by successful bidder/supplier, a penalty can be imposed as decided by the Managing Director or as per Uttarakhand procurement rules 2008.
- c. If the firm fails/delay in to replace any wrong supply as per sample or defective Printing and Stationery within 30 days, in that case the penalty clause will be applicable as mentioned above.
- d. The supplier shall have to comply with Schedule given by GMVN failing which the Managing Director, GMVN may cancel the purchase order and the Earnest money or/and security amount shall be forfeited by GMVN Ltd. but, M.D., GMVN Ltd. may condone delay of delivery of item in case he is satisfied that reasons provided by the manufacturer/supplier are beyond their control.

26) **PAYMENTS**

- a. The bill with stock entry duly verified by Manager/In charge to be submitted by supplier in duplicate for payment. Bill will be paid on monthly basis after proper supply of materials as per approved sample, stock entry of materials.
- b. Certificate from the Inspecting Authority as appointed by GMVN Ltd. shall in no way relieve the supplier for any loss, injury or damage, which may result from the use of improper material or defective workmanship which might have escaped the attention of the Inspecting Authority. The Successful bidder shall also be liable for the replacement of the improper material and attending to the defective workmanship.

- c. Payment will be made after successful inspection of the item supplied matching with the sample by the authorised person appointed by GMVN Ltd.

27) **INTERPRETATION**

In case of any confusion regarding interpretation of any term and condition, the interpretation done by Managing Director, GMVN shall be final.

28) **JURISDICTION**

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Dehradun shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding Process.

29) **SAMPLES**

Samples of all Printing and Stationery quoted by the bidders should be submitted at the Marketing Section of GMVN Ltd., 74/1, Rajpur Road, Dehradun properly tagged with permanent marker mentioning:

- a. Model/Make Name
- b. Name of bidder
  - i. One sample of each model must be given.
  - ii. The bid will not be considered for those items for which the samples are not submitted before the last date of bid submission.
  - iii. The samples submitted shall be returned back to the unsuccessful bidder after signing of the agreement with the successful bidder or after approval of the selection of the successful bidder.
  - iv. The items supplied shall be match with the samples, else the item supplied shall be rejected and no payment shall be made for such items.
  - v. It will be the responsibility of the supplier to furnish the documentary proof of the items supplied by the bidders as per specification mentioned in this document.
  - vi. Higher/better specifications can though be accepted at no extra cost.
  - vii. In case the supplier supplies the items which are not as per the specification ordered/mentioned in the traders, such items shall be rejected & no payments shall be made for such items supplied.
  - viii. Every sample must be signed by the authorised person with permanent marker pen and numbered.
  - ix. Name of the bidder must be mentioned on each sample.
  - x. List of samples provided must be accompanied along with the technical bid.
  - xi. Samples of the successful bidders shall be retained by GMVN Ltd. for future reference.

30) **MISCELLANEOUS**

- a. GMVN, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
  - i. Suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
  - ii. Consult with any Bidder in order to receive clarification or further information;
  - iii. Retain any information and/ or evidence submitted to GMVN by, on behalf of, and/ or in relation to any Bidder; and/ or
  - iv. Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- b. It shall be deemed that by submitting the Bid, the Bidder agrees and releases GMVN, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.
- c. The Tender has to be submitted in accordance with the Terms and Conditions.
- d. Bidders shall fill up the required information as per the prescribed tender form. If any Bidder does not fill up the information properly, the GMVN has a right to reject such Tenders.
- e. GMVN reserves the right to add/modify any Terms and Conditions while entering into an agreement with the successful bidder.
- f. GMVN reserves right to verify facts shown by the firm, by a team of Officers of GMVN.
- g. GMVN shall also be entitled to make recoveries from the bidder's bills, Security Deposit, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.
- h. The Bidding Documents and all attached documents are and shall remain the property of GMVN and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. GMVN will not return any Bid or any information provided along therewith.
- i. Bidder must guarantee that the rates quoted are lowest for respective quantity and that there are not other lower rates (Excluding statutory levies) quoted to any other Govt.

Departments. In case of such future knowledge to GMVN, the difference shall be recovered from the bidder.

- j. The bidder must specify clearly its acceptance to stand for the usual guarantee against manufacturing defect and life for pro-rata basis recovery of lower performance etc. All supply should be according to the delivery schedule given by respective consignee.
- k. Any bidders can give bid for any one or more items as mentioned in the item list by giving sufficient EMD deposit as mentioned recovery process.

31) **AFTER SALE SERVICE/ WARRANTY/ SPARE PARTS**

- a) The bidder has to give warrantee of items supplied for at least one year
- b) In case of manufacturing defect, the supplier will be liable to replace such Printing Stationery free of cost if the supplier/bidder fails to replace the defective item within one month from the date of intimation, then GMVN shall be at liberty to deduct the amount of the item from the security amount/balance payment or otherwise through recovery process.

32) **AGREEMENT FOR CONTRACT**

The successful bidders shall have to enter into an agreement with the GMVN Ltd. on judicial Stamp Paper of appropriate amount, for the items to be supplied by them for at least one year or as mentioned in this document. The terms and conditions of the contract shall be in accordance with those mentioned in the tender document. In case the successful bidder refused to sign the agreement, the EMD/Security will be forfeited. General Manager (Marketing) or any other person authorised by the Managing Director will be the authorised representative for signing the agreement on behalf of GMVN Ltd. The cost of the agreement and revenue there on shall be born by the successful bidder.

## ANNEXURES AND SCHEDULES

### ANNEXURE 1

#### TECHNICAL BID APPLICATION FOR PRINTING

To,

The General Manager (Adm)  
Garhwal Mandal Vikas Nigam Ltd.,  
74/1 Rajpur Road  
DEHRADUN

Ref.: Tender application for supply of Printed Stationary

Dear Sir,

Having examined the Technical Bid Documents, we hereby submit all the necessary information and relevant documents for pre-qualifying us for consideration of financial bids for the supply of under mentioned item. (Please tick the appropriate serial number).

1. Supply of Printed Stationary

The application is made by us on behalf of \_\_\_\_\_  
\_\_\_\_\_ (Groups of firms) in the capacity of  
\_\_\_\_\_ duly authorized to submit the offer.

I/We have understood the terms as mentioned in the tender document and corrigendum/addendum issued from time to time (if any), which I/We accept to follow these terms

The necessary evidence admissible in law in respect of authority assigned to us on behalf of the group of firms for applying and for completion of the contract document is attached herewith.

We are also submitting our Financial Bids online for the works indicated above. We understand that GMVN reserves the right to reject any application without assigning any reason.

With reference to your Tender Notice published in the News paper/Website, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid

1. The Bid is unconditional and unqualified.
2. All information provided in the Bid and in the Appendices is true and correct.
3. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

4. I/ We declare that, I/ We have examined and have no reservations to the Bidding Documents, including any corrigendum and Addendum issued by GMVN Ltd.
5. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred in the tender documents and above, we shall intimate GMVN of the same immediately.
6. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by GMVN in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
7. In the event of my/ our being declared as the Selected Bidder, I/We agree to enter into an Agreement in accordance with the draft that will be provided to me/us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
8. I/We have studied all the Bidding Documents carefully and We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by GMVN or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
9. I/We agree and undertake to abide by all the terms and conditions of the document in witness thereof, I/we submit this Bid under and in accordance with the terms of the document.

The details of enclosures are as below.

1- EMD – FDR/TDR

SL	ITEM	AMOUNT	MODE OF PAYMENT	DOCUMENT NO/ TRANSACTION ID & DATE	DRAWN ON (BANK/ BRANCH)
1					

2- Cost of tender: Banker's cheque/Demand Draft./GMVN L Receipt

SL	ITEM	AMOUNT	MODE OF PAYMENT	DOCUMENT NO & DATE	DRAWN ON (BANK/ BRANCH)
1	TENDER FEE				

Date \_\_\_\_\_

SIGNATURE OF THE APPLICANT  
INCLUDING TITLE AND CAPACITY  
IN WHICH APPLICATION IS MADE



**Enclosures :**

- 1- EMD                      2- Cost of tender fee              3- Tender Document duly signed
- 4- Authority letter              5- Schedule-'B'                      6- Copy of PAN
- 7- Copy of GST registration              8 Any other document

(PLEASE SPECIFY) .....

.....

**SCHEDULE - A**

**ORGANIZATION SETUP**

1. Name of applicant :  
Applicant Father's name:  
Residence Address :  
Telephone No./Fax no. : Mobile:  
2. Email :  
3. Address :  
Telephone No. : Fax No. :  
Email :  
Web site : www.  
4. Regional Office Address :  
(If any).  
5. Local Office Address :  
In Uttarakhand . (If any)  
Telephone No. : Fax No. :  
6. Year of incorporation (attach copy of certificate of registration)  
7. Bank Details:
  1. Name
  2. Address of Bankers :
  3. Bank Code (IFSC) :
  4. Branch Code :
  5. Account No. :
  6. Saving Bank/Current A/c :
  7. RTGS CODE :  
8. PAN Card No. :  
9. Sales Tax/Vat/GST Registration No. :  
10. Dealership/Distributor No. :  
11. Any other statutory reference No. :

Date \_\_\_\_\_

SIGNATURE OF THE APPLICANT  
INCLUDING TITLE AND CAPACITY  
IN WHICH APPLICATION IS MADE

Official Seal

## **SCHEDULE - B**

### **AFFIDAVIT**

(To be given on valid stamp paper duly Notarized)

- 1- I/We the undersigned do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned hereby authorise(s) and request(s) any bank, person, firm or corporation to furnish required information deemed necessary and requested by the department to verify this statement or regarding by (our) competence and general reputation.
3. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the department/ project implementing agency.
4. The under signed has currently not blacklisted or banned by any Govt./Govt. Department/Govt Agency/PSU in India for corrupt or fraudulent practices or non delivery or non performance or any other reason during in last 5 years.

\_\_\_\_\_  
(Signed by an Authorized Officer  
of the firm)

\_\_\_\_\_  
(Title of the Officer)

\_\_\_\_\_  
(Name of the firm)

\_\_\_\_\_  
(Date)

**SCHEDULE – C**

**Samples List of item given by the bidders as sample**

SL	ITEM NAME	TICK THE ITEM FOR WHICH SAMPLE IS GIVEN	NUMBER OF SAMPLES SUBMITTED
1			
2			
TOTAL SAMPLES			

Total no. of sample items submitted in words .....

.....

1. One sample of each item must be given.
2. The bid for such items for which sample is not given will NOT be considered. any extra sample given shall not be considered

Sl.	Item Description	Item Code / Make HSN CODE	Size (Inch)	G.S.M.	Units
1	Refill Voucher (Computerized)		10 x 12	70 gram Sirpur Brand	1 x 4 x 1 000
2	Refill Voucher Ordinary (Manual)		09 x 11	58 gram Ist-Ilnd 45-45	1 x 3 = 300 Page
3	DV Book		6 ½ x 8.5	58 gram Ist-Ilnd 45-45	1 x 3 = 300 Page
4	Stock Register (LPG)		9 ½ x 15	70 gram ledger paper	50 Leaf 100 page
5	Regulator Register/ Intimation register		7 ½ x 12	60 gram Century paper	200 Leaf 400 page
6	100% 10% register		7 ½ x 12	70 gram Century paper	200 page
7	Letter pad		8 x 11.5	70 gram ledger paper	100 page
8	Cash Voucher		5½ x 8	60 gram Century paper	100page
9	Journal Voucher		7 x 8 ½	60 gram Century paper	100 Page
10	Imprest pad		7 x 9½	60 gram Century paper	100 Page
11	Cash memo/Credit bill book		5 x 6	60 gram Ist-Ilnd 45 gram	1 x 3= 300 Page
12	Monthly Descriptions		15x 25	60 gram Sanctuary paper	100 sheet
13	Daily Sale Register		15x 25	60 gram Century paper	100 sheet
14	Challan Book		6½ x 8 ½	60 gm Ist and 45gram Ilnd	1x3=300Page
15	Dispatch Register Cloth Banding		10 x 14	70 gram ledger paper	200 leaf 400 Page
16	Internal Post Register Cloth Banding		10 x 14	70 gram ledger paper	200 Leaf
17	Incoming & out going post register Cloth Banding		10 x 15	70 gram ledger paper	200 Leaf
18	Dispatch Register Cloth Banding		10 x 14	70 gram ledger paper	250 Leaf
19	Tax invoice Cash Credit P.R.O.		11½x 8½	First 70 gram Century Brand Second 54-54	1x4=400 page
20	Tax invoice Cash Credit/ Canteen		7½x 8½	First 70 gram Century Second 54-54	1x3=300 page
21	Tax invoice Cash Credit/ lodging		11½x 8½	70 gram Century Second 54-54	1x3=300 page
22	Tax invoice Cash Credit/ Receipt Voucher		8½x 7	First 70 gram Second 54-54 Century	1x4=400 page
23	Order Book		8½ x 13 ½	70 gram ledger paper	250 Leaf
24	Dispatch Register Cloth Banding		8½ x 13 ½	70 gram ledger paper	250 Leaf
25	Internal Register Cloth Banding		8½ x 13 ½	70 gram ledger paper	250 Leaf
26	Visitor Register Cloth Banding		10 x 15	70 gram ledger paper	100 Leaf
27	Pay Bill Register Cloth Banding		13 x 18	60 gram Century	200 Leaf
28	E.P.F Ledger Cloth Banding		13 x 17	70 gram ledger paper Cloth Banding	250 Leaf
29	Cash Voucher		5½ x 8½	60 gram Century	100 page
30	Credit Voucher		5½ x 8½	60 gram Century	100 page
31	Cheque Register Cloth Banding		13½ x 18	70 gram ledger paper	50 Leaf 100 page
32	C. Form		5½ x 8½	70 gram Century 54 gramShri Bhawani	100x2=200
33	General Voucher Pad		8½ x 7½	60 gram Century	100 page
34	Latter Pad		12 x 8½	75 gram Century	100 page
35	Logbook		9 x 7	60 gram Century	100 page
36	Statement Lodging		16x 26	70 gram Century	100 page
37	Statement Canteen		16 x 26	70 gram Century	100 page
38	Message Book		12 x 7½	70 gram Century -54 gram	100 page 100x2=200
39	Ticket Book		10½ x 4½	70 gram Century	100 page
40	Foriegner Register		12½ x 8½	70 gram ledger paper	50 Leaf
41	Peon Book		9½ x 7½	60 gram Century	100 page
42	Latter Pad (Double Colour)		12 x 8½	75 gram Century	100 page
43	Latter Pad (Double Colour)		12 x 8½	Executive bond Paper	100 page

44	Receipt Book (H.0)		5½ × 8½	70 gram Century -54 gram Sri Bhwani	100×2=200 page
45	Dispatch Register Out going Cloth Banding		11 × 16	70 gram ledger paper	250 Leaf
46	Bill Book (Store)		11½ × 8½	60 gram Century -54 gram Sri Bhwani	100×4=400 page
47	C.R. Form		12½ × 7½	70 gram Century	100 page
48	Outgoing Register Cloth Binding		13 × 18	70 gram ledger paper Cloth Banding	250 Leaf
49	Advance Register		20 × 17	70 gram ledger paper	31 page
50	Package Tour Register		20 × 15	70 gram ledger paper	100 page
51	Package Tour Register		10 × 15	70 gram ledger paper	150 page
52	T.R.H wise details Sum of OCC Room year		20 × 16	70 gram ledger paper	200 page
53	TA Bill		15 × 9 ½	70 gram Century	200 page
54	Advance Receiving Book		7½ × 6	70 gram Century	100 page
55	Bill Adjustment Book		7½ × 6	70 gram Century	100 page
56	Log Book		12 × 8	70 gram Century	100 page
57	Cash Book		14 × 17	70 gram ledger paper	500 Leaf
58	Driver Dairy		12 × 8	70 gram Century	100 page
59	File Cover Hand made		12 × 14	100 gram Hand made	
60	Online PRO Booking Register		20 × 16	70 gram ledger paper	200 page
61	Day Wise Customize/ Additional Booking Register		8 × 13	70 gram ledger paper	200 page

## **CHECK LIST**

Sl	Particulars of document	To be submitted physically	To be scanned and uploaded along with the online bid	Reference	Tick the item
1	Earnest money (EMD) Tender fee				
2	Cost of tender fee			Copy of receipt can be attached in case Tender document purchased from office of GMVN Ltd.	
3	Technical bid document as per tender document			Annexure 1	
4	Financial Bid(BOQ)	NO		Annexure- 2 In the form of Spread sheet/ excel file	
5	Proof of business establishment			Copy of Registration	
6	Copy of PAN			Personal pan cards will not be accepted. Please give the PAN of the applying firm	
7	Copy of GST registration				

Garhwal Mandal Vikas Nigam Ltd.  
74/1 Rajpur Road, Dehra Dun.  
Ph. 0135-2746817  
CIN- U31101UR1976SGC004259  
GST NO. 05AACCG6021E2Z6

**TENDER REF: TENDER FOR SUPPLY & PRINTING OF OFFICE STATIONARY**  
**TENDER NOTICE**

E-tenders are invited from supplier/Printers of various types of Stationary. The tenders shall only be submitted by the supplier/Printers or through their authorized distributors, who have registered in GSTN portal. Detailed terms and conditions are mentioned in Tender document, which can be downloaded from the website [www.uktenders.gov.in](http://www.uktenders.gov.in). and [www.gmvnonline.com](http://www.gmvnonline.com). The Tender procedure will be through Electronic tendering system on the website [www.uktenders.gov.in](http://www.uktenders.gov.in). The applicant must have Digital signature to participate in Electronic Tendering system. Cost of each Tender Document @ Rs. 1,180/- (inclusive of GST). Last date of submitting the tender is 10-10-2022 up to 15.00 hrs. For any further information, one may contact in the GMVN HQ during any working day between 10 AM- 5PM.

General Manager (Administration)



## **Technical Specification of Printing**

## **FINANCIAL DOCUMENT**

**ANNEXURE -2 FINANCIAL BID FORM (BOQ) PRINTING**

Bidder Name: _____											
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)											
Sl.	Item Description	Item Code / Make HSN CODE	Size (Inch)	G.S.M.	Units	Basic Price (in. Rs.)	GST	Freight Charges (Unloading & Stacking)	Any Other Cost	Discount	Total Amount In Rs.
1	Refill Voucher (Computerized)		10 x 12	70 gram Sirpur Brand	1 x 4 x 1 000	0.00	0.00	0.00	0.00	0.00	0.00
2	Refill Voucher Ordinary (Manual)		09 x 11	58 gram Ist-IInd 45-45	1 x 3 = 300 Page	0.00	0.00	0.00	0.00	0.00	0.00
3	DV Book		6.5 x 8.5	58 gram Ist-IInd 45-45	1 x 3 = 300 Page	0.00	0.00	0.00	0.00	0.00	0.00
4	Stock Register (LPG)		9.5 x 15	70 gram ledger paper	50 Leaf 100 page	0.00	0.00	0.00	0.00	0.00	0.00
5	Regulator Register/ Intimation register		7.5 x 12	60 gram Century paper	200 Leaf 400 page	0.00	0.00	0.00	0.00	0.00	0.00
6	100% 10% Register		7.5 x 12	70 gram Century paper	200 page	0.00	0.00	0.00	0.00	0.00	0.00
7	Letter pad		8 x 11.5	70 gram ledger paper	100 page	0.00	0.00	0.00	0.00	0.00	0.00
8	Cash Voucher		5.5 x 8	60 gram Century paper	100page	0.00	0.00	0.00	0.00	0.00	0.00
9	Journal Voucher		7 x 8.5	60 gram Century paper	100 Page	0.00	0.00	0.00	0.00	0.00	0.00
10	Imprest pad		7 x 9.5	60 gram Century paper	100 Page	0.00	0.00	0.00	0.00	0.00	0.00
11	Cash memo/Credit bill book		5 x 6	60 gram Ist-IInd 45 gram	1 x 3= 300 Page	0.00	0.00	0.00	0.00	0.00	0.00
12	Monthly Descriptions		15x 25	60 gram Sanctuary paper	100 sheet	0.00	0.00	0.00	0.00	0.00	0.00
13	Daily Sale Register		15x 25	60 gram Century paper	100 sheet	0.00	0.00	0.00	0.00	0.00	0.00
14	Challan Book		6.5 x 8.5	60 gm Ist and 45gram IInd	1x3=300Page	0.00	0.00	0.00	0.00	0.00	0.00
15	Dispatch Receipt Register Cloth Banding		10 x 14	70 gram ledger paper	200 leaf	0.00	0.00	0.00	0.00	0.00	0.00
16	Internal Post Register Cloth Banding		10 x 14	70 gram ledger paper	200 leaf	0.00	0.00	0.00	0.00	0.00	0.00
17	Incoming &out going post Register Cloth Banding		10 x 15	70 gram ledger paper	200 leaf	0.00	0.00	0.00	0.00	0.00	0.00
18	Dispatch Register Cloth Banding		10 x 14	70 gram ledger paper	250 leaf	0.00	0.00	0.00	0.00	0.00	0.00
19	Tax invoice Cash Credit P.R.O.		11½x 8½	First 70 gram Century Second 54-54	1x4=400 page						
20	Tax invoice Cash Credit/ Canteen		7½x 8½	First 70 gram Century Second 54-54	1x3=300 page						
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26	visitor Register Cloth Banding		10x 15	70 gram ledger paper	100 Leaf						
27	Pay Bill Register Cloth Banding		13x18	60 gram Century	200 Leaf 400 page						
28	E.P.F Ledger Cloth Banding		13 x 17	70 gram ledger paper Cloth	250 Leaf						

				Banding						
29	Cash Voucher		5½ × 8½	60 gram Century	100 page					
30	Credit Voucher		5½ × 8½	60 gram Century	100 page					
31	Cheque Register Cloth Banding		13½ × 18	70 gram ledger paper	50 Leaf 100 page					
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36	Statement Lodging		16 × 26	70 gram Century	100 page					
37	Statement Canteen		16 × 26	70 gram Century	100 page					
38	Message Book		12 × 7½	70 gram Century -54 gram	100 page 100x2					
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47	C.R. Form		12½ × 7½	70 gram Century	100 page					
48	Outgoing Register Cloth Binding		13 × 18	70 gram ledger paper Cloth Banding	250 Leaf					
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50	Package Tour Register		20 × 15	70 gram ledger paper	100 page					
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52	T.R.H wise details Sum of OCC Room year		20 × 16	70 gram ledger paper	200 page					
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56	Log Book		12 × 8	70 gram Century	100 page					
57	Cash Book		14 × 17	70 gram ledger paper	500 Leaf					
58	Driver Dairy		12 × 8	70 gram Century	100 page					
59	File Cover Hand made		12 × 14	100 gram Hand made						
60	Online PRO Booking Register		20 × 16	70 gram ledger paper	200 page					
61	Day Wise Customize / Additional		8 × 13	70 gram ledger paper	200 page					

	<b>Booking Register</b>									
<b>***Total in Figures</b>										
<b>***Total in Words</b>										

**ANNEXURE -2 FINANCIAL BID FORM (BOQ) PRINTING**

**Date:**

**Seal of Bidder:**