



Corporate Identify No.L22121TN1979PLC007799



Tamil Nadu Newsprint and Papers Limited

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TENDER NO. 222313000234

April 11 , 2022

Sub: Purchase of Notebooks as per TNPL specification made out of TNPL Paper - Reg.

We, Tamil Nadu Newsprint and Papers Limited, would like to Purchase '**Softbound Notebooks, Exercise Notebooks & Record Notebooks**' on Rate Contract basis for a period of one year. In this connection, please find enclosed the following tender documents:

Annexure – I	Technical cum Commercial Bid
Annexure – II	Scope of supply and General Terms & Conditions
Annexure –III	(a) Common Product Specification for regular Notebooks
	(b) Variable Specification for regular Notebooks
	(c) Common Product Specification for Exercise Notebooks
	(d) Variable Specification for Exercise Notebooks
	(e) Common Product Specification for Record Notebooks
	(f) Variable Specification for Record Notebooks
Annexure – IV	(a) Price Bid – Regular Notebooks (b) Price Bid – Exercise Notebooks (c) Price Bid – Record Notebooks
Annexure-V	List of Delivery Locations

The bidding schedule shall be submitted in two parts - first part containing **Technical-cum-Commercial Bid** and second part is **Price bid**.

PART – I (Technical-cum-Commercial Bid):

- Duly filled Technical-cum-Commercial Bid in Annexure – I
- Duly signed copy of Scope of Supply and Terms & Conditions in Annexure – II
- Duly signed copy of Product Specification & Variable Specification in Annexure – III (a) to (f)
- EMD for Rs.10,00,000/- by way of DD payable at **CHENNAI** in favour of "TAMILNADU NEWSPRINT AND PAPERS LIMITED"
- Documentary proof asked for in the Qualifying factors (i.e. Sl.no.1 of qualifying factors mentioned in page 2 of this cover letter)

The above documents shall be put in one cover super scribing the Tender Number and Due Date on the top of the cover.

PART – II (Price Bid)

- Duly filled Price Bid (a), (b), (c) in Annexure IV.

The Price Bid shall be put in one separate cover super scribing the Tender Number and Due Date on the top of the cover.

Both the covers containing Technical cum Commercial Bid (Part – I) and Price Bid (Part -II) are to be put in one sealed cover. Please write the Tender Number and Due Date on the top of the cover in capital letters addressed to DGM (Purchase), Tamil Nadu Newsprint and Papers Limited, 67, Mount Road, Guindy, Chennai – 600 032, Tamil Nadu

The due date for submission of Tender document is 25.04.2022 at 3.00 PM.

TNPL is not responsible for any postal or any other delay in submission of bid on due date and in time.



EVALUATION OF TECHNICAL CUM COMMERCIAL BID:

The Technical cum Commercial Bid will be opened on the due date and scrutinized first. Those who qualify in the Technical cum Commercial Bid satisfying all the tender conditions as per qualifying norms will only be considered for opening of Price Bid for the respective variety of Notebooks. The price bid of those bidders who do not satisfy the terms and conditions of Technical cum Commercial Bid are liable for rejection

- A) **INSPECTION OF UNITS:** In case of new tenderer, a team of TNPL officials will visit the units of participated tenderers to inspect the infrastructure facilities available as per tender terms. Based on the inspection reports and qualifying factors given above, the tenderers will be qualified for Price Bid opening.
- B) The existing suppliers of Notebooks to TNPL (who have supplied notebooks against TNPL orders for 2019, 2020 & 2021) are exempted from Inspection). However, TNPL may opt for re-inspection of units of the existing suppliers also to check the present infrastructure
- C) In case of non-fulfillment of tender terms (or) not having infrastructure facilities/machineries as per tender terms, their price bid will be returned along with EMD (if submitted).

Tenderers can quote their rates per notebook basis in the **PRICE BID** (a, b & c) for all / interested sizes on rate contract basis for a period of one year. The quantity indicated is only on estimation and the same will vary on either side depending upon our customer's requirement. **The rate quoted by the tenderers should not have any binding on quantity indicated in the tender.**

FOLLOWING ARE THE CONDITIONS TO QUALIFY FOR PRICE BID OPENING

The tenderers should fulfil the following conditions to get qualified for opening of Price Bid against this tender.

1. The tenderer should have a full-fledged softbound manufacturing Unit **within Tamil Nadu** with following machineries and having minimum 3 years' experience from 01.01.2019 in manufacturing softbound note books.
 - Web Offset machinery is mandatory for Exercise Notebooks
 - Web ruling machine of capacity 4-5 MT per shift
 - Back squaring Machine
 - Automated Saddle wire stitching machine
 - Programmable Guillotine Machine
 - Strapping Machine
 - (OR)
 - Fully Automatic Notebook Manufacturing Machine

Optional Requirement:

- Electronic counting and Folding Machine (optional requirement)
- Multi clamp perfect binding machine (optional requirement)
- Shrink wrapping machine (optional requirement)
- Finished Notebook sheet counting machine (optional requirement)

The Machineries under optional requirement is not compulsory to qualify in the tender

2. The tenderer should have a conversion capacity of 100MT& storage capacity of 100MT per month.
3. EMD of Rs.10,00,000/- (Rs. TEN Lacs) should be enclosed along with tender document by DD in favour of Tamil Nadu Newsprint and Papers Limited, payable at Chennai.
4. Tender fee of Rs.590/- (including GST) by DD in favour of Tamil Nadu newsprint and papers limited payable at Chennai should be enclosed in case of downloading the tender from our website.
5. Tenderer should agree a minimum quantity commitment of 100 MT in each size for which they quoted their rate. (விலைப்புள்ளியில் குறித்த விலைக்கு குறைந்தபட்சம் 100 MT க்கான நோட்டுப்புத்தகங்களை சப்ளை செய்ய வேண்டும். தவறினால் EMD தொகையை இழக்க நேரிடும்)
6. The tenderer should agree to purchase TNPL paper & board directly from TNPL. Paper & board will be billed on the tenderer at the specified rate per MT. Applicable Insurance, GST & Freight from factory to tenderer's destination will be extra to tenderer's account
7. The tenderers should be the registered converter for supply of notebook with valid GST Registration certificate. (Copy of GST Registration certificate should be enclosed along with tender documents).
8. The tenderer should clearly mention the details of their work locations in the Tender document as a separate annexure, which shall also be mentioned in their GST certificate. Any location other than those mentioned (principal & additional place of business) in the GST certificate shall not be permitted for carrying out the conversion works.
9. The tenderers should submit copies of constitution of their company (i.e.) Copy of Registration in case of Sole Proprietor; Copy of Partnership Deed in case of Partnership firm and copy of Memorandum & Articles of Association in case of Private Ltd. Company.



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OTHER TERMS:

10. New tenderers, if any, should submit 3 years' Turnover details along with copies of GST returns and IT returns
11. The tenderer should have SSI registration certificate and the same should be enclosed along with tender documents.
12. Copy of Pan Card should be enclosed.
13. The tenderer should be able to provide Bank Guarantee to TNPL for the amount prescribed by TNPL within 7 working days from the date of release of work order against subsequent tender.
14. Tenderer should have insurance arrangement for raw material, machineries, godown/factory. Insurance copies for the same to be submitted.

Signing of application form:

The application form should be signed by the Proprietor/Managing Partner/Managing Director or by an Executive who holds a general power of attorney in his favour (in which case copy of the same should be sent along with the application form).

Tenderers are requested to follow the instruction while submitting the tender form:

1. Tenderers are requested to go through thoroughly and understand the Scope of supply and General Terms & Conditions given in Annexure - I. Tenderers are requested to carefully check the Product Specifications and Variable Specifications given in Annexures III (a, b, c, d, e & f).
2. Tenderers are requested to quote their rates after taking the INPUT TAX CREDIT of all input cost as per GST act.
3. Time is the essence of this contract. Therefore the successful tenderer should adhere to the delivery schedule as given by TNPL without fail.
4. Tenderers are requested to quote the rate per notebook in the PRICE BID given in Annexures-IV (a,b,c). While quoting the rate, the tenderers are requested to go through the point No.1 & 2 of Scope of Supply indicated in Annexure - I.
5. The rate quoted by the tenderer should be inclusive of Paper cost, Wrapper cost, Conversion cost, transportation cost & unloading expenses towards notebook delivery on bought out basis. மொத்த விலை குறிக்கும்போது, பேப்பர்விலை, அட்டைவிலை, பிரிண்டிங் செலவு, செய்கலி, போக்குவரத்து செலவு, இறக்குகலி மற்றும் இதர செலவுகளை சரியாக கணக்கிட்டு விலைபுள்ளியில் மொத்த விலையை குறிக்கவும். விலைபுள்ளி திறந்தபின் எந்த விலை மாற்றமும் செய்ய முடியாது மேலும் விலைபுள்ளியில் தவறு செய்தால் பிணைவைப்புத்தொகையான ரூ.10,00,000/- மும் இழக்க நேரிடும். எனவே விலைபுள்ளி குறிக்கும்போது, கவனமாக எழுதவும்.
6. Tenderer should pay the paper cost and wrapper cost as per the terms indicated in the Annexure - II, Scope of Supply Point No.1 (b), (c) & (d).
7. The due date for submission of tender is 25.04.2022 before 03.00 PM.
8. **BANK GUARANTEE:** The tenderers should submit Bank Guarantee to TNPL for the amount prescribed by TNPL within 7 working days from the date of release of order, in case of an order released on them against this enquiry.
9. Tenderers can quote their rates per notebook basis in PRICE BID for all / interested sizes.
10. No upward revision will be considered on any account after submitting the tender.
11. Please write the Tender Number and Due Date on the top of the cover in capital letters without fail.

VALIDITY OF OFFER:

The rate quoted against this tender should be valid for acceptance for 90 days from the date of tender opening and during the validity of the offer, the bidder is not permitted to make any upward revision in the rate or withdraw his offer. In case of withdrawal of offer or revision of rate as stated above, the EMD amount will be forfeited. The rate quoted against this tender will be on rate contract basis for a period of One Year irrespective of the quantity of supply.

The Tender form is not transferable. TNPL reserves its right to award contract to any number of vendors based on the capacity of the vendor. TNPL reserves its right to reject any or all the tenders without assigning any reasons thereof.

Thanking you,
for TAMILNADU NEWSPRINT AND PAPERS LTD,


DGM (Purchase)
Encl: as above.

**ANNEXURE – I
TECHNICAL CUM COMMERCIAL BID**

01.	Name and address of the Tenderer: Door No./Street: City: District: State & Pin code: Name of the contract person: Phone/Mobile No: Fax No. Income Tax PAN No. E-mail ID									
02.	In case the tenderer has downloaded the Application Form from TNPL website, a DD for Rs.590/- is to be enclosed.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th align="center" colspan="2">Enclosed / Not applicable</th> </tr> <tr> <td style="width:30%;">DD No.</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> <tr> <td>Value:</td> <td>Rs.590/-</td> </tr> </table>	Enclosed / Not applicable		DD No.		Date		Value:	Rs.590/-
Enclosed / Not applicable										
DD No.										
Date										
Value:	Rs.590/-									
03.	EMD: Whether enclosed EMD of Rs.10,00,000/-. (Those who fail to submit EMD will not be qualified in the Tender).	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">DD No.</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> <tr> <td>Value:</td> <td>Rs.10,00,000/-</td> </tr> </table>	DD No.		Date		Value:	Rs.10,00,000/-		
DD No.										
Date										
Value:	Rs.10,00,000/-									
03.	EXPERIENCE: Whether tenderer having minimum 3 years experience in manufacturing softbound note books.(Documentary proof for experience should be enclosed in the form of order copies, invoice copies, performance certificate for a period of three years from 01.01.2019, 3 years' Turnover details along with copies of GST returns and IT returns). However the existing Notebook suppliers to TNPL may only indicate the TNPL's Purchase order Numbers and date.	YES/NO Following Documentary proof for Experience enclosed: 1. 2. 3. 4.								
04	Whether the tenderer is agreeable to manufacture softbound/hardbound note books, made out of "TNPL" paper & board purchased from TNPL, strictly as per TNPL's requirement and standards.	YES / NO								
05	Whether the tenderer has full-fledged softbound / hardbound notebook manufacturing unit in Tamil Nadu with following machineries.	YES / NO								
MACHINERIES REQUIRED FOR SECTION SEWN & PERFECT BINDING NOTEBOOKS MANUFACTURING										
a	Web Offset machinery (Mandatory for Exercise Notebooks)	YES / NO								
b	Web ruling machine of capacity 4 to 5 MT per shift	YES / NO								
c	Back squaring machine	YES / NO								
d	Automated Saddle wire stitching machine	YES / NO								
e	Programmable guillotine machine	YES / NO								
f	Strapping Machine	YES / NO								
(OR)										
a	Reel to End Fully Automatic Notebook Manufacturing Machine	YES / NO								
	Any other optional machineries as per tender is available?									

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07	Whether the tenderer is agreeable to purchase TNPL paper & board at the rates indicated in the tender.	YES / NO	
08	Capacities of conversion and storage per month.	Conversion Capacity	_____ MT(Min.100MT)
		Storage Capacity	_____ MT(Min.100MT)
09	Whether agreed to supply minimum 100 MT per size for which the tenderer quoted the rate in the price bid. (எந்த ஒரு நோட்டுக்கு விலை குறித்தாலும், அந்த சைஸ் நோட்டுக்கள் குறைந்தபட்சம் 100 MT சப்ளை செய்ய வேண்டும். தவறினால் பிணைவைப்புத் தொகையை இழக்க நேரிடும்)	Agreed / Not agreed (if not agreed, tenderer will not be qualified for price bid opening)	
10	Validity: Whether the tenderer agreed to keep the rates valid for 90 days from the date of opening of Technical cum commercial bid. The rate quoted against this tender will be on rate contract basis for a period of One Year irrespective of the quantity of supply.	YES/NO	
11	GST Registration No. (Copy of GST registration certificate should be enclosed- Pls mention your work locations, as per your GST certificate, in a separate annexure)		
12	SSI Registration No. (Copy of SSI certificate should be enclosed)		
13	Income Tax PAN No. (Copy of PAN Card should be enclosed)		
14	Whether copies of constitution of the company submitted (i.e.) Copy of Registration in case of Sole Proprietor; Copy of Partnership Deed in case of Partnership firm and copy of Memorandum & Articles of Association in case of Private Ltd. Company	YES/NO	
15	Whether copies of valid insurance certificates submitted for the raw materials, finished goods, machineries, godown / factory (as per Sl.No.12 of Annexure II)	YES/NO	
16	Declaration: Whether the partners/directors/proprietor, as the case may be, of the company are related to any of the Employees of TNPL. In case the partners or directors or proprietor of the company are related to any of the employees of TNPL, a declaration to this effect giving the details of the name of the Employee, relationship etc., should be provided separately without which the offer will not be considered		

I/we hereby declare that the particulars furnished above are true and correct to the best of my/our knowledge and agreed to all the terms and conditions of Tender No.222313000234.

I/We enclose herewith a Demand Draft No. _____ dt. _____ for Rs.10,00,000/- towards EMD.

PLACE:

SIGNATURE WITH SEAL

DATE

The due date for submission of duly filled Tender is **25.04.2022 at 3.00 PM.**

No late application will be entertained. TNPL will not be responsible for the postal or any other delay in submission of bid on due date and in time.

Other points:

1. TNPL reserves the right to reject any or all tender without assigning any reasons whatsoever at its own discretion.
2. The Tender should be in the prescribed form only.
3. The Tender form is not transferable.
4. Supporting documents, wherever asked for, should be sent along with Tender form. Tenders received without supporting documents are liable for rejection.

ANNEXURE - II**SCOPE OF SUPPLY AND GENERAL TERMS & CONDITIONS****1.SCOPE OF SUPPLY:**

- (a) Manufacture and supply of Notebooks made out of TNPL Radiant Printing Paper.
- (b) The vendor shall purchase "TNPL Radiant Printing" 56 GSM & 80 GSM paper reels directly from TNPL at the following rates on **Ex-factory, Kagithapuram basis**. The supply of paper reels will be made directly to the vendor and Freight charges from Kagithapuram to vendor's destination will be extra to vendor's account.
- (c) TNPL will supply Radiant Printing Paper reels at the following Basic Price:

56 GSM Paper reels -Basic Rate: Rs.66,400/- per MT (Ex-works)

80 GSM Paper reels -Basic Rate: Rs.63,730/- per MT (Ex-works)

Freight, Insurance 0.187% & GST 12% will be extra at actuals. The above paper price will be firm during the contract period of One year from the date of award of contract.

- (d) The vendor shall purchase 230 GSM White back (Aura Pearl) Board from TNPL Unit-2, Mondipatti at the following fixed rates:

210 GSM Folding Box Board (Aura Gyan) - Basic Rate: Rs.75,000/-per MT (Ex-works)

Freight, Insurance 0.187% & GST 12% will be extra at actuals

- (e) **PAYMENT TERMS FOR SUPPLY OF PAPER & BOARD BY TNPL:** 100% Payment for paper & Board supply will be adjusted against the Notebook supplies. (No cash discount will be allowed for supply of paper).

2. OTHER TERMS:

- (i) **Specification:** The Vendor shall manufacture softbound notebooks strictly in compliance with TNPL standards for notebook specifications. The details of parameters to be followed and wrapper specifications for manufacture of softbound notebooks are strictly as per Specifications indicated in Annexure III (a to f).
- (ii) **Wrapper Printing:** The wrappers shall be printed as per the design provided by TNPL with **Multicolor on line Varnish coating**. The quality of printing should be strictly as per the instruction of TNPL. **Sample printed wrappers should be approved by TNPL Marketing officials before taking bulk printing.**
- (iii) **EXERCISE/DRAWING Note Printing:**
Each page should be printed with Multi color CPC offset printing as per the **content given by TNPL**. Every page should be of the stipulated size. Tenderers are requested to quote the rates including multi color printing charges for each page.
- (iv) **Validity:** The rate finalized against this tender will be firm for ONE YEAR for all the sizes mentioned in the Annexure IV (a,b,c) on Rate Contract basis. **As and when required, TNPL will release Purchase order at the rates finalized in the Rate Contract for the required size and quantity throughout the contract period.**
- (v) **Delivery:** The delivery of Notebooks/exercise/record notebooks should be commenced within 15 days from the date of order issued (via email) and the converters have to complete the supplies of entire order quantity within the time frame specified in the order. Any delay in supply of notebooks, penalty clause (Refer Clause No.10) will be applied and the EMD shall be forfeited. Also no further orders shall be issued during the tender tenure. **The Notebooks/exercise/record notebooks are to be delivered as per the instruction of TNPL to a minimum of 121 locations in Tamil Nadu on door delivery basis without any extra cost towards transportation and unloading.**
- (vi) **Projection of Requirement:** The approximate projection of size wise requirement is indicated in Annexures-III (b,d & f). The figures are indicated in MT basis. However the number of notebooks will be indicated in the Purchase order as per the norms of conversion.

3. RATE:

- (a) The vendor shall quote the rate in terms of cost per notebook with respect to each size in the enclosed **PRICE BID** (in Annexures-IV a,b & c) taking into consideration of all the factors and expenses involved in the conversion, wrapper cost, wrapper printing, printing of exercise/drawing notebooks as per the specification given in the common product specification in Annexures-III (a to f). (Duties and Taxes if any should be indicated in separate column as specified in the Price Bid). மொத்த விலை குறிக்கும்போது, பேப்பர்விலை, அட்டைவிலை, பிரின்டிங் செலவு, செய்கூலி, போக்குவரத்து செலவு மற்றும் இறக்குகூலி மற்றும் இதர செலவுகளை சரியாக கணக்கிட்டு விலைப்புள்ளியில் மொத்த விலையை குறிக்கவும். விலைப்புள்ளி திறந்தபின் எந்த விலை மாற்றமும் செய்ய முடியாது மேலும் விலைப்புள்ளியில் தவறு செய்தால் பிணைவைப்புத்தொகையான ரூ.10,00,000மும் இழக்க நேரிடும். எனவே விலைப்புள்ளி குறிக்கும்போது, கவனமாக எழுதவும்.
- (b) The rate finalized in the tender will be on rate contract basis valid for **ONE YEAR** period and no increase in rate will be considered during the validity period of contract. As and when requirement arises TNPL will release separate order in advance based on the requirement. The Vendor should complete the delivery of Notebooks/exercise/record notebooks within the time frame specified in the work order.

4. EARNEST MONEY DEPOSIT:

All the tenderers are required to pay an **EMD of Rs. 10,00,000/-(Rupees Ten lac only)** by Demand Draft drawn in favour of **TAMIL NADU NEWSPRINT AND PAPERS LIMITED** payable at **CHENNAI** along with **PRICE BID**. The EMD amount of successful tenderer will be converted into interest free security deposit and will not bear any interest. The EMD of unsuccessful tenderers will be returned after finalization of the order.

In case any tenderer withdraw their offer within the validity period of the offer or before finalization of the order, the EMD amount paid will be forfeited.

5. SECURITY DEPOSIT:

- (a) In the event of an order, the EMD amount of the successful tenderer will be converted into Security Deposit. This amount will not bear any interest and will be returned on successful completion of the order. In the event of cancellation of order of the successful tenderer due to unsatisfactory performance, the Security Deposit amount shall stand forfeited.

- (b) **BANK GUARANTEE:** In the event of an order, the tenderers should submit Bank Guarantee to TNPL for the amount prescribed by TNPL within 7 working days from the date of release of work order

6. PAYMENT FOR NOTEBOOK SUPPLY:

Payment for notebook supplies will be made within 30 days from the date of receipt of invoice along with acknowledgement copy of delivery challan by cheque/RTGS after deducting the payment due for relevant quantity of paper & board supplied by TNPL.

7. DIFFERENT WORK LOCATIONS:

The tenderer who have more than one work location should clearly mention the details of their work locations in the tender document (should be GST registered address). Any location other than those mentioned (principal & additional place of business) in the GST certificate shall not be permitted for carrying out the conversion works. At the time of issue of work order, the tenderer has to provide the details indicating the details of work being carried out in each location.

8. INSPECTION:

- (a) The Notebooks/exercise/record notebooks shall be supplied strictly as per TNPL's standard stipulated in the tender. The Notebooks/exercise/record notebooks will be inspected at your factory at any time by TNPL officials / Persons authorized by TNPL. In case of rejection on quality grounds; you should make free replacement within stipulated time as decided by TNPL. The decision of TNPL officials will be final and binding on the above quality factor.

(b) TNPL reserves its rights to inspect the quality of materials used during manufacturing at any time in the premises of vendor's factory periodically.

9. TAXES, DUTIES & OTHER LEVIES:

Taxes and Duties if any, the same should be indicated separately in the price bid (with applicable %). Unless otherwise specified in the offer and subsequent purchase order, all taxes duties and other levies will be borne by the Vendor.

10. LIQUIDATED DAMAGES (LD) CLAUSE:

The vendor should complete the supply of Notebooks within the time frame specified in the work order issued (via email), otherwise penalty clause will apply. In the event of the vendor's failure to deliver the Notebooks within the specified period, the payment to the vendor shall be debited, as detailed below:

S.No	Delay in Days	Penalty charges
1	1-10	2.00%
2	1-20	3.00%
3	21 Days & above	5.00%

- Penalty clause will be applicable only for unexecuted portion of supply.

As specified, the vendor has to complete the Notebook supplies in all aspects within the time frame mentioned in the work order (via email) including submission of Invoices & Delivery acknowledgements to TNPL, to avoid the penalty clause.

The purchaser will also be at liberty to cancel the order, if the supply is not completed within the accepted delivery period, notwithstanding the liquidated damages applicable for the belated supplies.

11. FORCE MAJEURE:

Force Majeure shall mean and be limited to the following:

- (a) any war or hostilities;
- (b) any riot or civil commotion
- (c) any earthquake, flood, tempest, lightning or other natural physical disaster, impossibility of the use of any Railway, Port, Airport, Shipping services or other means of transport.
- (d) Any strike or lockout (only those exceeding 10 continuous days in duration) affecting the performance of the Vendor's/Purchaser's obligation.

12. TRANSIT INSURANCE:

The transit risk insurance from the vendor's factory or place upto the time of delivery to the place as instructed by the Purchaser shall be covered by the Vendor unless otherwise specified in the Purchase order.

13. INSURANCE COVERAGE:

The vendor should cover the entire value of paper & Board under a comprehensive insurance against fire, rain, earthquake, theft, burglary, riot, strike, flood, inundation, cyclone, tsunami and other natural disasters for the entire period of contract of one year. The insurance also should cover the finished goods and work in progress. The transit loss/ theft/ pilferage/ damage goods under any circumstance shall be liability of the vendor.

14. COVERING LAW AND JURISDICTION:

All disputes relating to this order/contract between the purchaser and the Vendor shall be subject to and be governed by Indian Laws and shall be referred to the Courts of Law stipulated within the courts of Chennai city.

15. CONFLICT AMONG ORDER/CONTRACT TERMS AND CONDITIONS:

In case of any conflict between these general terms and conditions of the order/contract and the special conditions agreed to a particular order the later shall prevail to the extent applicable.

16. PERFORMANCE REVIEW AND CANCELLATION OF CONTRACT

The performance of the successful tenderers would be monitored constantly. If the performance does not improve even with sufficient written notices, TNPL can take appropriate action including forfeiture of Security Deposit / invoking Bank Guarantee beside termination / Cancellation of the contract. TNPL also reserves the right to claim compensation for the losses incurred, if any.

17. REJECTION OF TENDER

TNPL will not assign any reason for rejection of any tender. **TNPL shall have the right** to reject any or all tenders,
to split the quantum of work to two or more tenderers,
to go for retender for all/partial sizes without assigning any reason ,
to entrust the work in part and not in its entirety.

18. SUBLETTING OF CONTRACT

The supplier shall not assign or sublet the contract or any part thereof or allow any person to become interested therein in any manner, whatsoever, without specific\written permission from TNPL.

19. In case the Partners or Directors or Proprietor of the Company are related to any of the employees of TNPL, a declaration to this effect giving the details of the Name of the Employee, Relationship, etc. should be provided separately.

20. OTHERS

If necessary and desires so, TNPL may issue required amendments to any condition(s) laid there above.

All correspondence relating to the purchase order should be mailed to DGM (Purchase), Tamil Nadu Newsprint and Papers Limited, 67, Mount Road, Guindy, Chennai 600032.

I/We hereby declare that all the terms and conditions of TNPL's **TENDER NO.222313000234 dt.11.04.2022** have been read and understood by me/us. I/We accept all the terms and conditions contained in the above said Tender.

DATE:

PLACE:

SIGNATURE OF THE TENDERER WITH OFFICE SEAL

ANNEXURE – III
(A) COMMON PRODUCT SPECIFICATIONS FOR REGULAR NOTEBOOKS

PARAMETER	TNPL's SPECIFICATION
Paper to be supplied	TNPL Radiant PRINTING – 56 & 80 GSM paper in reels
Ruling Color	Single Rule or Four Rule or Two Rule or checked Rule on both sides vertically or horizontally as specified in Medium Grey color sharp lines & Margin in Red color. Margin of the ruled page proportionately even with back, top, four edges and tail of the ruled page. Every page should be of the stipulated size.
Notebook size	As per Variable specification list enclosed in Annexure (B)
Wrapper Quality	210 GSM Folding Box board
Wrapper Printing	Wrapper Printing on 4 color CPC offset printing machine and Varnish coating. Multi-color designs on top side & single color printing in the inner sides.
Wrapper Design	Designs will be provided by TNPL. The vendor shall adopt the designs for the required varieties.
Pinning	Saddle Stitched at the spine with two anti-corrosive steel stitches with GI Wire 24 SWG with 100 GSM Zinc Coating/Back squaring
Packing Cartons	CFC (Corrugated Fiberboard Container) of 5 ply Broad Flute – 16 BF and suitable size universal type corrugated carton boxes. Boxes to be neatly Labeled in Single color and strapped.
Quality	Maintaining the quality is utmost important. No deviation in standards shall be allowed. Strict quality control is a must in all the raw material like board, Pinning wire, Carton box etc.
Complaint	In case of any quality complaint, the books will be returned to the respective supplier for compensation. On repeated complaints, TNPL shall consider terminating the contract. Supplies should be made strictly as per our delivery schedule.
Dispatch of Notebooks	The supplier shall dispatch the finished books to minimum 121 locations in various places within Tamil Nadu as informed by TNPL as and when required through any reputed transporter at their cost including Unloading Charges.

(B) VARIABLE SPECIFICATION FOR REGULAR NOTEBOOKS

Notebook Type	Size (cm)	No. of Note Books per MT	Reel size	Convert sheet size	Wrap per	Binding	Packing	No. of Note books per Box	Estimated Projection of Requirement in MT
<u>LONG SIZE:</u> 40 Pages (Composition)	30.0 x 19.0	14793	56 GSM – 91 CM	91 X 78 CM	210 GSM (Folding Box Board)	PIN, Back square (Saddle stitched at the spine with two anticorrosive steel stitches)	Corrugated Fiberboard Container. 5 Ply board with 16 BF universal type corrugated carton boxes. Single color Printed Label should be affixed on the outside of box. Label design will be given by TNPL	300	550 MT
96 Pages (Geometry)		6164						160	600 MT
96 Pages (Graph)		6164						160	350 MT
<u>SHORT SIZE:</u> 40 Pages (R / CHD / SCI)	16.5 x 20.5	24805	56 GSM – 83 CM	83 X 68 CM				600	450 MT
80 Pages (R/MAT/SCI/2R/4R)		12403						300	5300 MT
196 Pages (R/MAT/SCI)		5062						120	700 MT
<u>A4 SIZE:</u> 40 Pages (Drawing)	21.0 x 29.7	9340	80 GSM – 86 CM	86 X 61 CM					

(R = Ruled, 4R = Four Ruled, 2R = Two Ruled, MAT = Maths, SCI = Science, CHD = Checked Rule)

Printing: Wrapper printing shall be done by 4 colour CPC offset printing and Varnish coating. Multi-colour design printing on the Top sides and Single colour printing on the inner sides.

Index Printing (i) Index to be printed in First page for Graph, Composition, Record and Geometry notebooks.

(ii) Certificate to be printed in Drawing notebooks.

(C) COMMON PRODUCT SPECIFICATIONS FOR EXERCISE NOTEBOOKS

PARAMETER	TNPL's SPECIFICATION
Paper to be supplied	TNPL Radiant PRINTING – 80 GSM paper in reels
Exercise Book Printing	Multi Color CPC offset Printing on both sides as per content given by TNPL. Every page should be of the stipulated size.
Notebook size	As per Variable specification list enclosed in Annexure (D)
Wrapper Quality	210 GSM Folding Box board
Wrapper Printing	Wrapper Printing on 4 color CPC offset printing machine and Varnish coating. Multi-color designs on top side & single color printing in the inner sides.
Wrapper Design	Designs will be provided by TNPL. The vendor shall adopt the designs for the required varieties.
Pinning	Saddle Stitched at the spine with two anti-corrosive steel stitches with GI Wire 24 SWG with 100 GSM Zinc Coating/Back squaring.
Packing Cartons	CFC (Corrugated Fiberboard Container) of 5 ply Broad Flute – 16 BF and suitable size universal type corrugated carton boxes. Boxes to be neatly Labeled in Single color and strapped.
Quality	Maintaining the quality is utmost important. No deviation in standards shall be allowed. Strict quality control is a must in all the raw material like board, Pinning wire, Carton box etc.
Complaint	In case of any quality complaint, the books will be returned to the respective supplier for compensation. On repeated complaints, TNPL shall consider terminating the contract. Supplies should be made strictly as per our delivery schedule.
Dispatch of Notebooks	The supplier shall dispatch the finished books to minimum 121 locations in various places within Tamil Nadu as informed by TNPL as and when required through any reputed transporter at their cost including Unloading Charges.

(D) VARIABLE SPECIFICATION FOR EXERCISE NOTEBOOKS

Notebook Type	Size (cm)	No. of Note Books per MT	Reel size	Convert sheet size	Wrapper	Binding	Packing	No. of Note books per Box	Estimated Projection of Requirement in MT
<u>KING SIZE:</u> 56 Pages	18.0 x 24.0	9274	80 GSM – 74 CM	74 X 51 CM	210 GSM (Folding Box Board)	PIN, Back square (Saddle stitched at the spine with two anticorrosive steel stitches)	Corrugated Fiberboard Container. 5 Ply board with 16 BF universal type corrugated carton boxes. Single color Printed Label should be affixed on the outside of box. Label design will be given by TNPL	200	750 MT
40 Pages		12984						200	
<u>A4 SIZE:</u> 40 Pages (Drawing)	21.0 x 29.7	9340	80 GSM – 86 CM	86 X 61 CM				200	300 MT

Printing: Wrapper printing shall be done by 4 colour CPC offset printing and Varnish coating. Multi-colour design printing on the Top sides.

Index Printing (i) Index to be printed in First page of Exercise Book
(ii) Certificate to be printed in Drawing notebooks.

(E) COMMON PRODUCT SPECIFICATIONS FOR RECORD NOTEBOOKS

PARAMETER	TNPL's SPECIFICATION
Paper to be supplied	TNPL Radiant PRINTING – 80 GSM paper in reels
Printing	One side Rule on both sides vertically or horizontally in Medium Grey color sharp lines. Margin of the ruled page proportionately even with back, top, four edges and tail of the ruled page. Record Notebooks will have Certificate and Index. Every page should be of the stipulated size.
Notebook size	As per Variable specification list enclosed in Annexure (F)
Wrapper Quality	210 GSM Folding Box board
Wrapper Printing	Wrapper Printing on 4 color CPC offset printing machine .Multi-color designs on top side.
Wrapper Lamination	15 Micron BOPP Gloss Lamination Film.
Wrapper Design	Designs will be provided by TNPL. The vendor shall adopt the designs for the required varieties.
Binding	White Binding Cloth on Spine (Width wider than spine) and side pinning for Inner Block and Duplex Board cover pasted on 1 MM deluxe grey board.
Packing Cartons	CFC (Corrugated Fiberboard Container) of 5 ply Broad Flute – 16 BF and suitable size universal type corrugated carton boxes. Boxes to be neatly Labeled in Single color and strapped.
Quality	Maintaining the quality is utmost important. No deviation in standards shall be allowed. Strict quality control is a must in all the raw material like board, Pinning wire, Carton box etc.
Complaint	In case of any quality complaint, the books will be returned to the respective supplier for compensation. On repeated complaints, TNPL shall consider terminating the contract. Supplies should be made strictly as per our delivery schedule.
Dispatch of Notebooks	The supplier shall dispatch the finished books to minimum 121 locations in various places within Tamil Nadu as informed by TNPL as and when required through any reputed transporter at their cost including Unloading Charges.

(F) VARIABLE SPECIFICATION FOR RECORD NOTEBOOKS

NoteBook Type	Size (cm)	No. of Rec. NB per MT	Reel size	Convert sheet size	Wrapper	Binding	Packing	No. of NB per Box	Estimated Projection of Requirement in MT
<u>RECORD NOTEBOOK</u> <u>- HARD BOUND</u> 96 Pages	21.0 x 28.3	4047	80 GSM – 86 CM	86 X 44 CM	210 GSM (Folding Box Board)	Side Pinning for Inner Black and Duplex Board Cover Pasted on 1mm. Deluxe Grey Board	Corrugated Fiberboard Container. 5 Ply board with 16 BF universal type corrugated carton boxes. Single color Printed Label should be affixed on the outside of box. Label design will be given by TNPL	100	350

**ANNEXURE – IV (a)
PRICE BID**
TNPL, Chennai
Due date: 25.04.2022 at 3 PM
Dear Sir,

We hereby quote our lowest rate for supply of TNPL's Standard softbound Notebooks as per the specifications indicated in the tender for **REGULAR NOTEBOOK**.

Sl.No	DESCRIPTION		All inclusive Basic Rate per Note book (a)	GST @ _____% (b) (பைசாக்களை இரண்டு இலக்க எண்ணில் மட்டும் எழுதவும்)	Total Rate per Note Book (a+b)	Qty. Commitment for TNPL (within 30 days) (Minimum 100 MT)
			Rs. P.	Rs. P.	Rs. P.	MT
1	LONG SIZE – 40 Pages (Composition)	30 x 19				
2	LONG SIZE – 96 Pages (Geometry)	30 x 19				
3	LONG SIZE – 96 Pages (Graph)	30 x 19				
4	SHORT SIZE – 40 Pages (R/CHD/SCI)	16.5 x 20.5				
5	SHORT SIZE – 80 Pages (R/MAT/SCI/2R/4R)	16.5 x 20.5				
6	SHORT SIZE – 196 Pages (R/MAT/SCI)	16.5 x 20.5				
7	A4 SIZE – 40 Pages (Drawing)	21 x 29.7				

(R = Ruled, 4R = Four Ruled, 2R = Two Ruled, MAT = Maths, SCI = Science, CHD = Checked Rule)

மொத்த விலை குறிக்கும்போது, பேப்பர்விலை, அட்டைவிலை, பிரிண்டிங் செலவு, செய்கலி, போக்குவரத்து செலவு மற்றும் இறக்குகலி மற்றும் இதர செலவுகளை சரியாக கணக்கிட்டு விலைப்புள்ளியில் மொத்த விலையை குறிக்கவும். விலைப்புள்ளி திறந்தபின் எந்த விலை மாற்றமும் செய்ய முடியாது மேலும் விலைப்புள்ளியில் தவறு செய்தால் பிணைவைப்புத்தொகையான ரூ.10,00,000மும் இழக்க நேரிடும். எனவே விலைப்புள்ளி குறிக்கும்போது, கவனமாக எழுதவும்.

விலை குறித்தபின், இரு முறை சரிபார்த்துவிட்டு சமர்ப்பிக்கவும்

குறித்த விலையில் குறைந்தபட்சம் 100 MT சப்ளை செய்ய வேண்டும், தவறினால் EMD இழக்க நேரிடும்,

Printing: Wrapper printing shall be done by 4 colour CPC offset printing and Varnish coating. Multi-colour design printing on the Top sides and Single colour printing on the inner sides.

Index Printing (i) Index to be printed in First page for Graph, Composition, Record and Geometry notebooks.

(ii) Certificate to be printed in Drawing notebooks.

I/We hereby declare that all the terms and conditions of TNPL's **ENQUIRY NO.222313000234** have been read and understood by me/us. I/We accept all the terms and conditions contained in the above said Enquiry.

Place:

Date:

ADDRESS:

Phone/Mobile No.

Signature with official seal



TENDER NO.222313000234

ANNEXURE – IV (b)

PRICE BID

TNPL, Chennai

Due date: 25.04.2022 at 3 PM

Dear Sir,

We hereby quote our lowest rate for supply of TNPL's Standard softbound Notebooks as per the specifications indicated in the tender for **DRAWING & EXERCISE NOTEBOOKS**.

Sl.No	DESCRIPTION		All inclusive Basic Rate per Exercise Notebook (a)	GST @ % (c) (பைசாக்களை இரண்டு இலக்க எண்ணில் மட்டும் எழுதவும்)	Total Rate per Exercise Notebook (a+b)	Qty. Commitment for TNPL (within 30 days) (Minimum 100 MT)
	Size of	Size	Rs. P.	Rs. P.	Rs. P.	MT
1	KING SIZE – 40 Pages	18 x 24				
2	KING SIZE – 56 Pages	18 x 24				
3	A4 SIZE – 40 Pages (Drawing)	21 x 29.7				

மொத்த விலை குறிக்கும்போது, பேப்பர்விலை, அட்டைவிலை, பிரிண்டிங் செலவு, செய்கூலி, போக்குவரத்து செலவு மற்றும் இறக்குகூலி மற்றும் இதர செலவுகளை சரியாக கணக்கிட்டு விலைப்புள்ளியில் மொத்த விலையை குறிக்கவும். விலைப்புள்ளி திறந்தபின் எந்த விலை மாற்றமும் செய்ய முடியாது மேலும் விலைப்புள்ளியில் தவறு செய்தால் பிணைவைப்புத்தொகையான ரூ.10,00,000மும் இழக்க நேரிடும். எனவே விலைப்புள்ளி குறிக்கும்போது, கவனமாக எழுதவும்.

விலை குறித்தபின், இரு முறை சரிபார்த்துவிட்டு சமர்ப்பிக்கவும்
குறித்த விலையில் குறைந்தபட்சம் 100 MT சப்ளை செய்ய வேண்டும், தவறினால் EMD இழக்க நேரிடும்,

(Each page should be printed with Multi color CPC offset printing as per the content given by TNPL. Every page should be of the stipulated size)

I/We hereby declare that all the terms and conditions of TNPL's ENQUIRY NO.222313000234 have been read and understood by me/us. I/We accept all the terms and conditions contained in the above said Enquiry.

Place:

Date:

ADDRESS:

Phone/Mobile No.

Signature with official seal

ANNEXURE – IV (c)**PRICE BID****TNPL, Chennai****Due date: 25.04.2022 at 3 PM****Dear Sir,**

We hereby quote our lowest rate for supply of TNPL's Standard softbound Notebooks as per the specifications indicated in the tender for **RECORD NOTEBOOKS**.

Sl.No	DESCRIPTION		All inclusive Basic Rate per Record Notebook (a)	GST @ _____ % (b) (பைசாக்களை இரண்டு இலக்க எண்ணில் மட்டும் எழுதவும்)	Total Rate per Record Notebook (a+b)	Qty. Commit- ment for TNPL (within 30 days) (Minimum 100 MT)
	Size of Notebook	Size	Rs. P.	Rs. P.	Rs. P.	MT
1	RECORD NOTEBOOK – HARDBOUND 96 Pages	21 x 28.3				

மொத்த விலை குறிக்கும்போது, பேப்பர்விலை, அட்டைவிலை, பிரிண்டிங் செலவு, செய்கலி, போக்குவரத்து செலவு மற்றும் இறக்குகலி மற்றும் இதர செலவுகளை சரியாக கணக்கிட்டு விலைப்புள்ளியில் மொத்த விலையை குறிக்கவும். விலைப்புள்ளி திறந்தபின் எந்த விலை மாற்றமும் செய்ய முடியாது மேலும் விலைப்புள்ளியில் தவறு செய்தால் பிணைவைப்புத்தொகையான ரூ.10,00,000மும் இழக்க நேரிடும். எனவே விலைப்புள்ளி குறிக்கும்போது, கவனமாக எழுதவும்.

விலை குறித்தபின், இரு முறை சரிபார்த்துவிட்டு சமர்ப்பிக்கவும்
குறித்த விலையில் குறைந்தபட்சம் 100 MT சப்ளை செய்ய வேண்டும், தவறினால் EMD இழக்க நேரிடும்,

I/We hereby declare that all the terms and conditions of TNPL's ENQUIRY NO.222313000234 have been read and understood by me/us. I/We accept all the terms and conditions contained in the above said Enquiry.

Place:

Date:

ADDRESS:

Phone/Mobile No.

Signature with official seal

ANNEXURE – V
List of Delivery Locations

1	அரியலூர்	1	அரியலூர்	19	சேலம்	64	சங்ககிரி
		2	உடையார்பாளையம்			65	சேலம்
		3	செந்துறை			66	சேலம் ஊரகம்
2	சென்னை	4	தென் சென்னை	20	சிவகங்கை	67	ஆத்தூர்
		5	வட சென்னை			68	எடப்பாடி
		6	மத்திய சென்னை			69	தேவக்கோட்டை
		7	கிழக்கு சென்னை	21	தஞ்சாவூர்	70	சிவகங்கை
		8	மேற்கு சென்னை			71	திருப்பத்தூர்
		9	மாநகராட்சி பள்ளிகள் - சென்னை			72	பட்டுக்கோட்டை
3	கோயமுத்தூர்	10	கோவை			73	கும்பகோணம்
		11	பேரூர்	22	தேனி	74	தஞ்சாவூர்
		12	பொள்ளாச்சி			75	ஓரத்தநாடு
		13	எஸ்.எஸ்.குளம்			76	உத்தம்பாளையம்
4	கடலூர்	14	விருத்தாச்சலம்	23	திருநெல்வேலி	77	பெரியகுளம்
		15	கடலூர்			78	தேனி
		16	சிதம்பரம்			79	சேரன்மாதேவி
		17	வடலூர்			80	தென்காசி
5	தருமபுரி	18	தருமபுரி	24	திருப்பூர்	81	திருநெல்வேலி
		19	அனூர்			82	சங்கரன்கோவில்
		20	பாலக்கோடு			83	வள்ளியூர்
6	திண்டுக்கல்	21	திண்டுக்கல்			84	திருப்பூர்
		22	வத்தலக்குண்டு	25	திருவள்ளூர்	85	பல்லடம்
		23	வேடசந்தூர்			86	உடுமலைப்பேட்டை
		24	பழனி			87	தாராபுரம்
7	ஈரோடு	25	கோய்செட்டிப் பாளையம்			88	பொன்னேரி
		26	ஈரோடு	26	திருவண்ணாமலை	89	அம்பத்தூர்
		27	பவானி			90	திருத்தணி
		28	சத்தியமங்கலம்			91	ஆவடி
		29	பெருந்துறை			92	திருவள்ளூர்
8	காஞ்சிபுரம்	30	செங்கல்பட்டு	27	திருவாரூர்	93	திருவண்ணாமலை
		31	காஞ்சிபுரம்			94	செய்யார்
		32	மதுராந்தகம்			95	ஆரணி
		33	மூர்பெரும்புதூர்			96	போளூர்
		34	புனித தோமையார் மலை			97	செங்கம்
9	கன்னியாகுமரி	35	தக்கலை	28	தூத்துக்குடி	98	திருவாரூர்
		36	குழித்துறை			99	மன்னார்குடி
		37	நாகர்கோவில்	100	தூத்துக்குடி	100	தூத்துக்குடி
		38	திருவட்டார்			101	கோவில்பட்டி
10	கரூர்	39	கரூர்	102	திருச்செந்தூர்	102	திருச்செந்தூர்
		40	குளித்தலை				

11	கிருஷ்ணகிரி	41	கிருஷ்ணகிரி
		42	ஓசூர்
		43	மத்துர்
		44	தேன்கனிக்கோட்டை
12	மதுரை	45	உசிலம்பட்டி
		46	மேலூர்
		47	மதுரை
		48	திருமங்கலம்
13	நாகப்பட்டினம்	49	மயிலாடுதுறை
		50	நாகப்பட்டினம்
		51	சீர்காழி
14	நாமக்கல்	52	நாமக்கல்
		53	திருச்செங்கோடு
15	நீலகிரி	54	கூடலூர்
		55	குன்னூர்
16	பெரம்பலூர்	56	பெரம்பலூர்
		57	வேப்பூர்
17	புதுக்கோட்டை	58	புதுக்கோட்டை
		59	அறந்தாங்கி
		60	இலுப்பூர்
18	இராமநாதபுரம்	61	பரமக்குடி
		62	இராமநாதபுரம்
		63	மண்டபம்

29	திருச்சிராப்பள்ளி	103	முசிறி
		104	இலால்குடி
		105	திருச்சிராப்பள்ளி
		106	மணப்பாறை
30	வேலூர்	107	திருப்பத்துர்
		108	வேலூர்
		109	அரக்கோணம்
		110	இராணிப்பேட்டை
		111	வாணியம்பாடி
31	விழுப்புரம்	112	கள்ளக்குறிச்சி
		113	திண்டிவனம்
		114	விழுப்புரம்
		115	உளுந்தூர்பேட்டை
		116	திருக்கோவிலூர்
		117	செஞ்சி
32	விருதுநகர்	118	விருதுநகர்
		119	அருப்புக்கோட்டை
		120	திருவில்லிபுத்தூர்
		121	சிவகாசி