

COMMISSIONERATE OF STATIONERY AND PRINTING,
110, ANNA SALAI, CHENNAI-2.

CTE. No. I2/12768/2026

Dt.14.05.2026.

LIMITED TENDER NOTICE FOR THE SUPPLY OF
WHITE ART BOARD 300 GSM 63.5 X 91 CM, WHITE ART BOARD 250 GSM
58.5 X 91 CM, WHITE PULP BOARD 220 GSM 56 X 71 CM, IVORY PULP BOARD
220 GSM 56 X 71 CM & IVORY LINER BOARD 280 GSM 66.5 X 98 CM

Sealed tenders are invited upto 3.30 p.m on 08.06.2026 by the General Manager of Stationery and Printing on behalf of the Governor of Tamil Nadu for the supply of following item.

S.No.	Description of article	Quantity required	To be supplied at	No.of samples required
(1)	(2)	(3)	(4)	(5)
1	White Art Board 300 GSM 63.5 x 91 cm	2200 No's	Government Central Press, Chennai-01	3 No's in as per specification in column-2
2	White Art Board 250 GSM 58.5 x 91 cm	2000 No's		
3	White Pulp Board 220 GSM 56 x 71 cm	800 No's		
4	Ivory Pulp Board 220 GSM 56 x 71 cm	500 No's		
5	Ivory Liner Board 280 GSM 66.5 x 98 cm	425 No's		

Tenders should be sent in two separate sealed covers such as –

1. Techno commercial bid cover containing:

- Proof of Manufacturer/Dealership status/Distributorship status.
- Tender form duly signed every page with Office Rubber Stamp affixed.
- EMD payment details original challan / D.D. should be enclosed.
- GST clearance certificate upto February 2026 and GST active status.
- Samples as in Col.5 above should be furnished separately.

2. Price bid cover showing the price per Reams / No's. etc. should be shown separately.
3. The Techno commercial bid cover will be opened at 3.30 p.m on 08.06.2026 in the presence of the Tenderer or their Authorised Representatives who desire to attend with a letter of authorization. The price bid cover of the tenderer found qualified will be opened on the dates to be intimated to them later.
4. Tender should be sent in a sealed cover duly super scribed 'Tender for the supply of White Art Board 300 GSM 63.5 x 91 cm, White Art Board 250 GSM 58.5 x 91 cm, White Pulp Board 220 GSM 56 x 71 cm, Ivory Pulp Board 220 GSM 56 x 71 cm and Ivory Liner Board 280 GSM 66.5 x 98 cm to be opened on 08.06.2026 at 3.30 PM", by RPAD /Speed Post / Courier / in Person addressed to the **Commissioner, Commissionerate of Stationery and Printing, Chennai - 2** so as to reach this office before the specified time and date. Tenders received after the due date and specified time will be summarily rejected.

THE TENDERS ARE SUBJECT TO FOLLOWING CONDITIONS

- 1) Tenderers who are in a position to supply the full quantity mentioned in this tender notice alone may participate in the tender.
 - (a) Tenders in the prescribed form should be duly signed by the tenderer.
 - (b) Every page of the tender conditions should be fully signed by the tenderer and enclosed along with the tender in token of having accepted all the tender conditions.
 - (c) If any tender is made by an individual, it shall be signed with his full name and his address. If it is made by a firm, it shall be signed by all the partners of the firm duly empowered to do so. The full name and address of all the partners with a copy of the partnership deed shall be furnished.
 - (d) If any tender is made by a company, it shall be signed by duly authorized officers who shall produce with his tender satisfactory evidence of such authorization. Such tendering company may be required before the contract is executed to furnish evidence of its corporate existence.
 - (e) If the Tenderer is a manufacturer of papers, paper boards, and has obtained MSME / NSIC / Udyog aadhar certificate the factory address of paper manufacturing unit must be furnished with the documents
- 2) Any revision in claim of GST after issue of confirmation of orders by Commissioner should be supported by proper evidence.
- 3) The Commissioner of Stationery and Printing shall not bind to accept the lowest or any other tender and reserves the right to reject all or any tender without assigning any reason there for. The Commissioner of Stationery and Printing also reserves the right to accept one or more tenders for supply.
 - (a) The Tender will be evaluated with 5 % Procurement preference for SC/ST owned enterprises. Domestic enterprises owned by SC/ST entrepreneurs as defined in the rules, shall be given preference in award of contracts, Subject to the conditions laid down in the Tamil Nadu Transparency in Tender Act/Rules.

- 4) (a) Tenders should be accompanied by EMD of 1% of the total value of the tender. Tenders which are not accompanied with one per cent of EMD will be summarily rejected. The tenderers should furnish separate EMD of 1% for each item. Tenders that are accompanied with EMD of less than 1% of the total value of the tender will be summarily rejected.

The EMD must be remitted into the State Bank of India, Treasury Branch, Chennai-6 under the head 'EMD Deposit not bearing interest 8443 00 Civil Deposits 103 Security Deposits AA Security Deposits' (DPC.NO. 8443 00 103 AA 80102) in the form of e-challan and the related challan (original) should be attached to the tender. EMD can also be remitted by way of Demand Draft drawn from Nationalized Bank after the date of this tender notice in favour of Commissioner of Stationery and Printing, Chennai. Cash, Cheque, etc. will not be accepted on any account towards EMD.

- (b) No request for transfer or adjustment of any previous deposit towards EMD will be entertained.
- (c) Any claim for exemption from EMD should be supported by proper evidence. NSIC / MSME must be relevant to the tender.
- 5) Required number of samples as specified in Column 5 above must accompany the tender. They must be distinctly marked with the specifications and the name and address of the tenderers with the rubber stamp of the firm on the labels attached to them. Samples will not be returned. Tender accompanied with more than one variety of sample will be rejected.
- 6) Manufacturers should furnish certificate from Central Excise Department in support of their production capacity (manufacturing). Tender should also be accompanied by the GST clearance certificate upto February 2026 and also with GST active status.
- 7) The EMD is liable to be forfeited to Government if the tenderer withdraws the tender any time after submission to this Commissionerate.
- 8) The successful tenderer shall execute an agreement in the prescribed form in a stamp paper of value as per law within 5 days on receipt of intimation of acceptance of the tender from the Commissioner of Stationery and Printing. Otherwise, the EMD furnished already will be forfeited to Government and his tender will be considered as cancelled. This form can be perused at the Commissionerate of Stationery and Printing, 110 Anna Salai, Chennai 2.

The EMD of 1% of the value will be retained. The successful tenderer will also be required to remit a security deposit of 5% of the total value of the tender. This amount shall be remitted in the form of DD in favour of the Commissioner of Stationery and Printing.

- 9) After deducting the amount if there is any due owed by the tenderer to this office. EMD & Security Deposit will be released only after the completion of entire supply of the materials by the successful tenderer to the entire satisfaction of the Commissioner of Stationery and Printing and after the lapse of one month thereafter. In case of failure to complete the supply as per scheduled date of delivery the deposits will be forfeited to the Government without any prejudice to the other rights and remedies of the purchase.

On no account, the EMD and security deposit will be returned to the contractor when the contract is in force.

No advance payment will be made. Payment will be made as and when supplies are effected and taken into account subject to their suitability.

- 10) In case of unsuccessful tenderers, their EMD will be returned to them after the settlement of the tender.
- 11) (a) The supply should be made in accordance with supply order. The actual quantities required (which may vary from the quantities specified) will be intimated to the selected contractor from time to time and they must be delivered at the cost and risk of the contractor at the Government Central Press, Chennai-01 on or before the date fixed in the order issued.
 - b) Penalty at Rs.250/- per day of delay in supply for the first 10 days and thereafter Rs.500/- per day subject to a maximum of 30 days will be levied beyond which supplies will not be accepted.
 - (c) In case of neglect or refusal on the part of the contractor to supply/deliver any quantity of articles ordered for and in cases, when the contractor fails to replace articles that have been rejected the quantity of articles of stores so failed to be supplied, will be purchased from other source and the difference of cost between the price paid for such articles and prices quoted by him in tender and accepted by this office will be recovered from Contractor.
 - (d) In case, the approved contractor fails or refuses to observe, perform, fulfill and keep up any one or all the conditions stipulated in the agreement to be executed after the acceptance of his tender, the EMD and the security deposit furnished by contractor will be forfeited to Government.
 - (e) The quantities mentioned are only approximate and the selected Tenderer may be required to supply the ordered quantities as per the supply order.
- 12 (a) Excess supply will not be accepted.
 - (b) The tender is valid for a period of one year from the date of executing agreement. Selected tenderers will be required to supply the articles ordered at the rate accepted by this department. No request for enhancement of rates will be admitted and the contractor should adhere to the time schedule mentioned in the supply order.
- 13)(a) The tenders are requested to quote their Net price inclusive of all cost of delivery at Chennai such as transportation, payment of duties and taxes leviable, Insurance, etc. (with each category stated separately). They should indicate the actual percentage of GST to be paid by them.
 - (b) The price quoted by the tenderer should be valid for a period of one year from the date of opening of tender.
- 14) Conditions for advance payment or immediate payment against receipt of LR/RR or any similar conditions will not be accepted.

- 15) Tenderers are specifically requested to quote their rates:
- for articles as specified in the schedule only.
 - Price Per Units only. i.e. Per Sheets / Boards / M.T. / Reams etc.
 - When they have sufficient stock.
 - The Tenderers are requested not to quote rates with their own condition, Delivery terms, etc. The tender not fulfilling the above conditions will be rejected.
- 16) On no account, the EMD and security deposit will be returned to the contractor when the contract is in force.
- 17) In the event of any dispute or difference arising during the subsistence of this contract touching any clause matter or thing herein contained hereto or rights, duties or liabilities or either party under or in connection therein, then and in every such case except where herein otherwise stated that the decision of the Secretary to Government of Tamil Nadu in the Department of Tamil Development and Information upon such dispute or difference shall be final and conclusive as against any binding upon each of the parties hereto.


General Manager.

Chennai -2.
Dated. 14.05.2026.

Over
21/5/26