

OFFICE OF THE DIRECTORATE OF STATIONERY AND PRINTING, 110, ANNA
SALAI, CHENNAI 600 002.

Dir.No.T2/ 12217/2026

Date: 09.06.2026

**LIMITED TENDER NOTICE FOR THE SUPPLY OF WRITING PAD ARTICLES GOVT
CENTRAL PRESS, CHENNAI-01**

Sealed tenders for the supply of following Writing Pad articles are invited from the manufacturer and authorized dealers up to 03.00 p.m. on 23.06.2026 by the General Manager, Directorate of Stationery and Printing, 110, Anna Salai, Chennai-2 on behalf of the Governor of Tamil Nadu .

Sl.No	Articles	Qty	Unit	Devlivery unit
1.	Plywood 10mm (8' x 4')	13	Nos	Government Central Press, Chennai-01.
2.	Sunmica Sheet (8' x 4') (0.8mm Thick) 1mm	13	Nos	
3.	Quick Paste (Each 1kg Pack)	13	Kgs	
4.	Plastic Beeding 10mm (Each 1 Meter)	300	Mtrs	
5.	Plastic Corner	400	Nos	

1.TERMS AND CONDITIONS

I SEALED COVER:-

Tenders for the Supply of Die to the Govt. Central press, Chennai-1 due on 23.06.2026 up to 03.00 p.m has to reach the office of the Directorate of Stationery and Printing, Chennai-2 before the specified time and date. Tenders received after the due date and specified time will be summarily rejected.

Tender should be sent in Two Separate Sealed Covers for the article as detailed below.

COVER - I (TECHNO COMMERCIAL BID)

Techno commercial bid cover should be sent in wax sealed covers or using adhesive tape duly superscribed as "Techno commercial bid" for the supply of calendar articles.

The sealed Techno commercial bid cover should consist of the following

- EMD payment in original Chalan / Demand Draft
- For EMD exemption necessary SSI/NSIC/MSME/Aadhaar Udhog Certificate in the relevant trade.
- GST Clearance Certificate up to March 2026.

COVER – II (PRICE BID)

a) The sealed Price Bid cover should consist of only the Price details.

b). Tenderers must mention the name of the Product, Brand and Grade of the articles being quoted.

c) Tenderers must specify the HSN CODE for the article and company's GSTIN NO.

d) Tenderers must quote their rate for the sample submitted by them. If rates are quoted giving more than one sample the offer given by such firm will not be considered. After testing the suitability of samples the relevant price bids will alone be opened.

e) The Price quoted by the tenderer shall be valid for a period of one year from the date of entering into contract with Directorate of Stationery and Printing.

f).The Directorate of Stationery and Printing, Chennai-2 reserves to himself the right of extend the contract for a period of three months if necessary.

g) Tenderers are specifically requested to quote rates:–

(1) For articles and makes specified in the Tender

(2) In Metric Units

(3) If they have sufficient stock and

(4) Without their own conditions, delivery terms, etc.

h). The tenderers are requested to quote their net basic price and payment of applicable GST., giving the breakup. They should indicate the actual percentage of GST to be paid by them.

i). The fact regarding exemption of GST and 'Tax Nil' should be mentioned clearly in the Price bid specifically with proper evidence

j) The country of manufacture of in case of Indian manufacture, the state in which the articles are made Brand name etc. should invariably be indicated against each item. The price quoted by the Contractor should not, in any case, exceed the controlled price, if any, fixed by the Government. If the price exceeds the controlled price, the reasons for quoting such higher price should be mentioned by the contractor

Note: Both the techno commercial and price bid covers should be separately sealed and shall be kept in an sealed envelope with superscribed on the outer cover. Techno Commercial Bid for the Supply of writing pad articles to be opened on

23.06.2026

III EMD:–

3 (a).The tenders should also be accompanied with a tender deposit (hereinafter called the Earnest Money Deposit) of 1% of the total value of the articles quoted for each time.

(b) Earnest Money Deposit in the form of crossed Demand Drafts drawn from any Nationalized Bank in favour of the Director of Stationery and Printing, Chennai-2, payable at Chennai on or after the tender date.

(c) Tenders which are not accompanied by Earnest Money Deposit or with insufficient Earnest Money Deposit or Earnest Money Deposit in the form of Demand Draft prior to the Date of notice inviting Tender will be summarily rejected.

(d) SSI/MSME/NSIC Units registered in the **relevant trade** with Director of Industries and Commerce (Tamil Nadu) and NSIC are only exempted from payment of EMD others must send their tenders with EMD.

e) SSI/MSME/NSIC units are exempted from the payment of EMD against production of a copy of the acknowledgement obtained from the General Manager, District Industries centre concerned for filing of the Entrepreneurs Memorandum Part -II

IV DELIVERY

4 (a). All the tender items should be delivered at free of cost at the Govt. Central press, Chennai-1 mentioned in the supply order.

(b). Supply should be completed in all respects within 7 days or before the due date stipulated by this office in the supply order.

(c) In case of delay in supply penalty will be of 1% of the basic price charged for the delay in supply for the first 15 days and thereafter it will be 2% of basic price.

V GST

5. Applicable GST Rate, must be mentioned in the price bid.

(a) As per section 51 of the TNGST Act 2017 where the total value of such supply under a contract exceeds two lakh and fifty thousand rupees,

Tax Deducted at source (TDS) will be made in the following rates:-

i) One per cent for State GST on such payment made or credited for supplies within the state

ii) One percent for Central GST on such payment made or credited for supplies within the state and

iii) Two percent for integrated GST on such payment made or credited for inter-State supplies.

VI SPECIAL CONDITIONS

6 (a). The quantity given in the Tender schedule is only approximate. Orders will be placed only for the actual quantity as and when required and it will be more or less and the selected tenderer should supply the materials immediately on receipt of supply order.

(b). The Director of Stationery and Printing, Chennai-2 reserves the right of increasing or reducing the quantity mentioned in the schedule.

(c). The Director of Stationery and Printing, Chennai-2 reserves the right of rejecting any tender without assigning any reasons therefore.

VII - SUPPLY ORDER

7 (a). The Articles should be delivered within 7 days from the date of receipt of supply order in satisfactory condition or within the date specified in the supply order.

(b). Any other conditions, which the Director, Stationery and Printing, Chennai-2 may deem to be fit and proper, will be imposed at the time of placing supply orders.

(c). The Quantity given in the Tender is only approximate. Purchase Orders will be placed only for the actual quantity as and when required in total or part supply to Chennai.

(d). Supply of stores which are not according to approved samples (If any) or not up to the standard / Quantity / Grade mentioned in the tender shall be rejected and the Tenderer should arrange to replace item at his own cost.

(e). The Successful tenderer shall be repeat to supply excess quantity incase of need up to 25% of the total requirement within the period of contract.

VIII - ACCEPTANCE OF GOODS

8) Goods will be accepted after ascertaining its suitability at our Press. Incase of any deviation in the quality/specification of the material supplies, the material liable for rejection in total/part. The test reports of our department is final. The rejected material should be cleared from our premises within 7 days from the date of our intimation at supplier's risk and cost. The supplier should also submit batch samples before dispatch of the materials, if required by us.

IX SECURITY DEPOSIT

9 (a). The successful tenderer, on receipt of intimation of acceptance of his tender, should furnish a sum equal to 5% of the total value of the accepted tender, as security deposit only in the shape of Demand Draft in favour of the Director of Stationery and Printing, Chennai.

(b). The security deposit should be furnished within 7 days of receipt of intimation of acceptance of tender. If the tenderer fails to pay the required security deposit in the manner and within the time specified herein the Earnest Money Deposit paid by him will be forfeited and credited to Government.

X AGREEMENT

10 (a). The successful tenderer will also be required to execute an agreement in the form prescribed duly affixing non judicial stamp paper to the value of Rs.20 for the faithful execution of contract.

b) The Rate contract period shall be valid for a period of one year from the date of commencement of contract (Agreement) with the Director of Stationery and Printing.

c).The Director of Stationery and Printing, Chennai-2 reserves the right of extend the contract for a period of three months if necessary.

d).The draft agreement form may be seen at the office of the Directorate of Stationery and Printing, Chennai. If the tenderer fails to execute the agreement within the specified date, the security deposit paid by tenderer will be forfeited to Government.

XI PAYMENT

11 (a) All bills for supply will be admitted for payment only after the Completion of supply execution of the agreement.

(a) Conditions for advance payment or for immediate payment against receipt of Lorry receipt /Rail receipt or any similar conditions will not be accepted.

(c) Payment shall ordinarily be arranged for articles delivered and accepted by this department subject to the provision of funds available.

(d) Any upward revision in claim of GST after issue of supply orders by the Director should be supported by proper evidence. Any reduction of GST after issue of supply orders should also be given effect to.

(e) Any upward revision in Net price except GST after issue of supply orders by the Director will not be borne by this Department and the extra amount incurred if any will be borne only by the successful tenderer.

XII – REFUND OF DEPOSIT

Upon the complete fulfillment of contract by the contractor to the entire satisfaction of the Director of Stationery and Printing, No.110, Anna Salai, Chennai-2 and after a lapse of 1 year or after the completion of entire supply, the EMD and the Security Deposit will be returned to him less the amount, if there is any due by the contractor to this office. On no account, the EMD and the Security Deposit will be returned to the contractor when the contract is in force.

XIII BREACH OF CONTRACT

12 (a) In case of neglect or refusal on the part of Contractor to supply and deliver the 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 sources and the difference of cost between the prices paid for such articles and prices quoted by him in the tenders and accepted by this office will be recovered from him.

(b). In case, the approved Contractor fails or neglects or refuses to observe, perform, fulfill and keep any one or all the conditions stipulated in the agreement, the security deposit furnished by him will be forfeited.

(c) Upon the complete fulfillment of the contract by the tenderer to the entire satisfaction of the Director of Stationery and Printing, the EMD/ the security deposit will be returned to him less the amount, if any, due by the Contractor to this office after six month from the date of completion of supply.

XIV JURISDICTION

13.(a) In the event of any dispute or difference arising during the subsistence of the contract touching any clause matter, or thing herein contained or the operation of construction, hereto or the rights, duties, or liabilities of 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 of the concerned Administrative Department upon such dispute or difference shall be final and conclusive as against any binding upon each of the parties here

XV. DISQUALIFICATION OF THE TENDER

14. (a) The Tender document should be signed at each and every page. The tenderer which does not have signature shall summarily be rejected.

(b) The Tenderer which does not accompany 1% of EMD or which accompanies EMD of less than 1% shall be liable for rejection.

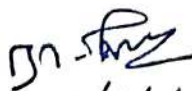
(c) Failure to submit the 1% of EMD, GST Clearance will lead to rejection of Tender.


General Manager.

(Tender Inviting Authority)

Chennai: 600 002

Date: 09.06.2026


9/6/26