

No.F.9-6/2012-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
S&S Section

New Delhi, the 31st May,2012.

Subject:- Tender for supply of Photocopy Paper to the Ministry of Human Resource Development.

Sealed tenders are invited from reputed suppliers of stationary items for supply of photocopy papers as detailed in Annexure-II to Ministry of Human Resource Development. The items, as mentioned in Annexure-II are generally procured on month-to-month basis.

2. Instructions to the tenderers

- (i) The tenders are to be submitted in two bid system (a) Technical Bid & (b) Financial Bid. Technical Bid and Financial Bid are required to be placed in two separate envelopes and each envelope should clearly mention the title 'Technical Bid' and 'Financial Bid' as the case may be.
- (ii) The 'Technical Bid' should contain full information as required in Annexure-I. While the 'Financial Bid' should contain full information as required in Annexure – II.
- (iii) Both bids should be put in a third envelope which should be prominently super-scribed as **"Quotation for supply of Photocopy paper to the Ministry of Human Resource Development"** and addressed to "Under Secretary (S&S), Department of Higher Education, Room No. 123 C, Shastri Bhavan, New Delhi – 110 001", and put in the Tender Box placed at Information & Facilitation Centre, Ministry of Human Resource Development, Gate No.6, Ground Floor, Shastri Bhawan, New Delhi- 110001 on or before **26.6.2012 till 3.00 PM.**
- (iv) In the event of the procedure mentioned in Para 2(iii) not being followed, the bid will be summarily rejected.
- (v) The tenders will be opened on the same date, i.e. **26.6.2012 at 3.30 PM** in the presence of the representative of the bidder firms.

3. Period of contract:- The contract will be initially awarded for a period of one year from the date of award of contract.

4. Value of contract:- During, 2011-12, Ministry of Human Resource Development has procured photocopy paper of approx. Rs. 20,00,000/-. However, the exact value of the papers that are required to be procured in 2012-13 in this contract can not be said exactly, as it depends upon the amount of official work for which paper will be required.

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5. **Scope of Work:-**

- (i) As per Annexure – II
- (ii) The rates to be approved on the basis of quotations shall be valid for the whole of the period of contract and no upward revision will be allowed during the period of contract under any circumstance.
- (iii) It shall be the responsibility of the successful tenderer to deliver the Photocopy paper at Room No. 106, D wing, Shastri Bhawan, New Delhi within 2 days from the date of order of the Ministry.

6. **Eligibility conditions:-**

- (i) The tenderer must be a reputed supplier of stationary material having sufficient experience (minimum 3 years) and having expertise in the relevant field. Preference will be given to authorized seller/ distributor of green-environment friendly photocopy paper in the technical bid.
- (ii) The participating firms should have necessary competence / capacity to handle jobs relating to supply of photocopy paper and should have annual turnover of Rs. One crore or more every year during the past three year (2008-09, 2009-10, 2010-11).
- (iii) The tenderer should have a well established office located in NCR of Delhi and a person should be available in its office on all working days between 9.00 a.m. to 5.30 p.m. to take the orders.
- (iv) The Earnest Money Deposit of Rs. 1,00,000/- (Rupees One lakh only) through a Demand Draft/Pay Order.
- (v) Copies of the following documents are required to be submitted in the technical bid :-
 - (a) A copy of authorized dealership/ distributorship certificate in case of authorized dealer/ distributor.
 - (b) Copies of IT return for the three years (2008-09, 2009-10, 2010-11) are to be enclosed as proof of annual turnover.
 - (c) Copies of PAN No., TIN No. and Sales Tax/ VAT No.
 - (d) Copies of experience certificates for undertaking similar work in Ministries/Govt. Departments /State Govt./PSUs and a list of clients to whom the firm is rendering its services for the past 3 years may be enclosed. (Minimum 3 certificates).
- (vi) **Technical Bid :-** All the information as required in **Annexure-I** must be provided in the technical bid. Non-submission of any of the information will lead to rejection of the bid at the technical stage itself and the financial bid of the firm not found eligible in the technical bid shall not be opened.
- (vii) The firm should quote the rates of all the items mentioned in **Annexure-II**. Those tenders not quoting rates for all the items shall not be entertained and would be rejected.

7. **Financial Bid:-** Tenderers are required to submit their quotes for all the items mentioned in Annexure-II it must be noted that a tenderer must quote rate for all the items mentioned in the financial bid in **Annexure-II**. Part bidding will lead to rejection of bid.

8. **Evaluation of Bids:-**

- (i) The technical bid will be evaluated first.
- (ii) The financial bid will be evaluated only if the tenderer's technical bid is found satisfactory in all respects by the tender committee.
- (iii) The tenderer, if required, will have to show the samples of goods and services he proposes to provide.

9. **Earnest Money Deposit:-**

The quotation must be accompanied by an earnest money of Rs.1,00,000/- (Rupees One lakh only) in the form of a crossed Demand Draft drawn in favour of the Pay & Account Officer (Edu), Department of Higher Education, Shastri Bhawan, New Delhi-110001. Cheque or cash will not be accepted. The quotations received without the Earnest Money Deposit shall be summarily rejected. The earnest money will be liable to be forfeited, if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.

10. **Performance Guarantee (Security Deposit) :-**

The successful tenderer will be required to furnish a security deposit of Rs.1.5 Lakhs (Rupees One lakh fifty thousand only) in the form of an Account Payee Demand Draft, FDR from a Commercial bank, or Bank Guarantee from a Commercial bank pledged in favour of the Pay & Account Officer (EDU), Department of Higher Education, Shastri Bhawan, New Delhi-110001 before the commencement of the contract. The Security Deposit will be refunded only after the expiry of the contract. This is liable to be forfeited, if during the period of contract the services are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Department that the contractor firm may invite upon themselves due to any of the reasons specified above.

11. **Other terms and conditions:-**

- (i) The firms must not make any compromise on quality. In case it is found at some stage that the quality is inferior than that already approved, the contract is likely to be cancelled and firm blacklisted.
- (ii) The rates should be quoted according to the specification given as per **Annexure-II**. The rates of sales tax/VAT, if chargeable should be mentioned clearly and separately.

- (iii) The tendering firm must quote the rates of items of reputed firms/branded items. The rates should be quoted in figures as well as in words for all the items in the enclosed list as per the given specifications. The tenderers should quote the rates clearly without any overwriting/cutting. The rates of the item plus taxes must not exceed the MRP (Maximum Retail Price). If it is subsequently found that the firm has supplied the items at higher rates than the MRP, then the excess amount shall be recovered.
- (iv) The tenderer should be able to provide the name and mobile number of a person, who can be contacted at any time, even beyond office hours. This person should be capable of taking orders and arrange for supply of the desired items, even at short notice.
- (v) The selected firms will be required to supply the Photocopy paper in the Ministry of Human Resource Development, Shastri Bhawan, New Delhi in Room No.106, 'D' Wing, New Delhi within a day or two days from date of supply order.
- (vi) In case the contractor fails to supply the requisite items in time or dishonors the contract in any way, the contract awarded shall be liable for outright cancellation/termination, without assigning any reasons thereof, and the security deposit and payment due to him, if any, shall also be forfeited. The Department is free to entrust the job to any other firm/party at the risk and expenses of the defaulting contractor. In this connection, decision of the competent authority in the Department shall be final and binding on the contractor.
- (vii) Details, regarding quality, brand, specification, etc. have been given against various items in the Annexure-II. Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for good quality product.
- (viii) No separate charges shall be paid for delivery of goods in the Ministry of Human Resource Development.
- (ix) No advance payment will be made under any circumstances.
- (x) The rates quoted by the selected firm, and approved by this Office shall remain valid throughout the period of contract and requests to increase the rates for any items(s), during the currency of contract, shall not be considered.
- (xi) The Department will have the authority to select more than one Firm for award of contract. This Department further reserves the right to decide whether a Firm should be selected for supply of some or all items listed in the tender form.
- (xii) The Department reserves the right to accept or reject any or all quotations, without assigning any reason thereof. The Department also reserves the right to renew the contract on the same terms and conditions for such period(s), as it may deem necessary, taking into account, the performance of the contractor during the currency of the contract.

- (xiii) In case any new office of the Ministry is added in a new location or the existing offices were shifted to a new location, this contract will be deemed as applicable to that new office(s) also.
- (xiv) Any sum of money due and payable to the contractor, including the Security Deposit, under this contract shall be appropriated by this Department and set off against any claim to this Department for the payment of a sum of money arising out of other or under any contract with this Department.
- (xv) You are further advised to send a pre-receipted challan /invoice along-with your quotation so as to facilitate early refund of the Earnest Money Deposit in the event of non-acceptance/rejection of your quotation.
- (xvi) Technical bid in Annexure-I & Financial Bid in Annexure-II are required to be filled up completely.
- (xvii) This Department reserves the right to terminate the contract any time without assigning any reasons.
- (xviii) The successful tenderer will be required to sign a copy of the tender in token of having understood and acceptance of all the terms and conditions of this tender document.


(Rajesh Kumar Singh)
21/5/2012

Under Secretary to the Govt. of India

Copy to:-

1. Programmer, CMIS with the request to upload the above information on Ministry's web site.
2. CPP Portal of Govt. of India

TECHNICAL BID**(i) Basic information**

1.	Name of the firm	
2.	Business address of the firm	
3.	Telephone No.	
4.	Mobile No.	

(ii) Information along-with copies of requisite documents

S.NO.	Description	Information/ Documents attached	Page No.#
1.	Is the firm an authorized seller/distributor of green environment friendly photocopy paper? If yes, Please attach a copy of dealership distributorship certificate.		
2.	Annual turnover of Rs. One crore or more during last 3 years with proof (Please attach copies of IT return).		
	(i) 2008-09		
	(ii) 2009-10		
	(iii) 2010-11		
3.	Copies of the following documents:-		
	(i) PAN NO.		
	(ii) TIN NO.		
	(iii) Sales Tax/VAT NO.		
4.	Copies of experience certificates for undertaking similar work in Ministries/Govt. Departments /State Govt./PSUs and a list of clients to whom the firm is rendering its services for the past 3 years may be enclosed. (Minimum 3 certificates).		
5.	The earnest Money of Rs. 1,00,000/- (Rupees One lakh only) through a Demand Draft/Pay Order.		
	Bank		
	Demand Draft/Pay order No.		
	Date		

The tenderer must indicate the Page No. of each document attached. Tenders without clearly indicating the page number will be summarily rejected.

(Signature & Stamps of bidder)

Annexure – II

Format for applying quotation:

Sl.No.	Items	Size of paper	Thickness of paper	Quality of the paper	Rate in Rs. quoted by the firm (per ream)	Taxes/Vat, if any
1.	Photocopy paper	A-4 size	75 GSM	ITC make		
				Modi make		
				Andhra Millennium make		
				or equivalent to above make		
		Full Scape	75 GSM	ITC make		
				Modi make		
				Andhra Millennium make		
				or equivalent to above make		
		A-3 size (297x420mm)	75 GSM	ITC make		
				Modi make		
				Andhra Millennium make		
				or equivalent to above make		
2.	Computer paper	10x12x1 (80 column)	80 GSM	Century make		
				Vardhman make		
				or equivalent to above make		
		10x12x2 (80 column)	80 GSM	Century make		
				Vardhman make		
				or equivalent to above make		
		15x12x1 (132 column)	80GSM	Century make		
				Vardhman make		
				or equivalent to above make		
		15x12x2 (132 column)	80GSM	Century make		
				Vardhman make		
				or equivalent to above make		

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3.	Colour Sprit Photocopy paper in Pastal Shades – per ream	A-4 size	75 GSM	Standard		
4.	Glossy paper – packet of 20 sheets	A4 size	180 GSM	de'smat make		
				Oddy make		
				or equivalent to above make		
5.	Glossy paper –packet of 50 sheets	A4 size	180 GSM	de'smat make		
				Oddy make		
				or equivalent to above make		
6.	Glossy paper –packet of 20 sheets	A4 size	200 GSM	de'smat make		
				Oddy make		
				or equivalent to above make		
7.	Glossy paper – packet of 50 sheets	A4 size	200 GSM	de'smat make		
				Oddy make		
				or equivalent to above make		

(Signature & Stamps of bidder)

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