

F. No. 9-12/2015-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

Shastri Bhawan, New Delhi- 110001

Dated: 8th July, 2015

TENDER DOCUMENT

FOR PROVIDING PHOTOCOPY PAPER TO THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT, SHASTRI BHAWAN, NEW DELHI BY REPUTED FIRMS/ PROVIDERS.

Date of issue of Tender Document	:	8 th July, 2015
Last Date & time for submission of Tender Document	:	29 th July, 2015 upto 11.00 AM
Date & time for opening of Tender Document		
Technical Bids	:	29 th July, 2015 at 11.30 AM
Financial Bids of eligible Tenderers	:	Would be indicated later.

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Sanjeev
8/3/15

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Shastri Bhawan, New Delhi-110 001
Dated the 8th July, 2015


1. e-TENDER NOTICE

(AWARD OF CONTRACT FOR PROVIDING PHOTOCOPY PAPER REAMS)

e-tenders are invited by the Ministry of Human Resource Development (MHRD) in two bid system(i.e. **Part-I: Technical Bid and Part II: Financial Bid**) from reputed and experienced firms **located in Delhi/New Delhi** having **an annual turnover of Rs.20 Lakhs** or more for the last **three** years in the relevant field, initially for a period of one year. The contract can be extended further for two years, one year at a time subject to mutual consent / agreement and based on satisfactory performance during the period on the same terms and conditions.

2. The detailed tender documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from 08 .07.2015 to 29.07.2015 (upto 11.00 AM).

3. The interested service providers may submit the tenders **online** at <http://eprocure.gov.in/eprocure/app> in two-bid system (i.e. Part-I: Technical Bid and Part II: Financial Bid) in the prescribed proforma. Tenders are to be submitted **only online** through e-Procurement portal "<http://eprocure.gov.in/eprocure/app>". All the documents in support of eligibility criteria etc . are also to be scanned and uploaded alongwith the Tender Documents. Tenders sent by any other mode will not be accepted.


(SANJEEV SHRIVASTVA)
Under Secretary to the Government of India
Tel. No.23073109

2. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

Scope of work : Supply of Photocopy paper to the Ministry of Human Resource Development, Shastri Bhawan, New Delhi.

General Instructions :

1. The contract shall be initially for a period of one year from the date of letter of awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a further period of one year at a time (upto a maximum of two extensions of one year each) as may be decided by the competent authority, after review of performance.
2. During 2014-15, Ministry of Human Resource Development has procured photocopy paper of about 22,00,000/-. However, the exact value of the papers that are required to be procured in 2015-16 in the contract cannot be said exactly, as it depends upon the amount of official work for which paper will be required.
3. The interested service providers have to submit the tenders through e-procurement portal as per required packet/cover contents.
4. The Earnest Money of Rs.45,000/- (Rupees forty five thousand only) in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, Department of Higher Education, Shastri Bhavan, New Delhi** has to be submitted to the Section Officer, S&S-I Section , Ministry of HRD, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date of bid submission up to 11.00 A.M. without which the quotations will not be considered. Late receipt of earnest money viz., after closure of online bidding time, or non receipt of earnest money will make the bidder disqualified and that bid will not be considered.
5. The said Earnest Money Deposit will not bear any interest and the earnest money of unsuccessful tenderer would be returned without any interest after finalization of the contract.
6. The successful bidder will have to deposit with the Ministry of Human Resource Development, a **Performance Security Deposit of Rs. 1,10,000/- (Rupees one lakh ten thousand only)** in the form of Account Payee Demand Draft, Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, Department of Education, Shastri Bhavan, New Delhi** for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty / any liability of any kind imposed by the Ministry of Human Resource Development on account of unsatisfactory services.
7. **Conditional bids shall not be considered and will be rejected summarily.**
8. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. The financial bids are to be submitted only in the BoQ for financial bid. Any declaration of price in the Technical bid will be liable to summarily rejection of the bid of the participating firm.
9. The technical Bids shall be opened online on the scheduled date and time i.e. **at 11.30 AM on 29th July, 2015.**

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10. The financial bids of only those tenderers will be opened who qualify in the technical bid. The schedule time for opening of financial bids would be indicated later.

11. The bidding firm has to give a self certificate to the effect that it has not been blacklisted by any Central Ministry/Department, PSUs or Banks etc. The certificate has to be scanned and uploaded alongwith the tender documents. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefor.

12. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.

13. If after award of the contract, the successful bidder (L1) fails to provide required number of photocopy paper reams, the contract is liable to be cancelled alongwith forfeiture of performance security deposit and other consequential actions such as blacklisting of the firm etc.

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3. ELIGIBILITY CRITERIA

1. The firm must have average annual turnover of Rs. 20 Lakhs or more for the last 3 years in the relevant field. Copy of CA certificate for the last three years, viz., 2012-13, 2013-14, 2014-15 or Balance sheet or Profit & loss account is to be uploaded with the Technical Bid
2. The firm should have an experience of 3 years in supply of photocopy papers to Ministries/Govt. Departments/ State Govt./ PSUs etc. Certificate issued by an officer not below the rank of Section Officer are to be uploaded with the Technical Bid.
3. Copy of latest Income Tax Return and PAN is to be uploaded with the Technical Bid.
4. Copy/Proof of VAT Account number is to be uploaded with the Technical Bid.

Handwritten signature and date: 5/12/15

4. TERMS AND CONDITIONS

- (1) The participating firm must have experience of supply photocopy papers at least 3 Ministries/Departments/attached/subordinate/autonomous bodies/State Govt./ PSUs during last three years. Copy of award letters/certificate issued by an officer not below the rank of Section Officer must be uploaded with the Technical Bid.
- (2) The rates to be approved in this tender shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract.
- (3) It shall be the responsibility of the successful tenderer to deliver the photocopy paper reams at Room No. 106, D Wing, Shastri Bhawan, New Delhi normally within 5 days from the date of order issued by the Ministry between 9.30 AM to 01.30 PM and 2.30 PM to 04.30 PM during working days. Unloading of goods/stores and delivery to store at above mentioned place shall be responsibility of the firm.
- (4) The supplier will be liable to replace the rejected/damaged stores within 10 days, failing which the legal action will be taken as deemed fit by the Department.
- (5) 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 suitable penalty imposed on the firm, as decided by the Ministry, which can extend to blacklisting of the firm also.
- (6) All the rates quoted in the BoQ should be exclusive of all taxes and the taxes would be paid by the Ministry as applicable.
- (7) 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 [Excluding taxes].
- (8) 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.
- (9) In case the contractor fails to supply the requisite items in time or dishonours 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 Ministry 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 Ministry shall be final and binding on the contractor.

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- (10) No separate charges shall be paid for delivery of goods in the Ministry of Human Resource Development.
- (11) No advance payment will be made under any circumstances.
- (12) The Ministry will have the authority to select more than one firm for award of contract. This Ministry further reserves the right to decide whether a Firm should be selected for supply of some or all items listed in the tender.
- (13) Any sum of money due and payable to the contractor, including the Security Deposit, under this contract shall be appropriated by this Ministry and set off against any claim to this Ministry for the payment of a sum of money arising out of any other or under any contract with this Ministry.
- (14) The tender has to be accompanied by an **Earnest Money Deposit of Rs.45,000/- (Rupees forty five thousand only)** in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, Department of Higher Education, Shastri Bhavan, New Delhi.** The successful bidder will have to deposit with the Ministry of Human Resource Development a **Performance Security Deposit of Rs.1,10,000/- (Rupees One lakh ten thousand only)** in the form of Account Payee Demand Draft, Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, Department of Higher Education, MHRD Shastri Bhavan, New Delhi** for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty / any liability of any kind imposed by D/o Higher Education on account of unsatisfactory services.
- (15) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms & conditions of the tender.
- (16) The payment will be made by through ECS on receipt of pre-receipted bill in triplicate.

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(17) In case of failure on the part of approved supplier to supply the above mentioned items as per supply order within the stipulated period, the Ministry shall be at liberty to purchase the said items from other sources and the approved supplier shall be liable to pay the excess amount which this Ministry may have to incur being the difference of actual amount of purchase minus the amount as per approved rates. If the failure continues for the second time or repeated on the part of approved supplier, the contract shall be cancelled and performance security would be forfeited apart from taking other legal action by this Ministry.

(18) This Ministry reserves the right to terminate the contract any time without assigning any reasons thereof.

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5. PROFORMA FOR TECHNICAL BID

Sl.No	Details	Documents to be uploaded
1	Name of the firm / company / Agency	
2	Complete Address & Telephone Number	
3	Name address and telephone number of the Proprietor	
4	Whether EMD of Rs.45,000/- enclosed in the prescribed form.	Copy of EMD
5	The firm must have average annual turnover of Rs. 20 Lakhs or more for the last 3 years in the relevant field. Copy of CA certificate for the last three years, viz., 2012-13,2013-14, 2014-15 or Balance sheet or Profit & loss account is to be uploaded with the Technical Bid	Copy of CA certificate/Balance sheet or Profit & Loss account
6	The firm should have an experience of 3 years in supply of photocopy papers to Ministries/Govt. Departments/ State Govt./ PSUs etc. Certificate issued by an officer not below the rank of Section Officer are to be uploaded with the Technical Bid.	Copy of 3 years experience certificate in supply of photocopy paper reams issued by an officer not below the rank of Section Officer.
7	Copy of latest Income Tax Return and PAN is to be uploaded with the Technical Bid.	Copy of latest Income Tax Return and PAN
8	Copy/Proof of VAT Account number is to be uploaded with the Technical Bid.	Copy/Proof of VAT Account number

(Signature with name & address)

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6. PROFORMA FOR FINANCIAL BID

Sl.No.	Name of the item(s)	Rates (in figure) to be uploaded [Excluding Taxes]
1	Photocopy paper, A-4 Size, 75 GSM (JK copier) rate per ream	
2	Photocopy paper, A-4 Size, 75 GSM (Modi MX) rate per ream	
3	Photocopy paper, A-4 Size, 75 GSM (Challenger) rate per ream	
4	Photocopy paper, A-4 Size, 75 GSM (ITC paper Kraft) rate per ream	
5	Photocopy paper, A-4 Size, 75 GSM (Bilt Copy Power) rate per ream	
6	Photocopy paper, A-4 Size, 75 GSM (Century Star) rate per ream	
7	Photocopy paper, A-4 Size, 75 GSM (Spectra) rate per ream	
8	Photocopy paper, A-4 Size, 75 GSM Equivalent to above make rate per ream	

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7. Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.

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- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
- 19) The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

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- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone:1-800-233-7315 or send a mail over to -cphp-nic@nic.in.

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8. TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirely.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Handwritten signature and date: 5/12/15