

F. No.9- 12/2015-S&S (pt.)

Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
S&S Section  
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Room No.123-C, Shastri Bhavan  
New Delhi, the 11 May, 2015

**QUOTATION/TENDER NOTICE**

**Sub:- Procurement of photocopier paper reams for the use in the Ministry of Human Resource Development- reg.**  
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Sealed quotations are invited from reputed dealers of **photocopy papers** for procurement of 2000 photocopy paper reams (A-4 size, 75 GSM) for the use in the Ministry of Human Resource Development. The rates for the photocopy paper reams may be quoted as per following:-

S.No.	ITEM	RATE (in Rupees)	Tax, if any
1.	Photocopy paper, A-4 Size, 75 GSM ( <b>JK copier</b> ) rate per ream		
2.	Photocopy paper, A-4 Size, 75 GSM ( <b>Modi MX</b> ) rate per ream		
3.	Photocopy paper, A-4 Size, 75 GSM ( <b>Century Star</b> ) rate per ream		
4.	Photocopy paper, A-4 Size, 75 GSM ( <b>Bilt Copy Power</b> ) rate per ream		
5.	Photocopy paper, A-4 Size, 75 GSM ( <b>Spectra</b> ) rate per ream		

2. The sealed quotations may be submitted superscribed as "QUOTATIONS FOR PROCUREMENT OF "PHOTOCOPY PAPER REAMS" and addressed to the Under Secretary (S&S), Ministry of Human Resource Development, Room No.123-C, Shastri Bhawan, New Delhi - 110001 by 03-00 PM on or before 20.05.2015. The quotations will be opened on the same day at 03-30 PM. Interested firms or their authorized representatives who wish to be present at the time of opening of the quotations may remain present.

3. An earnest money of Rs.5,000/- (Rupees five thousand only) should be deposited in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee drawn in favour of "Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.


4. Payment of Earnest Money Deposit in cash or in any other form will not be accepted. The quotations received without the Earnest Money Deposit shall be summarily rejected and no tenderer shall have any right to make any representation against it even if his quotation happens to be the lowest. 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.

*Sanjay*  
11/5/15

5. The terms and conditions of the said procurement are as under: -

- i) Participating firms are required to state clearly as to who will be responsible for timely delivering the required photocopy paper reams.
- ii) It shall be the responsibility of the successful tenderer to deliver the photocopy paper reams in Room No. 106, D Wing, Shastri Bhawan, New Delhi 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.
- iii) The supplier will be liable to replace the rejected/damaged stores within 3 days, failing which the legal action will be taken as deemed fit by the Department.
- iv) 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.
- v) The rates should be quoted according to the specification given in prescribed proforma. The rates of sales tax/vat, if chargeable should be mentioned clearly and separately.
- vi) 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
- vii) The payment will be made through ECS on receipt of pre-receipted bill in triplicate.

6. You are requested to read and understand all the terms and conditions as detailed out in the foregoing paragraphs before sending your quotation, as no change or violation of the aforesaid terms and conditions shall be permissible once this Ministry accepts the quotation.

  
(Sanjeev Shrivastava)  
Under Secretary to the Govt. of India  
Tel. No. 23073109

Copy to :

1. Dealers (as per list attached)
2. CPP Portal of Govt. of India
3. Programmer CMIS – for uploading the same on the website of the Department for wide publicity.
4. All the Ministries/Departments of Govt. of India.
5. All Notice Boards.