

**Government of India
Directorate of Printing
'B' Wing Nirman Bhawan
New Delhi-110108**

Advertised Tender Enquiry: No. Proc/285/Cover Paper/2010-2011
Price of tender set S 100/- (Rupees One hundred fifty only).

Schedule to Tender Enquiry No. Proc/285/Cover Paper/2010-2011
Time and date of receipt of Tender by 2.30 PM on: 20.1.2011
Time and date of Tender opening at 3.00 PM on: 20.1.2011
The tender shall remain open for acceptance till: **120 days.**

Description of store & Specification.	Quantity in MTs.	Free Delivery to Consignee Price per MT.
Cover Paper in Reel/Sheets (M/F) conforming to IS: 6956/2001 except for clause 4.4, which covers the additional requirements for ECO mark. Other specns as per additional requirements as under:	102 MT	

Additional requirement:

1. Sheet Size. (61x86) cms. (67x94) & (56x71) cms and Reel width 61 cms.
2. Substance: 110 and 150 GSM.
3. Furnish of Paper: Should consist of virgin pulp only. It should be free from unbleached pulps. Paper made from waste paper or paper cuttings is not acceptable.
6. Surface Condition: Shall be of uniform formation.. Uniformly smooth finish on one side.
7. Packing: Special packing to ensure that the papers are not damaged in transit and Paper remains in reams absolutely flat.

” Folded sheets will not be accepted at any cost.
The other conditions of packing as given in IS: 6211/93 (Reaffirmed 2004) are also applicable.

Quantity Allocation:

Consignee GIP	61x86 cm 110 GSM 28.9 Kg. Blue	61x86 cm 110 GSM 28.9 Kg. Yellow	67x 94 cm 150 GSM 47.2 Kg. Green	67x94 cm 150 GSM 47.2 Kg. Blue	67x94 cm 150 GSM 47.2 Kg. Pink	67x94 cm 150 GSM 47.2 Kg. Yellow	67x94 cm 150 GSM 47.2 Kg. Light Blue	61x86 cm 150 GSM 39.3 Kg. yellow	56x71 150 GSM 29.8 kg Green	56x71 150 GSM 29.8 kg. Pink	61cm Reel 110 GSM Blue	61cm Reel 110 GSM Yellow
Minto Road	-	-	2	2	3	3	-	-	-	-	-	-
Ring Road	-	-	-	-	-	-	2	-	1	1	-	-
R.P.Bhaw an ND			-	1	1	-	-	1	-	-	-	-
Nilokheri	-	-	-	3	-	-	-	7	-	-	-	-
Faridabad			5	5	7	8	-	-	-		-	-
Aligarh	2	2									3	3
Koratty	-	-	-	-	-	-	-	10	-	-	-	-
Nashik	-	-	-	-	-	20	-	-	-	-	-	-
Bhubnesw ar	-	-	-	-	-	-	-	10	-	-	-	-
Total	2	2	7	11	11	31	2	28	1	1	3	3

Note: Tenders are invited in two parts namely (i) Technical Bid and (ii) Price Bid. Both the tenders superscripting Technical Bid and Price Bid should be submitted in one main cover super scribing the tender No. and date of tender opening.

Technical Bids shall be opened first on the prescribed date and time. Tender opening date for Price Bids shall be made known to the tendering firms after technical evaluation.

(R.N. Moharana)
Asstt. Director
For & on behalf of the President of India

NOTE TO TENDERING FIRM:

The tendering firms must confirm that they are agreeable to supply the paper in reel width and sheet size as indicated. Request from the mills for issuing an amendment in sizes of paper of reel width on any ground at later stage will not be entertained after issue of order, it will be binding on the part of the mill to supply paper. If any tendering mill fails to confirm the points as laid down in this paragraph, their offer will be liable to be ignored.

2. Tendering firms should not that period for which their offer should remain open for acceptance. The offers from these firm who have not kept the validity open till the period stipulated in the tender enquiry, will be treated as in unresponsive and will be ignored without making any back reference. Where any firm keeps their offer valid till the required date as stipulated in the tender enquiry, but at the same time gives a discount clause with shorter validity, such discount will be ignored and such offer will be considered only in respect of the price quoted by them for full validity. Tendering firm may further note in the absence of any indication of the date upto which the offer has been kept valid it will be assumed that their offer remain open for acceptance for the period specified in the schedule to tender enquiry may further be noted that if the date upon which the offer is to open being or is declared a closed holiday for Govt. offices the offer shall remain for acceptance till the next working day.

3. Quotations qualified by such vague and indefinite expressions such as subject to immediate acceptance, subject to prior sale will not be considered.

4. Quantity/slab discount, if any, should be indicated prominently.

5. Discount for early inspection/payment will not be considered.

SPECIAL INSTRUCTIONS:

1. EARNEST MONEY FOR AMOUNT OF Rs.86, 700/- (RUPEES EIGHTYSIX THOUSAND SEVEN HUNDRED ONLY) MUST ACCOMPANY EACH TENDER IRRESPECTIVE OF TENDER'S STATUS OF REGN. WITH DGS&D. EMD EXEMPTION TO NSIC REGD. FIRMS MAY BE ALLOWED AS PER GOVT. INSTRUCTIONS.
2. THE SUCCESSFUL TENDER WILL HAVE TO FURNISH 10% OF THE VALUE OF ORDER AS PERFORMANCE SECURITY DEPOSIT. THUS THE AWARD OF THE CONTRACT WILL BE SUBJECT TO FURNISHING OF 10% OF THE VALUE OF ORDER AS PERFORMANCE SECURITY BY SUCCESSFUL TENDERER IRRESPECTIVE OF THEIR STATUS OF REGISTRATION WITH DGS&D/NSIC.
3. Both earnest money and security performance deposit shall be in one of the following alternative forms subject to the approval of the Purchaser.
 - a) A crossed Bank Draft in favour of the Asstt. Director, Dte. of Ptg. Nirman Bhawan, New Delhi-110011 from a Nationalized Bank.
 - b) An irrevocable Bank Guarantee of any Nationalized Bank in favour of the purchaser in the form attached (ANNEXURE-I).
4. The earnest money shall be valid and remain deposited with the purchaser for the period of 120 days from the date of opening of tenders. In the validity of the tender is extended, the validity of the bank guarantee submitted in lieu of earnest money will also be suitably extended by the tenderer, failing which the tender after the expiry of the aforesaid period shall not be considered by the purchaser.
5. No interest will be payable by the purchaser on the earnest money.
6. The earnest money deposit is 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
7. The earnest money of the successful tenderer will be returned after the supplier furnished performance security deposit required as per clause 9 of general conditions of the contract.
8. If the successful tenderer fails to furnish performance security deposit as mentioned above then the earnest money shall be liable to be forfeited by the purchaser.
9. The earnest money of all unsuccessful tenderers will be returned by the purchaser as early as possible.
10. Any tender not accompanied by earnest money in one of the approved forms as given shall be rejected.
11. Telegraphic letterhead quotations will not be entertained and hence liable to be ignored.
12. The tenderer must confirm categorically that the sizes of paper for Reel/Sheets indicated above are acceptable to them.

13. Mass of ream of paper in KG shall be indicated alongwith nominal substance of paper in grams per sq. mtr. Nominal number of sheets of paper in Ream/nominal area of each sheet in sq.mtr. nominal mass of wrapping paper.

14. (a) Tenderer will give complete breakup of the price indicating clearly margin of profit etc. where asked for.

(b) The price should be indicated in words and figures.

(c) Tenderers should quote on FOR free delivery to consignee basis. However, any tenderer quote ex-workup of difference elements of price for converting to FOR

(d) Free delivery to consignee basis should be indicated by the tenderer failing which tender may be rejected.

15. Transit Insurance Clause: Clause 20 of Form DGS&D-230 may be read as under “ The purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for arrive in good conditions at destination. The transit risk in this respect may be covered by the contractor by getting the stores duly insured if he so desires. The insurance cover shall be obtained in his own name and not in the name of the consignee. The consignee will as soon as possible but not later than 45 days from the date of arrival of stores at destination notify the contractor of any loss or damage to the stores that may have occurred during transit.

16. Is CST/VAT extra?

In the absence of any such stipulation in the tender it will be presumed that the prices quoted by the tenderer are inclusive of CST/VAT and no liability for payment of CST/VAT will be upon the purchaser.

On tenderer paying sales tax extra, CST/VAT it will be paid to the them at the rate at which it is liable to be assessed/has actually been assessed provided the transaction of sales is legally liable to CST/VAT and the same is payable as per terms of contract.

17. Is Excise Duty Extra?

If so indicate the rate/quantum of excise duty along with assessable value.

Rate should be quoted on firm and fixed basis. Firm should also clearly indicate assessable value and the exact amount of Excise Duty included in the quoted rates.

a) If it is desired to ask for Excise Duty or any other charges as extra the same must be specifically stated. In the absence of such stipulation, it will be presumed that the prices are inclusive of such charges and no claim for the same will be entertained.

b) If reimbursement of Excise Duty is intended as extra over the quoted rate, the supplier must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of excise duty will be entertained after the opening of tenders.

c) If a tenderer chose to quote a price inclusive of excise duty and does not confirm that the excise duty so included is firm and final,he should clearly indicate the rate of ED and quantum of ED included in his price. Failure to do so may result in ignoring of such offers summarily.

- d) If a tenderer is exempted from payment of E.D up to any value of supplies from them he should clearly state that no excise duty will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of Central Excise Duty, it would be brought out clearly. A stipulation like Excise Duty, is presently not applicable & the same will be charged if it becomes leviable later on will not be accepted unless in such cases it is clearly stated by tenderers that E.D will not be charged by him even if the same becomes applicable later on. In respect of the tenderer who fails to comply with this requirement their quoted price shall be loaded with quantum of E.D. which is normally applicable on the item in question for the purpose of comparing their price with tenderers.
 - e) Any change in excise duty upward/downward as a result of any statutory variation in excise duty taking place within the contract terms shall be allowed to the extent of actual quantum of excise duty paid by the supplier. Similarly in case of downward revision of E.D.the actual quantum of reduction of E.D. shall be reimbursed to the purchaser by the supplier. All such adjustments shall include all relief, exemption rebates concession etc., if any obtained by the supplier.
 - f) Unless otherwise specifically agreed in terms of the contract the purchaser shall not be liable for any claim on account of fresh imposition and or increase in E.D, custom duty and/or CST/VAT on raw material and or components used directly in the manufacturer of the contracted stores taking place during the pendency of the contract.
18. Stores to be supplied strictly to specifications indicated and no departure from specification would be acceptable. If any firm brings out any departure such offer will be summarily ignored.
19. Tenders from manufacturer will only be accepted.
20. Withdrawal of any slab rate after the opening of the tender will render the entire offer invalid and also may involve administrative action against the tenderer.
21. Firm will submit Photostat copies of R/R alongwith bills for initial payment to the Controller of Accounts concerned where such facilities are not available it will submit attested copies of RR.
22. In the event of contract being cancelled for any breach committed and the purchaser is making re-purchase of the stores at the risk and cost of the contractor,the purchaser is not bound to accept the lower offer of benami or allied or sister concern of the contractor.
23. Conditions of contract are contained in DGS&D-68 (revised) as amended to date and DGS&D-229 and 230. Tenderers are advised to note the latest amendment incorporated therein before filling the tender.
24. All documents attached with invitation to tender are sacrosanct for considering any offer as complete offer. It is therefore, important that all tender documents duly completed and signed are treated as complete and unsigned are treated as incomplete and ignored.
25. Tenderers are required to answer all the questions mentioned in attached list No.1 and questionnaire and should return the same and this schedule duly signed and filled in.
26. This tender is not transferable.

27. Name of the Purchaser: The President of India

- (i) **I/Officer:** The Director of Quality Assurance DGS&D of area concerned or his authorized representative.
- (ii) **I/Authority:** ADG (QA), DGS&D, New Delhi

28. Predespatch of Inspection Procedure for Paper:

- (a) Supplies made against this contract will be inspected by the representative of respective Director of quality Assurance before these are dispatched by the manufacturer to the consignee.
- (b) The inspector during inspection shall draw the samples, as per contract IS Specn. From the lot offered for inspection and conduct all the tests on the sample. In case the firm is not fully equipped for any testing samples may be drawn and sent to CPPRI, Dehradun/IPT Saharanpur or any other approved lab. For this purpose, such testing will be done at the firm's cost.
- (c) In respect of fibre composition for writing printing paper as per clause 4.1 of IS:1848/91 the qualitative tests as per clause 8.4 of IS:5285/69 should be conducted to determine the presence of fibre, if the presence of fibre is established during this test the quantitative tests as per clause(9) of ISS:5285/69 should be conducted. However wherever outside lab. Conduct tests they should be advised to conduct only quantitative test as per clause 9 of ISS: 5285/69.

29. The consignees have to reject the stores within 60 days from the date of receipt of stores.

30. During the visit to the firm, the inspector may carry out all these tests at firm's lab for which the firm are equipped. For remaining test(s) he may send samples in any of the above stated lab(s) on regular basis.

31. In the case of free delivery to consignee, advance 95% payment shall be allowed on proof of inspection and delivery to the consignee, the proof of delivery being a provisional certificate from the consignee. The balance 5% will be payable on final acceptance by the consignee as recorded in his final receipt certificate.

The standard form of provisional Certificate referred to above will be as under:

“This is a provisional receipt. It may only be taken as the receipt of the stores by the consignee and is without prejudice to his rights of inspection and rejection under the General Conditions of Contract. It is issued on “Said to contain basis”, the contractor remaining responsible for proving the total quantities actually delivered.”

32. Deckle length of the machines applicable for each variety of paper must be intimated separately. They should also indicate the size suiting their deckle length.

33. Delivery: Supply to be completed by at the earliest. Firms are required to give their guaranteed best delivery. Tenderers may indicate guaranteed delivery period by which they can supply the stores indicating the monthly rates of supply and total quantity offered in MTs. For reels, the firm should make supplies in at least 2 lots to all the presses.

34. Option Clause (a) The purchaser reserves the right to place order on the successful tenderer for additional quantity upto 25% of the quantity offered by the rate quoted.

(b) Tenderers are bound to accept the order for additional qty. under this clause if orders are issued at the time of placement of the contract or during the currency of the contract.

(c) If different rates for specific items of stores of slab rates quoted, the tenderer shall supply the additional qty. in respect of each specification at the respective rates quoted by them for these items at their slabs.

35. Packing & Marking: As per T/E schedule.

36. Indentor: The Director of Printing 'B' Wing Nirman Bhawan New Delhi.

37. Consignee: Please see page.2.

38. Wherein action is taken under clause 14(7)(ii)(iii) it would be in the discretion of the purchaser to limit the risk purchase contract to be entered into with the firm who are past supplier to DGS&D/DOP for the subject stores. It shall be no defence that the purchaser has ignored lower offer from untried firms.

ASSTT. DIRECTOR
FOR & ON BEHALF OF THE
PRESIDENT OF INDIA

SIGNATURE OF TENDERER
NAME IN BLOCK LETTER
CAPACITY IN WHICH
TENDER IS SIGNED
ADDRESS IN FULL

