



GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
CIVIL LINES, DELHI – 110 054.  
Email: acop-dep@nic.in (&) pub.dep@nic.in  
Website: www.deptpub.gov.in / egazette.nic.in  
TEL.: 2381 7823 / 9689 Fax: 2381 7846.

Tender Notice no.3/ A4 Size Photocopy Paper /Gen./2016-17

Date:- 27/09/2016.

e-TENDER NOTICE FOR SUPPLY OF A4 SIZE PHOTOCOPY PAPER IN DEPARTMENT OF PUBLICATION, DELHI

The Controller of Publication invites sealed Tenders for and on behalf of the President of India for supply of A4 Size Photocopy Paper at Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 on "TWO BID SYSTEM". The Tender Form for A4 Size Photocopy Paper will be available by downloading from Central Public Procurement Portal <http://eprocure.gov.in> and the completed Tender documents duly filled in, signed and stamped are to be uploaded in the website indicated above. The last date of submission of Tender documents and other related documents as specified hereunder is shown in the Table below:

| S. No | Description of A4 Size Photocopy Paper                            | Requirement                         | Estimated Value | Value of Bid Security to be deposited in (Rs) | Document Download Start Date | Document Download End Date | Bid Submission Start Date | Bid Submission Closing Date | Technical Bid Opening Date |
|-------|---|-------------------------------------|-----------------|---|------------------------------|----------------------------|---------------------------|-----------------------------|----------------------------|
| 1     | 2   | 3                                   |                 | 5   | 6                            | 7                          | 8                         | 9                           | 10                         |
| 1     | A4 (210mm X 297mm) Size Photocopy Paper of 75 GSM with ISI Marked | 1000 Ream (Each Ream of 500 Sheets) | 120000/-        | 3600/-  | 27/09/2016<br>06:00 P:M      | 18/10/2016<br>01:00 P:M    | 27/09/2016<br>06:00 P:M   | 18/10/2016<br>01:00 P:M     | 19/10/2016<br>02:00 P:M    |

Contd.....P/2

**Please read the undernoted instructions carefully before submission of Tenders:**

1. Tender Form will be available by downloading from the website CPP Portal <http://eprocure.gov.in> by "Document Download End Date" as shown in the Table above of Tender on payment of Rs.100/- in respect of Sl. No. mentioned above.
2. The Tender Fee in the form of Demand Draft/Banker's Cheque drawn in favour of Controller of Publications, Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 is to be sent off-line (by post/Messenger) and the same should positively reach Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 (Twenty Four) 24 hours before opening of Technical Bid and the Scan copy of Tender Fee is to be uploaded with the Technical Bid, failing which the Tenderer /Bidder will technically be disqualified in the Technical Bid.
3. The Tenderer/Bidder is requested to fill up the all the blanks as appearing in the Technical Bid and also in the Price Bid and to sign both the Technical Bid and Price Bid before uploading in the CPP Portal <http://eprocure.gov.in>. The following documents must be uploaded after filling up the blanks duly signed and stamped by the Tenderer(s), failing which the Tenderer/Bidder will technically be disqualified in the Technical Bid:- i)Annexure-A, ii)Annexure-B, iii) Check List may be sent on offline/online (before opening of Technical Bid).
4. Tenderer/Bidder must not quote anything about their Prices of A4 Size Photocopy Paper, Sales Tax (VAT), Central Sale Taxes, Excise Duty, Cess etc., Terms of Delivery in the Technical Bid otherwise Tenderer/Bidder will technically be disqualified in Technical Bid.
5. The "Tender for Technical Bid" is to be uploaded successfully except the Tender for Price Bid/BOQ, failing which Tenderer/Bidder will technically be disqualified in the Technical Bid. In no circumstances double uploadation will be accepted.
6. Prescribed BOQ (Price Bid) duly filled in the relevant columns is to be uploaded separately. The BOQs (Price Bid)s of those who will be successful in the Technical Bid will be opened later on (the date of opening of BOQ/Price Bid to be intimated through e-mail).
7. Bid Security @ 3% of the estimated value of goods is to be furnished off-line (by post/Messenger) (Twenty Four) 24 hours before the opening of the Technical Bid. The Bid Security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipts, Banker's Cheque in an acceptable form in the name of The Controller of Publications at Delhi. Scan copy of Bid Security is to be uploaded with the Technical Bid, failing which Tenderer/Bidder will be technically disqualified in the Technical Bid. In no circumstances will cash or cheque be accepted with the "Tender for Technical Bid" as Bid Security.

8. GSM of A4 Size 75 GSM Photocopy Paper with ISI Marked and weight of a Ream must not be less than 2.34 KG respectively. The Photocopy Paper shall be packed in reams of 500 sheets each with a moisture proof poly laminated cover.
9. Firm/Bidder (Tenderer) registered with the National Small Industries Corporation Limited (NSIC Ltd.) for the item(s) for which they wish to submit Tender is to send xerox copy of NSIC Ltd Registration Certificate, duly self attested, off-line and the same should reach Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 (Twenty Four) 24 hours before the opening of Technical Bid for getting exemption i) from payment of Bid Security and ii) from payment of Tender Fee and the scan copy of NSIC Ltd. Registration Certificate for the item(s) firm wish to submit Tender, is to be uploaded with the Technical Bid, failing which firm/bidder will not get exemption from furnishing i) Bid Security and ii) or Tender Fee.
10. Scan copy of Sales Tax Clearance Certificate (VAT/CST) is to be uploaded with the "Tender for Technical Bid" and physically xerox copy of STCC, duly self attested, should reach Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 (Twenty Four) 24 hours before from the date of opening of Technical Bid, failing which Tenderer/bidder will be technically disqualified in the "Tender for Technical Bid".
11. The Tenderers / Bidders are required to submit declaration on the Firm's Letter Head duly signed and stamped that the firm is not Blacklisted / Banned / Debarred from participating in Government Tenders.
12. The Controller of Publications reserves the right to reject or accept any one or all Tenders or not award the contract to the lowest bidder without assigning any reason whatsoever and giving any compensation. The decision of the Department of Publication in this regard shall be final and binding on all the bidders.
13. Successful Tenderer(s)/Bidder(s) to whom the Contract is awarded must deposit Performance Security @ 5% of the total value of Contract. The Performance Security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipts, Banker's Cheque or Bank Guarantee from any of commercial banks in an acceptable form in the name of The Controller of Publications at Delhi. The validity period of Performance Security must not be less than 60 days from expiry of Contract and have to be submitted before supply order is placed on them.
14. The Successful Tenderer/Bidder who are registered with NSIC Limited must furnish Performance Security in the form of Account Payee Demand Draft, Fixed Deposit Receipts, Banker's Cheque or Bank Guarantee from any of commercial banks in an acceptable form in the name of The Controller of Publications at Delhi.
15. Instructions as laid down below "Invitation to Tender and Instructions to Tenderers" must be complied with rigidly, failing which Tenderer/Bidder will be technically disqualified in the "Tender for Technical Bid".

16. The scan copies of Annexure-A, Annexure-B and all the relevant documents duly filled in and signed are to be uploaded with the Technical Bid failing which Tenderer will technically be disqualified in the Technical Bid.
17. Those Firms, who are banned for business dealings, by any of the Department of Govt. of India, are debarred from participating in the Tender. In this regard, a self attested certificate must be attached with the Technical Bid.
18. Reams of A4 Size Photocopy Paper are to be supplied in Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54.
19. Before payment of the supplied A4 Size Photocopy Paper, at least 20 number of sample sheets will be drawn at random from the supplied lot of A4 Size Photocopy Paper for sending the same to any Government recognize testing organization for assessment if required. Before sending the samples for testing, it should be/shall be counter signed by authorized signatories of both of the parties i.e. the supplier as well as the Government representative of the Department of Publication.
20. Any clarification in this regard may also be obtained from the Superintendent, General Section, Room No. - 9, 1<sup>st</sup> Floor, Department of Publication, Civil Lines, Delhi- 54 or over Telephone No's 011-23815106 on all working days.
21. Tenderer / Bidders must visit CPP Portal <http://eprocure.gov.in> regularly for any addendum/corrigendum/extension/alteration till opening of the Tender for Technical Bid.
22. Bidders are requested to quote only Free Delivery (FD) Rates as per BOQ(Price Bid) uploaded in the CPP Portal. Basic Price and Percentage of Taxes/ED/Cess etc. are to be quoted separately in the relevant columns of BOQ(Price Bid).
23. Income Tax Certificate / Vat Registration Certificate duly attested to keep the validity of offers for 90 days.
24. Bank details (Self attested) including IFSC code may be uploaded with technical bid.
25. The Tenderers / Bidders have to supply the A4 Size Photocopy Paper within the 15 days from the date of issue of award of contract.
26. Bidders are requested to furnish their e-mail address for communication with mobile / phone number.
27. The offer of Tenderers/Bidders will remain valid for a period of 90 (Ninety) days from the date of opening of Technical Bid.
28. Entry Tax, if any imposed by the concerned State Governments will be borne by the Bidders/Tenderer.

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29. It is requested to read the BOQ (Price Bid) Format uploaded in the CPP Portal very attentively and fill up the blanks of the BOQ (Price Bid) very carefully.
30. Rate must be quoted per Ream of A4 Size Photocopy Paper in financial bid (BOQ) otherwise financial bid will be treated as cancelled.
31. In case of any dispute, the settlement will be made in the Courts of Delhi.



(G.D.PANDEY)

ASSISTANT CONTROLLER (ADMN)  
FOR CONTROLLER OF PUBLICATION  
FOR AND ON BEHALF OF PRESIDENT OF INDIA

GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
CIVIL LINES, DELHI – 110 054.  
Email: [acop-dep@nic.in](mailto:acop-dep@nic.in) (&) [pub.dep@nic.in](mailto:pub.dep@nic.in)  
Website: [www.deptpub.gov.in](http://www.deptpub.gov.in) / [egazette.nic.in](http://egazette.nic.in)  
TEL.: 2381 7823 / 9689 Fax: 2381 7846.

**CHECK LIST FOR TENDER OF KRAFT PAPER**  
**TO BE ATTACHED WITH THE TENDER FOR TECHNICAL BIDS**  
**To be uploaded in CPP Portal <http://eprocare.gov.in>**  
**TENDER YEAR : 2016 – 2017**

**Bidder's Name with Address:**.....

**NAME OF THE ITEM** : .....

**Please indicate against each whether submitted/furnished or not.**

|     |   |          |
|-----|---|----------|
| 1.  | <b>Tender fee</b> of appropriate value furnished <b>off-line</b> .  | YES / NO |
| 2.  | <b>Scan copy</b> of Tender Fee uploaded with the Technical Bid.   | YES / NO |
| 3.  | Requisite Bid Security furnished <b>off-line</b> .  | YES / NO |
| (a) |   | YES / NO |
| (b) | <b>Scan copy</b> of Bid Security uploaded with the Technical Bid.   | YES / NO |
| 4.  | <b>Scan copy</b> of valid National Small Scale Industries Ltd. (NSIC) Registration Certificate uploaded with the Technical Bid for getting exemption from payment of i) <b>Bid Security</b> ii) <b>Tender Fee</b> and for getting Price Preference over large scale units.                                  | YES / NO |
| 5.  | Whether "Declaration" to the effect that "Instructions to Tenderers", General Terms and Conditions of Tender Form have thoroughly been read and understood and agreed to abide by through to the letters (i.e. whether scan copy of <b>Annexure- A, Annexure-B</b> furnished duly filled, signed & stamped. | YES / NO |
| 6.  | Agreed to supply the A4 Size Photocopy Paper within the 15 days from the date of issue of award of contract.  | YES / NO |
| 7.  | Whether blacklisted/banned/debarred from participating Government Tender Enquiries.   | YES / NO |
| 8.  | <b>Scan copy</b> of valid Sales Tax Clearance Certificate uploaded with the Technical Bid.  | YES / NO |
| 9.  | Whether Sales Tax/VAT Registration Number has been mentioned.   | YES / NO |
| 10. | Whether Central Sales Tax/Central Excise Duty Registration Number has been mentioned.   | YES / NO |
| 11. | Whether the date up to which offer/ Quotation will remain valid has been mentioned  | YES / NO |
| 12. | Whether <b>scan copy of furnished documents</b> duly signed by authorised signatory and stamped.  | YES / NO |
| 13. | Whether furnished name of the Banker with full Postal Address with Pin code No., Phone No. and <b>Bidder's Bank Account Number</b> .  | YES / NO |
| 14. | Agreed for testing of supplied A4 Size Photocopy Paper from the Govt. recognise Testing Organisation.   | YES / NO |
| 15. | Whether the supplied/likely to be supply A4 Size Photocopy Paper is A4Size(210mm X 297mm) of 75GSM with ISI Marked.   | YES / NO |

Signature of Authorised Tenderer  
(NAME) .....  
Date: .....

( To be printed on Firm's Letter Head )

**(All the attested copies of the releavent documents must be uploaded)**

|     |  |  |
|-----|--|--|
| 1   | Name of firm   |  |
| 2   | Address of Firm with Telephone, Fax, E-Mail or Mobile No.                        |  |
| 3   | Pan Card No.   |  |
| 4.  | Sales Tax Registration No.   |  |
| 5.  | VAT No.  |  |
| 6.  | Trade License No.  |  |
| 7.  | Tin No.  |  |
| 8.  | Name of the authorized signatory   |  |
| 9.  | Specimen Signature of the Authorized signatory.                                  |  |
| 10. | Mobile/Tel. No. of the authorized signatory and other Telephone No. of the firm. |  |
| 11. | List of copies of documents enclosed / uploaded.                                 |  |
| 12. | GSM of A4 Size Photocopy Paper and Name of Company                               |  |
| 13. | No. of Sheets in a Ream and Weight of Ream                                       |  |
| 14. | Details of Tender Form Fee   |  |
| 15. | Details of Bid Security  |  |

**Signature of the Proprietor with stamp of the firm**

**ANNEXURE -B**

**(To be uploaded after filling up the blanks duly signed and stamped by the Tenderer)**

Tender No.....  
Tenderer's Address.....  
.....  
Telephone No.....  
Fax No.....  
E-mail.....  
Website : .....

From,

.....  
.....  
.....

***THE PRESIDENT OF INDIA  
(THROUGH THE CONTROLLER OF PUBLICATION)***

Dear Sir,

I/We hereby offer to supply to the Controller of Publications, Department of Publication, Civil Lines, Delhi (who is acting for and on behalf of the President of India) in the "TENDER FOR PRICE BID" uploaded herewith or such portion thereof as you may specify in the "Acceptance of Tender" at the price(s) given in the said "TENDER FOR PRICE BID" and agree to hold this offer for 90 days from the date of opening of Technical Bid.

I/We have read, understood the "Instructions to Tenderers" and General Conditions of Contract herein uploaded and have thoroughly examined the specification(s) uploaded with the "TENDER FOR TECHNICAL BID" and am/are fully aware of the nature of the required and agreed to abide by the terms and conditions contained in the Tender documents. My/our offer is to supply the A4 (210mm X 297mm) Size Photocopy Paper in accordance with the requirement(s) laid down specifications in the Notice Inviting Tender.

Yours faithfully,

**REGISTERED OFFICE ADDRESS OF TENDERER**

.....  
.....  
.....

SIGNATURE OF TENDERER  
WITH DATE & OFFICE SEAL

NAME OF SIGNATORY IN BLOCK LETTERS



**TENDER FORM**  
**(TO BE FILLED IN CAPITAL LETTERS)**  
**(All the attested copies of the releavent documents must be uploaded)**

|     |  |  |
|-----|--|--|
| 1   | Name of firm   |  |
| 2   | Address of Firm with Telephone, Fax or Mobile No.                                |  |
| 3.  | e-mail of the tenderers / bidders  |  |
| 4.  | Pan Card No.   |  |
| 5.  | Details of Tender Form Fee   |  |
| 6.  | Details of Bid Security  |  |
| 7.  | Sales Tax Registration No.   |  |
| 8.  | VAT No.  |  |
| 9.  | Trade License No.  |  |
| 10. | Tin No.  |  |
| 11. | Name of the authorized signatory   |  |
| 12. | Specimen Signature of the Authorized signatory.                                  |  |
| 13. | Mobile/Tel. No. of the authorized signatory and other Telephone No. of the firm. |  |

**Signature of the Proprietor with stamp of the firm**

**General Terms and Conditions:-**

1. Tender Form will be available by downloading from the website CPP Portal <http://eprocure.gov.in> by "Document Download End Date" as shown in the Table above of Tender on payment of Rs.100/-.
2. The Tender Fee in the form of Demand Draft/Banker's Cheque drawn in favour of Controller of Publications, Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 is to be sent off-line (by post/Messenger) and the same should positively reach Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 (Twenty Four) 24 hours before opening of Technical Bid and the Scan copy of Tender Fee is to be uploaded with the Technical Bid, failing which the Tenderer /Bidder will technically be disqualified in the Technical Bid.
3. The Tenderer/Bidder is requested to fill up the all the blanks as appearing in the Technical Bid and also in the Price Bid and to sign both the Technical Bid and Price Bid before uploading in the CPP Portal <http://eprocure.gov.in>. The following documents must be uploaded after filling up the blanks duly signed and stamped by the Tenderer(s), failing which the Tenderer/Bidder will technically be disqualified in the Technical Bid:-  
i)Annexure-A, ii)Annexure-B, iii) Check List may be sent on offline/online (before opening of Technical Bid).
4. Tenderer/Bidder must not quote anything about their Prices of A4 Size Photocopy Paper, Sales Tax (VAT), Central Sale Taxes, Excise Duty, Cess etc., Terms of Delivery in the Technical Bid otherwise Tenderer/Bidder will technically be disqualified in Technical Bid.
5. The "Tender for Technical Bid" is to be uploaded successfully except the Tender for Price Bid/BOQ, failing which Tenderer/Bidder will technically be disqualified in the Technical Bid. In no circumstances double uploadation will be accepted.
6. Prescribed BOQ (Price Bid) duly filled in the relevant columns is to be uploaded separately. The BOQs(Price Bid)s of those who will be successful in the Technical Bid will be opened later on (the date of opening of BOQ/Price Bid to be intimated through e-mail).
7. Bid Security @ 3% of the estimated value of goods is to be furnished off-line (by post/Messenger) (Twenty Four) 24 hours before the opening of the Technical Bid. The Bid Security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipts, Panker's Cheque in an acceptable form in the name of The Controller of Publications at Delhi. Scan copy of Bid Security is to be uploaded with the Technical Bid, failing which Tenderer/Bidder will be technically disqualified in the Technical Bid. In no circumstances will cash or cheque be accepted with the "Tender for Technical Bid" as Bid Security.

8. GSM of A4 Size 75 GSM Photocopy Paper with ISI Marked and weight of a Ream must not be less than 2.34 KG respectively. The Photocopy Paper shall be packed in reams of 500 sheets each with a moisture proof poly laminated cover.
9. Firm/Bidder (Tenderer) registered with the National Small Industries Corporation Limited (NSIC Ltd.) for the item(s) for which they wish to submit Tender is to send xerox copy of NSIC Ltd Registration Certificate, duly self attested, off-line and the same should reach Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 (Twenty Four) 24 hours before the opening of Technical Bid for getting exemption i) from payment of Bid Security and ii) from payment of Tender Fee and the scan copy of NSIC Ltd. Registration Certificate for the item(s) firm wish to submit Tender, is to be uploaded with the Technical Bid, failing which firm/bidder will not get exemption from furnishing i) Bid Security and ii) or Tender Fee.
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11. The Tenderers / Bidders have to submit declaration on the Firm's Letter Head duly signed and stamped that the firm is not Blacklisted / Banned / Debarred from participating in Government Tenders
12. The Controller of Publications reserves the right to reject or accept any one or all Tenders or not award the contract to the lowest bidder without assigning any reason whatsoever and giving any compensation. The decision of the Department of Publication in this regard shall be final and binding on all the bidders.
13. Successful Tenderer(s)/Bidder(s) to whom the Contract is awarded must deposit Performance Security @ 5% of the total value of Contract. The Performance Security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipts, Banker's Cheque or Bank Guarantee from any of commercial banks in an acceptable form in the name of The Controller of Publications at Delhi. The validity period of Performance Security must not be less than 60 days from expiry of Contract and have to be submitted before supply order is placed on them.
14. The Successful Tenderer/Bidder who are registered with NSIC Limited must furnish Performance Security in the form of Account Payee Demand Draft, Fixed Deposit Receipts, Banker's Cheque or Bank Guarantee from any of commercial banks in an acceptable form in the name of The Controller of Publications at Delhi.

15. Instructions as laid down below "Invitation to Tender and Instructions to Tenderers" must be complied with rigidly, failing which Tenderer/Bidder will be technically disqualified in the "Tender for Technical Bid".
16. . The scan copies of Annexure-A and all the relevant document duly filled in and signed are to be uploaded with the Technical Bid failing which Tenderer will technically be disqualified in the Technical Bid.
17. Those Firms, who are banned for business dealings, by any of the Department of Govt. of India, are debarred from participating in the Tender. In this regard, a self attested certificate must be attached with the Technical Bid.
18. Reams of A4 Size Photocopy Paper are to be supplied in Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54.
19. Before payment of the supplied A4 Size Photocopy Paper, at least 20 number of sample sheets will be drawn at random from the supplied lot of A4 Size Photocopy Paper for sending the same to any Government recognize testing organization for assessment if required. Before sending the samples for testing, it should be/shall be counter signed by authorized signatories of both of the parties i.e. the supplier as well as the Government representative of the Department of Publication.
20. Any clarification in this regard may also be obtained from the Superintendent, General Section, Room No. - 9, 1<sup>st</sup> Floor, Department of Publication, Civil Lines, Delhi- 54 or over Telephone No's 011-23815106 on all working days.
21. Tenderers/Bidders must visit CPP Portal <http://eprocure.gov.in> regularly for any addendum/corrigendum/extension/alteration till opening of the Tender for Technical Bid.
22. Bidders are requested to quote only Free Delivery (FD) Rates as per BOQ(Price Bid) uploaded in the CPP Portal. Basic Price and Percentage of Taxes/ED/Cess etc. are to be quoted separately in the relevant columns of BOQ(Price Bid).
23. Income Tax Certificate / Vat Registration Certificate duly attested to keep the validity of offers for 90 days.
24. Bank details (Self attested) including IFSC code may be uploaded with technical bid.
25. The Tenderers / Bidders have to supply the A4 Size Photocopy Papers within the 15 days from the date of issue of award of contract.

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26. Bidders are requested to furnish their e-mail address for communication with mobile / phone number.
27. The offer of Tenderers/Bidders will remain valid for a period of 90 (Ninety) days from the date of opening of Technical Bid.
28. Entry Tax, if any imposed by the concerned State Governments will be borne by the Bidders/Tenderers.
29. It is requested to read the BOQ (Price Bid) Format uploaded in the CPP Portal very attentively and fill up the blanks of the BOQ (Price Bid) very carefully.
30. Rate must be quoted per Ream of A4 Size Photocopy Paper in financial bid otherwise financial bid will be treated as cancelled.
31. In case of any dispute, the settlement will be made in the Courts of Delhi.



(G.D.PANDEY)

ASSISTANT CONTROLLER (ADMN)