

No.1/Stores/2017(7)-3365
Ministry of Home Affairs
Government of India
New Delhi

Dated 31 JUL 2017

NOTICE INVITING TENDER

Assistant Director/Stores, Ministry of Home Affairs, Govt. of India, 35-Sardar Patel Marg, New Delhi-110021 invites e-bid from reputed firms dealing with Ministries/Govt. Departments for procurement of 50000 Kg of maplitho paper.

2. Tender document floated for the same can be downloaded only from www.eprocure.gov.in (CPP Portal) and bid can only be submitted through the same website. Bid submitted other than on CPP portal will not be accepted. Important dates related to this tender is furnished below for information :

	Particulars	Date	Time
01	Date of online publication of tender	31.07.2017	18:00 Hrs.
02	Tender document download start date	31.07.2017	18:00 Hrs.
03	Bid submission start date	04.08.2017	10:00 Hrs.
04	Bid submission close date	21.08.2017	13:00 Hrs.
05	Closing date & time for submission of original EMD, affidavit and sample of maplitho paper	21.08.2017	13:00 Hrs.
06	Date of opening of bids	22.08.2017	15:00 Hrs.

Assistant Director

TENDER DOCUMENT

Detailed Information/Terms & Conditions Tender for Procurement of Maplitho Paper

Assistant Director/Stores, Ministry of Home Affairs, Govt. of India, 35-Sardar Patel Marg, New Delhi-110021 invites e-tender for supply of maplitho paper reels as specified below:

White Shade Maplitho Paper Reel - 60 GSM/34"/Dia-1050 mm
Quantity – 50,000 Kg

2. Delivery

Paper reels are to be delivered at our office complex at 35, Sardar Patel Marg, New Delhi-110021 as per following schedule:

25000 Kg	Between September 18-20, 2017
25000 Kg	Between September 28-30, 2017

Fork-lift machine should be used for unloading the paper reels at our office premises. Liquidated damages for late delivery, if any, will be deducted as per clause-9 of this tender document.

3. Sample

Interested bidders are requested to visit the Stores Branch of this office at 35, S.P.Marg, New Delhi from **03.08.2017 to 18.08.2017 (15:00 Hrs.–17:00 Hrs.)** on any working day to inspect sample of maplitho paper. Bidders should quote rate of maplitho paper of same specification/quality in their financial bid. Bidders are also required to submit sample of maplitho paper along with their original EMD/affidavit as stated in clause-5.2 of this tender document. Signature along with seal/stamp of the bidder should be appended on the sample paper. Samples will be examined before opening of online bid. Bid of those, whose sample is found not conforming to our specification/quality, is liable to be rejected.

4. Tender Bid

Tender bid should contain following documents:

- a) Profile of the company in brief.
- b) Earnest Money Deposit as stated in clause-6 of this tender document.
- c) GST Registration Certificate.
- d) IT Return for last three financial years (FY 13-14, 14-15, 15-16).
- e) A list of owner/partners/Directors of the firm and their contact number and photocopy of PAN card(s).
- f) An affidavit on non-judicial stamp paper of ₹100/- to the effect that (i) the bidder has not been convicted under the Prevention of Corruption Act, 1988 (ii) the bidder has not been convicted under

the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract (iii) the bidder is neither blacklisted by any Government Department, nor any criminal case is registered/pending against the firm or its owner/partners/Directors anywhere in India.

g) Annexure-II & III.

h) Financial bid should be submitted as per Annexure-I. Rate should be quoted in both figure and word in the prescribed format and shall be inclusive of all i.e. cost of paper, cost of packaging, delivery charges etc. and all other charges **except GST**. Rate of GST should be mentioned separately and will be reimbursed to the supplier as per bill.

5. Submission & Opening of Bids

5.1 Tender document can be downloaded only from www.eprocure.gov.in and can only be submitted through the same website. Scanned copies of all the documents mentioned in clause-4 above including scanned copies of EMD (or exemption certificate) & affidavit should be submitted.

5.2 It is also required to submit **original copies of EMD and affidavit as mentioned at clause 4(b) and 4(f) respectively, along with sample of maplitho paper**, in a sealed envelope superscribed "Tender for Maplitho Paper" in the tender box kept at Main Reception, 35, Sardar Patel Marg, New Delhi-110021 or by post on or before **21.08.2017 at 13:00 hrs.**

5.3 Financial bid will be considered if all the documents as mentioned in clause-4 above are found satisfactory and samples of maplitho papers are found as per our specification/quality.

5.4 Uploaded documents of L-1 bidder, if required L-2, will be verified with the originals before issue of award letter. Bidders should provide the same on request from the tender inviting authority.

5.5 Bid should be summarily rejected, if tender is submitted other than through online (CPP Portal) or original EMD, affidavit and sample of paper are not submitted within stipulated date/time as mentioned in clause 5.2 of this tender document.

6. Earnest Money Deposit (EMD) / Bid Security

6.1 EMD of ₹1,00,000/- (Rupees One Lakh only) in the form of Bank Guarantee/Fixed Deposit Receipt in favour of the DDO/M, IB, MHA payable at New Delhi should be submitted as mentioned in clause-5 of this tender document. EMD should be valid for at least 135 days from the date of opening of bid i.e.22.08.2017.

- 6.2 Bidders, who are eligible to be exempted from depositing EMD according to Rule-170 of GFRs, 2017, should submit documentary proof thereof with bid.
- 6.3 EMD of all unsuccessful bidders will be returned to them latest on or before the 30th day after the award of the contract. EMD of successful bidder will be returned only after receipt of Performance Security.
- 6.4 Amount of EMD is liable to be forfeited if the bidder resiles from offer after submission of tender or after acceptance of offer by the Department or fails to sign the contract or to remit the Performance Security.
- 6.5 No interest will be paid by the Department on the EMD/Performance Security deposited/remitted.

7. **Performance Security**

- 7.1 Successful bidder will have to deposit Performance Security equal to 5% of the total value of order in the form of Bank Guarantee or Fixed Deposit Receipt from any commercial bank, drawn in favour of the DDO/M, IB, MHA and payable at New Delhi within 7 days from the date of issue of letter.
- 7.2 Performance Security will be refunded to the supplier, after it duly performs and completes the contract in all respect, within 30 days from the date of payment of bill.
- 7.3 Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- 7.4 In case, the supplier fails to supply the required goods within specified delivery period, the same will be procured from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

8. **Period of Validity of Tender**

Tender will remain valid for 90 days from the date of opening as prescribed by the Department. A tender valid for a shorter period shall be rejected by the Department, being non-responsive.

9. **Liquidated Damages**

Date of delivery and quality of maplitho paper stipulated in the acceptance of tender should be deemed to be essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. Should, however, deliveries made after expiry of the contracted delivery period, without prior concurrence of the Department and be accepted by the consignee, such delivery will

not deprive the Department of its right to levy a penalty @ 0.5% per week or part thereof, on the total value of the late delivered quantity for the period by which it exceeds the stipulated delivery period subject to maximum of 5%. In the event of delay of more than 10 weeks, purchaser will have the right of revoking purchase order and forfeiting the Security Deposit.

10. Payment Terms

Payment will be made after successful delivery of maplitho paper reels on production of following documents:

(i) Receipt from the concerned officer in the location for having received the material with quantity.

(ii) Payment will be made against bill to be submitted in triplicate by the supplier.

11. Other Terms and Conditions

11.1 In case the bidders/successful bidder(s) are found in breach of any condition at any stage of the tender, EMD/Performance Security shall be forfeited after giving proper opportunity through show cause notice.

11.2 This Department reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.

11.3 The Department reserves the right to relax/amend/withdraw any of the terms and conditions contained in this tender document without assigning any reason thereof. Any inquiry after submission of bid will not be entertained.

11.4 Income Tax: Deductable at source from supplier's bill, as applicable.

11.5 Supplier shall be responsible for behaviour and conduct of its workers. No worker with doubtful integrity or having a bad record shall be engaged by the supplier.

11.6 The Department reserves the right to place order(s) up to additional 100% quantity at the same rate, if required, up to 03 (three) months from the date of issue of supply order.

11.7 No advance payment will be made in any case.

11.8 Conditional tenders shall not be considered.

12. Termination for Insolvency

The Department may, at any time, terminate the contract by giving a written notice to the awardee firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Department.

13. Warranty of Quality and Quantity

13.1 Supplier shall give warranty that all maplitho paper reels are conforming to our specification/quality and there are no defects in the process of manufacturing, packaging, transportation and delivery.

13.2 Upon receipt of notice from the Department for defective material, supplier shall, within 10 working days of receipt of such notice, replace the defective material free of cost at the destination. Supplier shall take over the defective material at the time of replacement. No claim whatsoever shall lie on the Department for the replaced goods thereafter. If the firm fails to replace the defective goods within 10 working days, the Department may proceed to take such remedial actions as may be necessary, at the supplier's risk and expense.

14. Force Majeure

14.1 Should any force majeure circumstances arise, each of the contracting parties may be excused for non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.

14.2 Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, lockouts i.e. beyond the control of either party.

15. Arbitration

In the event of any question, dispute or difference arising between the Department and the supplier relating to any matter arising out of or connected with the manufacturing, packaging and delivery, job assigned to the firm for execution under the contract, the same shall be referred to the sole arbitration of an officer to be nominated by the Deputy Director/G, IB(MHA). The decision of the arbitrator shall be final and binding on both the parties to the agreement.

Assistant Director

PRICE BID PROFORMA

Item	Rate (₹) Per Kg (Excluding GST)	Quantity	Total Amount (₹) (Excluding GST)
White Shade Maplitho Paper 60 GSM	In figure : In word :	50,000 Kg	In figure : In word :

Rate of GST :

Name of bidder :

Signature and seal of bidder :

CERTIFICATE

With reference to your tender notice No.1/Stores/2017(7)-3365 dated 31.07.2017, we, the undersigned hereby certify that we have examined the above mentioned tender document and also inspected sample of maplitho paper in the Stores Branch of your Department (certificate in this regard, obtained from Stores Branch, is enclosed at Annexure-III). Rate quoted in our bid is for the maplitho paper of same quality/specification. All the required documents as per the tender document are also submitted herewith.

2. We also submit sample of maplitho paper as mentioned in clause-5.2 of the tender document mentioned above. We undertake to supply maplitho paper as per samples submitted by us at the rates quoted in our bid in accordance with the terms and conditions contained in the aforesaid tender document.

Signature and Seal of the Bidder:

Name in Block Letter:

Date:

Full Address:

CERTIFICATE

With reference to tender notice No.1/Stores/2017(7)-3365 dated 31.07.2017, this is to certify that representative of M/s _____
_____ has visited Stores Branch, MHA on _____
and inspected sample of maplitho paper.

Date :

Section Officer/Stores
Ministry of Home Affairs
35, S.P. Marg, New Delhi-110021

UNDERTAKING

With reference to tender notice No.1/Stores/2017(7)-3365 dated 31.07.2017, I, _____, have seen sample of maplitho paper.

Signature of the Representative :

Name of the Firm :

Date :