

No.1/Stores/2017(16) –178  
Intelligence Bureau  
Ministry Of Home Affairs  
Government of India  
New Delhi

Dated 13 JAN 2017

NOTICE INVITING TENDER

Assistant Director/Stores, Ministry of Home Affairs, Govt. of India, 35-Sardar Patel Marg, New Delhi-110021 invites e-bids from reputed firms dealing with Ministries/Govt. departments for procurement of maplitho papers.

2. The Tender Document floated for the purpose can be downloaded only from [www.eprocure.gov.in](http://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	14.01.2017	10:00 Hrs.
02	Tender document download start date	14.01.2017	10:00 Hrs.
03	Bid submission start date	18.01.2017	10:00 Hrs.
04	Bid submission close date	28.01.2017	18:00 Hrs.
05	Closing date & time for submission of original EMD, Tender Fee & affidavit	27.01.2017	13:00 Hrs.
06	Opening of Technical Bids	30.01.2017	16:00 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-tenders for supply of maplitho paper reels as per following specification :

(A) **Natuaral Shade Maplitho Paper** (80 GSM / 31' / Dia – 1050 mm)

**Quantity – 8000 Kg.**

(B) **White Shade Maplitho Paper** (70 GSM / 34' / Dia – 1050 mm)

**Quantity – 5000 Kg.**

#### **2. Sample**

Interested bidders are requested to visit the Stores Branch of this office at 35, S.P.Marg, New Delhi from **17.01.2017 to 25.01.2017 (15:00 Hrs. – 17:00 Hrs.)** to inspect/collect samples of maplitho papers as specified above. Bidders should quote rates of maplitho papers of same specification/quality in their financial bid. Bidders are also required to submit samples of both types of maplitho papers along with their original EMD/tender fee/affidavit as stated in clause-5 of this tender document. Bids of those, whose samples are found not conforming to our specification/ quality, are liable to be rejected.

#### **3. Delivery**

Paper reels are to be delivered to our office complex at 35, S.P.Marg, New Delhi-110021 **within 30 days** from the date of issue of supply order. Fork-lift machines should be used for unloading. Liquidated damages for late delivery, if any, will be deducted as per clause-10 of this tender document.

#### **4. Tender Bid**

Tender bid should contain following documents:

- a) Profile of the company in brief.
- b) Tender fee as stated in clause-6 of this tender document.
- c) Earnest Money Deposit as stated in clause-7 of this tender document.
- d) VAT / Sales Tax Registration Certificate.
- e) Latest VAT / Sales Tax Return.
- f) IT Return for the last three financial years (FY 13-14, 14-15, 15-16).

- g) A list of owners/partners/Directors of the firm and their contact number, copy of PAN card(s).
- h) An affidavit on non-judicial stamp paper of ₹100/- to the effect that the firm is neither blacklisted by any Government Deptt., nor any criminal case is registered/pending against the firm or its owner/partners/directors anywhere in India.
- i) Annexure-II & III.
- j) Financial Bid should be submitted as per Annexure-I. Rates should be quoted in both figure and word in the prescribed format and shall be inclusive of all i.e. cost of papers, delivery charges, inspection charges etc. and all other taxes **except VAT**. Rate of VAT 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](http://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), tender fee & affidavit** should be submitted.
- 5.2** It is also required to submit **original copies of tender fee, EMD and affidavit as mentioned at clause 4(b), 4(c) and 4(h) respectively**, along with samples of maplitho papers, in a sealed envelope superscribed "Tender for Maplitho Papers" in the tender box kept at Main Reception, 35, Sardar Patel Marg, New Delhi – 110021 on or before **27.01.2017 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 specified standard/quality.
- 5.4** Uploaded documents of L-1 bidder(s), 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** Bids should be summarily rejected, if tender is submitted other than through online (CPP Portal) or original EMD, tender fee, affidavit and samples of paper are not submitted within stipulated date/time as mentioned in clause 5.2 of this tender document.

## **6. Tender Fee**

**Tender Fee of 500/- (Rupees Five Hundred only)** in the form of Demand Draft/Banker's Cheque in favour of the DDO/M, IB, MHA, New Delhi payable at New Delhi should be submitted as mentioned in clause-4(b) of this tender document.

## **7. Earnest Money Deposit (EMD) / Bid Security**

**7.1 EMD of 25,000/- (Rupees Twenty Five Thousand only)** in the form of Bank Guarantee/Fixed Deposit Receipt in favour of the DDO/M, IB, MHA, New Delhi payable at New Delhi should also be submitted as mentioned in clause-5 of this tender document. EMD should be valid for at least 90 days.

**7.2** Firms registered with DGS&D/National Small Industries Corporation (NSIC) /Ministry of Home Affairs for this item only, are exempted from depositing EMD. However, they have to submit valid registration certificate(s) in their technical bid as mentioned in clause-5.1 of this tender document.

**7.3** EMD of all unsuccessful bidders will be returned to them within 30 days from the date of opening of technical bids. EMD of successful bidder(s) will be returned only after receipt of Performance Security. In case of successful bidders, EMD may be adjusted towards Performance Security, on request.

**7.4** 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.

**7.5** No interest will be paid by the Department on the EMD/Performance Security deposited / remitted.

## **8. Performance Security**

**8.1** Successful bidder(s) will have to deposit Performance Security equal to **5% of the total value of order** in the form of Bank Guarantee (BG) or Fixed Deposit Receipt (FDR) from any commercial bank, drawn in favour of the DDO/M, IB, MHA, New Delhi and payable at New Delhi within 7 days from the date of issue of letter.

**8.2** 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 final payment.

**8.3** Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.

**8.4** In case, the supplier fails to supply the required goods/items within specified delivery period, the same goods/items 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.

**9. 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.

**10. Liquidated Damages**

Date of delivery and quality of maplitho papers stipulated in the acceptance of tenders 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 **30 (Thirty) days delivery period, from the date of issue of supply order**, subject to a 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.

**11. Payment Terms**

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

**11.1** Receipt from the concerned officer in the location for having received the material with quantity of each item.

**11.2** Warranty Certificate as per clause 14(i) & 14(ii) in this tender document.

**11.3** Payment will be made against the bill to be submitted in triplicate by the supplier.

## **12. Other Terms and Conditions**

- 12.1** 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.
- 12.2** This department reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
- 12.3** 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.
- 12.4** Income Tax : Deductable at source from supplier's bill, as applicable.
- 12.5** 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.
- 12.6** The Department reserves the right to place order(s) up to additional 100% quantity at the same rates, if required, up to 03 (three) months from the date of issue of initial supply order.
- 12.7** No advance payment will be made in any case.
- 12.8** Conditional tenders shall not be considered.

## **13. 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.

## **14. Warranty of Quality and Quantity**

- 14.1** 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.

**14.2** Upon receipt of notice from the Department for defective material, supplier shall, within 10 working days of receipt of the 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 firm's risk and expense.

**15. Force Majeure**

**15.1** 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.

**15.2** 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.

**16. Arbitration**

In the event of any question, dispute or difference arising between the department and the company 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 Joint Director/G, IB(MHA). The decision of the arbitrator shall be final and binding on both the parties to the agreement.

**Assistant Director/Stores**

**PRICE BID PROFORMA**

**Annexure – I**

Sr. No	NAME of ITEM	SPECIFICATION	UNIT	Rate /Unit (Excluding VAT)	
				In Words	In Figure
01.	NATURAL SHADE MAPLITHO PAPER REEL	80 GSM 31” Dia – 1050 mm	One Kg.		
02.	WHITE SHADE MAPLITHO PAPER REEL	70 GSM 34” Dia – 1050 mm	One Kg.		

Rate of VAT :

Name of the Bidder:

Signature and Seal of the Bidder:



**CERTIFICATE**

With reference to your tender notice No.1/Stores/2017(16) –178 dated 13.01.2017, we, the undersigned hereby certify that we have examined the above mentioned tender document. We have also inspected the samples of maplitho papers, in the Stores Branch of your Department (certificate in this regard as at Annexure-III, obtained from concerned branch officer at Stores Branch is enclosed) and the rates quoted are for the same quality/specification. All the required documents/papers as per the tender document are also submitted.

2. We also submit samples of both types of maplitho papers herewith. We undertake to supply maplitho papers as per samples submitted by us at the rates quoted in our financial 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**

This is to certify that representative of M/s \_\_\_\_\_  
\_\_\_\_\_ has visited Stores branch, IB Hqrs. on \_\_\_\_\_  
and inspected samples of maplitho papers according to our tender document  
dated \_\_\_\_\_.

Date :

Section Officer/Stores  
Intelligence Bureau (MHA)  
35, S.P.Marg, New Delhi-110021

**UNDERTAKING**

I, \_\_\_\_\_, have seen samples of  
maplitho papers according to tender document dated \_\_\_\_\_.

Signature of the Representative :

Name of the Firm :

Date :