

Our Ref: Pur/3:13:3

30-04-2009

Subject : Quotation(s) for the supply of Photocopier Paper A-4 size 75 gsm on Annual Rate Contract Basis.

Dear Sir(s),

BIS intends to enter into an Annual Rate Contract for procurement of its annual requirement of approx 12000-13000 reams of photocopier paper (A-4) size 75 gsm. The procurement would be made on quarterly basis. The quantity may be increased or decreased depending upon our need. The Bureau gives first preference in its purchases to goods bearing **ISI Certification Mark.**

Interested firms willing to supply the photocopier paper A-4 size 75 gsm on credit basis may quote their rates in a sealed cover superscribing the envelope “ Quotation for supply of photocopy paper” addressed to the Director (Administration), Bureau of Indian Standards, Manak Bhavan, 9, B.S. Zafar Marg, New Delhi-110002, should reach **latest by 1500 hrs. on 21st May 2009** which will be opened on the same day at 1530 hrs. in the presence of interested bidders or their representatives. Duly completed tender document may be dropped in the tender box kept in Room No.406, Manakalaya.

An earnest money (EMD) of Rs.40,000/- (Rupees forty thousand only) in the form of bank draft in favour of Bureau of Indian Standards, New Delhi may be submitted along with the quotation. The earnest money will be refunded to the unsuccessful tenders after finalization of the contract. Successful tenderer will have to deposit performance security money of Rs.1,00,000/- (Rupees one lakh only) in the shape of Bank Guarantee/Fixed Deposit for the period of contract. Performance Security money will be forfeited in case of violation of any of the terms and conditions of the tender or if it is found that the photocopy paper supplied is not of standard made.

The eligibility criteria and terms and conditions are given at Annexure ‘A’.

Yours faithfully,

(Ravinder Kumar)
Section Officer (Purchase)

ANNEXURE-A

ELIGIBILITY CRITERIA AND TERMS AND CONDITION

- a) Quotation should be superscripted "Tender for supply of photocopy paper A-4 size 75 gsm.
- b) The turnover of the firm/dealer should be at least 40 lakh per annum during the last three financial years. Documentary evidence to this effect should be enclosed with the quotation.
- c) The firm/dealer must be registered with Delhi VAT Tax Department and it should submit copies of documents relating to PAN Number, TIN Number and VAT/Service Tax Numbers along with the quotation.
- d) The rate quoted will be valid for a period of one year from the date of finalization of Rate Contract and no escalation of rates will be accepted during the currency of contract.
- e) The expenses for supplying the photocopy paper to the Stationery Store, located at the basement of Manak Bhavan shall be borne by the firm/dealer.
- f) Copies of the balance sheets of the firm for the last 3 financial years should be furnished along with the particulars of the firm in format at Annexure-B.
- g) Ten sheets of Paper to be enclosed with the quotation. The brand name and other specifications be mentioned on the same paper and the same be duly signed and stamped by the tenderer.
- h) The tenderers may quote their unconditional rates strictly in the format at Annexure-C.
- i) Rates should not be more than MRP and should be mentioned clearly in Indian Rupees. Any correction/overwriting should be duly authenticated by the authorized signatory of the firm, failing which the tender will be liable to rejection.
- j) No advance payment will be made for supply of goods. Payments will only be released after submission of pre received bills.`
- k) Conditional tender will not be accepted.

ANNEXURE-B

PARTICULARS TO BE FURNISHED BY THE AGENCY

1. Name of the Agency :
2. Address of the Agency :
3. Name of the Proprietor of the Agency :
4. Telephone No. of the Agency & Proprietor :
5. Turnover of the Agency during three Financial Years. Balance sheet to be submitted.
6. PAN, TIN Numbers of the Agency :
7. Service Tax Registration No. :
8. EMD Draft Number/Date & Name of the bank :

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. It is also certified that the Agency is not black listed by any Government/Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partners anywhere in India. Further, it is certified that I/We have read and understood the terms and condition of the Tender Notice.

I/we give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the tender and agree to abide by these terms and conditions.

Name and signature of the Proprietor/Partner

Seal of the Firm/Agency

Dated:

Place :

BUREAU OF INDIAN STANDARDS

Annexure –C**Name of the firm**_____

Sl No.	Name of items	Brand	Rate per Rim	Vat	Any other tax	Other charges	Total
1.	Photocopier Paper A-4 size 75 GSM						

It is certified that the agency is not black listed by any Government /Deptt nor any criminal case is registered/pending against the agency/firm or its owner/partners any where in India further it is certified that I/We have read and understood the terms and conditions on the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the tender and agreed to abide by these terms and conditions.

Name /Signature of the Proprietor/ partner
Seal of the firm/agency

