

Our Ref: Pur/3;13:3

28-07-2010

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

Dear Sir,

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 send 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, Bahadur Shah Zafar Marg, New Delhi 110 002, latest by 1500 hrs.16.08.2010 which will be opened on the same day at 1530 hrs in Room No 406 Manakalya in the presence of interested bidders or their representatives. Duly completed tender document may be dropped in the tender box in Room No. 406, Manakalya.

An earnest money (EMD) of Rs. 40,000.00 (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. 1,00,000.00 (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 up to the mark.

The eligibility criteria and terms and conditions are given at Annexure A, B and C repetitively

Yours faithfully

(Ravinder Singh)
Section Officer (Purchase)

ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS

1. Sealed quotations are invited for the supply of photocopier paper A-4 size 75 gsm
2. Quotations in a sealed cover super scribed "quotations for the supply of photocopier paper A-4 size 75 gsm" may be sent to Director (Administration) latest by **1500 hrs, on 16.08.2010** will be opened on the same day at 1530 hrs , Room No 406 Manakalya .in the presence of tenderers or their duly authorized representatives. All quotations shall remain open for acceptance for a period for 60 days from the date of opening of quotations.
3. The tenderers are required to send their tender alongwith a Demand Drat of Rs. 40,000.00 drawn in favour of "Bureau of Indian Standards" Payable at New Delhi as Earnest Money, which will be refundable to the unsuccessful tenderers on their written request. Name of the firm telephone number and name of the item may be written on the reverse of the Demand Draft. If the successful tenderer fails to supply the goods within the stipulated period as per the requirement of the BIS his earnest money will be forfeited.
4. The payment is normally made within 30 days from the date of submission of the bill after full supply is received and accepted as per approved sample/specification.
5. The delivery of the above items is required within 15 days of issue of the purchase order. In case of default, for non supply of goods within stipulated period a penalty of upto 5% of the value of the order can be imposed. The delivery of the material will be made at our Issue Store at Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi 110 002. Incomplete quotations shall be liable to be rejected.
6. The rates quoted shall include all charges, such as, packing and forwarding, Freight insurance, octroi, etc.
7. If the rates quoted do not include VAT or any other **tax**, charges, the same should be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same shall be entertained later on.
8. All goods shall be received subject to approval on inspection. The decision of the inspecting officer shall be binding. Rejected items shall be removed by the

supplier at his own cost and risk, within 10 days of issue of notice for the removal of such goods and no liability whatsoever, on the Bureau shall be attached for the rejected/disapproved goods items/stores.

9. The Bureau reserves the right of accepting the whole or any part of the quotation(s) or portion of the quantity offered and successful tenderer shall supply the same at the rate quoted.
10. The Bureau reserves the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever.
11. The Bureau takes no responsibility for delay, loss or non-receipt of quotation(s) after dispatch.
12. In case of non-compliance with the contract, the Bureau reserves the right to cancel/revoke the order.
13. In case of any dispute or differences, the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by the Deputy Director General (Administration), Bureau of Indian Standards, New Delhi. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.
14. In case of any dispute arising out of the business or interpretation of any clause of the document, the Court at Delhi alone shall have the jurisdiction to try and decide.
15. In case of goods supplied found to be of inferior quality or not according to the approved sample, BIS has the right to reject the goods.
16. Photocopy of vat (Value added Tax) registration certificate Pan No (self attested) will be submitted alongwith the quotation.
17. The bidder claiming exemption from earnest money should forward the proof alongwith their request.
18. If the tender opening date falls on Saturday, Sunday or Gazetted Holiday the tender will open on next working day.
19. Application not accompanied by requisite value DD/Banker Cheque towards earnest money shall not be considered for issue of tender.

20. This notice can also be seen at our web-site www.bis.org.in
21. The quoted rates shall be valid for 60 days from the date of opening of the quotation. No escalation in price would be permitted on any ground.
22. The quantity of supply may increase or decrease.
23. Quotation send through fax or e-mail will not be considered.
24. Each page of the tender documents is required to be signed by the person or persons submitting the tender in token of his their having acquainted himself/them selves with the General Conditions of the contract as laid down. Any tender with any of the documents not so signed will be rejected.
25. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract otherwise the tender is liable to be rejected.
26. All erasures and alterations made while filling the tender must be attested by initials of the tenderer overwriting of figures is not permitted, failure to comply with either of these conditions will tender the tender void. No advice of any change in rule or conditions after the opening of the tender will be entertained.
27. The successful contractor may be required to sign agreements as may be drawn up to suit local conditions and legal expenses, incidental there to

(Ravinder Singh)
Section Officer (Purchase)

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 Year Balance Sheet to be submitted
6. PAN ,TIN Number 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 compete and correct to the best of my knowledge and belief. It is also certified that the Agency is not black listed by an Government/ Department not 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 a bid by these terms and conditions.

Name and Signature of the Proprietor/Partner

Seal of the Firm/Agency

Dated:
Place:

BUREAU OF INDIAN STANDARDS

| Sl.No. | Name of the Items | Brand | Rate per Ream | Vat | Any other tax | Other Charges | Total (Rs) |
|---------------|-----------------------------------|--------------|----------------------|------------|----------------------|----------------------|-------------------|
| 1. | Photocopier Paper A-4 size 75 GSM | | | | | | |

It is certified that the agency is not black listed by any Government/Deptt not any criminal case 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 conditions on the Tender Notice.

I/We give an undertaking and give 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

