

No. 15011/2/2016-Genl.
Government of India
Ministry of Textiles

Udyog Bhawan, New Delhi
26th May, 2016

To,
As per List enclosed/To be published on the website

**Sub:- Limited Tender Enquiry for procurement of Photostat Paper by the Ministry of Textiles,
Udyog Bhawan, New Delhi**

Sir,

I am directed to say that the Ministry of Textiles intends to procure Photostat paper through limited tender enquiry. The details of items to be procured are given below:

S.No.	Details of the items
1.	Photostat paper JK make A-4 size, 75 GSM
2.	Photostat paper Modi Xerox MX-75, A4 size, 75 GSM
3.	Photostat paper Modi Xerox, FS size, 75 GSM

2. The following are the terms and conditions for submission of bids:

- (a) The firm should be a reputed firm having its registered office in Delhi.
- (b) The firm should be registered under the Delhi Sales Tax / Delhi Value Added Tax (DVAT) Act, 2004.
- (c) The firm should have a minimum of five years experience in supplying photostat paper to the Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
- (d) The firm should have a valid PAN number.
- (e) The firm should have minimum annual turnover of Rs. 20 lakh during each of the last three years.
- (f) The firm should be in a position to supply photostat paper at a short notice as and when requisitioned by the Ministry.
- (g) The photostat paper shall be delivered in the Stationery Cell of this Ministry near Gate No. 11, Basement, Udyog Bhawan, New Delhi.
- (h) The owner /proprietor /manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
- (i) The rates quoted shall be valid for one year from the date of award of contract. No request for escalation of rates shall be entertained after approval of the rates. However, in case of reduction in the market price of photostat paper during the period of one year, the payment shall be admissible at the reduced rates. The selected firm shall charge the best rates i.e, the lowest rates as may be offered by it to other clients.
- (j) The photostat paper should be of standard quality. In case it is found that the paper supplied is sub-standard or is of unacceptable nature, it would be open for the Ministry to return back such paper. In case of repetition of such an act on the part of the firm, the Ministry may terminate the contract and also forfeit the Performance Security.

- (k) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.
- (l) The contract for supply of items will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.
- (m) In case the firm is not able to supply the required photostat paper to this Ministry in time after placing of the supply order during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
- (n) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- (o) The firms should quote unconditional rates strictly as per list of items. There should be no cutting/overwriting in the bids.
- (p) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 20,000/- (Rupees twenty thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
- (q) The successful bidder will have to deposit Performance Security Money for an amount of five percent of the value of the annual contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security of the successful bidder will be refunded on receipt of Performance Security.
3. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-I & Annexure-II respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for Photostat paper" addressed to the **Section Officer (Admn.), Ministry of Textiles, Room No. 29B, Udyog Bhawan, New Delhi and should reach him latest by 03.00 PM on 16th June, 2016.** Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 16th June, 2016 at 03.30 P.M. in Room No. 29B, Udyog Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.
4. The tender enquiry is also available on the Ministry of Textiles' website i.e., texmin.nic.in. and [cpp portal of Government of India](http://cpp.portal.gov.in).

Yours faithfully,

(Jayashree Sivakumar)
Under Secretary to the Govt. of India
Tel No. 23062256

Encls: As above.

Copy to: NIC, Ministry of Textiles for uploading on the website of Ministry of Textiles.

Format of Technical Bid for Photostat Paper

1. Name of the Firm :
2. Name of the owner / proprietor:
3. Address of the registered office of the firm:
Telephone / Mobile No.:
4. Registration No. of Delhi Sales Tax /
Delhi Value Added Tax (a copy of the
registration certificate to be attached): -----
5. PAN No. of the firm (a copy of PAN
Card to be enclosed): -----
6. Experience in years (Documentary proof
in support thereof may be attached): -----
7. Annual Turnover during the last three years to be provided with proof:
2012-13: Rs. -----
2013-14: Rs.-----
2014-15: Rs. -----
(Enclose copies of balance sheet and a separate sheet of Annual Turnover)
8. Details of Bid Security(Earnest Money):
Demand Draft Amount: -----
Demand Draft Number: -----
Demand Draft Date : -----
Name of Issuing Bank : -----

(Signature of Proprietor of the firm with seal)

Format of Financial Bid for Photostat Paper

Sl.No.	Details of the items	Rate
1.	Photostat paper JK make A-4 size, 75 GSM	
2.	Photostat paper Modi Xerox MX-75, A4 size, 75 GSM	
3.	Photostat paper Modi Xerox, FS size, 75 GSM	

(Signature of proprietor with seal)