

No.F.7(0005)/2013-A&P
GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS

92, Parliament House,

New Delhi

Dated: 5th May, 2014

To

_____.

Subject: Purchase of Photostat papers for use in Printers/Fax machines/Photocopiers etc.- Quotation thereof.

Sir,

This Ministry requires Photostat papers etc. for use in Computers/Fax/Photostat machines from time to time as per list enclosed. It is proposed to enter into Rate Contract initially for the remaining period of the year 2014 from the date of contract with genuine/reputed suppliers for supplying these items on the following terms and conditions:-

- i) The bidder should be an Indian Company/firm engaged in supplying Photostat papers and other items in Delhi/NCR and having its office/branch office in Delhi/NCR.
- ii) The bidder should be an authorised dealer and have to submit an authorisation from manufacturer against this tender valid throughout the period of the contract, in the case firm (s) is not manufacturer of the items (Original copy has to be attached).
- iii) The bidder should not have been blacklisted by the Departments/Ministries of the Govt. of India/PSUs/State Govt. A declaration to this effect has to be submitted by the bidder.
- iv) The items mentioned in this list are as per requirement of this Ministry from time to time. Interested suppliers may quote for one or more items. They will be considered for only those items for which they will quote. Each bidder is required to submit a copy of each of the certificate (i) Registration Certificate as per existing norms indicating the legal status of company/firm/ proprietorship etc., (ii) CST/VAT/TIN Registration Certificate, (iii) Copies of Income Tax Return filed for last three years, (iv) Copies of audited A/C Statements for the last three years, failing of which their bids will be summarily rejected.
- v) Bidder should have minimum three years experience of supplying Stationery and other items in bulk to the Departments/Ministries of the Government of India (Copies of two purchase orders received from Govt. Deptts./PSUs during each of the last three years should be enclosed).
- vi) Bidders should have minimum turnover of Rs.25.00 Lakh per year during each of the last three years (valid and certified proof has to be attached).
- vii) Tenderers may quote their unconditional rates per item/unit strictly as per list enclosed. If the rates are of a unit/box, which contains more than one item, then the items contained in that unit/box may be specifically indicated in remarks column and if the price of a unit is based on weight, then the weight of the unit may also be indicated. Cutting/ overwriting, if any should be countersigned by the tenderer.
- viii) The supplier will be responsible for delivery of the goods in good condition in the store of this Ministry situated in Parliament House or at a place selected by this Ministry in New Delhi, at his own risk and cost.
- ix) The owner/firm should be available on telephone and also on mobile so as to enable this Ministry to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
- x) The quantities of the items have not been specified, as the purchase is not confined to a single lot. It will

spread over the period mentioned above and quantity to be purchased at a time will depend upon the requirement.

- xi) The Supplier has to supply the items within five days from the date of placing the order to them. If any Supplier fails to meet the deadline then such Supplier shall face a penalty equivalent to deduction of five percent of the billing amount.
- xii) All the items mentioned in the list should be genuine, of highest quality and of the branded company. If the material supplied is found to be of substandard quality, the same will be returned and the Ministry will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized including blacklisting of the concerned firm by this Ministry.
- xiii) This Ministry reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
- xiv) As the requirement of this Ministry is of urgent nature, if the services of supplier are found unsatisfactory or he is not able to supply the goods immediately, the job will be entrusted to any other firm/party at the risk of defaulting supplier. The suppliers will have to satisfy the Ministry that the supplies will be made immediately.
- xv) Interested firms are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through certificate from their earlier clients of reputed organizations mentioning the name, designation and telephone No. of the officers of those department. A photocopy of the PAN Card of the firm should also be furnished. The quotation submitted without a photocopy of the PAN Card of the firm shall be summarily rejected.
- xvi) Bids should be accompanied with a Demand Draft/Bankers Cheque favouring PAO, Cabinet Affairs, New Delhi for Rs.5,000/- (Rupees Five Thousand only) as earnest money, which will be retained by this Ministry as performance guaranty till the contract remains in force.
- xvii) After entering into contract, no supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract. However, if the rate of any item decreases, the supplier shall pass it on to the Ministry. The vendor, who declines to supply any item at contracted price, will be penalised as per discretion of the Ministry besides to bar them from entering into any contract in future.
- xviii) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full.
- xix) This Ministry reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of this Ministry in this regard shall be final and binding on all. It shall not be obligatory on the part of the Ministry to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder.
- xx) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

If the above terms and conditions are acceptable, quotations in a sealed cover superscribed "QUOTATION FOR PURCHASE OF PHOTOSTAT PAPERS" may be deposited in the tender box kept in the custody of SO(A&P), Room No.93, Parliament House (Ph. No.23034755) latest by 16th May, 2014 upto 3.00 P.M. Quotations received till then shall be opened in the presence of duly constituted purchase committee on 16th May, 2014 at 3.30 P.M. in Room No.92, Parliament House, New Delhi.

Yours faithfully,

(A. Manoharan)

Deputy Secretary to the Govt. Of India

Tele. No. 23034746

MINISTRY OF PARLIAMENTARY AFFAIRS

S.No.	Name of items	Rate per iteml unit (excluding CST/VAT)	CST/VAT Rate	Brand etc.
1.	Photostat Papers ream (Modi Xerox) (A-4 Size) MX 75 GSM			
2.	Photostat Papers ream (JK paper) (A-4 Size) MX 75 GSM			
3.	Photostat Papers ream (JK paper) (A-3 Size) MX 75 GSM			
4.	Photostat Papers ream (JK paper) (A-5 Size) MX 75 GSM			
5.	Photostat Papers ream (Modi Xerox) (FS/Legal Size) MX GSM			