

D-15017/2/2011-Gen.II
Government of India
Planning Commission
(General II Branch)

Room No. 412, Sansad Marg
New Delhi, the 11th July, 2011

Subject: Contract for urgent supply of 7000 reams of Photocopy Paper to Planning Commission.

Planning Commission invites sealed quotations from authorized distributors/reputed & financially sound dealers/suppliers, for supply of Photocopy paper of size A4 & Full Scape of secified brands to meet one time requirement of 7000 reams on urgent requirement basis. Terms & conditions are given in Annexure. Rates for the items have to be quoted on company letter head in the following format:

Sl.No.	Item	Rates per ream (Excluding Tax)
1.	Photocopy Paper (JK copier Red) A4 size, 75 gsm, 500 sheets	
2.	Photocopy Paper (JK copier Red) Full Scape, 75 gsm 500 sheets	
3..	Photocopy Paper (Power Bilt) A4 size, 75 gsm, 500 sheets	
4.	Photocopy Paper (Power Bilt) Full Scape, 75 gsm, 500 sheets	

All interested suppliers/firms willing to supply the item on credit basis may submit their bids in a sealed cover supper-scribed "Quotation for supply of Photocopy Paper to Planning Commission" addressed to the Under Secretary (GA), Planning Commission, Yojana Bhawan, Room No. 412, 4th Floor, Sansad Marg, New Delhi-110001, **a tender box would be kept at the Reception area for five working days (24.7.2011 to 29.7.2011). The tenderers may submit their tender latest by 3.00 PM on 29.7.2011.** Bids received after the stipulated date/time shall not be entertained. The quotations will be opened on the same date at 3.30 PM in Room No. 344, 3rd Floor, Planning Commission, New Delhi by the Tender Evaluation Committee comprising of Officers of Planning Commission in the presence of the bidders or their authorized representatives (not more than one person) who may like to be present.


11.7.11

(T. Nanda Kumar)


Under Secretary to the Govt. of India
Telephone: 23096746

Copy to:

- (i) Director (C&I), Planning Commission, New Delhi. The aforesaid tender notice may be uploaded on the Planning Commission's official web-site immediately under intimation to this Division.
- (ii) All Ministries/Departments of Govt. of India located at New Delhi/Delhi with the request for wide circulation.

**TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR SUPPLY OF
PHOTOCOPY PAPER**

1. DATE & TIME FOR SUBMISSION OF QUOTATIONS : 24.7.2011 TO 29.7.2011
2. DATE & TIME OF OPENING OF QUOTATION : 29.7.2011 at 3.30 PM
3. PAPER BRAND : As given in page 1
4. SIZE OF PAPER : A4 & Full Scape
5. EARNEST MONEY : An amount of **Rs. 35,000/- (Rupees Thirty five thousand only)** is required to be deposited along with the Quotation in the form of Demand Draft drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". The validity of EMD should be Six months w.e.f. the date of this tender being uploaded on Planning Commission's Web-site. The EMD of the successful bidder will be retained as Performance Security till completion of all contractual obligations and EMD of the unsuccessful bidders will be returned only after finalization of contract.
7. The bidder should have the following qualifications for bidding:-
 - (a) Shall have been in existence for not less than 2 years.
 - (b) Shall be having at least one year experience of supplying of photocopy papers to Government Ministries/Departments. Documentary evidence to this effect should be enclosed with the quotation.
 - (c) Shall have necessary Tax registrations. Documentary evidence to this effect should be enclosed with the quotation.
 - (d) The total turnover of the firm during the last 2 financial years should be above Rs. two crore. (statement to be attached).
 - (e) The firm should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms will have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.
7. The price quoted should be exclusive of all taxes and the rates should be quoted in the prescribed format given in this tender invitation.


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8. The tender validity period is 90 (Ninety) days from the date of opening of tender.
9. **The lowest rates will be the main criteria for selection of the successful bidder, subject to his fulfilling the other criteria.**
10. Rates should not be more than MRP and should be mentioned clearly in Indian currency i.e. Rupees. Any correction/overwriting should be duly authenticated by the authorized signatory of the firm, failing which the tender will be liable to rejection.
11. The amount of Performance Security shall be forfeited by Planning Commission in the event of failure of selected vendor to supply the desired quantity/quality of misc. stationery items or fulfilling any contractual obligation.
12. The selected vendor shall have the capability to supply the desired quantity of photocopy paper at a short notice. If the tenderer fails to supply the desired quantity of paper within the given time, the Department may terminate the contract and forfeit the amount of performance security.
13. The Department will make no advance payment. Payment will be released only after it is ensured that the items are in order and quality of items supplied is to the entire satisfaction of the Department.
14. The Department reserves the right to reject any/all offer (s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.


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(T. Nanda Kumar)
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