

No.15014/3/2015-Genl.
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan,
Block No.14, CGO Complex,
Lodi Road, New Delhi – 110003
Dated the 17th February, 2016

Subject: Annual contract for supply of Photocopy Papers - A4 75 GSM and A3 FS 75 GSM - in the Department of Public Enterprises - reg.

Department of Public Enterprises (DPE) invites sealed quotations for **Supply of Photocopy Papers –A4 75 GSM and A3 FS 75 GSM** on annual contract basis. The tenders in sealed covers should be submitted to the undersigned on or before 3.00 p.m. on 03.03.2016 along with earnest money deposit of Rs.10,000/- (Ten thousand only) in the form of a Demand Draft/FDR in favour of DDO Department of Public Enterprises. The quotations will be opened on the same day at 3.30 p.m. in Department of Public Enterprises, Room No. 408, Block No.14, CGO Complex, Lodi Road, in the presence of the tenderers who wish to be present. The terms and conditions of the contract are as under:-

1. The contract will be for a period of one year from the date of its award but can be terminated at any time without assigning any reason. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid. Rates quoted shall be valid for entire period of the contract and no revision of rate will be allowed.
2. Only those firms may send their quotations who are Registered/ Authorized dealers for Photocopy Papers. A certificate to this effect must be enclosed with the quotations without which the quotations will not be considered.
3. In no case Department shall pay the higher rate than printed rates irrespective of quoted/agreed rates.
4. Tenderer should enclose PAN/VAT/TIN.
5. The firm submitting quotations should be well equipped and should have the required infrastructure and expertise to undertake the job of supply of stationery items. The firm should have achieved a minimum turnover of Rs.10.00 lakh (Rs Ten lakh only) through sale of stationery items during the last three financial years i.e., 2012-13, 2013-14, 2014-15.
6. The Contractor will be required to contact the General Administration Section of this Department to take orders for supply of stationery items.

7. Contractor would be required to deliver items at his own cost. No transportation would be paid separately.
 8. Since the items under the contract are often required on urgent supply basis, the contractor must be based in Delhi with the capability to ensure timely supplies. Delay in supply will be considered as non-performance of the contract resulting into termination of the contract and forfeiture of the security.
 9. The firm will supply photocopy paper only on written orders from the Department from time to time.
 10. The photocopy paper supplied will be as per Indian Standard Plain Copier Paper – Specification (IS 14490 : 1997) (copy enclosed).
 11. The successful contractor will have to deposit Rs. 10,000/- (Rs. Ten Thousand only) in advance as security deposit in the form of DD/FDR in favour of DDO, Department of Public Enterprises to be retained during the contract period.
 12. In case of violation of the above terms of the contract, the security deposit would be forfeited.
 13. The earnest Money deposit of Rs. 10,000/- (Rupees Ten Thousand only) mentioned above will be returned after the contract has been finalized and contractor selected.
 14. The firm should have the experience of supplying stationery items in Government Departments.
 15. The firm should enclose a certificate that it has not been black-listed by any Ministry/Government Department.
 16. The rates may be quoted for Photocopy Paper - A4 75 GSM and A3 FS 75 GSM.
 17. The contract for supply of Photocopy Paper - A4 75 GSM and A3 FS 75 GSM - may be extended for another one year on the same rates and same terms & conditions.
2. Accordingly, interested parties may send their quotation in sealed covers to the undersigned on or before 3.00 PM on 03.03.2016 along with earnest money deposit of Rs.10,000/- (Rs. Ten thousand only) in the form of DD/FDR in favour of DDO, Department of Public Enterprises. MSE/ SSI Units will be exempted from deposit of EMD.



(Harish Chandra)
Under Secretary to the Govt. of India