

**No.D-15014/4/07-GS
Government of India
Press Information Bureau**

Shastri Bhavan,
New Delhi-01
22.12.2009

TENDER NOTICE FOR SUPPLY OF DUPLICATING PAPER

Sealed quotations are invited for rate contract for supply of Duplicating Paper required by the Bureau for one year. Interested parties may send their quotation in sealed cover super scribed with the bold letter "QUOTATION FOR RATE CONTRACT FOR SUPPLY OF DUPLICATING PAPER" along with EMD of Rs.5,000/- (Rupees Five Thousand only) in the form of pay order in favour of S.O. (Cash), PIB, New Delhi and should reach the undersigned in Room No.707, 'A' Wing, Press information Bureau, Shastri Bhavan, New Delhi latest by 11th January 2010 up to 3.00 PM. The bids will be opened on the same day at 3.30 PM in the presence of representatives of the firms who wish to be present there.

2. Successful bidder will have to deposit Rs.50,000/- (Rupees Twenty five thousand only) towards Security deposit for supply of Duplicating Paper in the form of Bank Guarantee or fixed deposit receipt in the name of SO(Cash), PIB, New Delhi which may be forfeited in the event of non-performance of the contract.
3. Tenderer should have business in supply of Duplicating Paper with a turnover of Rs. Twenty lakhs in a year and should have experience of similar work in Govt./Semi. Govt. organisations. Supporting documents in this regard are required to be submitted.
4. The tenderer should have the firm registered in the same name on which the tender documents are submitted. A copy of the registration with trade tax authority is required to be submitted.
5. The tenderer should quote the rates of duplicating paper for A-4 size (75-GSM) and four sides trimmed along with samples of at least 50 sheets.
6. The quotations and supply of articles will be governed by the following terms and conditions:-
 - (i) The work under the contract shall commence from the date of award of contract for a period of 12 months, which may be considered for extension on the basis of satisfactory performance and quality of supply. However, it will be obligatory on the part of contractor to continue to supply on the prevailing rates beyond the contract period for at least two months or till the new contract is finalized, whichever is earlier.

- (ii) The supply order will be placed on monthly/quarterly basis. However in case of urgent and special need the supply order will be placed as and when required. The successful supplier will have to meet all the requirements of the department immediately on receipt of the supply orders and in any case within a maximum period of 3 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.
- (iii) The delivery of items will have to be made at Press Information Bureau, Shastri Bhawan, New Delhi. No transportation/cartage charges will be provided for the same.
- (iv) The rates quoted should be firm and final considering all the aspects of the terms and conditions and written in ink or typed against each and should in no case be overwritten. If VAT is payable in addition to the rates quoted, it should be specifically mentioned otherwise it will be presumed that the rates quoted are inclusive of VAT. The tenderer will have to submit an analysis of the rates if called upon to do so by the PIB. The rates quoted will be valid for a period of one year from the date of issue of rate contract.
- (v) Supplier to whom the contract is awarded is liable to be blacklisted if they fail to abide by these terms and conditions or fail to supply the goods on time or supply sub-standard goods or make any false declaration to any government agency or for any ground which, in the opinion of the Government, is not in public interest.
- (vi) The Bureau reserves the right to accept/reject any quotation either in part or full without assigning any reasons thereof.

For any further clarification on this subject the undersigned/SO (GS) may be contacted on the phone No.23384684 and 2338302 respectively on any working day during office hours.

Yours faithfully,



(Arun Kumar)
Section Officer