

NIT

TENDER FOR PURCHASE OF PAPER

Tenders are invited by E- Tendering system for purchase of paper from authorized agencies mills and firms on two bid system ie. technical and financial NIT has been uploaded and is available with terms and conditions at <http://govtprocurement.delhi.gov.in>. All the tenderers should apply online before the due date & time.

1. Last date for submission of tender 03.09.2019 upto 3.00 P.M.
2. Date of opening of Technical bid 03.09.2019 at 4.00 P.M.
3. Printing of advtt. in news papers on 10.08.2019 at 10.00 A.M.

Note: The technical bid and declaration form should be submitted physically alongwith sample of papers in the office of Urdu Academy, Delhi before the due date and time which will be opened on 03.09.2019 at 4.00 P.M. before the tenderers . The tenderer should be registered with NIC application service provider. The scan copy of EMD(DD) and GST/PAN No. and other documents must be self attested and scan copy should be uploaded on the website .

(MUSTAHSAN AHMAD)
Asstt. Secretary
Urdu Academy, Delhi

URDU ACADEMY : DELHI
(Govt. of N.C.T. of Delhi)

General Terms & Conditions

1. The rates should be F.O.R.
2. The rates shall be valid for Two year from the date of acceptance of the tender. The Academy reserves the right to extend the same for a further period of one year. Academy also reserves the right to terminate the contract at any time without assigning any reason .
3. The supply of goods/items will be made at the office of the Urdu Academy or at other place (s) or other subordinate office (s) under Urdu Academy in the jurisdiction of Union Territory of Delhi. No cartage transport charges will be paid extra.
4. The Academy shall not be responsible for any loss or damage to any item goods supplied on hire due to natural calamities ie. Fire, flood, stampede, earthquake, tornado etc.
5. The work/contract/supply order is to be completed within the stipulated period failing which the work shall be got completed at the risk and cost of the contractor whose rates are approved, in the following manner:-
 - a) The risk and cost includes additional cost for the articles goods etc. and also the cartage/Transport charges etc.
 - b) The extra expenditure incurred by the Urdu Academy shall be recovered from the security deposit of the tenderer and in case the security amount falls short, the balance will be recoverable from the Contractor from his own dues.
 - c) The Secretary, Urdu Academy may impose further penalty to the extent of security deposit of the tenderer for any delay/defective work etc.
6. A Security Deposit amounting to Rs. 25000/- will have to be deposited by the firm whose tender is accepted. Earnest Money already deposited by the tenderer alongwith the tender shall be adjusted towards Security deposit.
7. GST/Excise Duty shall be paid extra where applicable.
8. **The tender should be accompanied with samples/specimens wherever necessary.**
9. **The materials shall be of the best quality and shall be strictly in accordance with the specimens /Specification supplied with the tender** and approved by this Academy .In the event of goods stores being considered by the Secretary / Asstt. Secretary inferior to that described in the specification/ specimen, the supplier shall remove the same at his own cost and risk . The decision of Secretary, Urdu Academy in this regard will be final, and binding upon the tenderer.
10. The tenderer will have to make/execute the job at the shortest notice.
11. The secretary, Urdu Academy reserve the right to accept or reject any tender without assigning any reason thereof, and will not be bound to accept lowest tender.
12. The Secretary, Urdu Academy reserves the right for the termination of any contract at any time even before the expiry of the period covered under the contract without assigning any reason thereof.
13. Tender received after the due date and time shall not be accepted. The tenderer which do not comply with above terms and conditions are likely to be rejected.
14. The tenderer/ contractor, if a partnership firm, should supply with a copy of the partnership deed, alongwith the authority letter in favour of signatory partner.

15. It will be at the discretion of the Secretary , Urdu Academy to make inquiries either himself or through any of the officers of any agency or any expertise, in order to judge the standard, suitability and the capacity of any firm/tenderer and his decision to enter into a contract would be final.
16. The security will be refunded within six months after the termination of the contract.
17. In case of any dispute, the jurisdiction will be the Court of Law in the Union Territory of Delhi, and the case shall be referred to Arbitrator at Delhi/New Delhi.
18. The bills for the work done will be submitted to the Academy after completion of the work with Registration GST No/Income Tax No. (whichever is applicable) duly signed by him.
19. **The bills not submitted within three months after completion of the work will not be entertained and the tenderer will have no right to claim the payment. In case of closing of financial year the bills will have to be submitted within two days but also by on or before 31st March in the same financial year.**
20. It will be sole responsibility of the contractor for any lost, theft, damage etc. of goods due to natural calamity, short circuits or any mishap etc. during the transit & service period. The Secretary shall have the power to make any alteration, omission, addition or substitution for the original specification, design during course supply of the goods, and contractor shall supply the goods accordingly under the same contract and at the same rate as specified in the tender for the main work. And if the altered /additional as substituted material includes any class of material, for which no rate is specified on this contract, the Contractor in writing shall inform the Secretary his rates for such class material, and if the Secretary does not agree to this rate, he, is at liberty to cancel the contract.
21. On the breach of violation of any terms and conditions on behalf of the contractor, the Secretary, Urdu Academy shall be empowered to forfeit the Security deposit of the contractor or penalize/compensate keeping in view the circumstances of the case.
22. The department will deduct Income Tax at Source and other Taxes as applicable from the contractor as per existing rules.
23. The EMD will be forfeited if the tenderer withdraws or amends impairs or deviates from any of the terms and conditions in any respect after the acceptance of the tender or refuse to accept the supply order.
24. If the work is not executed to the satisfaction of the Urdu Academy and any lapse is found on the part of the contractor, Secretary, Urdu Academy, Delhi will have the right to impose penalty as deemed fit to the maximum of forfeiture of performance security and blacklist of the firm.
25. Incomplete tenders/conditional tenders/unsigned tenders will not be accepted and will be rejected.
26. The Secretary, Urdu Academy, Delhi reserves the right to accept or reject any tender in whole or in part without assigning any reason in public/govt. interest .
27. The Competent Authority Reserves the Right to Relax any of the terms and conditions in govt. interest.

SECRETARY
URDU ACADEMY, DELHI

SIGNATURE_____

(With Rubber Stamp)

NAME_____

ADDRESS_____

Telephone No._____

Mobile No._____

RATES FOR PAPER (FINANCIAL BID)

I/We hereby tender for the supply of following items for the Secretary , Urdu Academy, Delhi as described in the under mentioned memorandum according to the specimen within the time specified and rates specified therein subject to conditions of the contract .

S. No	: MAKE/SPECIFICATION OF ITEMS	RATES PER REAM
1.	White paper Size <u>20x30</u> . 11.6 Kg	
a)	Super Maplitho (Century)	_____
b)	Khanna Paper Mill	_____
c)	Naini Paper Mill	_____
2.	White Paper Size <u>23x36</u> 21.3 Kg	
a)	Knanna Paper Mill	_____
b)	Century Paper	_____
c)	Naini Paper Mill	_____
3.	Natural Shade Paper Size <u>23X36</u> 21.3 Kg	
a)	Shreyans Paper Mill	_____
b)	Star paper Mill	_____
4.	Art Paper Size <u>23x36</u>, 34.6 Kg	
a)	JK Paper Mill	_____
b)	Ballarpur Mill	_____
5	Art Paper Size <u>20x30</u> 17.4 Kg	
(a)	J.K. Paper Mill	_____
(b)	Ballarpur Mill	_____
6	Art Card Size <u>23X36</u> 300 gm	
a)	J.K. Paper Mill	_____
b)	Ballarpur Mill	_____
7.	Art Card Size <u>23X36</u> 250 gm	
a)	J.K. Paper Mill	_____
b)	Ballarpur Mill	_____
8.	Art Card Size <u>25X36</u> 300 gm	
a)	J.K. Paper Mill	_____
b)	Ballarpur Mill	_____
9.	Kraft Paper Size <u>29x44</u> 31.6 Kg.	
a)	Star Paper Mill	_____
10	Cover Paper /Astar Size <u>23x36</u> 32 Kg.	
a)	Century Paper Mill	_____

NOTE : CONSUMPTION FOR WHITE PAPER SIZE 20X30, is estimated 100 reams per month and for Art Paper Size 23x36, 130 gm 10 reams per month. For remaining items the requirement will be for our books and miscellaneous items as and when required. **Rates should be quoted in per ream only. Make, specification and weight should be clearly mentioned.**

SECRETARY
URDU ACADEMY, DELHI

SIGNATURE _____
(with rubber stamp)
NAME _____
ADDRESS _____

Telephone No. _____

TECHNICAL BID

DECLARATION

The sample of each paper should be attached with the Technical Bid before submitting the bid alongwith the D..D. physically in the office of Urdu Academy, Delhi on or before the closing date and time of the tender otherwise tender will not be accepted.

S. No : MAKE/SPECIFICATION of Items **Attached/Not Attached**

S. No : MAKE/SPECIFICATION OF ITEMS

- | | | |
|-----------|---|-------|
| 1. | White paper Size <u>20x30</u> .
11.6 Kg | |
| a) | Super Maplitho (Century) | _____ |
| b) | Khanna Paper Mill | _____ |
| c) | Naini Paper Mill | _____ |
| 2. | White Paper Size <u>23x36</u>
21.3 Kg | |
| a) | Knanna Paper Mill | _____ |
| b) | Century Paper | _____ |
| c) | Naini Paper Mill | _____ |
| 3. | Natural Shade Paper Size <u>23X36</u>
21.3 Kg | |
| a) | Shreyans Paper Mill | _____ |
| b) | Star paper Mill | _____ |
| 4. | Art Paper Size <u>23x36</u>,
34.6 Kg | |
| a) | JK Paper Mill | _____ |
| b) | Ballarpur Mill | _____ |
| 5 | Art Paper Size <u>20x30</u>
17.4 Kg | |
| (a) | J.K. Paper Mill | _____ |
| (b) | Ballarpur Mill | _____ |
| 6 | Art Card Size <u>23X36</u>
300 gm | |
| a) | J.K. Paper Mill | _____ |
| b) | Ballarpur Mill | _____ |
| 7. | Art Card Size <u>23X36</u>
250 gm | |
| a) | J.K. Paper Mill | _____ |
| b) | Ballarpur Mill | _____ |
| 8. | Art Card Size <u>25X36</u>
300 gm | |
| a) | J.K. Paper Mill | _____ |
| b) | Ballarpur Mill | _____ |
| 9. | Kraft Paper Size <u>29x44</u>
31.6 Kg. | |
| a) | Star Paper Mill | _____ |
| 10 | Cover Paper /Astar Size <u>23x36</u>
32 Kg. | |
| | Century Paper Mill | _____ |
| 1. | Earnest money amounting Rs. 10,000/- deposited with the Academy vide DD No.
Dated drawn on (Name of the Bank)attached. | |
| 2. | Attested photocopy of GST No. PAN. No. may be attached | |
| a) | GST. No. _____ | |
| b) | PAN No. _____ | |
| | Strike –out whichever is not applicable | |

**SECRETARY
URDU ACADEMY, DELHI**

**SIGNATURE _____
(with rubber stamp)**

NAME _____

ADDRESS _____

Telephone No.....