

**URDU ACADEMY : DELHI**  
(Govt. of NCT of Delhi)

**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
<b>1.</b>	<b>White paper Size 20x30, .</b> <b>11.6 Kg</b>	
a)	Super Maplitho (Century)	_____
b)	Khanna Paper Mill	_____
c)	Naini Paper Mill	_____
<b>2.</b>	<b>White Paper Size 23x36</b> <b>21.3 Kg</b>	
a)	Khanna Paper Mill	_____
b)	Century Paper	_____
c)	Naini Paper Mill	_____
<b>3.</b>	<b>Natural Shade Paper Size 23X36</b> <b>21.3 Kg</b>	
a)	Shreyans Paper Mill	_____
b)	Star paper Mill	_____
<b>4.</b>	<b>Art Paper Size 23x36,</b> <b>130 gm</b>	
a)	JK Paper Mill	_____
b)	Ballarpur Mill	_____
<b>5</b>	<b>Art Paper Size 20x30</b> <b>17.4 gm</b>	
(a)	J.K. Paper Mill	_____
(b)	Ballarpur Mill	_____
<b>6.</b>	<b>Art Card Size 23X36</b> <b>300 gm</b>	
a)	J.K. Paper Mill	_____
b)	Ballarpur Mill	_____
<b>7.</b>	<b>Art Card Size 25X36</b> <b>300 gm</b>	
a)	J.K. Paper Mill	_____
b)	Ballarpur Mill	_____
<b>8.</b>	<b>Kraft Paper Size 29x44</b> <b>31.6 Kg.</b>	
a)	Star Paper Mill	_____
b)	Ballarpur Mill	_____
<b>9</b>	<b>Cover Paper /Astar Size 23x36</b> <b>120 GSM</b> 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 gsm 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.

<b>S. No</b>	<b>: MAKE/SPECIFICATION of Items</b>	<b>Attached/Not Attached</b>
<b>1.</b>	<b>White paper Size <u>20x30</u> . 11.6 Kg</b>	
a)	Super Maplitho (Century)	_____
b)	Khanna Paper Mill	_____
c)	Naini Paper Mill	_____
<b>2.</b>	<b>White Paper Size <u>23x36</u> 21.3 Kg</b>	
a)	Khanna Paper Mill	_____
b)	Century Paper	_____
c)	Naini Paper Mill	_____
<b>3.</b>	<b>Natural Shade Paper Size <u>23X36</u> 21.3 Kg</b>	
a)	Shreyans Paper Mill	_____
b)	Star paper Mill	_____
<b>4.</b>	<b>Art Paper Size <u>23x36</u>, 130 gm</b>	
a)	JK Paper Mill	_____
b)	Ballarpur Mill	_____
<b>5</b>	<b>Art Paper Size <u>20x30</u> 17.4 gm</b>	
(a)	J.K. Paper Mill	_____
(b)	Ballarpur Mill	_____
<b>6.</b>	<b>Art Card Size <u>23X36</u> 300 gm</b>	
a)	J.K. Paper Mill	_____
b)	Ballarpur Mill	_____
<b>7.</b>	<b>Art Card Size <u>25X36</u> 300 gm</b>	
a)	J.K. Paper Mill	_____
b)	Ballarpur Mill	_____
<b>8.</b>	<b>Kraft Paper Size <u>29x44</u> 31.6 Kg.</b>	
a)	Star Paper Mill	_____
b)	Ballarpur Mill	_____
<b>9</b>	<b>Cover Paper /Astar Size <u>23x36</u> 120 GSM</b>	
	Century Paper Mill	_____

The Secretary will also be liable to black list my/our firm.

- 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. may be attached**
  - a) VAT No. /Work Tax No. \_\_\_\_\_**
  - b) PAN No. \_\_\_\_\_**

Strike –out whichever is not applicable

SECRETARY  
URDU ACADEMY, DELHI

SIGNATURE \_\_\_\_\_  
(with rubber stamp)  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
Telephone No.....

**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 31<sup>st</sup> 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. \_\_\_\_\_