



सत्यमेव जयते



Competition Commission of India

Hindustan Times House

18-20, Kasturba Gandhi Marg,

New Delhi – 110001

Tel : 011-23473690 Fax : 011-23704686

F.No.D-15015/2/2011-CSD

Dated : 20th April, 2011.

To

Sub. : Supply of Photocopy paper – Invitation of Tenders – reg.

Sirs,

The Competition Commission of India invite sealed quotations from authorized distributors/franchise of paper manufacturers of repute for supply of photocopy papers. Detail terms & conditions for supply of photocopy papers are given in the **Annexure –I**.

2. All interested suppliers may submit their sealed quotations – technical and financial separately in a single sealed cover to this Office which may be dropped in the Tender Box kept at the Reception (3rd floor) of Hindustan Times House, 18-20, K.G. Marg, New Delhi on or before **1500 Hrs. of 06.05.2011**.

3. Both the bids as well as the main envelope containing the two bids along with amount of Earnest Money must be superscribed as “Quotation for supply of photocopy paper”, “Technical Bid” or “Financial Bid”, as the case may be. The sealed quotations “Technical Bid” will be opened on **06.05.2011 at 1600 Hrs.** in the presence of authorized representatives of bidders. The “Financial Bids” of only those firm(s) shall be opened who qualify the eligibility criteria of “Technical Bid” as stipulated in the tender document.

Yours faithfully,

(Virendra Singh)
Deputy Director

Encl. : As above

ANNEXURE – I

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

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS : 06.05.2011
: 1500 Hrs.
2. DATE & TIME OF OPENING OF TECHNICAL BID : 06.05.2011
: 1600 Hrs.
3. PLACE OF SUBMITTING QUOTATIONS: Tender Box
Reception of CCI
(3rd Floor)
4. PAPER QUALITY : 75 Gsm.

(Sample paper to be submitted by the Bidder for each size of paper)
5. MONTHLY AVERAGE CONSUMPTION : 500 reams (Total all sizes)
6. SIZE OF PAPER : A3, A4 and FS (Legal)
7. **EARNEST MONEY** : An amount of **Rs.5,000/-** (Rupees Five Thousand) is required to be deposited along with Technical Bid in the form of Demand Draft drawn in favour of “Competition Commission of India (Competition Fund) Account”. The EMD to the unsuccessful bidders will be returned only after award of contract to the shortlisted firms.
8. **TWO BIDS** viz., Technical Bid, Financial Bid and Amount of EMD should be submitted in different envelopes with the subscription (i.e. Technical Bid, Financial Bid and EMD, as the case may be). All these three envelopes must be kept in a sealed cover which may be superscribed as “Quotation for Supply of Photocopy Paper”. The technical bid will provide the details about the firm, its capacity, authorization, manpower, clientage etc. (Annexure – II) whereas the Financial Bid (Annexure – III) will contain the rates/ for the photocopy paper/per ream of the desired make and sample. Tender Evaluation Committee will open the Financial Bids of only those bidders who stands qualified on the basis of details provided in Technical Bid.

9. The bidder should have the following qualifications for bidding:
 - a. Shall have been in existence for not less than five years.
 - b. Shall be an authorized distributor/agent for supply of any of the reputed brand of photopaper (certificate to be attached)
 - c. Shall be having sufficient experience and expertise in the relevant field
 - d. Shall have experience of supplying stationery/other material to at least three Govt. Deptt./ PSU etc. for more than 3 years
 - e. Shall have PAN/TAN number, Sales tax registration, VAT registration
 - f. It is not blacklisted by any Ministry/ Department of the Government of India or any PSU or any other organization. (Undertaking to be attached)
10. The price quoted should be exclusive of all taxes.
11. The tender validity period is 90 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 90 days or till the date of finalization of tender, which is later.
12. The rates quoted by the selected firm, and approved by the Commission shall remain valid for **one year**. Any request to increase the rates for any item(s), during the currency of the contract, shall not be considered.
13. The selected bidder/tenderer is required to submit Performance Security by way of Demand Draft amounting to Rs.20,000 in favour of "Competition Commission of India (Competition Fund) Account". CCI reserve the right to forfeit the amount of Performance Security in the event of failure of selected vendor to supply the desired quantity of photocopy paper.
14. Along with Technical Bid, the bidder must submit the Authorization letter from the Manufacturer or Distributor of the manufacturer.
15. The selected vendor shall have the capability to supply the desired quantity of photocopy paper at a short notice - say WITHIN FOUR HOURS of placing the order. If the tenderer fails to supply the desired quantity of paper within the given time frame, the Commission may terminate the contract and forfeit the amount of performance security. .
16. Supply should normally be made during the office hours on any working day. The Commission will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

17. The selected firm shall be able to deliver the desired quantity of papers to any of the Commission's Office i.e. at HT House, Kasturba Gandhi Marg, HUDCO Vishala, Bhikaji Cama Place
18. Order for items will be placed on requirement basis. The Commission 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 satisfactory of the Commission.
19. The Commission will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Commission
20. The Commission 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.

PROFORMA FOR TECHNICAL BID

1. Name of the Firm & Owner :
(With Tel./Mob. Nos.)
2. Office Address with :
Tel./Fax/Mob. Nos.
3. Contact Person(s) Name :
Tel./Fax/Mob. Nos.
4. Annual Turnover : 2007-08
2008-09
2009-10
5. Brand Name of Paper :
being supplied
6. Manufacturer and
Distributor
7. TIN No./ Service Tax No. :
8. Past experience with Govt. :
Departments – Name and
Period of service provider
9. Total staff strength of :
service provider
10. Whether sample paper(s) :
attached
11. Details of Earnest Money :
12. Other details, if any

The Terms & Conditions as contained in the Tender Document for supply of Photocopy Paper to the Office of Competition Commission of India dt. 20th April, 2011 are acceptable to me/my company.

(Signature of Owner/Authorized Representative)

ANNEXURE – III

PROFORMA FOR FINANCIAL BID

Sl.No.	Size of Paper	Rate per ream*
1.	A-4 SIZE (75 GSM)	
2.	A-3 SIZE (75 GSM)	
2.	FS (LEGAL) SIZE (75 GSM)	

*exclusive of taxes but inclusive of all other charges viz., transportation etc.

(Signature of authorized representative)