

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt-110010

AN/V/5060/Sty.

Date: 20.12.2016

To,

As per Annexure

Subject: Invitation of short time Tender Enquiry for supply of A-4 Size Photocopy Paper.

Part-I

Sealed quotations are invited by the office of the CGDA duly complete in all respect for supply of A-4 Size Photocopy Paper.

2. **The last date and time of submission is 27 Dec 2016 upto 1500 Hrs and the bids will be opened on the same date at 1600 Hrs.** Quotation may be sent registered post or may be dropped in tender box placed at the reception of this office. Quotation received after stipulated time would be summarily rejected and no correspondence in this regard will be entertained.

3. The cost of the item should be the landed cost of the item i.e. including of freight, packing etc. The cost of the item should be mentioned in figures as well as in words. The rates quoted by your firm will be valid for the period of one year from the date of submission of bids.

4. Bids should be forwarded by the bidders under their original memo/letter pad indicating details such as TIN/VAT/CST number etc and complete postal address of their firm.

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Part -II

1. Schedule of Requirement :-

a) A-4 Size Photocopy Paper equivalent with following specifications or as per sample enclosed

Sl. No.	Particulars	Unit	Value
1.	Substance	GSM	75+/-1.5
2.	Caliper	Micron	102+/-2
3.	Breaking Length	Metre	4500±500
4.	Tear Factor	--	65±5
5.	Sizing	GSM	25±2
6.	Moisture	%	4±0.5
7.	Roughness (Bendstern)	ml./Min	300 Max
8.	Wax Pick (Min)	No.	14A
9.	Brightness	% ISO	94+/-1
10.	Opacity (Min)	% ISO	92

b) Sample of A-4 Size Photocopy paper can be seen by the firm/representative in any working day from 10.00 AM to 6.00 PM upto 26.12.2016 in Stationery Room of the CGDA HQrs office. If the firm/representative does not visit to see the sample, the firm will be sole responsible for this and would have bound to supply photocopy paper as per requirement of the office.

c) Rate should be quoted in following format only.

Brand Name & specification	Rate Per Ream (Rs.)	VAT in percentage	VAT Amount (Rs.)	Rate per Ream including VAT

Approximate annual quantity required is 2500 Reams however CGDA reserves full rights to increase /decrease the quantity as per requirement of the office. Supply order for supply of A-4 size photocopy paper will placed quarterly/monthly or as per requirement basis.

2. Technical Details

- a) The supplier shall ensure that goods supplied shall be in full conformity with the specification as mentioned in the schedule of requirement.
- b) If the goods supplied by the firm are found to be old/defective/less specification, the same should be replaced by the supplier at their own cost within 3 days failing which action deemed fit by this office including forfeiture of EMD will be taken. No payment will be admissible for the goods rejected during inspection of the same.
- c) The Invoice/bill floated by the firm should bear authentic serial number printed and the TIN no should remain valid during the currency of the contract.
- d) Price shall remain fixed and valid during the period of contract.
- e) In case the supply is not completed in stipulated time period as indicated in work/purchase order or there is a breach in terms and conditions of contract by the supplier/firm, the CGDA reserves all the rights to cancel /terminate the purchase order and/or recover/impose liquidated damages/forfeit of EMD.
- f) The CGDA may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

3. Delivery period & Consignee details

- a) The ordered quantity of the item would be supplied within a period of 07 (Seven) days (maximum) from the receipt of supply order. The buyer reserves the right to cancel the supply order unilaterally in case items are not delivered within the stipulated time. In

case of emergency, telephonic intimation/email shall be considered as supply order and the delivery should be made within 24 hours accordingly.

- b) This office will have the authority to place supply order for supply of item beyond the office hours and on holidays, for which , no additional payment will be made to the supplier. If delivery is not made in give time period and this office is required to make purchase from outside /open market at higher rates, the loss sustained by this office will be deducted from the bill of the supplier/firm.
- c) The supply of article / item should be made strictly as per ordered quantity /specification. The CGDA reserves all the rights to accept or reject the whole lot/batch of articles/items supplied if any variation is found in quantity supplied against the ordered quantity.
- d) The item should be delivered by the vendor at the following address on F.O.R. destination basis.

**Room No. 233,
Stationery Room, 2nd Floor,
Office of the CGDA
Ulan Batar Raod, Palam
Delhi Cantt-110010**

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Part-III

The RFP is issued with slandered conditions of RFP as per Part -III of Appendix C of DPM 2009, however important clauses are mentioned below:-

- a) **Earnest Monery Deposit:-** An earnest money for a sum of Rs.10,000/- (**Rupees Ten Thousand only**) must be deposited in the form of demand draft/fixed deposit/ bankers cheque/bank guarantee in favour of CGDA. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/receipt number and date, failing which the tender will not be opened. The tender will not be considered if earnest money is not deposited. EMD is not required to be deposit by those bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself.
- b) **Performance Security Deposit:-** The successful bidder should have deposit performance security of Rs. 25000/- (Rupees Twenty Five Thousand Only) in the form of demand draft/fixed deposit/ bankers cheque/bank guarantee in favour of CGDA within 30 days of the agreement. Performance Security deposit should remain valid for a period of sixty days beyond the date of completion of contractual obligations, including warranty.
- c) **Liquidated Damage (LD):-** If the seller fails to deliver stores in full/part thereof , within the stipulated delivery period, the seller shall pay to Buyer liquidated damages, at the rate of '0.5' % of the total value of the delayed items for each complete week or part thereof, upto maximum of 10% of the value of delayed stores.

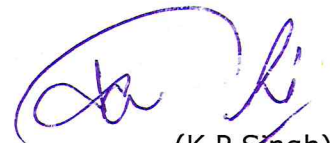
- d) Payment:** - After the stores have been delivered successfully by the supplier and are found in accordance with the terms and conditions of supply order, the supplier would submit his bill/invoice which would be subjected to pre audit in the office of the CGDA and thereafter the payment will be released through RTGS/NEFT/CMP only within 02 weeks, provided the bill so submitted is free from audit deficiencies.
- e) Quantity:**- Approximate annual quantity required is mentioned in Scheduled of Requirement. However, office of the CGDA shall place supply order only as per actual requirement which may vary from the quantity mentioned in scheduled of requirement and supplier cannot raise any objection in this regard. The supply order will be placed on monthly or quarterly basis or as per the requirement basis.

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Part-IV

Special Condition of RFP

- a) Fall Clause:**- During the currency of the supply order, if there is a reduction in the price due to any fluctuation on the market or due to any other factor, the benefit would be passed on to buyer by the seller.
- b) Inspection:** - The store will be subject to inspection by a board of officers constituted for the purpose by the buyer, to ascertain that the stores delivered conform to the specification/quality as well as quantity as laid down in the supply order. In case the stores ordered on receipt are not found to conforming to the laid down specification/quality and quantity, the defective stores/deficiencies will be removed/replaced by the supplier at his own expense. In case of any dispute decision of the purchaser will be final and binding.
- c) Arbitration:**- All disputes or differences arising out or in connection with the Contract shall be settled by mutual agreement. Any dispute, disagreement or question arising out of or relation to the contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration



(K P Singh)
Accounts Officer (Admin)