



SURVEY OF INDIA

TENDER NOTICE

Surveyor General of India acting through the Director, Southern Printing Group, Survey of India, Uppal, Hyderabad—500039 (Telephone No. 040-27205663) on behalf of President of India invites sealed tender up to **25.11.2014 (11:00 Hrs.)** to be opened (un-priced bid) on **25.11.2014 (15:00 Hrs.)** for purchase of 1200 Reams of Map Litho Paper - 95 GSM \pm 2.5% (Thickness -110 micron \pm 10) - Long Grain - 34.3 MT (approximately).

Tender document for the supply of Map Litho Paper can be obtained after Publication of the Advertisement from the Director, Southern Printing Group, Survey of India, Uppal, Hyderabad-500039 on payment of **₹ 500/-** in the form of Bank Draft in favour of '**DDO, Southern Printing Group**', payable at **Hyderabad** on any working day (Monday to Friday) up to **24.11.2014 (1400 hrs)**.

Tender document will be available at the Survey of India website i.e. **www.surveyofindia.gov.in**. The tenderers who will download tender document from Survey of India website must submit **Bank Draft of ₹ 500/-** in favour of '**DDO, Southern Printing Group**', payable at Hyderabad, at the time of submission of tenders, failing which their tenders will not be considered.

Pre bid conference will be held on **14.11.2014 (11:00 hrs)** at the **Office of Director, Southern Printing Group, Uppal, Hyderabad - 500039**.



SURVEY OF INDIA

DEPARTMENT OF SCIENCE AND TECHNOLOGY

TENDER DOCUMENT

FOR

INVITING TENDERS FOR THE PROCUREMENT OF

MAP LITHO PAPER - 95 GSM \pm 2.5 % (Thickness 110 micron \pm 10) – Long Grain

Tender No. 01/ SPG/ MLP/14-15/15A- (Indents)

Date of Advertisement **07-11-2014**

ADDRESS FOR CORRESPONDENCE

DIRECTOR

SOUTHERN PRINTING GROUP

SURVEY OF INDIA

UPPAL, HYDERABAD-500039

(Tele-Fax No. : 040-27205663)

DATE OF PRE-BID CONFERENCE	- 14.11.2014 (1100 hrs)
LAST DATE OF SALE OF TENDER	- 24.11.2014 (1400 hrs)
LAST DATE OF SUBMISSION OF TENDER	- 25.11.2014 (1100 hrs)
OPENING OF UNPRICED (TECHNICAL) BID	- 25.11.2014 (1500 hrs)

PRICE- ₹ 500/- (Rupees five hundred only)



**SURVEY OF INDIA
(DEPARTMENT OF SCIENCE & TECHNOLOGY)
TENDER DOCUMENT FOR PURCHASE OF MAP LITHO PAPER**

1. **PARTICULARS OF TENDER :**

- (a) Item -- **Map Litho Paper - 95 GSM \pm 2.5% (Thickness 110 micron \pm 10)**
-- **Total Qty. 1200 Ream (of 500 Sheets each) - 34 MT (Approx.)**
- (b) Designation and address of the Officer to whom the tender is to be submitted : DIRECTOR
Southern Printing Group
Survey of India,
Uppal, Hyderabad -500039
- (c) Tender No. : **Tender No. 01/SPG/MLP/14-15/15A- (Indents)**
- (d) Last date of sale of tender documents : **24.11.2014 (1400 hrs.)**
- (e) Last date of receiving the tenders : **25.11.2014 (1100 hrs.)**
- (f) Place of sale & receiving the tender : Office of The Director,
Southern Printing Group,
Survey of India,
Uppal, Hyderabad-500039
- (g) Date of PRE BID Conference : **14.11.2014 (1100 hrs.)**
- (h) Venue of PRE BID Conference : Office of The Director
Southern Printing Group,
Survey of India,
Uppal, Hyderabad – 500039
- (i) Date and time of opening of tenders for **UNPRICED (Technical) BIDS** only. : **25.11.2014 at 1500 hrs.**
- (j) Venue of opening the tender : Office of The Director
Southern Printing Group
Survey of India,
Uppal, Hyderabad - 500039
- (k) Detailed description of goods : **Please see ANNEXURES 'A' & 'B' (Enclosed)**
- (l) Total No. of pages in the tender : 22 (Twenty Two)

2. **TERMS AND CONDITIONS :**

2.1 The Tenders / Bids are to be submitted in two Parts i.e. Part-I (UNPRICED BID) & Part-II (PRICED BID).

- Part 1 titled as **UNPRICED BID** shall contain the complete technical qualification & commercial bid package with terms & conditions of supply etc. (except price schedule). Part -II titled as **PRICED BID** shall contain the price schedule duly filled in the prescribed proforma as given in enclosed ANNEXURE 'C'. No commercial conditions shall be written under the Priced bid. Part-I shall be marked on it in bold letters the words "**UNPRICED BID**", while part-II shall be marked on it in bold letters the words "**PRICED BID**".

2.2 **ELEGIBILITY CRITERIA**

-- The firm should have supplied similar quality of paper in large / bulk quantity to Govt. Organization, Institution and other organizations. Certificate showing details of supplies made in the last 3 (Three) years from respective organizations should be enclosed.

-- Last year certificate of Central Excise/Sale Tax paid from Jurisdictional Central Excise Authority or Sales Tax Authority as applicable must be enclosed.

-- Tenderer may ensure that all the documents as desired on page 22 under the heading **ENCLOSURE TO UNPRICED BID** are enclosed with Unpriced bid for evaluation purpose.

2.3 The **UNPRICED BID** and **PRICED BID** shall be placed in separate envelopes. Each of these two sealed envelopes containing the respective Bids shall carry on the face of it the Tender date, Name and Address of the Bidder. These two sealed envelopes/covers shall be put into an OUTER COVER and sealed. The OUTER COVER shall only indicate the Tender No. and dates of Closing/Opening PROMINENTLY along with the Address of Purchaser i.e. **Director, Southern Printing Group, Survey of India, Uppal, Hyderabad – 500039**.

2.4 The Earnest Money Deposit (EMD) of ₹ 1,00,000/- (Rupees One Lac only) in the form of Demand Draft / FDR/Bank Guarantee in favour of '**DDO, Southern Printing Group**', valid for a period of 45 days beyond the Final Bid validity period, should be enclosed with UNPRICED BID and not with PRICED BID. UNPRICED BID **should also** contain details of specifications of Map Litho Paper **including Analytical Reports as against the required specifications mentioned in Annexures 'A' and 'B'**. The Earnest Money Deposit will be forfeited if the Tenderer fails to execute the Contract as per Contract Agreement after acceptance of his offer.

2.5 The PRICED BID will consist of price with detailed break-up of price as per **Annexure 'C'**. Any other information which may have impact on price quoted must be included in the break-up details of PRICED BID.

2.6 Each clause of the tender document should be thoroughly studied and tender submitted with Earnest Money and complete information/documents/sample sheets etc.

- 2.7 The requirements shown in **Annexure 'A'** are approximate and can be increased or decreased or even cancelled. The detailed Analytical requirement /General requirement/Printability requirement of Map Litho Paper required are given in **Annexure 'B'**.
- 2.8 Rates should be quoted for Map Litho Paper in 95 GSM \pm 2.5% (Thickness - 110 micron \pm 10) - Long Grain on the Door Delivery basis i.e. Consignee's site by road transport i.e. at Office of the Director, Southern Printing Group, Uppal, Hyderabad -500039. The break-up details of rates should be furnished as per **Annexure 'C'**.
- 2.9 In case the Supplier is registered with DGS&D, New Delhi, Small Scale Industries or Central Purchase Organization of Industries Department (CPOID) of respective state then a copy of latest valid certificate issued by DGS&D, Director, Small Scale Industries or CPOID is to be enclosed along with UNPRICED BID.
- 2.10 Tenderers must note that tender once submitted will not be altered or withdrawn for whatsoever reasons and should not have any scope of ambiguity, cutting or overwriting. All the entries must be filled in ink only.
- 2.11 Tenderers are also requested to enclose their ITR along with Annual Turnover Statement appended by their audited balance sheet of last three financial years and a certified copy of PAN with the Tender i.e. UNPRICED BID. Self attested copy of valid Sales Tax/ VAT and/ or Central Sales Tax/ VAT registration certificate and last year's ST/CST/VAT clearance certificate. In case ST/CST/VAT is not applicable in a particular area, a copy of Government orders to that effect should be enclosed. In case the manufacturer is exempted from payment of ST/CST/VAT, copy of exemption certificate issued by the competent authority should be enclosed. VAT returns copies also to be enclosed with UNPRICED BID.
- 2.12 Tenderers who will download the tender document from Survey of India Website must submit cost of Tender document at the time of submission of tender, failing which the Tender will not be considered. The Demand Draft for ₹ 500/-(Rupees Five Hundred only) should be drawn in favour of '**DDO, Southern Printing Group**' and be payable at Hyderabad.
- 2.13 Information about the tenderer as desired in Annexure 'F' may also be submitted along with Unpriced bid for evaluation purpose.
- 2.14 All documents furnished by Tenderer should be duly certified.

3. **VALIDITY OF TENDER :**

The Tender should remain valid up to for 180 days from the date of opening of PRICED BID. Tenders bearing validity less than 180 days are liable to be rejected.

4. **OPENING OF TENDER :**

The authorized representatives with proper authority letter from the Firm will only attend the opening of UNPRICED BIDS (Technical) on **25.11.2014 (1500 Hrs.)** in the **Office of the Director, Southern Printing Group, Survey of India, Uppal, Hyderabad--500039**. The date of opening of Tender for PRICED BIDS of technically qualified bidders shall be intimated separately by Speed Post /Fax/Email.

5. **EARNEST MONEY :**

Earnest Money of ₹ 1,00,000/- (Rupees One Lac only) in the form of Fixed Deposit Receipt /Demand Draft /Bank Guarantee of any Nationalized Bank in favour of the **‘DDO, Southern Printing Group’** valid for a period of 45 days beyond the Final Bid validity period must be enclosed with UNPRICED BID. Tender without Earnest Money or with less amount than specified Earnest Money will be rejected.

6. **RETURN OF EARNEST MONEY :**

The EMD of unsuccessful Tenderers will be returned within **30 days** of Award of the Contract. The EMD of successful Tenderer shall be refunded only after the **Security Deposit** is submitted.

6.1 **SECURITY DEPOSIT :**

Successful Tenderer will have to furnish a **Security Deposit** of 10% of the value of the contract amount in the form of Fixed Deposit Receipt/Bank Guarantee (valid for one year) of any Nationalized Bank in favour of **‘DDO, Southern Printing Group’**. An agreement as per **Annexure ‘D’** of the Tender Document is also to be signed by the successful Tenderer at their own cost on proper stamp paper of appropriate value. Proforma for Bank Guarantee is enclosed as **Annexure ‘E’**.

6.2 The Security deposit will be refunded only after receiving the confirmation that, the Excise Duty has been paid as by the supplier/successful vendor.

7. **SAMPLES :**

100 (One Hundred) full sized (flat) sheets of paper in **size 66 cms. X 86 cms. - 95 GSM - long grain** as sample, free of cost, for test in the Laboratories & on Printing machines are to be submitted with the Tender for UNPRICED BID failing which the Tender will not be accepted. Samples other than the size 66 cms. X 86 cms.- 95 GSM - long grain will not be accepted. The paper sample should be sealed and cover should be super scribed as “PAPER SAMPLES” along with the name of Firm.

7.1 **Samples submitted after opening the Tenders for UNPRICED BID will be treated as late Samples and will not be accepted under any circumstances. No Sample Sheet should bear office stamp/seal or any other markings.**

7.2 The Analytical Report of each variety of paper should also be furnished in a separate sheet in support of the Samples submitted by the Tenderers along with Tender for UNPRICED BID. Samples should be submitted along with UNPRICE BID of the Tender, failing which Tender will not be accepted in any case.

- 7.3 Samples submitted along with the bid should pass through **Printability Test**, which will be done at Survey of India.
8. **DELIVERY :**
The bulk supply will be required at Consignee's site within **30 days** from the date of issue of Supply Order to the Firm.
9. **PACKING :**
The paper is required to be securely packed in flat position duly wrapped with Polythene packed gunny cloth to avoid damage in transit. Each bundle should have packing note.
10. **INSURANCE :**
The Supplier shall provide the Transit Insurance Coverage for all risks till the supply is received by the ultimate Consignee.
11. **DISPATCH :**
The paper duly packed should be dispatched to the Consignee's site i.e. Office of the Director, Southern Printing Group, Uppal, Hyderabad – 500039 through Road Transport, duly Freight pre-paid and Insured.
12. **TRANSPORTATION :**
The paper will have to be transported by Road from Firm's site to ultimate Consignee's site and the rate per Ream may be quoted in **Annexure 'C'**. Intimating the Transportation Rates after opening the Tenders will not be considered at all.
- 12.1 Tenderer shall confirm along with PRICED BID that, there will be no change in the Transportation Charges quoted for and will remain valid during validity period of Tender i.e. 6 (Six) months.
13. **LOADING/UNLOADING CHARGES :**
Loading charges at Firm's Site will be borne by the Supplier. The unloading charges, however, will be borne by the ultimate Consignee.
14. **DESPATCH INSTRUCTIONS :**
Advance Speed Post/Fax/e-mail intimation to be sent to the Consignee before dispatch of paper, mentioning the Truck No. and details of bundles dispatched. The Packing List with Invoice to be sent under Registered/By Hand cover to the Consignee.
15. **INSPECTION :**
The Final Inspection of paper supplied will be carried out at the ultimate Consignee's site only. The defective papers if any, are to be replaced immediately free of cost.
16. **PAYMENT :**
100% payment will be made within 45 days from the date of Final Inspection/Acceptance of the paper by the Consignee. The Bills of each Consignment must bear a certificate by the Firm on the face of it that Excise Duty and Sales Tax of the Consignment has been duly paid by the Firm/Supplier.

17. OPENING AND EVALUATION OF TECHNICAL BIDS:

- (a) The Tender Committee appointed by Survey of India will open all the Technical Bids in first instance on the appointed date, time and venue.
- (b) During the evaluation of the bids, the Tender Committee may at his discretion, ask the bidder for clarification of his bid. The request for clarification and response shall be in writing.
- (c) No bidder shall contact Tender Committee at any matter relating to his bid from the time of the bid opening to the time, the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the Tender Committee, it shall be done in writing. However, all bidders are strongly advised to furnish all information in the bid itself.
- (d) Any effort by a bidder to influence the Tender Committee, in his decision, on bid evaluation, bid comparison or purchase order decision, will result in rejection of bid.

18. OPENING AND EVALUATION OF PRICE BIDS:

- (a) The price bid of only technically qualified bidder will be considered for price evaluation.
- (b) The price bid of the firms whose paper is short listed after passing the Analytical and Printability tests and accepted by the board will only be opened.
- (c) The Price bid shall comprise the price component for all the items indicated in Annexure 'C' of the tender. The price quoted by the bidder must be inclusive of all applicable charges & taxes etc. Survey of India will not bear any additional liability on his account.
- (c) Price shall be quoted in Indian Rupees only.
- (d) Arithmetical errors will be verified on the following basis:

--- if there is discrepancy between words and figures, the higher of the two shall be taken on bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.

19. AWARD OF CONTRACT/ PLACEMENT OF ORDER:

After opening of price bid, the comparative statements will be prepared separately for each size of the paper. L-1 will be declared separately for each size of the paper as per lowest price quoted by the vendor and supply order will be placed accordingly after finalizing and acceptance of other terms and conditions of the contract..

20. REJECTION OF BIDS:

Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

21. WARRANTY :

In case of defect in the Supply or paper supplied not found conforming to the Tendered Specifications, while in its use during a period of 6 (Six) months from the date of Acceptance of Supply, the balance quantity left with the Consignee will have to be replaced by the Supplier free of cost.

- 22.1 The Director, Southern Printing Group, Survey of India, Uppal, Hyderabad – 500039 reserves the Right to Reject / Cancel / Revise All or Any Part of the Tender without assigning any reason thereof. The Director, Southern Printing Group, Survey of India, Uppal, Hyderabad will not be responsible for non-receipt of any Tender due to Postal delay. Late Tender will not be accepted in any case.
- 22.2 In case the Successful Tenderer is found to have breached any terms and condition at any stage, action as per rules shall be initiated against the Tendering Firm concerned regarding forfeiture of Earnest Money or Security Deposit and / or blacklisting for future participation.
- 22.3 Any dispute related to this Tender will be subject to Hyderabad judicial jurisdiction only. Prior to litigation, the matter can be resolved by Arbitration.

Sd/-
DIRECTOR
SOUTHERN PRINTING GROUP
SURVEY OF INDIA

SIZES & QUANTITY

Description of Paper	Size in Cm. / Qty. Ream (Approx.)	Total	Remarks
Map Litho Paper - 95 GSM \pm 2.5 % (Thickness 110 micron \pm 10) - Long Grain	(a) <u>66 cm X 86 cm</u> = 1000 Ream 26.96 Kg = 26.96 MT (b) <u>76 cm. X 102 cm.</u> = 200 Ream 36.82 Kg. = 7.36 MT	Approx. 1200 Ream <hr/> (Total = 34.3 MT)	The final break-up of quantity against each sizes will be intimated while placing the confirmed order.

SPECIFICATION FOR MAP LITHO PAPER FOR THE YEAR 2014-15**ANALYTICAL REQUIREMENTS :**

Sl. No.	Characteristic	Requirements
1.	GSM	95 ± 2.5 %
2.	Thickness (Micron)	110 ± 10
3.	Breaking length (Minimum)	
	CD	2200
	MD	4200
4.	Tearing Index mN m ² /g (Minimum)	4
5.	Burst Index kPa m ² /g (Minimum)	1.6
6.	Fold-ability in each direction (Minimum)	10
7.	One Minute Cobb Test g/m ² (Maximum)	25
8.	Wax Pick	No pick on 7A
9.	Brightness (Minimum)	85
10.	Opacity, percent (Minimum)	90
11.	Moisture, Percent by Mass (Maximum)	8
12.	Ash Percent (Maximum)	15
13.	Smoothness, ml/min (Minimum)	Top 140 Wire 180 (In Bendtsen)
14.	pH	Not less than 6.0

I. OTHER REQUIREMENTS :**Furnish :**

The Paper shall be made from fully bleached pulps and will preferably contain varying percentage of Cotton, hemp or soft wood fibre or a mixture of these and should be free from unbleached pulps or mechanical wood. Chemical pulps/woody pulps will be preferred.

II. **GENERAL REQUIREMENTS :**

1. Map Printing Papers shall be of uniform formation evenly finished and generally free from specks, holes and other blemishes.
2. The Paper shall be surface sized and with calendered finish.
3. There shall be no curling defects during storage or during printing.
4. There shall be absolutely no creasing defects during printing.
5. The paper shall be free from fluff.
6. The paper shall be **Long Grain** in Machine Direction.

III. **PRINTABILITY REQUIREMENTS :**

The paper;

1. should be suitable for multi colour printing upto 10 colours on an Offset Printing Machine.
2. should not curl/crease, tear or split during printing.
3. should be subjected to change in humidity from 20% to 75% and the change in dimension shall not be more than 0.4% in MD as 0.8% in CD.
4. should be devoid of fluff.
5. surface should be able to print 200 lines screen sharp.
6. should have storage life upto 10 years.

IV. **SUBSTANCE :**

The substance of Map Printing Paper shall be 95 GSM. Test result shall not vary by more than ± 5 percent from the nominal substance. Further, the mean of 10 test results shall not vary from the nominal substance by more than $\pm 2.5\%$.

V. **SIZES AND TOLERANCE ON SIZE :**

The sizes are prescribed as below. The permissible deviation in length and width for untrimmed paper shall be ± 0.5 percent.

- (a) 66 cm x 86 cm.
- (b) 76 cm x 102 cm.

VI. The pH value for Map Printing Paper shall not be less than 6.0, when tested.

VII. To qualify technically the samples submitted should pass both Analytical and Printability Tests duly conducted by the purchaser.

VIII. **DIMENSIONAL STABILITY :**

The paper shall be subjected to change in humidity from 20% to 75% and the change in dimensions shall not be more than 0.4% in MD and 0.8% CD direction.

IX. **COLOUR :**

The Paper shall be white.

X. **PACKING AND MARKING :**

The packing of paper shall be done so as to ensure that the paper is not damaged due to handling and transportation. Each package shall be marked with the following particulars:-

- (a) Description and substance, in gsm of the paper.
- (b) Size of the Paper
- (c) Lot Number
- (d) Month and year of Manufacture.
- (e) Indication of source of Manufacture.

XI. **OPTIONAL REQUIREMENTS FOR ECO MARK :**

The manufacturer shall produce the certificate of environmental consent clearance from concerned State Pollution Control Board.

BREAK-UP DETAILS OF PRICE FOR MAP LITHO PAPER
Size - 66 x 86 - 95 GSM (\pm) 2.5%
(Thickness 110 micron \pm 10) - LONG GRAIN (Apprx. -1000 Reams)
(Per ream of 500 sheets)

Sl. No.	Description	Rate Per Ream
(A) 1	Ex-Mill Price	
2	Excise Duty	
3	Cess & Education Tax	
4	TOTAL (A)	
(B) 5	Central Sales Tax @ 4% against Form 'D'/ VAT/(Local Trade Tax /Local Sales Tax) etc. As applicable	
6	Other charges, if any (Please specify)	
7	Transit Insurance	
8	TOTAL (B)	
(C) 9	Road Transport Charges	
10	Total Rate Per Ream at consignee's site on door delivery basis (A+B+C)	

BREAK-UP DETAILS OF PRICE FOR MAP LITHO PAPER
Size - 76 x 102 - 95 GSM (\pm) 2.5%
(Thickness 110 micron \pm 10) - LONG GRAIN (Apprx. - 200 Reams)
(Per ream of 500 sheets)

Sl. No.	Description	Rate Per Ream
(A) 1	Ex-Mill Price	
2	Excise Duty	
3	Cess & Education Tax	
4	TOTAL (A)	
(B) 5	Central Sales Tax @ 4% against Form 'D'/ VAT/(Local Trade Tax /Local Sales Tax) etc. As applicable	
6	Other charges, if any (Please specify)	
7	Transit Insurance	
8	TOTAL (B)	
(C) 9	Road Transport Charges	
10	Total Rate per Ream at consignee's site on door delivery basis (A+B+C)	

Note: (1) Separate sheet should be used for each variety of Paper quoted by the tenderer.

(2) In case of CST/Local Sale tax reduces during the tenure of supply, the benefit shall be passed on the consignee or vice versa.

Place:

Date :

Official Signatory of the Firm with Designation

With rubber stamp of office

RESPONSIBILITY OF THE CONTRACTOR**EXECUTING THE CONTRACT**

The contract made between _____
 _____ (hereinafter called the 'Contractor' which expression shall include their legal representative on the _____ part & The Surveyor General of India acting through the Director, Southern Printing Group, Uppal, Hyderabad, as Purchaser on behalf of the President of India, hereinafter called the Government.

Risk in the Products

The Contractor shall perform the contract in all respects in accordance with the terms and conditions as mentioned from clause _____ to _____ of Supply Order No. _____ dated _____. The product, whether in the possession or control of the seller or their Agents and the Purchaser, shall remain in every respect at the risk of the Contractor until their actual delivery to the Consignee at the stipulated place or destination or, where so provided in the Supply Order until their delivery to the Consignee as specified in the Schedule, as Interim Consignee for the purpose of dispatch to the Consignee. The Contractor shall be responsible for all loss, destruction, damage or deterioration of the supply of the Printing paper not being supplied as per specification vide clause *Annexure "B"*.

Consignee's Rights of Rejection

- (a) Notwithstanding any approval which the Purchaser may have given in respect of the Printing paper products or any part or portion thereof or any materials or other particulars or the work or workmanship involved in the performance of the contract (whether with or without any test carried out by the Contractor or the Purchaser or under the direction of the Purchaser and notwithstanding delivery of the products where so provided to the Interim Consignee), it shall be lawful for the Consignee, on behalf of the Purchaser to reject the products or any part, portion or consignment thereof (i) within forty-five days after actual delivery thereof to them at the place or destination specified in the schedule and (ii) in the case of products within 90 days reckoned from the date of receipt of complete consignment, as ordered if such products or consignment thereof is not, in all respect, in conformity with the specifications and terms and conditions of the contract whether on account of any loss, deterioration or damage before dispatch or delivery or during transit or otherwise whatsoever.

- (b) That, if the Contractor fails to observe or perform any condition of this contract or become insolvent or he or his Agent offers any bribe in connection with contract then notwithstanding any previous waiver of such default or action, the Purchaser will have the power on behalf of the Government to terminate the contract forthwith and without prejudice to other rights and remedies of the Government to forfeit the said Security Deposit of ₹ _____ in the form of Bank Guarantee/Bank Draft/Term Deposit Receipt at his discretion and also recover from the Contractor any loss suffered by the Government on account of the Contract being so terminated prematurely.

- (c) That in case of any dispute or difference, that may arise in connection with this contract the settlement of which is not hereinbefore provided for, the same shall be referred for the Arbitration to the Surveyor General of India, or if he is unable or unwilling to act as an Arbitrator to any other person nominated by him in writing and the decision of such arbitrator shall be final and legally binding on the parties to this contract.

Witness

Signed by the Said Contractor or his Authorized Agent

1. _____

2. _____

Witness

1. _____

2. _____

**Signed by the Purchaser
(for and on behalf of the President of India)**

PROFORMA FOR
BANK GUARANTEE

1. In consideration of the President of India (hereinafter called "the Government") having agreed to exempt _____ (hereinafter called "the said Contractor from the demand, under the terms and conditions of an Agreement dated _____ made between _____ and _____ for supply of Printing paper/Equipments (hereinafter called the said Agreement), of security deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for ₹ _____ (Rupees _____ only). We (indicate the name of the Bank) _____ (hereinafter referred to as "the Bank") at the request of the said Contractor do hereby undertake to pay to the Government an amount not exceeding ₹ _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor of any of the terms or conditions contained in the said Agreement.

2. We (indicate the name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Govt. by reason of breach by the said Contractor of any of the terms or conditions contained in the said Agreement or by reason of the Contractor's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability, under this Guarantee shall be restricted to an amount not exceeding ₹ _____

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any court or Tribunal relating thereto; our liability under this Guarantee being absolute and unequivocal. The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.

4. We, (indicate the name of the Bank) _____ further, agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by

virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ Office/Department/Ministry of _____ certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor and accordingly discharge this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the _____ we shall be discharged from all liability under this Guarantee thereafter.

5. We, (indicate the name of the Bank) _____ further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor from time to time or to postpone for anytime or from time to time any of the powers exercisable by the Government against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or commission on the part of the Government or any indulgence by the Government to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

7. We, (indicate the name of the Bank) _____ lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Government in writing :

Dated the _____ day of _____

for _____
(indicate the name of the Bank)

**‘CERTIFICATE TO BE RECORDED BY THE TENDERER
WHILE SUBMITTING PRICED BID’**

We have offered the Tender for supply of **Map Litho Paper - 95 GSM \pm 2.5 % (Thickness - 110 micron \pm 10) in PRICED BID**. We have read and understood the Terms and Conditions of the Tender document and accept them unconditionally. We offer this Tender and the offer shall be binding on us and shall remain open for consideration for **180 days**.

Place:

Date:

Official Signatory of the Firm with designation
Rubber stamp of office

INFORMATION ABOUT THE TENDERER
(TO BE SUBMITTED ALONG WITH THE TENDER)

1	Name of the Firm/ Company	
2	Year of Establishment	
3	Status of the Firm/ Company (Partnership. Limited etc)	
4	Postal Address Telephone numbers Fax e-mail Website Address (If Applicable).	
5	Bank Account Detail for e-payment	Account No. Account Type Name of Account Holder Address of Account Holder Name of Branch Address of Branch IFSC Code
6	Any authorized branches of the Firm/ Company, if so give details	
7	Name of the proprietor/ partner/ Managing Director etc.	
8	Nature of your Firm/ Company/ Manufacturer/ Stockiest/ Dealer/ Distributor/ Agent etc.	
9	Details of products you are dealing in (catalogues for products may be enclosed, if available)	
10	Turnover for the last three years in ₹ (Year Wise With Documentary Proof)	
11	List of Existing Clients (Govt./ PSU/Major Client)	

12	If already doing business with SOI give details	
(a)	Item	
(b)	Since when	
13	If you are registered with DGS&D or any other Govt./PSU/Authorized body Please give details	
(a)	Name and address of organization registered with	
(b)	Registration No.	
(c)	Date of Registration	
(d)	Date till which Registration is valid	
(e)	Whether registered for items for which tender has been submitted	
14	Whether enlisted with Central Procurement Organization (e.g. DGS&D) (<i>For Indian Agents representing Foreign Principal</i>).	
15	Has your firm ever been blacklisted by the Govt. or any other authority? Please give details and reasons thereof	
16	If blacklisted & revoked give details of the same	
17	Are you income tax payee, if so please furnish following details	
(a)	PAN/TAN	
(b)	TDS Accounts if any	
(c)	Central Sale Tax Registration No./ Service Tax Registration No.	

Declaration

I/We do hereby declare that the entries made in the application are true to the best of my / our knowledge and belief. I/We do also confirm that I/ We have read and understood General conditions of Contract as contained in this tender documents and agree to abide by the same in all respect.

I/We undertake to communicate promptly to SOI all the subsequent changes in condition affecting the accuracy of the details given above. Further I/We undertake that in case the facts/ information furnished, as above is/ has been found false, the SOI may be its absolute discretion reject/ cancel any assignment, if any, awarded / agreed to be awarded to me / us and in such case I / We shall not be entitled to claim any damages/ whatsoever in regard to that assignment

Signature of Proprietor/ Director/ Managing
Director/ Constituted Authority.

Place:

Name:

Date:

Designation

ENCLOSURE TO UNPRICED BID

- | | | |
|-----|---|---------------|
| 1. | E.M.D. as demanded (Demand Draft/FDR/Bank Guarantee) | Yes/No |
| 2. | a) Valid S.T./C.S.T./VAT Registration Certificate | Yes/No |
| | b) Last year's S.T./C.S.T./VAT Clearance Certificate | Yes/No |
| | c) If exempted from S.T./C.S.T./VAT, relevant documents | Yes/No |
| 3. | Certified copy of PAN | Yes/No |
| 4. | Following articles for FY 2013-14, 2013-12, 2012-11 – | |
| | a) Annual Turnover Statement | Yes/No |
| | b) Income Tax Return | Yes/No |
| | c) Audited Balance Sheet | Yes/No |
| 5. | Valid proof of quantity of papers sold in last three years (Document of Sale Tax paid to be enclosed) | Yes/No |
| 6. | Certificate showing details of supplies made in last three years from the respective organizations. | Yes/No |
| 7. | 100 (One Hundred) full sized flat sheets of paper in
size 66 cm X 86 cm, - 95 GSM\pm2.5% - long grain. | Yes/No |
| 8. | Analytical / Lab Test Report of samples. | Yes/No |
| 9. | Copy of valid registration certificate with DGS&D or S.S.I. or CPO ID (if any) | Yes/No |
| 10. | Cost of Tender Document i.e ₹ 500/-
DD No.& Date _____ Name of Bank _____ | Yes/No |
| 11. | Authorization Letter from the Firm to sign the Tender Document by the signatory. | Yes/No |
| 12. | List of contents with page number for above | Yes/No |
| 13. | Annexure "F" duly filled | Yes/No |

Place:

Date:

Official Signatory of the Firm with designation
Rubber stamp of office

Note:- The Firm will have to produce original documents of the above certificates for Verification and above fee and EMD at the time of opening of Unpriced Bid.