

**SURVEY OF INDIA**  
**(DEPARTMENT OF SCIENCE & TECHNOLOGY)**  
**NATIONAL GEO-SPATIAL DATA CENTRE**  
**DEHRADUN**



**LIMITED TENDER DOCUMENT**  
**(No. 3474 /41-L-Rep (Plotter) dated 06 -11-2015)**  
**FOR**  
**PROCUREMENT OF 3 INCH CORE PLOTTER PAPER ROLLS FOR LED PLOTTER**  
**OF 36" X 100 Mtrs 80 GSM PLAIN PAPER (NON ACIDIC), 90 GSM SUPER**  
**CALENDER PAPER & 95 GSM PLAIN PAPER (NON ACIDIC).**

*ADDRESS FOR CORRESPONDENCE*

**DIRECTOR**  
**NATIONAL GEO-SPATIAL DATA CENTRE**  
**BLOCK-6, HATHIBARKALA ESTATE, DEHRADUN**  
**Tele-Fax No. : 0135-2742971, 2747623**  
**Website: [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)**

<b>LAST DATE OF SUBMISSION OF TENDER</b>	<b>-</b>	<b>30-11-2015 (10:30 Hrs.)</b>
<b>OPENING OF TECHNICAL BID</b>	<b>-</b>	<b>30-11-2015 (11:30 Hrs.)</b>
<b>OPENING OF PRICE BID</b>	<b>-</b>	<b>02-12-2015 (11:30 Hrs.)</b>



**SURVEY OF INDIA  
(DEPARTMENT OF SCIENCE & TECHNOLOGY)  
LIMITED TENDER DOCUMENT FOR PURCHASE OF PLOTTER PAPER**

The Director, National Geo-Spatial Data Centre, Survey of India, Dehradun on behalf of the President of India, invites sealed tender from competent and qualified firms for the procurement of PLOTTER PAPER.

**1.0 PARTICULARS OF TENDER:**

- (a) Designation and address of the Officer to whom the tender is to be submitted : DIRECTOR  
National Geo-Spatial Data Centre,  
Block-6, Hathibarkala Estate, Survey of India,  
Dehradun- 248001  
T el. No. 0135- 2747623  
Fax: 0135- 2742971
- (b) Tender No. : 3474 / 41-L-Rep (PLOTTERS) dated 06-11-2015
- (c) Tender should be obtained from : SOI website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)
- (d) Last date of receiving the tenders : 30.11.2015 at 10:30 Hrs.
- (e) Venue for opening of tenders : National Geo-Spatial Data Centre,  
Block-6, Hathibarkala Estate, Survey of India,  
Dehradun- 248001
- (f) Date and time of opening of technical bid : 30.11.2015 at 11:30 hrs
- (g) Date and time of opening of price bid : 02.12.2015 at 11:30 hrs
- (h) Total No. of pages in the tender document : 10

**2.0 ELIGIBILITY CRITERIA**

The tenderer must possess minimum eligibility criteria mentioned under to participate in the tender:-

- (i) The firm should have an Annual Turnover of ₹ 10 Lakhs.  
(ii) The firm should have Registered for Sale Tax / VAT and / or Central Sale Tax /VAT.

**3.0 GENERAL**

1. Each clause of the tender document should be thoroughly studied and should be submitted along with the bid with each page of the tender document duly signed and stamped.
2. The requirements as shown in **Annexure 'A'** are approximate and can be increased or decreased at the time of placing of supply order.

3. Rates should be quoted for Plotter Paper on Door Delivery basis i.e. right up to Consignee's site i.e. at Office of the Director, National Geo-Spatial Data Centre, Dehra Dun.
4. 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.
5. Tenderers are also requested to enclose following documents along with the bid.
  - a) Latest ITR.
  - b) Self attested copy of valid Sales Tax/ VAT and/ or Central Sales Tax/ VAT registration certificate.
  - c) Last year's ST/CST/VAT clearance certificate.
  - d) Warranty certificate duly stamped and signed. (Annexure -C)
6. Tender may also be downloaded from Survey of India Website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)
7. Information about the bidder as desired in **Annexure 'B'** may also be submitted along with bid for evaluation purpose.
8. All documents furnished by Bidder should be duly certified.
9. The price bid should be kept in a separate sealed envelope inside the outer envelope. The price bid of technically qualified tenderer only will be opened.

4.0 **VALIDITY OF TENDER:**

The Tender/ rates offered by the firm should remain valid for 12 months from the date of opening of BID. Tenders bearing validity less than 12 months are liable to be rejected.

5.0 **OPENING OF TENDER:**

The authorized representatives with proper authority letter from the Firm will only be allowed to attend the opening of BIDS on **30.11.2015** at **11:30** hrs. in the **Office of the Director, National Geo- Spatial Data Centre, Survey of India, Dehra Dun.**

6.0 **EARNEST MONEY:**

Earnest Money of ₹ 15,000/- (Rupees fifteen thousand only ) in the shape of Fixed Deposit Receipt or Call Deposit/Bank Guarantee of any Nationalized Bank in favour of the '**Senior Accounts Officer, CP&AO Dehradun**' valid for a period of 45 days beyond the Bid validity period must be enclosed with BID. Tender without Earnest Money or with less amount than specified Earnest Money will be rejected.

7.0 **RETURN OF EARNEST MONEY:**

The EMD of unsuccessful Tenderers will be returned as promptly as possible after the Award of the Contract. The EMD of successful Bidder shall be refunded only after the receipt of **Security Deposit.**

## 8.0 **PERFORMANCE SECURITY**

Successful tenderer will have to furnish Security Deposit @ 10% value of the order / contract in the form of account payee bank draft/ Fixed deposit receipt or Bank Guarantee of any Nationalized Bank in favour of **Senior Account Officer, Central Pay and Account Office, Survey of India, payable at Dehradun.** The Bank Guarantee submitted by the Tenderer should be unconditional in all cases. The Bank Guarantee must be valid up to a period of six months from the date of issue of supply order. Performance security should be deposited within 21 days of the issue of letter of intent/award of contract.

## 9.0 **CLARIFICATIONS ABOUT TENDER DOCUMENT:**

Further clarification, if any, about this tender document can be sought from the **Director, National Geo-Spatial Data Centre, 6<sup>th</sup> Block Hathi Barkala Estate, Survey of India, Dehra Dun 248001.**

## 10.0 **AWARD OF CONTRACT:**

- (i) SOI shall consider for award of contract to that bidder whose offer has been found technically, commercially and financially acceptable.
- (ii) Arithmetical errors shall be rectified on the following norms. If there is discrepancy between word and figure, the amount in words shall prevail. If the bidding contractor does not accept the corrections of the error his bid shall be rejected.
- (iii) The evaluation shall be done to determine lowest bidders on the basis of lowest price (inclusive of taxes and levies) quote of each size of technically qualified bidders and supply order will be placed accordingly after finalizing and acceptance of terms and conditions of the contract. No hidden price will be considered at any stage.

## 11.0 **ARBITRATION AND JURISDICTION:**

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 Addl. Surveyor General, Specialized Zone, 6<sup>th</sup> Block, Hathi Barkala Estate, Survey of India, Dehra Dun 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 both the parties to this contract.

## 12.0 **Any dispute arising out of the contract should be within the judicial jurisdiction of Dehradun only.**

## 13.0 **SAMPLES:**

Sample of the plotter paper as per desired specifications of approximate 05 metre of length should be submitted along with the bid. Bid submitted without any sample would liable to be rejected. The paper sample should be sealed and covered. The cover should be super scribed as **PAPER SAMPLES** along with the name of Firm. The sample paper should be dully signed with the Stamp of the firm.

## 14.0 **DELIVERY:**

The bulk supply needs to be delivered at Consignee's site within **10 days** from the date of issue of Supply Order to the Firm.

15.0 **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) Month and year of Manufacture.
- (d) Month and year of Expiry

16.0 **DISPATCH:**

The paper duly packed should be dispatched to the Consignee's site i.e. Office of The Director, National Geo- Spatial Data Centre, 6<sup>th</sup> Block, Hathibakarala Estate, Dehra Dun, through Road Transport, duly Freight pre-paid.

17.0 **LOADING/UNLOADING CHARGES:**

Loading and unloading charges at Firm's Site and consignee's site will be borne by the Supplier.

18.0 **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, by the successful tenderer.

19.0 **PAYMENT:**

100% payment will be made within 45 days from the date of Final Inspection/Acceptance of the paper by the Consignee. The Bill 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.

20.0 **WARRANTY:**

In case of defect in the Supply or paper supplied not found conforming to the Tendered Specifications, after verification of final acceptance of consignment while in its use during a period of 12 (Twelve) months from the date of Acceptance of Supply, the defective paper left with the Consignee will have to be replaced by the Supplier free of cost.

21.0 The Director, National Geo Spatial Data Centre, Survey of India ,6<sup>th</sup> Block Hathibarka Dehra Dun.-248001, reserves the right to reject/cancel all or any Tender without assigning any reason thereof. The Director, National Geo-Spatial Data Centre, 6<sup>th</sup> Block Hathi Barkala Estate, Survey of India, Dehra Dun- 248001 will not be responsible for non-receipt of any Tender due to Postal delay. Late Tender/Delayed Tender/Hypothetical Tender will not be accepted in any case.

- 22.0 In case the Successful Bidder 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.

sd/-

DIRECTOR

National Geo óSpatial Data Centre

SURVEY OF INDIA

**SPECIFICATIONS & QUANTITY OF PLOTTER PAPER**

<b>Description of Plotter Paper</b>	<b>Quantity in Roll</b>	<b>Remarks</b>
Plotter Paper 3 inch core 1. 80 GSM Plain Paper (Non Acidic) 2. 90 GSM Super Calender Paper 3. 95 GSM Plain Paper (Non Acidic)	<u>36 inch x 100 metres</u> <b>50 to 100 Rolls</b> <b>100 to 500 Rolls</b> <b>330 Rolls</b>	The final break-up of quantity against each size will be intimated while placing the supply order.

**Note: The Plotter Paper demanded is to be used in KIP C -7800 Large format A0 Size LED Plotter.**

**PRICE BID**

<b>Description of Plotter Paper</b>	<b>Rate</b> <b>(36"x100 mtrs.) per Roll</b>	<b>Taxes , etc.</b>	<b>Total</b>
Plotter Paper 3 inch core 1. 80 GSM Plain Paper (Non Acidic) 2. 90 GSM Super Calender Paper 3. 95 GSM Plain Paper (Non Acidic)			

Any other Terms & Conditions if any-



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

1	Name of the Firm/ Company	
2	Postal Address  Telephone numbers  Fax  e-mail  Website Address (If Applicable).	
3	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
4	Any authorized branches of the Firm/ Company, if so give details	
5	PAN/TAN	
6	TDS Accounts if any	
7	Central Sale Tax Registration No./ Service Tax Registration No.	
8	Whether the firm is registered for supply of paper rolls with any organization? If yes, please provide the details.	

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

We have offered the Tender for supply of **Plotter Paper 3 Inch Core, 36 inch x 100 mtrs, 80 GSM Plain Paper (Non Acidic), 90 GSM Super Calender Paper, and 95 GSM Plain Paper (Non Acidic)**. 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 12 months.

Place:

Date:

Official Signatory of the Firm with designation  
Rubber stamp of office

**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 Limited tender document and agree to abide by the same in all respect.

I/We undertake to communicate promptly to Director NGDC 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

